

Bloomberg Tax and Accounting

INCOME TAX PLANNER™

OPERATIONS GUIDE

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INTRODUCTION

ABOUT THIS GUIDE

This **Operations Guide** describes the features of **Income Tax Planner** and it provides instructions on how to use the program.

A separate guide – the **Tax Reference Guide** – provides descriptions of the program's worksheets and details on what to enter for each item on the worksheets. It also explains how the program computes the amounts in calculated rows.

You can access the latest version of these guides on the program's Help menu.

CUSTOMER SUPPORT

If you have questions about using the program, please call our toll-free number 800.424.2938. Bloomberg Tax Technology Customer Support is available during regular business hours, 9:00 am to 7:00 pm (ET) to answer any questions you may have..

We invite you to send us comments on the program and guides by submitting a Support Form via our Website at <https://bnasoftware-support.force.com>.

You can also submit your comments by mail.

Bloomberg Tax Technology
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Arlington, VA 22202

You will receive prompt notification of program updates or enhancements, and discounts on update prices.

CONVENTIONS USED IN THIS GUIDE

KEYBOARD

You can use the mouse or keyboard to perform most tasks in the program. If a task requires that you press a **single key**, the key is shown:

Press W.

If a task requires that you press **several keys** consecutively, the keys are separated by a comma:






Press N, Enter.

If a task requires that you press **several keys** concurrently, the keys are separated by a plus sign:

Press Alt+F.

MOUSE POINTERS

Use the mouse pointer to set the cursor's position when you click the left mouse button. The pointer is represented in various ways in the manual, depending on the task.

- **Single-arrow** pointer () — Appears on dialogs, menus, title bars, icons, buttons, etc., and points to selections you can make. A **single-arrow** pointer appears on dialogs, menus, title bars, buttons, etc., and points to selections you can make.
- **Double-arrow** pointer () — The single-arrow-shaped pointer changes to a **double-arrow** pointer when the pointer is on a window's border. A double-arrow indicates that you can click and drag the window's border.
- **Plus-shaped** pointer () — Appears on cells in a worksheet.
- **I-beam** pointer () — Appears on boxes in which you can enter text, such as the **Assumptions** dialog's Client Name text box.
- **Circle-shaped** pointer () — Appears over linked information that has been pasted into the client letter.

GETTING TO KNOW THE PROGRAM

INTRODUCTION TO INCOME TAX PLANNER

Income Tax Planner with Fifty States is one in a series of tax software products from Bloomberg Tax Technology. It is a sophisticated planning tool that provides a fast and accurate way of evaluating alternative tax plans for clients.

Using a standard Windows interface, the program computes all the alternative income taxes for individuals and fiduciaries for 1987 and subsequent years. With **Income Tax Planner with Fifty States**, the program also computes resident state income taxes for all 50 states and the District of Columbia, fully integrating the results with the federal calculations, as well as the nonresident state income taxes for:

Alabama	Arizona	Arkansas	California
Colorado	Connecticut	Delaware	Georgia
Hawaii	Idaho	Iowa	Illinois
Indiana	Kansas	Kentucky	Louisiana
Maine	Maryland	Massachusetts	Michigan
Minnesota	Mississippi	Missouri	Montana
Nebraska	New Jersey	New Mexico	New York
North Carolina	North Dakota (2)	Ohio	Oklahoma (2)
Oregon	Pennsylvania	Rhode Island	South Carolina
Utah	Vermont	Virginia	West Virginia
Wisconsin			

For details of the state calculations, see Chapter 2 of the **Tax Reference Guide**, available on the program's Help menu.

The program's powerful spreadsheet format allows simultaneous calculation and display for multiple years and cases, multiple years within cases, multiple cases within years, or projections for a single year or case. Additional modes of analysis include a "difference" analysis (showing the difference between two cases in the same year), an "adjustment" analysis (useful for audits and other adjustment situations), and a "taxpayer/spouse" analysis (showing the effects of a married couple filing separately as well as jointly). Each analysis can have up to twenty columns of data at a time.

You can easily change data in any cell – the program instantly recalculates and displays the new results on-screen.

SYSTEM OF INTERACTIVE WORKSHEETS

The multi-level worksheets provide maximum flexibility for data entry. Information can be entered with as much or as little detail as desired. In most cases, data required at different points in the program need be entered only once. This "tree-structured" worksheet system consists of:

- a **Main Worksheet** with 28 rows of tax input data and calculated results. This worksheet provides an instant overview of all major categories of input and output data. The data can be entered directly into the **Main Worksheet** or posted there automatically from other worksheets.

- **subworksheets** for entering the details of items on the **Main Worksheet**. Results are automatically calculated and posted to the **Main Worksheet** and to other subworksheets as appropriate.
- **supporting worksheets** for entering the details of items on a subworksheet.
- **custom worksheets** that you design yourself for entering additional levels of detail. The program can handle up to 100 custom worksheets.
- **Individual Activities worksheets** for convenient entry of items on K-1s and 1099s on an activity-by-activity basis.
 - A batch input worksheet provides an alternative method of data entry to the other worksheets. Client data items are entered as a list of numbered row items and posted automatically to the appropriate worksheets for calculation and display.
 - When entering data into either the batch input worksheet or the other worksheets, you can have calculations turned on or off. Turning the calculations off will speed up the data entry process.

OPENING THE PROGRAM

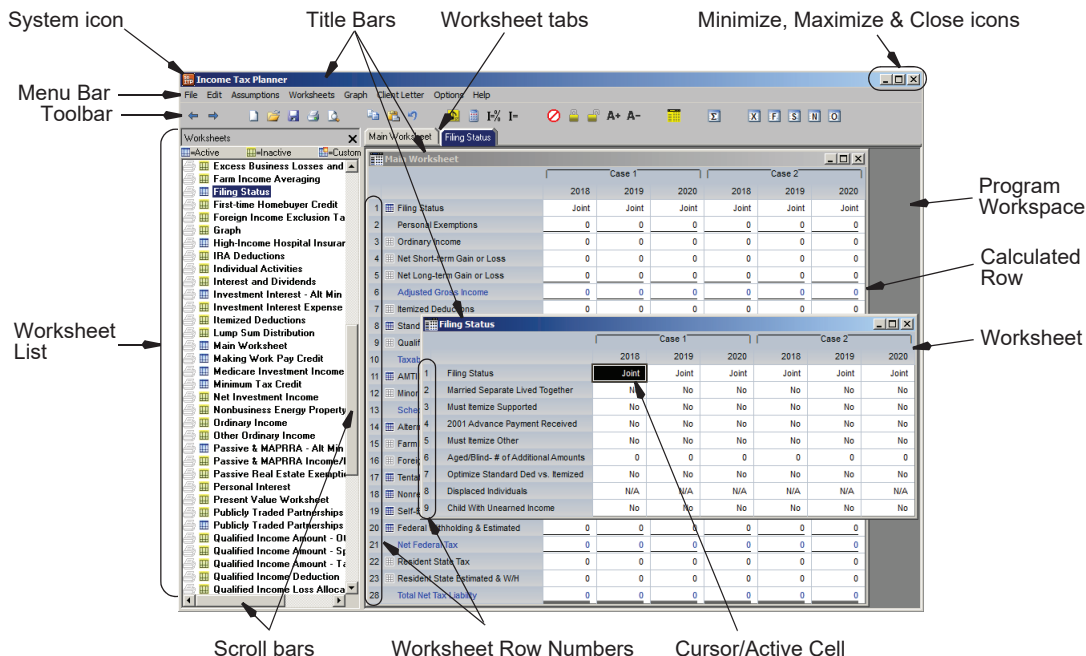
1. To load the program, click **Start > Programs > Income Tax Planner > Income Tax Planner**. Alternatively, you can click **Start > Run**, type **ITWIN**, then click **OK**.

Note. You can also launch the program and open an existing client file by double-clicking the client file name in Windows Explorer.

2. When loading is complete, the **Main Worksheet** appears within the program workspace.

PARTS OF THE SCREEN

This section identifies and describes elements of the program window.



SYSTEM ICON

The system icon is located in the upper-left corner of each window's title bar. If you click the system icon of an application window (e.g., **Income Tax Planner**), a menu drops down and you can select basic window operations such as Size, Move, Maximize, etc. If you click a worksheet window's system icon, you can select the same windows operations as you can for an application window plus select Next to move through the open worksheet windows.

TITLE BAR

The title bar, located across the top of a window and to the right of the system icon, displays the name of the application or window. If the window does not take up the full screen, you can usually click and drag on the Title Bar to move the window around the screen.

MENU BAR

The **Menu Bar** along the top of the window provides access to all program functions and the Help system. One of the items on the menu bar, **Assumptions**, is a dialog where you specify changes to the default program setup of three years/two cases. The **Assumptions** dialog is also used for specifying the

first year of analysis; selecting an Annualization, Minor Child, Difference, or other type of analysis; and setting up case titles (and, with **Income Tax Planner with Fifty States**, choosing resident and nonresident state specifications).

File Edit Assumptions Worksheets Graph Client Letter Options Help

SELECTING A MENU BAR ITEM

There are three ways to select an item from the menu bar: (1) using the mouse; (2) using the keyboard shortcut keys, or; (3) using the left and right arrow keys.

To select an item using the mouse, click on the item on the menu bar.

To select an item using the keyboard, press Alt+ the underscored letter in the menu's title. For example, pressing Alt+F pulls down the File menu. If the command you want is not on the menu you originally pulled down, you can use the left and right arrow keys to move across the menu bar and highlight the desired item. Press Enter to open the item's menu or dialog.

SELECTING COMMANDS

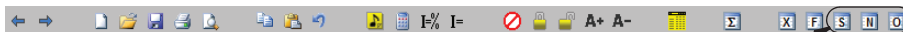
Once you select a menu on the menu bar, you will see a list of commands. There are three ways to select a command: (1) click on the command; or (2) use the arrow keys to move the cursor to the command, then press Enter; or (3) press the underscored letter in the command title. Any of these methods will execute the command. If further commands for that command are available, an ellipsis (...) appears next to the command title.

QUICK ACCESS TO COMMON EDIT COMMANDS

Right-clicking a cell in a worksheet opens a shortcut menu, providing you with quick access to commonly used Edit menu commands.

TOOLBAR

Located beneath the menu bar, the **Toolbar** provides access to several program functions.



Available only with **Income Tax Planner with Fifty States**

If you have a client letter open, you will have additional sets of toolbars present. Those are explained in detail in Chapter 8.

Purpose or Function



Moves the input focus from the current worksheet to the worksheet that had previously been opened or had the input focus (not due to use of the back or forward icon).



Moves the input focus from the current worksheet to the worksheet that had been subsequently been opened or had the input focus (not due to use of the back or forward icon).



Opens a new client file after closing any client file currently open. Reloads all default settings.



Opens the Open Client File dialog, allowing you to select a file to open.



Saves the client file (worksheets and client letter). If you are saving the file for the first time, opens the Save Client File As dialog, where you can choose a file name. If you are saving a file that has been saved before, saves with the same name and does not open the dialog.



Opens the Print dialog. Allows you to select which worksheets to print, as well as output options.



Opens the Print Preview window. Displays client file as it will print. Allows you to preview the file on-screen before printing.



Places a copy of the selected cells on the Clipboard.



Pastes the cells from the Clipboard to a cell or range of cells.



Cancels the last entry in a cell.



Opens the Note dialog. Lets you create, edit, and delete a note that acts as a footnote for any input cell.



Displays a calculator. You can calculate a value and post it into the cell.



Increases the value of the previous cell by a percentage and enters the new value in the current cell.



Increases the value of the previous cell by a dollar amount and enters the new value in the current cell.



Hides or displays columns on screen or for printing purposes



Protects the column you are in by locking the data in the column.



Unlocks the column you are in.

Equivalent Menu Command

The back icon is available only on the Toolbar.

This forward icon is available only on the Toolbar.

File menu,
New Client File command

File menu,
Open Client File command

File menu,
Save Client File command

File menu,
Print command

File menu,
Print Preview command

Edit menu,
Copy command

Edit menu,
Paste command

Edit menu,
Undo Last Entry command

Edit menu,
Note command

Edit menu,
Math Calculator command










Edit menu,
Increase by Constant or %
command

Edit menu,
Increase by Constant or \$
command

Edit menu, Hide Columns command

Edit menu,
Protect Columns command

Edit menu,
Unprotect Columns command

	Purpose or Function	Equivalent Menu Command
	Increases the size of the screen font.	Edit menu, Screen Fontsize Increase command
	Decreases the size of the screen font.	Edit menu, Screen Fontsize Decrease command
	Opens/closes Worksheet List pane, which contains all active, open, and inactive worksheets.	Options menu, View Worksheet Left/Right commands
	Opens the Summary Report, which shows the details behind the analysis' worksheet calculations.	Worksheets menu, Summary Report command
	Closes all open worksheets, except the Main Worksheet (Main Worksheet cannot be closed).	Worksheets menu, Close All Subworksheets command
	Displays all open federal worksheets that have been minimized.	Worksheets menu, View Worksheets, Federal worksheets command
	Displays all open state worksheets for your resident state that have been minimized. If none are open, displays the resident State Tax – Main Worksheet.	Worksheets menu, View Worksheets, Resident State Worksheets command
	Displays all open New York state nonresident worksheets that have been minimized. If none are open, displays the New York Nonresident Tax worksheet (if New York has been selected as a nonresident state).	Worksheets menu, View Worksheets, NY Nonresident State Worksheets command
	Displays all open nonresident state tax worksheets (other than New York). If none are open, displays the Nonresident State Tax – Main Worksheet, provided a nonresident state has been selected.	Worksheets menu, View Worksheets, Other Nonresident State Worksheets command

WORKSHEET LIST

The Worksheet List contains a list of worksheets available to the analysis, sorted in an alphabetic list or a tree structure. Each worksheet's icon reveals the status of the worksheet within the current analysis: open and active, active, or inactive. You can double-click a worksheet item in the list to open it, or right-click an item to open, close, kill, or display help for the worksheet. Displayed on the left as an initial default, at your option the **Worksheet List** can be displayed on the right or closed altogether.

WORKSHEET ROW NUMBERS

Row numbers correspond to each row title on each built-in worksheet. This feature, accessed on the Options menu, helps you when reading the help file descriptions of certain worksheet rows that cite row numbers in the description. Worksheet row numbers are displayed by default.

APPLICATION WORKSPACE

The application workspace is the area within the **Income Tax Planner's** window that holds the open worksheets that you are working with. The workspace is below the menu bar and toolbar.


WORKSHEET TABS

Located above (or at your election, below) the application workspace, a Worksheet tab is displayed for each open worksheet. Click on a tab to quickly access an open worksheet. Right-click on a tab to access a shortcut menu of commands (Open, Close, etc.).

MINIMIZE & MAXIMIZE ICONS

The Minimize and Maximize icons are located in the upper-right corner of each window's title bar. The minimize icon is the icon with the thick underline. When you click the minimize icon on a program window, the program will be minimized and added as an icon to the taskbar. If you click the minimize icon on a worksheet window, the worksheet will be reduced to an icon and placed above the taskbar. The maximize icon is the icon with the window picture on it.

CLOSE ICON

The Close icon  is the icon located in the upper-right corner of each window's title bar and on some dialogs. If you click this icon, its window will close. If you click the Close icon on the program's title bar, the program will close.

CURSOR

The cursor holds the active position in a window. It can be placed using the keyboard keys or the mouse. (See **Mouse Pointers** on page 12.)

ACTIVE CELL OR ACTIVE ROW

This is the cell or row in which you are making an entry. You can distinguish it from other, inactive cells or rows because it is highlighted in a different color. The cursor marks the active cell.

SCROLL BAR

The scroll bar is a horizontal or vertical bar at the bottom or right of the window. This bar is marked at the ends with a box that contains a directional arrow. It includes a slider button that allows you to scroll through a list box or window.

INSERTION POINT

The insertion point is the place in the active cell where entries are inserted. When you enter data in a cell for the first time, for instance, the insertion point is at the far right.

HIGHLIGHTING

Highlighting is a method used to indicate an active area of the window by changing the area's color.

DIALOG

A dialog is a special type of window that provides information and/or allows you to enter information in the program. Dialogs frequently provide a selection of options.

For a more detailed discussion of the parts of an **Income Tax Planner** worksheet, see **Parts of a Worksheet** on page 37.

TYPES OF ROWS

INPUT ROWS

You enter the facts of a client analysis in input rows. Also called entry rows, these rows allow you to directly enter data without using an underlying subworksheet. All non-calculated numeric rows on a worksheet can expand to a supporting subworksheet, either a built-in subworksheet or a custom subworksheet.

CALCULATED ROWS

Calculated rows are rows that the program computes based on your entries elsewhere. You cannot make entries in or make direct changes to the amounts on calculated rows. Calculated rows are indicated by a different color than input rows.


ACCESS ROWS

Access rows are rows that you can use to access a subworksheet. Some access rows allow summary data entries. Other access rows, such as Individual Activities, do not allow data entries — you can only use them to access subworksheets. The program posts the results from the accessed subworksheet back to the access row.


Access rows provide access to other input worksheets; they also display the results of these entries. Access rows are designated with a worksheet icon:



Inactive worksheet icon — indicates that a subworksheet is available but inactive for that row

 Active worksheet icon — indicates that a subworksheet has been activated

You can access a worksheet by double-clicking the row or, when the cursor is on an access row, by pressing W.

You can also access a worksheet by double-clicking the worksheet item on the Worksheet List (if the Worksheet List is not displayed, click the Show/Hide Worksheet List icon  on the toolbar). Or, when the **Worksheet List** is not displayed, you can access a worksheet by pressing Ctrl+W to display the **Select Worksheet** dialog.

PROGRAM CALCULATIONS AND FEATURES

CALCULATIONS

LIMITATIONS AND PHASEOUTS

- Phaseout of personal exemptions based on AGI.
- Standard deduction including additional amounts for taxpayers who are over 65 or blind and additional amounts for property taxes and disaster losses.
- Passive activity income and loss computations.
 - The \$25,000 exemption for “active” real estate activities with the phaseout based on AGI.
 - Carryover and application of suspended losses in the year the activity is sold or has income.
 - Material participation rental real estate allowance for real estate professionals.
 - Publicly traded partnership income and loss limitations.
 - Audit trail that shows the allowed gains and losses for each item in each activity and each item type for all activities.
- Regular and Roth IRA limitations, including Roth modified AGI.
- Keogh and SEP deductions.
- Foreign Earned Income Exclusion.
- Foreign Housing Deduction
- Section 1231 and casualty gains and losses.
- Capital gains and losses, limitations and carryovers.
- Calculates includible portion of Social Security benefits.

- Calculates excludable allowable portion of Series EE educational bond interest.
- Calculates the deduction for interest on educational loans.
- Calculates the deduction for higher education expenses.
- Calculates the deduction for domestic production activities.
- Calculates includible portion of employer provided dependent care expenses.
- Calculates includible portion of employer provided adoption assistance.
- Applies special rules for taxpayers who must itemize.
- Calculates the Excess Business Loss Limitation under IRC § 461(l).
- Calculates Net Operating Losses and Carryovers for years after 2017.
- Calculates the Qualified Business Income Deduction Under IRC § 199A.

ITEMIZED DEDUCTIONS

- Calculates the limitations on:
 - Medical, casualty, and employee business expenses and miscellaneous itemized deductions
 - Residence Interest Deduction including mortgage insurance.
 - Personal interest deduction
 - Investment interest, taking into account:
 - The 5-year phase-in allowance
 - Carryovers from prior years and to future years
 - Adjustment of net investment income for phase-in of preenactment passive losses
 - The breakdown of deductions and carryovers between Schedule A and Schedule E. Automatically computes net investment income including capital gain offset.
 - Regular tax charitable contributions, taking into account carryovers from prior years and to future years for:
 - Public charities
 - Private, non-operating foundations
 - Capital gain property in all categories
 - Carryovers in all categories from prior years and to future years.
- Incorporates the 3% floor limitation to itemized deductions effective for years before 2018 and after 2025.

- Automatically applies special rules for taxpayers who must itemize.
- Calculates deduction for state estimated and withholding tax payments. Automatically applies tax benefit rule to refunds.
- Calculates deduction for state and local sales taxes including the optional table amounts.
- Optimizes standard deduction vs. itemized deductions.

CREDITS

- Child tax credit with AGI phaseout.
- Hope Scholarship and lifetime learning credits with AGI phaseout.
- D.C. Homebuyer credit with AGI phaseout.
- Adoption credit and exclusion.
- Dependent Care credit and exclusion.
- Credit for Elective Deferrals and IRA Contributions.
- Nonbusiness Energy Property
- Residential Energy Efficiency
- Minimum Tax credit, including refundable minimum tax credit.
- 2001 10% Bracket credit.
- Automatically computes earned income credit and the supplemental earned income credit. Computes modified AGI and disqualified income.
- Automatically computes credit for taxes paid to another state for all fifty states.
- Making work pay credit (2009–2010)
- 2008 recovery rebate credit
- First-Time Homebuyer credit (2008–2011)
- Affordable Care Credit (effective 2014)

TAXES

- **Regular tax**
Future year indexing based on user-entered inflation factor.
- **Alternative capital gains tax**
Alternative capital gains tax for 1987 and years after 1990, including treatment of qualified dividends, 28% rate gains and losses (including pre-5/7/97 gains and losses); unrecaptured section 1250 gain; collectibles

gain; 5-year gain from sale of property purchased before 2001; and small business stock gain (Section 1202).

- **Farm income averaging tax**

Calculates the farm income averaging tax described in IRC § 1301 applicable to years after 1997.

- **Foreign Earned Income Tax**

Calculates the foreign earned income tax described in IRC § 911 applicable to years after 2005.

- **Alternative minimum tax**

- Takes into account adjustments for the standard deduction, personal exemptions, personal interest, medical expense, miscellaneous itemized, state taxes, and refunds.
- Recomputes passive loss, capital gain/loss, and investment interest for alternative minimum tax purposes with carryovers.
- Recomputes charitable contribution limitations and carryovers.
- Recomputes medical and personal casualty loss deductions.
- Recomputes publicly traded partnership losses, deductions, and carryovers.
- Recomputes Section 1231 and casualty gains and losses.
- Recomputes investment interest limitations and carryovers.
- Keeps records of carryover passive losses by individual activity.
- Selects the proper exemption amount.
- Computes and applies minimum tax credit.
- Calculates AMT adjustment for the 3% floor under itemized deductions.
- Phaseout of exemption from the alternative minimum tax.
- AMT alternative capital gains tax including treatment of 28% rate gains and losses (including pre-5/7/97 gains and losses); unrecaptured Section 1250 gain; collectibles gain; 5-year gain from sale of property purchased before 2001; 5-year gain from sale of property purchased after 2000; and small business stock gain (Section 1202).
- AMT rules for children under 14.

- **Self-employment tax**

- Applies dollar limitations; takes into account FICA wages.
- Automatically computes the income tax deduction for self-employment taxes in post-1989 years.

- Applies applicable ceilings on the Hospital Insurance (Medicare) element (pre-1994) and the old age, survivor, and disability insurance (OASDI) element in the self-employment tax.
- Handles wages subject only to HI (Medicare) portion of FICA tax.
- Handles statutory employee wages.
- **High-Income Hospital Insurance Tax (effective 2013)**
- **Medicare Investment Tax (effective 2013)**
- **Shared Responsibility Payment (effective 2014–2018)**
- **Net tax liability**

Shown after application of credits, and after computation of earned income credit.

- **State tax**
 - Allows entry of user calculated state tax amount, or, with **Income Tax Planner with Fifty States**, automatically calculates and integrates state income taxes for any state. Automatically deducts state tax for federal purposes.
 - Special worksheets provided for entry of state tax payments and calculation of state refundable credits, as well as federal deductions and refunds. Separate worksheets for resident and nonresident states.
 - Resident state income tax for all fifty states, as well as New York City and Washington, D.C. Includes special California computations, such as the California Minimum Tax credit.
 - Nonresident taxes for California, Connecticut, New Jersey, New York, Ohio, and 36 other states. Supports simultaneous calculation of New York nonresident taxes and nonresident tax for a second nonresident state.
 - Computes other state tax credit (credit given by one state for taxes paid to another state).
 - Computes the New York Metropolitan Community Transportation Commuter Tax.
 - Computes the tax for multiple non-resident states.
- **Estimated Tax**
 - Automatically performs quarterly annualization for purposes of required estimated tax payments.
 - Produces 1040–ES estimated payment vouchers for individuals and 1041–ES vouchers for Estates and Trusts.
 - Supports both regular and annualized installment methods.

- For annualization, all quarters are shown at once. Required payments are based on complete tax calculation, including AMT, self-employment tax, etc., on annualized amounts for each period.
- Easy entry of amounts either by period with automatic annualization or evenly spread throughout the year.
- Computation of required payments based on quarterly amounts or, if lower, annual amounts.
- Required quarterly payment shown before and after application of withholding and prior period over- or underpayments.
- Elect to apply previous period under- or overpayments when you do next quarterly payment.
- **Minor child**
Simultaneous parent and child computations for unearned income of minor children. Option to include income on parent's return or tax child separately.
- **Lump sum taxes**
 - Five-year and ten-year forward averaging.
 - Computation of all six alternatives available to taxpayers who qualify.
 - Separate computations for taxpayer-spouse.
 - Calculated with or without election to treat entire amount as subject to 5- or 10-year averaging.

PRESENT VALUE COMPUTATIONS

A special worksheet calculates the net present value of taxes and cash flows for each year in the analysis.

OTHER FEATURES OF THE PROGRAM

- Supported OS: Windows Server 2012 R2, Windows Server 2016, Windows Server 2019, Windows 8 32, Windows 8 64, Windows 8.1 32, Windows 8.1 64, Windows 10 32, and Windows 10 64.
- Easy-to-use interactive **Worksheet List** shows the current status of all worksheets within the open analysis at a glance. Allows you to open, close, kill, or print worksheets from a tree diagram (or optional alphabetical list) of worksheets. Also allows you to zap custom worksheets.
- Tab interface allows quick access to any open worksheet.
- Toolbar allows easy access to common operations including save, print, and print preview.

- The **Security Transaction Analyzer** worksheet lets you enter security transactions, i.e., sales of stocks and bonds, on an individual transaction basis. Automatically determines type of gain, taxable amount, and tax. Each transaction can be posted to a specific case or cases.
- Note feature lets you create (and optionally print) a Note that acts as a footnote for a worksheet input cell, including custom worksheet cells. Notes allow you to provide additional explanation to distinguish the cases within the analysis.
- The **Watch Window** allows you to watch certain rows as you change the data.
- File merge allows you to combine information saved in a file with the information in the currently open analysis.
- Files can be e-mailed as a data file or as a PDF printout.
- Client files can be password protected.
- Forward and Back icons allow quick access to open worksheets.
- Linked Client Letter lets you write a client letter while still in the program and link any amounts from the worksheet to the letter. These figures are automatically updated in the letter whenever the worksheets are changed.
- Template feature allows creation of model letters for use with multiple clients.
- Graph feature opens a window containing a graph of your client's data.
 - You can select the items to be depicted on the graph, the type of graph, the properties of the graph (vertical or horizontal, colors or patterns, etc.), and the titles for the top, bottom, and sides of the graph.
 - Graphs are dynamic, each change in data on the worksheet is reflected automatically on the graph.
 - Graph settings are customizable.
- Cut and Paste feature allows you to transfer information to this and other programs.
- Special worksheets handle input from K-1s and 1099s on activity-by-activity basis with complete audit trail showing amount of each item from each activity.
- On-screen math function eliminates the need for a calculator.
- Accepts data files from previous Windows versions of the program.
- Allows up to 500 passive activity items and up to 500 non-passive items worksheets.

- Multiple windowing feature lets you see numerous worksheets and computations side-by-side on the screen.
- The optional **Use Same Window** feature lets you tile the graph and a worksheet side-by-side, then have newly-opened worksheets open on top of the worksheet. This allows you to see the graph update dynamically as you make changes in the analysis.
- The **Save Desktop** feature lets you save the size and location of the worksheets on the program workspace when you leave the program, so that when you re-open the analysis, everything is placed back the way you left it.
- The **Print Preview** option lets you review and modify your client reports on-screen before printing.
- A wide range of printer and screen fonts gives you utmost flexibility in tailoring the program output to your needs.
- Preset and customizable color formats allow you to select from a wide range of colors for screen text, backgrounds, separator lines, and underlines.
- The **Auto Backup** feature allows you to back up your client data files as you work as often as you wish.
- Online help messages include references to Internal Revenue Code sections where pertinent.
 - Pop-up help messages provide additional explanation for each tax item.
 - Help facility is completely indexed with hypertext jumps to other topics of relevance and hyperlinks to relevant worksheets in program.
- Client data files can be opened, saved, renamed, and deleted through the program's simple file routine.
- Client files can also be stored in text format for subsequent editing with word processing programs, in data format for use in database or spreadsheet programs such as Lotus 1–2–3™ and Microsoft® Excel, or in Adobe® Acrobat® format for easy e-mailing and presentation.
- A detailed summary report for clients follows the general format of pages 1 and 2 of federal Form 1040.
- Multiple users may access the program simultaneously over a Local Area Network (LAN) (additional licenses required).
- **Dynamic Data Exchange** (DDE) allows you to share or “link” data with other Windows programs.
- A lock/protect column option allows you to protect historical data.

- A hide column option allows you to hide columns on-screen and when printing.
- The **Print Columns** feature lets you select specific columns for printing so that a single column of historical data can be printed along with multiple cases of new years.
- The **Page Style** feature provides you with a wide variety of preset report styles from which you can select when you print worksheets. Page Style also allows you to select other combinations of style features to customize the look of the printed worksheets, as well as save a combination of styles as your preferred default.
- Program can automatically restore the default header or footer for old or bridged files and automatically supply default headers and footers for files without them.
- Save a default list of worksheets to be printed with each client file.
- Complete reports with table of contents and index.
- Ability to select state tax law to apply makes it easy to compare tax burdens of different states.
- <<desktop program edition only>> Ability to automatically check for and download program updates via the Internet and install these updates over the currently installed program version.
- Right-clicking a cell in a worksheet opens a shortcut menu, providing you with quick access to commonly used Edit menu commands.

BRIDGING TAX DATA FROM OTHER PROGRAMS

Many tax preparation software companies provide bridge programs that allow you to convert and export your client data to a file that is compatible with **Income Tax Planner**. The data in the exported file can then be quickly and easily imported to **Income Tax Planner**, where you can compare tax information from different years and plan for future tax years.

The following tax preparation programs have bridges for **Income Tax Planner**:

- Lacerte Tax (Intuit)
- ProSystem fx Tax (CCH)
- UltraTax CS (Thomson Reuters)
- GoSystem Tax RS (Thomson Reuters)

You can find instructions on how to bridge using these products in our Customer Support knowledge base. Go to <https://bnasoftware-support.force.com> and enter **Bridge** in the **Search knowledge** field.

For information about a specific bridge, contact your tax preparation software company.

<<Web program edition>> Even though the tax preparation software company may not state that they provide a bridge specifically for the Web program edition, the **Income Tax Planner** engine is the same in both the desktop and Web editions. This means that the data in the exported file can be quickly and easily imported to either program edition.

ASSUMPTIONS

The **Assumptions** dialog is used to specify the general assumptions about the tax information you are entering, such as the number of years and/or cases in the analysis, the type of analysis, (Adjustment, Difference, Taxpayer & Spouse, Annualization, Minor Child), the first year of analysis, or (for minor child calculations), the number of children.

Assumptions X

Client Name:

Cases and Years

Years within Cases ☒ Cases within Years ☐

Adjustment ☐ Taxpayer & Spouse ☐ Difference ☐

Number of Cases in Analysis (Limit 20) 2

Number of Years in Analysis (Limit 20) 3

First Year of Analysis (2000 or later) 2020

OK

Cancel

Help

Multi Nonresident

Multi Nonresident Analysis ☐

Year of Analysis (2000 or later) 2020

Case Titles...

Annualization

Estimated Tax Annualization Analysis ☐

Year of Analysis (2000 or later) 2020

Filing Status Joint

Client Address...

Resident State...

Minor Child

Minor Child Analysis ☐

Number of Children (Limit 19) 1

Year of Analysis (2000 or later) 2020

Nonresident State...

Save as Default

You should complete this dialog before you enter client tax data into the worksheets and subworksheets. See Chapter 5 for more information on the items and their default settings.

Once you have completed the Assumptions, you are ready to run through some tax calculations.

Note. If you are using **Income Tax Planner** for the first time, you may wish to follow the scenarios in the Tutorial, accessible on the program Help menu, to work through some sample cases before using data of your own.


LOADING FILES FROM PREVIOUS VERSIONS

This version of the program will automatically handle files created by all prior versions of **Income Tax Planner**. However, please note that the program has changed over the years with successive versions reflecting tax law changes and program enhancements and you should check your final data carefully to be certain that it is properly categorized in the current version.

OPENING A CLIENT FILE

To open a client file, click the **Open** icon on the Toolbar or select **Open Client File** from the File menu. To create a new client file, select **New Client File** from the same menu.

ENDING A SESSION

When you've finished running the calculations, make sure you have stored everything you need by selecting **Save Client File** or **Save Client File As** on the File menu. Then click the **Close** icon  in the title bar or select **Exit** (from the File menu) to quit the program.

If you do not save your data before trying to exit the program, you will be prompted to save your data.

If the file has not been saved previously and you select **Yes**, the **Save Client File As** dialog will appear and you can then save your data and exit the program. (See **Save Client File** on page 64 and **Save Client File As** on page 65 for detailed instructions on saving data files.) If the file has been saved previously and you select **Yes**, the program saves the file and exits. If you select **No**, you will be exited from the program. Select **Cancel** if you change your mind and decide not to exit the program.

BACKING UP CLIENT FILES

In addition to saving client data through the program's "File" routine, it is also advisable to make backup copies of client files using backup software. This will prevent loss of client data in the event your files are inadvertently erased or your data disk is lost or damaged. See your Windows manual for instructions.

You are also cautioned to protect your client data files from access by unauthorized persons. For client files requiring maximum security, confidentiality is best served by storing data files on floppy disks in a secure location.

INSTALLING PROGRAM UPDATES

<<desktop program edition only>>

For detailed instructions about program installation and activation, see the separate **Installation Guide** that was sent to you. For information about Web updates, please see **Web Update command** on page 267.

SINGLE WORKSTATION INSTALLATION

If you are installing a **program update** and you already have a previous version of the program installed on your hard disk, the new files will replace the files from the previous version. The installation process will not damage or overwrite client data files on your hard disk that were created with earlier versions of the program.

Make sure that you have exited **Income Tax Planner** before starting to install the new version.

NETWORK INSTALLATION

Bloomberg Tax Technology recommends that you install to the same drive and folder as the previous version. While you are installing be sure no one is running the program. The program will automatically recognize the activation code that you entered previously.

If you install to a different drive/directory or if a single-user installation was run at each licensed workstation, then the workstation setup or program installation, respectively, must be run at each licensed workstation.

For most program updates, after setting up the server component, workstation setup is not required. However, some program updates require each workstation to be set up after setting up the server component. If running the workstation setup is required, and if you choose not to run the workstation setup at each workstation, then end users who attempt to open the program at their workstations will receive the following message:

Income Tax Planner has upgraded components requiring existing network workstation installations to upgrade by first running the workstation setup. Please choose **OK** to run the workstation setup and automatically install the required updated files.

Choosing **OK** causes the program to automatically run the workstation setup. If **Cancel** is chosen, the program will not run the workstation setup.

After workstation setup has refreshed the appropriate file(s), the current version of the program starts automatically. No further action should be required.

STATES USERS

If you are installing into a folder that contains state specifications files from a previous version, the specification files will be updated. If the specification file you were using as the default was a modified version of the original version supplied by Bloomberg Tax Technology, and the Bloomberg Tax Technology version has been updated to reflect changes in state law, the installation program will use the updated Bloomberg Tax Technology version as your default. If your changes reflected local taxes or other specifications that are not included in the new Bloomberg Tax Technology version, you will need to re-enter the changes, file the altered specifications under the name you used previously, and then reassign the file as your default state.

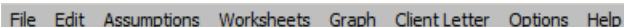
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WORKSHEETS & MENUS

OVERVIEW OF WORKSHEETS

At the heart of the program is a series of multi-level worksheets on which client tax data is entered and calculations are performed. Tax data can be entered in detail or summary form and calculations are processed instantaneously. Data is posted continuously among the relevant worksheets.

The program uses a menu system to access these worksheets and other program functions. The menu bar, which lists the operations that you can perform with the program, appears at the top of the screen as soon as you load the program. It provides access to the **Assumptions** dialog and the tax planning worksheets, as well as to other functions such as printing, saving, and opening client files; setting calculation and display options; and, if you have **Income Tax Planner with Fifty States**, selecting and changing state specifications.



Other chapters in this guide detail each item of each menu. For details on the Worksheets menu, see Chapter 6.

TYPES OF WORKSHEETS

Client tax information can be entered into the program by using either the regular worksheet system of **Main Worksheet** and subworksheets, or the **Batch Input** worksheet.

The **Batch Input** worksheet is a worksheet that contains all of the program's detail-level input rows, sequentially numbered and grouped under each worksheet title. The **Batch Input** worksheet is discussed on page 169.

Custom worksheets provide an additional level of detail that can be personalized to meet the needs of individual clients. Custom worksheets can be created

using either the regular worksheets or the **Batch Input** worksheet. For more information, see **Custom Worksheets** on page 41.

Other types of worksheets allow you to enter individual activities and to see the **Summary Report** or **Alternative Capital Gains** expanded output or present value calculations.

TYPES OF ROWS

Some rows on the worksheets are data entry rows, some are calculated rows, while others are rows for accessing subworksheets. For details about the row types, see **Types of Rows** on page 20.

WHAT IS AN ACTIVE WORKSHEET?

The program can post amounts to the calculated rows of an active worksheet. An active worksheet can be open or closed.

WHEN TO USE SUBWORKSHEETS

When using the regular worksheets, client data can be entered into the **Main Worksheet** either directly or through the subworksheets. In many situations (for example, the calculation of certain alternative and supplementary taxes), you should always use the corresponding subworksheets, because the details needed to compute the tax accurately can only be entered through subworksheets.

WHY ARE SOME WORKSHEETS ACTIVATED AUTOMATICALLY?

Some of these worksheets, for example, the subworksheets for calculating credits and alternative minimum taxable income (and their supporting worksheets), are activated automatically by the program and must remain active so that the program does not overlook the alternative minimum tax calculation and the minimum tax credit, both of which are calculated automatically without separate user input.

Even though the program automates these calculations on the basis of information available from other worksheets, you may need to make some additional entries on these “always active” worksheets to ensure accurate computation of the alternative minimum tax and the credits.

In some cases it will be best to use a subworksheet for some items while using the **Main Worksheet** for others. For example, to assess the effect of additional ordinary income or loss on the alternative minimum tax, it is advisable to use the subworksheets for the **Alternative Minimum Tax** and **Itemized Deductions**. These subworksheets automatically pick up changes to taxable income

whether the changes are made on the **Main Worksheet** or on subworksheets. You can, therefore, make changes to ordinary income on the **Main Worksheet** and immediately see the effect on itemized deductions, alternative minimum taxable income, and the alternative minimum tax.

In other cases, using the subworksheet cannot be avoided. For example, the input rows for nonrefundable credits and the alternative minimum tax on the **Main Worksheet**, and certain rows on other worksheets, can only be used to access the subworksheet and cannot be used for entering summary information directly. (See the individual row descriptions in the **Tax Reference Guide** for more details.)

USE SUBWORKSHEETS FOR BEST RESULTS

In general, you are advised to use the subworksheets to enter information until you are familiar enough with the program and the law to be certain that the calculations and limitations on the subworksheets do not apply. For example, if the **Charitable Contributions** worksheet is not used, the program will not apply the charitable contributions limitations. If you are certain the limitations do not apply, then you can enter charitable contributions directly on the “Charitable Contributions” row of the **Itemized Deductions** worksheet. Otherwise, you should use the subworksheet. A similar rule applies to virtually every other subworksheet.

WHICH WORKSHEETS DO I NEED?

Use the diagram of program worksheets at the beginning of the **Tax Reference Guide** and the summary descriptions that follow that diagram to determine which subworksheets you may need to use. The summary descriptions outline the purpose of each subworksheet and the calculations that are derived from it. See, also, the discussions of individual worksheets in the **Tax Reference Guide**.

PARTS OF A WORKSHEET

The program’s worksheets are accessed by double-clicking the name of the desired worksheet in the Worksheet List. The main parts of a worksheet are illustrated and described below:

Worksheet Tab

Title Bar

Minimize, Maximize & Close Icons

Column Headings: Case Titles

Bright icon indicates that this row has an active subworksheet

Dimmed icon indicates that a subworksheet is available but inactive

Row numbers

Column Headings: Analysis Years

Active Cell: Reverse video indicates cursor location

Note indicator

Calculated row

Row title

Input or data entry row

	Case 1			Case 2		
	2018	2019	2020	2018	2019	2020
1 Filing Status	Joint	Joint	Joint	Joint	Joint	Joint
2 Personal Exemptions	0	0	0	0	0	0
3 Ordinary Income	0	0	0	0	0	0
4 Net Short-term Gain or Loss	0	0	0	0	0	0
5 Net Long-term Gain or Loss	0	0	0	0	0	0
6 Adjusted Gross Income	0	0	0	0	0	0
7 Itemized Deductions	0	0	0	0	0	0
8 Standard Deduction	24,000	24,000	24,000	24,000	24,000	24,000
9 Qualified Income Deduction	0	0	0	0	0	0
10 Taxable Income	-24,000	-24,000	-24,000	-24,000	-24,000	-24,000
11 AMTI Net of Exemption	0	0	0	0	0	0
12 Minor Child Tax	0	0	0	0	0	0
13 Schedule or Table Tax	0	0	0	0	0	0
14 Alternative Capital Gains Tax	0	0	0	0	0	0
15 Farm Income Averaging Tax	0	0	0	0	0	0
16 Foreign Earned Income Tax	0	0	0	0	0	0
17 Tentative Minimum Tax	0	0	0	0	0	0
18 Nonrefundable Credits	0	0	0	0	0	0
19 Self-Employment and Other Taxes	0	0	0	0	0	0
20 Federal Withholding & Estimated	0	0	0	0	0	0
21 Net Federal Tax	0	0	0	0	0	0
22 Resident State Tax	0	0	0	0	0	0
23 Resident State Estimated & W/H	0	0	0	0	0	0
24 Total Net Tax Liability	0	0	0	0	0	0

Column headings reflect the relevant year and/or case number for each column. In the case of **Minor Child** computations, the first column is the parent and each subsequent column represents a child under 14. In the case of an **Annualization** analysis, each column heading represents a specific period of the year.

Row titles down the left side of the worksheet describe the individual row items to be entered or calculated. A different color (in the manual shown as blue) denotes a row whose values will be automatically calculated and displayed when that row on the worksheet is active.

Cells are the places within a worksheet where data is entered or a calculated amount is displayed. They are located in the grid area beneath the column headings and to the right of the row titles. The **active cell** is where the cursor rests and is displayed in reverse video. When you type an amount, it is entered into the active cell.

A vertical **scroll bar** appears if there are worksheet rows that cannot fit in the window. A horizontal scroll bar appears if there are additional columns that cannot fit in the window.

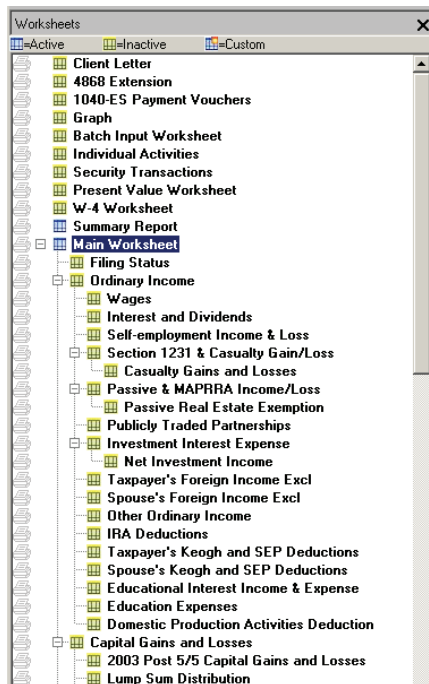
SELECTING A WORKSHEET

If you want to open a subworksheet from a worksheet row, you can double-click on the row or press W when the insertion point is in a cell in that row. If available, the built-in subworksheet will open. If not, a custom worksheet will open. Rows titled "Individual Activities" will open an **Individual Activities**

worksheet. (For details on these types of worksheets, see **Overview of Worksheets** on page 35.)

You can also use the **Worksheet List** (displayed on the left or right of the workspace, depending upon your selection on the Options menu) to open specific worksheets, including custom worksheets and **Individual Activity** items. The dialog and the pane both also allow you to close or kill worksheets.

The top portion of the Worksheet List, when sorted by structure rather than worksheet name, looks like this:



To open a worksheet quickly:

1. Select the worksheet from the **Worksheet List** (if the **Worksheet List** is hidden, press Ctrl+W to call up the **Worksheet List**).
2. Double-click on the title of the desired worksheet.

Or highlight the title of the worksheet you want, then press Enter.

The selected worksheet will open on top of the previous worksheet.

Some of these worksheets are also available for selection from the Worksheets menu. These include the **Batch Input** worksheet (for entering tax data in detail without using the multi-level worksheet system) and the expanded output worksheets (**Summary Report** and **Alternative Capital Gains Tax**).

For a discussion of open, active, and inactive worksheets, see **Using the Worksheet List** on page 161.

NUMERIC DATA ENTRY AND CURSOR MOVEMENT

As you enter a number in a cell, it grows from right to left, with commas inserted where appropriate. At any point during numeric entry you can use the Backspace key to remove the rightmost digit and the number will shrink accordingly.

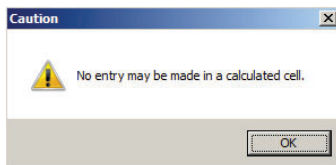
When you've finished entering a number, click on the next cell that you want to enter data in or press Enter or the right arrow key to go to the next cell.

If the **Display Cents** command is selected (through **Calculations** on the Options menu), you may enter a decimal point. The cursor then moves to the right, allowing you to enter cents.

The cursor will not move to the next cell until you use one of the Edit menu commands, or click on another cell with the mouse, or press a cursor arrow key or Enter. This allows you to change what you keyed-in before it is entered into the program. You can change an entry subsequently by moving the cursor to the cell in question and typing over the old value.

CHANGING INFORMATION ON A WORKSHEET

Information that has been posted automatically from an activated subworksheet can only be changed through the subworksheet, unless the subworksheet is made inactive. Any keystroke (other than H (Help), K (Kill), X (Summary Report), B (Batch Input), W (Go to Subworksheet), or a cursor movement command) on a row with an active worksheet will produce the following message:



Click **OK** to close the message and continue. Double-click on a cell or press W to call up the subworksheet again; press K to perform the **Kill** operation. See **Kill Subworksheet Command** on page 122.

You can also use the **Zap** command to eliminate a custom worksheet and all the row descriptions and other data it contains. See **Zap Custom Worksheet Command** on page 123.

For more information on entering data and Edit menu commands, see the **Edit Menu Commands** on page 105.

CUSTOM WORKSHEETS

The program allows you to create your own custom worksheets for entering the details of any row that does not already have a built-in worksheet. You can provide your own row titles for the items that you want to include and enter the amounts for each item (positive or negative) in the year and/or case column(s) provided. The program will total the entries and post the totals back to the row for which the custom worksheet was created. This feature is available from both regular worksheets as well as **Batch Input** worksheets.

Custom worksheets are also easily accessible on the **Worksheet List**.

When you select a built-in worksheet for printing, all custom worksheets that were created from that worksheet will be printed as well, provided that the Custom Worksheets option is selected on the **Page Setup** dialog (see **Custom worksheets** on page 63).

A sample custom worksheet that was just opened for **Other Adjustments** is shown below. (The **Other Adjustments** custom worksheet is accessible from the “Other Adjustments” row on the **Ordinary Income** worksheet.)

24	Post 2013 SE Health Insurance Ded	0	0	0
25	Other Adjustments	1,000	1,250	1,500
26	Total Adjustments	1,000	1,250	1,500
27	Net Ordinary Income	64,500	63,250	45,000

Other Adjustments			
2014	Keep Both	Sell #1	Sell #2
Other Adjustments	1,000	1,250	1,500
Total	1,000	1,250	1,500

Row title section Numeric cell section

A custom worksheet has two basic sections: the row title section (the first column on the left) and the numeric cell section (the column(s) to the right). The row title section has its own Edit menu which is described in **Custom Worksheet Edit Menu for Row Titles** on page 46.

If you create a custom worksheet for a row on which you've already entered amounts, instead of creating a blank custom worksheet, the program carries that row's title and amounts to the first row of the custom worksheet, as shown above:

CREATING CUSTOM WORKSHEETS

Rows without a worksheet icon (on the left of the row title) do not have built-in subworksheets. To create a custom worksheet for one of these rows:

1. Double-click on a row without a built-in subworksheet. A blank custom worksheet will open that has a title matching the row you just came from

and column headings corresponding to the years and/or cases selected for this taxpayer. The cursor will be on the left in the row title section.

2. Type in your row titles using up to 36 letters or numbers for each. (Depending upon the width of the selected screen font, the entry may scroll off the screen to the left as you type. When you press Enter, the title area will expand to display the entire title.) When you press Enter, the cursor moves down to the next row title.

Note. You can leave the title and columns for any row blank by simply pressing Enter without entering any description.

Note. To erase the row title while leaving the numeric entries intact, click the row title to select it, then press and hold the Backspace key down until the title is deleted. Now you can enter a new title for the row.

MOVING BETWEEN ROWS

To move up or down the rows, click on the desired cell or row or use the arrow keys.

DELETING OR ADDING ROWS

You can delete a row (from a row title cell) by opening the Edit menu and selecting **Delete Row**. To insert a row above a particular row, open the Edit menu and select **Insert Row**. You cannot insert a row into a range of linked rows from within the program nor can you delete rows that are linked to a remote application as long as these rows are linked.

3. After entering the last row title (up to 49 rows are allowed), move to the numeric section of the custom worksheet by clicking the first numeric cell in the first row and first column, or by pressing Ctrl+Right Arrow key. Fill in the numbers using any of the Edit menu commands available on the built-in worksheets, such as Auto Copy, Repeat, Clear, Increase, Math, etc.
4. To move back to the row titles, click on the desired title or press Left Arrow key (to move to the title in the same row).

DESIGNATING TITLE ROWS

You may designate a custom worksheet row as a title row. (A title row does not allow numeric input.) In the following illustration, the second row has not yet been designated as a title row:

Other Adjustments			
2014	Keep Both	Sell #1	Sell #2
Row 1 Description	1,000	1,250	1,500
Row Title	0	0	0
Row 2 Description	0	0	0
Total	1,000	1,250	1,500

To designate a row as a title row:

1. With the cursor in the row title cell, open the Edit menu.
2. Select the **Title Row On/Off** command. The message "Title ON" will appear. Any existing numbers on the row will be blanked out.

Repeating the **Title Row On/Off** command while in the row title section of a title row converts it back to a normal input row and the message "Title OFF" appears. However, numbers that may have been blanked out when the title row was created are not restored.

DESIGNATING SUBTOTAL ROWS

Similarly, you may designate a custom worksheet row as a subtotal row. (A subtotal row accumulates the entries from the normal input rows above it.)

1. Enter a row title such as "Subtotal".
2. Open the Edit menu and select the **Subtotal Row On/Off** command. The message "Sub Total ON" will appear, and the amount in the cells will be the sum of those above the subtotal row.

Other Adjustments			
2014	Keep Both	Sell #1	Sell #2
Row 1 Description	1,000	1,250	1,500
Row Title			
Row 2 Description	1,100	1,350	1,600
Subtotal Row	2,100	2,600	3,100
Row 3 Description	0	0	0
Total	2,100	2,600	3,100

Subtotal Row

As shown above, the Subtotal feature sums the amounts in all rows above up to, but not including, the previous subtotal row. The numeric cells in a subtotal row are calculated and therefore cannot be edited.

Repeating the **Subtotal On/Off** command converts the row back to a normal input row.

When you leave a subtotal row, the program treats the row as a calculated row and the row is dimmed. However, unlike other calculated rows, you can revise the title of the subtotal row.

NESTING CUSTOM WORKSHEETS

The program allows up to 100 custom worksheets. They can all be created off the built-in worksheets or they can be “nested,” i.e., created off each other. You can have as many worksheets running off another worksheet as there are rows available to create them, provided the total number of custom worksheets, however created, does not exceed 100.

To create a custom worksheet for a row entered on a custom worksheet, while the cursor is in the row title section simply open the Edit menu and select **Open Custom Worksheet**. Or, when the cursor is in the row’s numeric section, double-click on the row.

WORKSHEET TOTALS

Each custom worksheet includes a calculated Total row at the bottom of the worksheet.

Each custom worksheet automatically posts its totals back to the row from which it was created. Positive entries are added and negative entries subtracted.

While you can use the **Math Calculator** command (on the Edit menu) while in a numeric cell to compute an entry, formulas cannot be entered and retained.

KILLING CUSTOM WORKSHEETS

The Kill command operates on custom worksheets in the same way as on built-in worksheets, zeroing out the numeric data but leaving the rest of the worksheet intact. When you kill a custom worksheet that is linked to other remote applications, the links are not affected and remain active.

To kill a custom worksheet, press K when the cursor is in the numeric section of the row from which the worksheet was created. The program will issue a message stating that all data on the subworksheet will be cleared, and asking for confirmation before deleting the worksheet data.

After killing the data on the subworksheet, the program issues a message to tell you that the subworksheet is no longer active.

Note. Both the **Kill** and **Zap** commands require that you work from the most recently created worksheet back to previously created worksheets. You cannot kill or zap a worksheet while other worksheets created from it are still active. The only exception is the **State Tax – Main Worksheet**. You may kill this worksheet from the **Main Worksheet** and all subworksheets created from it will be killed also.

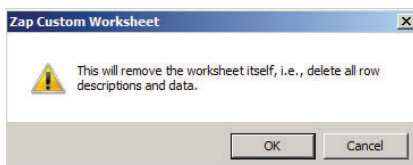
ZAPPING CUSTOM WORKSHEETS

When a custom worksheet is zapped (eliminated), all of its row titles and numeric data are deleted and the worksheet itself is deleted from the analysis. Additionally, when you zap the custom worksheet any Excel links to or from the custom worksheet are deleted.

You can eliminate a custom worksheet in any of three ways:

1. **From the worksheet row for which the custom worksheet was created** — If the cursor is in either the row title or the numeric section of the row, open the Edit menu and select **Zap Custom Worksheet**.

Before deleting the custom worksheet, the program first issues a message similar to the following which asks you to confirm your request and then eliminates the custom worksheet (including all row titles and numbers).



After completing the task, the program issues a message to tell you that the custom worksheet has been zapped.

2. **From the custom worksheet itself** — Call up the custom worksheet (double-click on its access row) and then go to each row title one at a time and select **Delete Row** from the Edit menu. As soon as you close the worksheet, it will be removed from the analysis.
3. **From any worksheet** — using the **Erase Worksheets** command on the File menu to eliminate all custom worksheets, select the **Erase Worksheet Data and Zap Custom Worksheets** option (see **Erase Worksheets** on page 99).

CREATING OVERLAYS

You can use the custom worksheet feature of the program to create overlays (or worksheet templates) for clients with similar fact patterns. To do so:

1. Create the custom worksheets you want.
2. Open the File menu and select the **Erase Worksheets** command.
3. Select **Erase Worksheet Data** from the list and click **OK**.
4. When prompted to confirm, click **OK**. All numeric data will be deleted from the worksheets, but the custom worksheets (except passive activity and **PTP** custom worksheets) will be left in template form. State specifications used by **Income Tax Planner with Fifty States** are not affected.

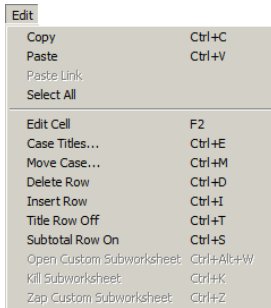
5. Save the file using the **Save Client File** or **Save Client File As** selection on the File menu.

Thereafter, when you load in the template file you created, the custom worksheets in the file will be available as though they were built into the original program.

Note. When you load the template file, you may want to save it under a new name immediately to keep from changing the template unintentionally.

CUSTOM WORKSHEET EDIT MENU FOR ROW TITLES

The custom worksheet has a different Edit menu for the row title section, as shown below. The numeric cell section uses the same Edit menu as regular worksheets. For more information, see **Cell Commands** on page 106.



COPY

The Copy command places the selected text onto the Clipboard.



To use the toolbar to perform this function, click the **Copy** icon on the main program toolbar.

PASTE

The **Paste** command places the Clipboard's contents into the current row title cell, overwriting the existing contents. This command will only paste to input rows that are already active. You cannot use this command on rows that do not already have either a row title or amounts in the cells.



To use the toolbar to perform this function, click the **Paste** icon on the main program toolbar.

PASTE LINK

Use the **Paste Link** command to invoke the link feature and to place data copied from Excel onto the custom worksheet, starting at the selected cell. This command will only paste to input rows that are already active. You cannot use

this command on rows that do not already have either a row title or amounts in the cells.

Note. You cannot insert rows into a range of custom worksheet rows that are paste linked from another application. Nor can you delete rows from a range of custom worksheet rows that are paste linked from another application. You can, however, add or delete rows at the source — within the remote application. However, the program cannot recognize when you add or delete rows in the remote application. You must break the links, and then recopy and paste-link the new range of rows from the other application into the program.

Or, if you want to add or remove only custom worksheet rows in **Income Tax Planner** and these rows are within a range of linked cells, when you select the **Insert Row** or **Delete Row** command, the program will issue a message asking if you want to delete the links. Select **OK** to have the program delete the links and either delete the selected row or insert a new row. You can then re-copy and re-paste link the rows from the remote application that you want linked.

SELECT ALL

Use the **Select All** command to select the entire worksheet before using the Copy command.

EDIT CELL

Use the **Edit Cell** command to revise the text of the row title.

DELETE ROW

Use the **Delete Row** command to delete a row on a custom worksheet. Rows that are linked to remote applications cannot be deleted until the link is broken.

INSERT ROW

Use the **Insert Row** command on a custom worksheet to insert a new row above the current row. A row cannot be inserted between rows that are linked to a remote application until the link is broken.

TITLE ROW ON/OFF

When executed from the row title section, this command designates a row as a title row and issues the message “Title ON.”

SUBTOTAL ROW ON/OFF

When executed from the row title section, this command designates a row as a subtotal row and issues the message “Subtotal ON.”

OPEN CUSTOM WORKSHEET

Use the **Open Custom Worksheet** command to create a custom subworksheet for a row on a custom worksheet. You can subsequently access the subworksheet by double-clicking on the row on the parent custom worksheet to which the subworksheet is attached. To open a custom subworksheet while in the numeric cell section, double-click the mouse.

KILL SUBWORKSHEET

Use the **Kill Subworksheet** command to change a custom subworksheet's status from active to inactive and set all items on the subworksheet to zero while in the row title section of the subworksheet's access row. To prevent accidental deletions, the program requests verification before killing the subworksheet. Killing a subworksheet automatically restores any calculations that use the subworksheet data to where they would have been had the subworksheet not been used. When you kill a subworksheet, any Excel links to or from this worksheet are not affected — the links remain intact, ready for when you reactivate the subworksheet.

Note. This command will be dimmed on the Edit menu unless the cursor is on a row that has a custom subworksheet.

For more information, see **Killing Custom Worksheets** on page 44.

ZAP CUSTOM WORKSHEET

Use the **Zap Custom Worksheet** command to delete a custom subworksheet from a row on a custom worksheet. The subworksheet data and the worksheet itself will be deleted. Any Excel links to or from the zapped custom worksheet will be deleted as well.

Note. This command will be dimmed on the Edit menu unless the cursor is on a row that has a custom subworksheet.

For more information, see **Zapping Custom Worksheets** on page 45.

OVERVIEW OF MENUS

FILE MENU

The File menu lists functions that you can perform on entire client data files, client letter templates, reports, or worksheets. You may use the File menu to perform the following program functions:

- **New Client File** — Prepares the program for a new client, clearing any worksheets and Assumptions

- **Open Client File** — Opens an existing client data file
- **Merge Client File** — Allows you to combine the information saved in a file with the information in the currently open analysis. This feature helps you to incorporate yearly tax data into a single multi-year historical planning file.
- **Save Client File** — Saves the current client data file
- **Save Client File As** — Saves the current client file under a new name or to a new location
- **New Client Letter** — Erases the current client letter and opens a new blank one using the headers or footers in the default letter template
- **Open Letter Template** — Opens an existing client letter template for editing
- **Save Letter Template As** — Saves the current client letter or letter template as a client letter template
- **Page Setup** — Allows you to set up the page specifications for the printed report
- **Print Preview** — Allows you to preview reports on-screen before printing
- **Print** — Allows you to select which reports to print as well as output options
- **Send to** — Allows you to send the client file as an attachment (PDF or IT format) via email.
- **Erase Worksheets** — Erases data from worksheets, while leaving Assumptions from the current client file (such as name, years, and cases) in place
- **Exit** — Exits the program

You can also rename and delete files from the **Open Client File** and **Save Client File As** dialogs.

The File menu also lists the names of the last four client data files that were opened.

We describe the File menu functions in detail in Chapter 3. You may also want to review Chapter 11 for step-by-step printing instructions.

EDIT MENU

The Edit menu lists functions that you can perform within or between worksheet cells or to worksheets themselves. The Edit menu allows you to perform the following program functions:

- **Undo Last Entry** — Cancels the last entry in a cell
- **Undo List** — Allows you to restore the values in a worksheet row to a previous value.

- Copy — Copies a selection to the clipboard
- Paste — Pastes from the clipboard into a cell or range of cells
- Paste Link — Pastes linked data from a Windows application
- Select All — Selects all items on a worksheet
- Edit Cell — Edits a cell's contents (allows you to insert/delete specific characters within a cell)
- Auto Copy Within A Case — Automatically copies the contents of the current cell to other years within a case or to other cases in a single-year analysis. When you use this command (instead of Enter) to terminate an Increase command, the same increment, along with the result, is included in all remaining columns in the case.
- Auto Copy Same Year — Automatically copies the contents of the current cell to the same year for all cases
- Auto Copy All Columns — Automatically copies the contents of the current cell to all other years for all other cases
- Clear Or Restore Prior Value — Clears or restores the cell's previous value
- Increase By Constant Or % — Increases or decreases the value of the previous cell by a percentage or dollar amount and enters the new value in the current cell
- Kill Subworksheet — Kills the subworksheet accessed from the row the cursor is on
- Zap Custom Worksheet — Zaps a custom worksheet accessed from the row the cursor is on
- Math Calculator — Calls up the Math Calculator to calculate a value and post it into a cell
- Repeat Previous Cell — Repeats the previous cell's content in the current cell
- Spread Annualization — Enters (or spreads) evenly received amounts based on your entry. Available on the custom worksheets for income and expense items only. Only available for annualization analyses
- Case Titles — Opens the Case Titles dialog, which you can use to enter case titles.
- Move Case — Opens the Move Case dialog, which allows you to move cases.
- Hide Columns — Allows you to hide one or more columns on-screen and (if you choose) when printing.

- **Protect Columns** — Protects one or more columns by locking the data in these columns
- **Link Commands** — Allows you to delete, update, and edit links to/from Excel
- **Note** — Lets you create, edit, and delete a note that acts as a footnote for any input cell. Can be used to help distinguish between cases
- **Go To Batch Input Line Number** — (Enabled only when the Batch Input worksheet has the focus) Moves the cursor to a specified line on the **Batch Input** worksheet

We describe these functions in detail in Chapter 4.

Note that the commands on the Edit menu are different when the cursor is in the title row of a custom worksheet (see Chapter 6) or when the graph or client letter has the focus (see Chapter 7 and Chapter 8).

ASSUMPTIONS DIALOG

The **Assumptions** dialog allows you to specify basic information about the current analysis, including the Client Name, the type of analysis, and the year(s) of analysis. The **Assumptions** dialog also provides buttons for specifying case titles, information for the client letter, and selecting a resident or nonresident state for the analysis. The items for each type of analysis are:

- Client Name

CASES AND YEARS

- Years within Cases
- Cases within Years
- Adjustment
- Taxpayer & Spouse
- Difference
- Number of Cases in Analysis (Limit 20)
- Number of Years in Analysis (Limit 20)
- First year of Analysis (2000 or later)

MULTI NONRESIDENT

In **Income Tax Planner with Fifty States**, the program allows for a Multi Nonresident analysis to calculate the state taxes for one resident state and up to 18 nonresident states for one year. For more information, see page 139.

ANNUALIZATION

If the analysis involves estimated tax annualization, the analysis is limited to one case and one year, displaying four periods (five for estates and trusts). You can specify the:

- Year of Analysis (2000 or later)
- Filing Status

MINOR CHILD

If the analysis involves the computation of the tax on investment income of a minor child, the analysis is limited to one case and one year. You can specify the:

- Number of Children (Limit 19)
- Year of Analysis (2000 or later)

DEFAULTS

When you first start the program after installation, the initial defaults for the analysis are:

Years within Cases	on
Number of Cases in Analysis (Limit 20)	2
Number of Years in Analysis (Limit 20)	3
First Year of Analysis (2000 or later)	2020

You have the option of changing these defaults for future analyses. We describe these selections in detail in Chapter 5.

WORKSHEETS MENU

The Worksheets menu allows you to manipulate the tax input and output worksheets, both in the data file and as windows on the screen and access the following program functions:

- Hide/Show Worksheet List
- Worksheet List
 - Open Worksheet
 - Close Worksheet
 - Kill Worksheet
 - Zap Custom Worksheet
 - Print Worksheet

- Sort Worksheet List
- Help for Worksheet List
- Go to Subworksheet — Brings a specific worksheet to the top

Arrange the worksheets (as windows) in your workspace, using these commands:

- Cascade
- Tile Horizontal
- Tile Vertical
- Tile Optimal
- Arrange Icons

Select how worksheets are treated when you press Esc:

- Close on Escape
- Minimize on Escape
- Use Same Window — Have the worksheets open directly on top of the previous worksheet

Use commands on the Worksheets menu to access special worksheets or windows, such as:

- Batch Input
- Individual Activities
- Summary Report
- Present Value
- W-4 — provides access to the W-4 worksheet and W-4 form
- Alternative Capital Gains Tax
- Security Transaction Analyzer
- Watch Window
- 1040-ES/1041-ES payment vouchers
- Close All Subworksheets
- View Worksheets submenu <<Available only with **Income Tax Planner with Fifty States**>> — display worksheets of a selected type:
 - Federal Worksheets
 - Resident Worksheets
 - New York Nonresident Worksheets
 - Other Nonresident State Worksheets

Finally, the Worksheets menu lists the names of the worksheets that are currently open.

We describe the Worksheets menu commands in detail in Chapter 6.

GRAPH

The **Graph** dialog allows you to set up a graphic representation of the analysis which shows various aspects of the case in relation to each other.

You can customize the graph by:

- specifying the data items shown on the Graph — select from 11 predefined data items and four user-defined worksheet rows (some data items correspond directly to a particular worksheet row; others are calculated from a combination of worksheet rows)
- specifying the type of graph you want
- further defining how the graph will appear — selecting from vertical, horizontal, stacked vertical, stacked horizontal, labels, colors or patterns, etc.
- specifying the titles that appear on the graph

We describe the Graph feature in detail in Chapter 7.

CLIENT LETTER

The Client Letter allows you to write a letter to your client that is a part of the file. The letter can pull data from the worksheets; calculated amounts cited in the letter are updated automatically as you change data within the analysis. You can also create one or more Client Letter Templates to use as standard boilerplates for analyses that require the same basic letter.

You can perform several word processing tasks. For example, you can:

- Set tabs, indents and margins;
- Add a header and footer;
- Insert page numbers, page breaks, and the time and date;
- Format your text;
- Pull information from the worksheets; and
- Find and replace words or linked fields.

You can also use the Client Letter feature to:

- Automatically insert the client's name, address, and a salutation name; or
- Link calculated fields from the worksheets.

We discuss the Client Letter in detail in Chapter 8.

OPTIONS MENU

Selections on the Options menu provide ways to control how the program operates or looks. Some of the options include:

- Auto Backup — As a default, the program will save every five minutes
- Calculations
- Colors
- Default Directory
- Deactivate Workstation <<desktop program edition only>>
- Link Options — Provides options used when the client data file is linked to Excel.
- Password Protect
- Screen Font
- Resident State Specifications <<Available only with **Income Tax Planner with Fifty States**>> — A gateway to the resident state specifications portion of the program.
- Nonresident State Specifications <<Available only with **Income Tax Planner with Fifty States**>> — A gateway to the nonresident state specifications portion of the program.

You can toggle the **Calculations** and **Save Desktop** features on or off. As a default, these options are on.

The Options menu allows you to organize the program window to suit your particular preferences by, for example, displaying or hiding the main program toolbar, Worksheet List, or worksheet tabs. You can also change where the Worksheet List or worksheet tabs are placed within the program window.

We describe the Options menu selections in detail in Chapter 9.

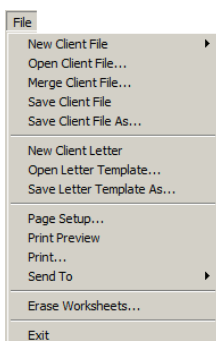
HELP MENU

The selections on the Help menu provide a few different ways to look up help topics covering the program. The selections on this menu include:

- Contents – Displays the contents of the Income Tax Planner Help system.
- Search for Help On – Searches for Help information related to topics that you specify.
- Help for Current Row – Displays a description of the worksheet row on which your cursor is sitting.
- Operations Guide – Opens the Operation Guide in your default web browser.

- Tax Reference Guide Supplement – Opens the Tax Reference Guide Supplement in your default web browser.
- View Tutorial – Opens the tutorial web page in your default web browser.
- View Merge Conflict Log – Displays the log that details any issues that arose during a merge
- Web Update <<**desktop program edition only**>> – Searches the Bloomberg Tax Technology updates Web page for program updates. Offers you the option to automatically check for program updates or to manually check for update. Also offers you the option to have the most recent update downloaded and installed automatically.
- Contact Support Team – Opens your default internet browser and displays the Bloomberg Tax Technology Customer Support Web page, where you can search frequently asked questions and find contact information for Bloomberg Tax Technology.
- About Income Tax Planner – Displays the About dialog, containing information about your copy of Income Tax Planner.

FILE MENU



OVERVIEW

The File menu of the program allows you to manage the program's data files. Through the File menu you can access the following program functions:

- Prepare for a new client, open client files to retrieve client data, merge information saved in a file with an open analysis, save client files to store client data on disk, rename client files, and even delete client files.
- Start a new client letter; create, open and save a client letter template.
- Customize the format of the printed reports using **Page Setup**.
- Look at the reports before printing using **Print Preview**.
- Print the reports using **Print**.

Note. Chapter 11 details each step of the print process.

- Send a saved client file as a PDF or IT attachment to an email recipient.

- Clear the data from the current analysis' worksheets using **Erase Worksheets**.
- Leave the program and return to Windows using **Exit**.

NEW CLIENT FILE


To open a new client file and clear any worksheets or assumptions from the currently loaded client file:

1. Select **New Client File** on the File menu. A submenu appears.

Cases & Years	Ctrl+F1
Multi Nonresident...	Ctrl+F2
Annualization...	Ctrl+F3
Minor Child...	Ctrl+F4

2. Select the desired analysis type from the submenu.

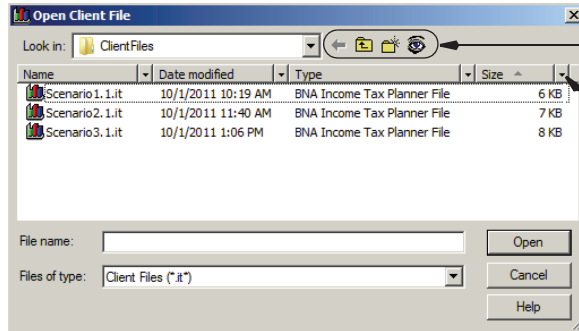
Note. If you have not saved your most recent changes to the currently loaded client file, the program will issue a message asking if you want to save changes to the analysis before closing the client file that is currently loaded.

- If you select **Cases & Years**, the **Main Worksheet** opens, cleared of all data, with the default number of years and cases open, just as when you first start the program. (Selecting this option does the same thing as clicking the **New** icon  on the program toolbar.) For further instructions, see **Cases and Years** on page 129.
- If you select **Multi Nonresident**, the **Choose State Specification Assumptions** dialog opens. For further instructions, see **Multi Nonresident Analysis** on page 139.
- If you select **Annualization**, the **Assumptions** dialog opens. For further instructions, see **Annualization Analysis** on page 146.
- If you select **Minor Child**, the **Assumptions** dialog opens. For further instructions, see **Minor Child Analysis** on page 153.

OPEN CLIENT FILE

Note. This topic applies to the desktop program edition only. If you are using the Web program edition and you want to view the related help topic, select **Open Client File** on the File menu and then click the help link on the **Open Plan** dialog.

To retrieve previously saved client data for review or updating, select **Open Client File** from the File menu. The **Open Client File** dialog looks similar to this:



Different versions of Windows may cause these buttons to vary.

Click column header to change the sort of the list to that column, or to reverse the sort order of the items within the column.

The **Open Client File** dialog allows you to specify the file name and location of the client file.

Caution! Opening a client file from disk overwrites the worksheet data currently in use. If you haven't saved the analysis or the most recent changes, the program issues a message asking if you want to save the analysis or the changes. Select **Yes** to keep the current worksheet data.

You can also rename or delete an existing client file from the **Open Client File** dialog. Just highlight the name of the client file that you want to rename or delete, then click **Rename** or **Delete**, respectively.



To use the toolbar to perform this function, click the **Open** icon on the main program toolbar.

CLOSING A CLIENT FILE

You do not need to take any extra steps to close a client file before starting a new client file or opening an existing client file. The program automatically closes the currently loaded client file when you select **New Client File** or **Open Client File** from the File menu.

LOADING CLIENT FILES LINKED TO OTHER APPLICATIONS

When you select **Open Client File** for a file that contains links to Excel, a Caution message appears, informing you that the client data contains links and prompts you to re-establish links.

Select **Yes**. The remote application(s) will load the linked file and then the focus will return to the program. The links should be re-established. Check to be sure that the links are hot.

If you do not want to have the links re-established at this time, select **No**. The message box will close.

COMMON OPTIONS AND BUTTONS

Many of the File menu's selections open a dialog that displays a host of buttons, icons, check boxes, text boxes, and/or list boxes. The dialogs have the same look and work in the same manner as each other and as dialogs in other Windows applications. Consequently, you will see the same button or item or layout on several dialogs. To avoid repeating the information in several places, the **Open Client File** section covers several items common to client file dialogs. These items will, therefore, only be mentioned again if the information differs for a particular dialog.

If the dialog contains diagonal hash marks in the lower-right corner, it can be resized — click and drag the dialog's edges to resize the dialog.

Note. Your selections are persistent. The program will retain them the next time you access a **File** dialog.

FILE NAME

The **File name** field (along with the **Look in** field) controls which files are displayed in the **Files list** box. Long file names are supported (unless the files are stored on a Novell 16-bit network, which requires short (8-character) file names).

The portion of the entry before the period (.) specifies the file name, the portion after the period (.) specifies the file extension, and "*" denotes "all". Therefore, *.it* will display in the **Files list** box all files with the extension **it**, **itb**, or **itl**.

For example, to display all income files that begin with the letter "J", place the insertion point before the "*", type J, and press Enter. Before you press Enter, the **File name** field will look like this:

A screenshot of a text input field labeled "File name:". The text inside the field is "J*.it*", where the asterisk is positioned between the letter 'J' and the extension '.it'.

When you highlight or select a name from the **Files list** box, it will appear in this text box. If this is the file that you want to select, click the file again.

Rather than selecting a name from the list, you can type the file name directly into this box. For instance, to select the Joneses' client file, type "Jones" and press Enter.

Note. Since the program automatically assumes the file extension is "it" when you are opening a client file, you need not enter the extension.

SHOW/HIDE PEEK FRAME



The **Show/Hide Peek Frame** icon opens (or closes) a frame in the dialog that contains information about the program file selected in the file list for easy

reference, such as date last revised, client name, number of cases and year, program version, and type and year of analysis.

Use this feature to help determine whether the selected file is actually the client file that you seek before opening it.

LOOK IN/SAVE IN

<<desktop program edition only>>

This field displays the current drive or the current directory. Use this box to specify the directory that you want searched for files. The default directory is the directory where the program is installed.

When you first start the program, the default directory is the directory specified through the **Default Directory** command on the Options menu. Throughout the remainder of the session, the program defaults to the last accessed directory when you invoke the **Open** or **Save As** command.

FILES

This list box displays all files meeting the criteria specified by your selections for **File name**, **Look in/Save in**, and **Files of type**.

After selecting a file for use, the file name is displayed in the **File** text box. You can then click **OK** to complete the task.

Note. The list of files has the same right-click functionality as Windows Explorer: right-click on a file name to open, copy, delete, rename, etc., a file.

Right-click the list box but not a particular file to switch the View setting within this box between Large Icons, Small Icons, List, and Details.

When the **View** setting (accessed through a right-click on the list box) is set to **Details**, you can click the top of a column in the file list to change the sort of the list to that column, or to reverse the sort order of the items within the column.

FILES OF TYPE/SAVE AS TYPE

<<desktop program edition only>>

As a default, this field contains **Client Files (*.it)** or the file name of the currently loaded file.

HELP

Select Help to review specific information concerning the items on this dialog.

RIGHT-CLICK SHORTCUT COMMANDS

DELETE Right-click the file name, then select **Delete** from the shortcut menu to delete a selected file from disk.

- RENAME** Right-click the file name, then select **Rename** from the shortcut menu. Type in the new file name.
- VIEW** Right-click within the list box (not on a file name), select **View** from the shortcut menu, then on the submenu, select **Large Icons**, **Small Icons**, **List**, or **Details** to change how the items in the list box are displayed. Your selection is applied to all File menu List dialogs and will remain persistent until you change the view again.
- ARRANGE ICONS** Right-click within the list box (not on a file name), select **Arrange Icons** from the shortcut menu, then on the submenu, select by Name, by Size, by Date, or by Type to change how the items in the list box are sorted. **Auto Arrange** is enabled when viewing Large or Small Icons.

COMPLETING THE TASK

- OPEN** Select **Open** when the name of the client file that you want to open (or save as, or delete) appears in the **File name** field. The command's dialog will close and the program will run the command on the specified data file. If you are opening a file, you will be taken to the **Main Worksheet**.
- CANCEL** Select **Cancel** to close the command's dialog without selecting a client file or running the command. The window or worksheet that you were in when you selected the menu command will reappear.

MERGE CLIENT FILE

Note. Invoking this command opens the **Merge Client File** dialog (desktop program edition) or the **Merge Plan** dialog (Web program edition). In either case, use the dialog to select the client file (plan) to be merged with the open file (plan).

The **Merge Client File** option allows you to combine the information saved in a file with the information in the currently open analysis. This feature helps bridge users incorporate yearly tax data into a single multi year historical planning file.

Note. This section utilizes the following terminology: The analysis open before the merge is the open analysis. The file that contains the data you want to merge into the open analysis is called the merge file. After the merge, the resultant file is the merged analysis. Files are merged in this manner: the program combines the open analysis with the merge file to produce the merged analysis, the analysis that is open after completing the merge. You may want to save the merged analysis with a different name to distinguish it from the open analysis.

When utilizing this command, we recommend opening the historical file first, then merge the single-year, single-case bridge data into it.

If the merge file contains a year that is also part of the open analysis, you are prompted to either overwrite the overlapping year(s) or add the merge data as a new case(s) to the merged analysis.

If the merge file contains a year which is not part of the open analysis, the program automatically extends the range of years covered by the merged analysis.

The program allows for replicating data from existing cases into any new cases as well as replicating existing years into new years. The merge processes all worksheet data, including custom worksheets, individual activities and securities (these are discussed in detail below). Any linked information or state specification information is ignored in the merge file. Link information or state specification information is retained from the open analysis.

CUSTOM WORKSHEETS

If the open analysis and merge file have custom worksheets, all custom worksheet rows from both analyses are incorporated into the merged analysis.

If both the open analysis and merge file have a custom worksheet attached to the same row, the custom worksheet in the merged analysis will contain the custom worksheet rows from both analyses. The total row at the bottom of the custom worksheet in the merged analysis will have the combined total from both of the analyses.

If either the open analysis or merge file has a custom worksheet attached to a particular worksheet row but the other analysis does not, the custom worksheet will be attached to that same row in the merged analysis. However, if the analysis which did not have the custom worksheet has data in the row to which the custom worksheet is attached (the parent row), the program will create an extra row in the custom worksheet of the merged analysis with the row description “Merged Amount”.

INDIVIDUAL ACTIVITIES & SECURITIES

Individual Activities from the merge file are “matched” against the **Individual Activities** in the open analysis. Two activities match if their description and attributes as specified on the **Individual Activities** screen agree (i.e. Passive or MAPRRA, Active Real Estate etc.). If an activity from the merge file does not match an existing activity in the open analysis it is added as a new activity.

Securities from the **Security Transaction Analyzer** follow the same approach as above.

MERGE CONFLICTS & MERGE CONFLICT LOG

Data will not be merged if the worksheet row specified in the merge file has an active built-in worksheet from the same row in the open analysis. Data will also

not be merged if the row specified in the merge file would activate a worksheet in the open file and subsequently overwrite entries on access rows to this worksheet. The **Merge Conflict Log** can be reopened at any time from the Help menu and allows copy-and-paste capabilities, to assist you with finalizing the merge.

The program produces a **Merge Conflict Log** (accessible from the Help menu) that lists the data from the merge file that could not be merged. Data for the most recent merge is listed at the end of the log.

SAVE CLIENT FILE

Use the **Save Client File** command on the File menu to re-save a previously saved client file under the same name and location. The program overwrites the old client file.

If you select this command for a file that was not saved previously, the **Save Client File As** dialog (see the following section) opens automatically.



To use the toolbar to perform this function, click the **Save** icon on the main program toolbar.

SAVE VS. AUTO BACKUP

SAVE COMMANDS

When you save the current case data using the **Save Client File** or **Save Client File As** commands, you make the decisions concerning when to save the file, what file name to use, and for users of the desktop program edition only, where the file will be saved (the file is saved in a permanent file on disk). You would use the **Save** feature so that you can retrieve the client data in future sessions.

AUTO BACKUP COMMAND

Note. For users of the Web program edition, the way in which the backup (itb) file is handled is the same as in the desktop program edition but the actual itb file will be invisible to you.

When the current case data is saved using the **Auto Backup** feature on the Options menu, the program saves the data in a temporary file on disk, at a set time interval. The name and location of this temporary backup file is controlled internally by the program. You can change the time interval, or turn the **Auto Backup** feature on or off. The data is saved in a temporary file only if **Auto Backup** is on, or in the rare circumstances when the program encounters an unanticipated error condition. Use the **Auto Backup** feature as a temporary

backup to protect your current data against data loss in the event of a system failure.

We recommend using both **Save** and **Auto Backup** features together for maximum protection.

For additional information, see **Auto Backup** on page 241.

SAVE CLIENT FILE AS

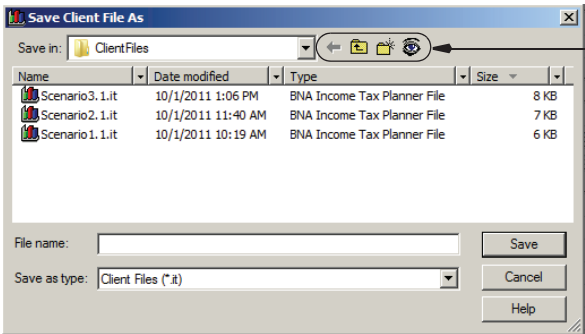
<<desktop program edition only>>

Note. To view the related help topic in the **Web program edition**, select **Save Client File As** on the File menu and then click the help link on the **Save Plan As** dialog.

To save the current client data on disk for later use, select **Save Client File As** from the File menu. Use this command to:

- assign a name and location to newly created client files
- save a previously saved file under a new name or in a new location
- overwrite the name and location of a previously saved client file with changed or new client data

When you select this command, the following dialog opens.



Different versions of Windows may cause these buttons to vary.

The program also opens this dialog if you select **Save Client File** from the File menu while in a previously unsaved client file.

Refer to **Open Client File** on page 58 for information on specific common items on this dialog.

SAVING LINKED CLIENT FILES UNDER A DIFFERENT NAME

You can save a client file containing links to Excel under a new name or to a new directory.

FILE NAME

When saving a file under a new name, type the file name directly into this box. The list of file names in the Files: box will show you which names are already in use on the selected drive and directory. For instance, to save the client file under the name Jones, type “Jones” and press Enter.

The program automatically assigns “.it” as the extension. Additionally, the program will add the file name to the list of recently opened client files on the File menu, above the **Exit** command.

If you specify an extension other than “it”, the program will issue a program message stating that the extension must be “it” and will return the focus to the dialog so that you can revise your entry.

Note. Most **Page Setup** commands, the **Client Letter**, all **Calculation Options** and **Assumptions** are saved with the client file and will be loaded the next time you open the file.

If you specify a name that is already in use, the program issues a message asking if you want to replace the existing file. Click **Yes** to overwrite the existing data file or click **No** if you do not want to overwrite the existing file.

The focus will return to the program so that you can specify a different file name.

For additional information on the **File name**, or on the other items within this dialog, see **Open Client File** on page 58.

NEW CLIENT LETTER

To open a new client letter for the file, select **New Client Letter** from the File menu. Use the client letter feature to create a letter for the analysis file or a template to store for use with other analyses.

The **Client Letter** window opens. For more information on creating a new client letter, go to **Starting a New Client Letter** on page 216.



To use the toolbar to perform this function, click the **New Client Letter** icon on the client letter standard toolbar.

OPEN LETTER TEMPLATE

The **Open Letter Template** command allows you to select a template from the list of client letter templates that you saved previously. Invoking this command opens the **Open Letter Template** dialog.

<<Web program edition only>> Use the template list on the **Open Letter Template** dialog to choose a template to be opened.

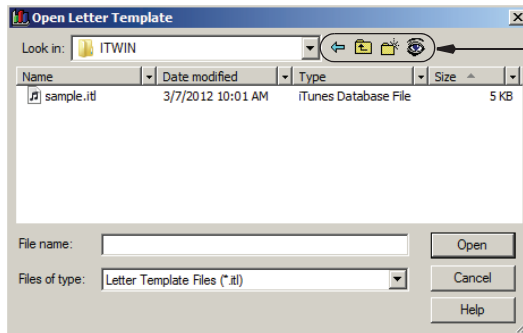
<<desktop program edition only>>

Use the **Open Letter Template** dialog to locate the desired template folder and then select the name of the template to be opened.

You can also rename or delete an existing template from the **Open Letter Template** dialog. Just right-click the name of the template that you want to rename or delete, then click **Rename** or **Delete**, respectively.

Note that if you save the client file after opening the letter template, the template letter replaces any existing client letter previously saved for the client file.

Once you select **Open Letter Template**, the following dialog opens.



Different versions of Windows may cause these buttons to vary.

If you do not see a template that you need, you can look in another drive or folder. Templates use the extension **.itl** (rather than **.it**, which is the extension for a client file).

In addition to opening a template, you can delete the default template here. The default template, **ITDefault.itl**, is stored in **C:\windows**. Right-click the file, then select **Delete** from the shortcut menu to remove the default template.



To use the toolbar to perform this function, click the **Open Letter Template** icon on the client letter toolbar.

SAVE LETTER TEMPLATE AS

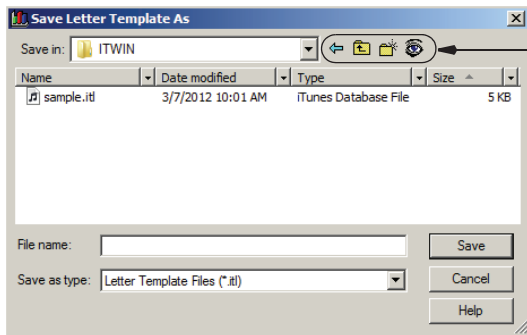
Note. Invoking this command opens the **Save Letter Template As** dialog. A few differences in this dialog exist between the desktop and Web program editions. These differences are indicated below.

Saves the current template for later use. Use this command to:

- assign a name to newly created letter template
- specify the location for the newly created letter template <<desktop program edition only>>

- save a previously saved template under a new name
- save a previously saved template in a new location <<desktop program edition only>>
- overwrite the name of a previously saved template with a changed or new letter
- overwrite the location of a previously saved template with a changed or new letter <<desktop program edition only>>

<<desktop program edition only>> When you select this command, the following dialog opens.



Different versions of Windows may cause these buttons to vary.

<<desktop program edition only>> When saving a template, be sure to use an .itl extension. To save a template as the default template, change the path to **c:\windows**. Then enter **ITDefault.itl** in the **File name** box.

<<desktop program edition only>> You can also rename or delete an existing letter template from the **Save Letter Template As** dialog. Just right-click the name of the template that you want to rename or delete, then click the **Rename** or **Delete** button, respectively.



To use the toolbar to perform this function, click the **Save Letter Template As** icon on the client letter toolbar.<<desktop program edition only>>

DEFAULT LETTER TEMPLATE

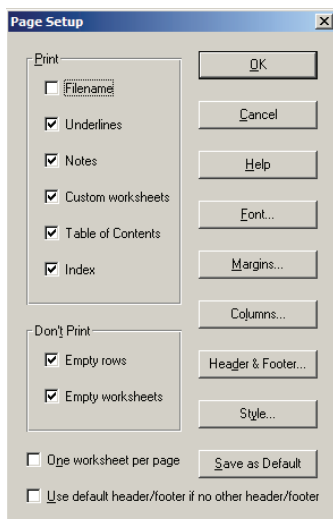
<<desktop program edition only>>

You can save an open template as the default template.

To save the currently-open template as the default template, save the file to **c:\windows\itdefault.itl**. The program uses the default letter template to create letters for new client files and those files that do not already include letters.

PAGE SETUP

The **Page Setup** command allows you to set up a report format suitable for presenting calculation results to your clients. When you select **Page Setup** from the File menu, the following dialog opens. (This dialog can also be accessed from the **Print Preview** window and the **Print** dialog.) The illustration below shows the initial default settings.



Use the **Page Setup** dialog to set up and/or modify the printed reports' appearance, either for this session or for this and future sessions (when saved as the default). Your selections in the **Page Setup** dialog also control what information is included in the printed reports. For step-by-step instructions on printing reports, see Chapter 11.

Note. You can use the **Print Preview** feature to look at the reports before deciding whether you want to select any of these features.

The check box settings on the left — plus the Fonts, Margins, Header/Footer, and Style settings — are saved with the client file. They will be loaded with the rest of the client data the next time you open the file.

After making your selections, click **OK** to accept your selections and to return to the originating worksheet. When you then print or preview the reports, you will see the changes you made reflected on the report pages.

PRINT

- FILENAME** Select this option to print the location and file name of the client file in the lower-left corner of each page. This makes it easier for you to locate a file when changes are required.
- UNDERLINES** When you select this option, the program puts single and double underlines at appropriate rows when printing a report either to a text file or to a printer. Reports without underlines look similar to a worksheet on the screen when the “underlines” color option is not selected.
- For an example of a report that does not use underlining, see page 82. For an example of a report that uses underlining, see page 86.
- NOTES** When you select this option, the program prints the Notes attached to worksheet cells. Each Note prints immediately after the worksheet to which it applies, if the Note meets the following two conditions:
- the worksheet to which it applies is printed, and
 - the row to which it applies is printed. If the row is blank and you’ve selected Don’t print empty rows (see below), the Note will not print.
- CUSTOM WORKSHEETS** When you select this option, the program prints all custom worksheets in the analysis that are attached to a built-in worksheet that is selected for printing.
- Each custom worksheet prints immediately after the worksheet to which it applies, if the worksheet to which it applies is printed.
- TABLE OF CONTENTS** Select this option to print, in page number order, a list of the worksheets and their corresponding page numbers.
- This option is only available if the **Page Numbers** option is selected on the **Page Style** dialog. If you try to select the **Table of Contents** option without selecting the page numbering command, the program automatically selects the **Page Numbers** option on the **Page Style** dialog for you, after issuing a message to inform you of this action.
- INDEX** Select this option to print an alphabetical list of the worksheets and the corresponding page numbers on which they were printed.
- This option is only available if the **Page Numbers** option is selected on the **Page Style** dialog. If you try to select the **Index** option without selecting the page numbering option, the program automatically selects the **Page Numbers** option on the **Page Style** dialog for you, after issuing a message to inform you of this action.

DON'T PRINT

- EMPTY ROWS** Select this option if you want the program to not print user-input rows which contain all zeros. If an input row contains all zeros and this command is selected, the program will not print the input row.

The program will disregard entries in columns that have not been selected for printing.

When this option is not selected, the program prints the row whether or not it contains all zeros.

EMPTY WORKSHEETS

When you select this option, the program does not print any selected worksheets that are filled with all zeros. The program issues a message stating that “Empty worksheets were not printed” after the reports have finished printing.

The program will disregard entries in columns that have not been selected for printing.

When this option is not selected, the program prints all selected worksheets whether or not they contain all zeros.

ONE WORKSHEET PER PAGE

When you select this option, each worksheet begins printing at the top of a new page. If you do not select this option, the program prints multiple worksheets on a page whenever possible.

Even when this option is not selected, the program will never start printing a worksheet in the middle of a page unless the entire worksheet will fit on that page.

USE DEFAULT HEADER/FOOTER IF NO OTHER HEADER/FOOTER

For bridge files, this option adds the default header/footer to the client file. (Bridge files are ASCII files created in a program other than the program, such as a tax preparation application, for the purpose of bringing client information into **Income Tax Planner** for analysis.) The default header/footer will print on all pages.

If not selected, the program will only print headers/footers for a bridge file if you enter them in the **Header & Footer Lines** dialog.

When selected, the program also adds the default header/footer to all client files that you open subsequently if they do not include header/footer information.

FONT

This selection allows you to control the appearance of the printed reports by choosing the fonts used on the reports.

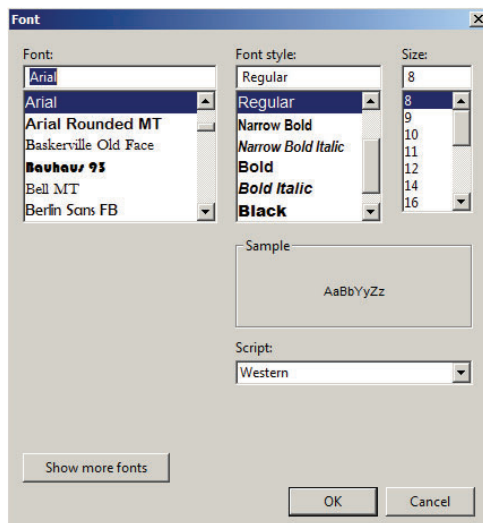
Your selections in the Font dialog control the appearance of the font used on the printed reports. (The illustration on page 82 shows Arial, Regular, 12 point.)

The fonts listed will differ for you depending upon what fonts you have loaded for your printer.

Note. Your selections in the **Font** dialog affect only the fonts used on the printed reports. Your selections here do not affect the fonts used to display the worksheets on-screen. To change the screen fonts, use the **Screen Font** command on the Options menu.

Note. If you will not be printing the reports on your usual printer, you should specify the printer using the **Print Setup** dialog (accessed through the **Printer** command on the **Print** dialog, see “Printer” on page -97) before you complete the Font options. This is because the fonts that are available on one printer may not be available on another.

When you select **Font**, the following dialog opens (the contents of the **Font**, **Font style**, and other boxes will vary depending on which font types you have loaded).



This dialog operates in the same manner as the Font dialogs in other Windows applications. See your Windows manual for specific information concerning the items in this dialog.

FONT ITEMS

Use the **Font**, **Font style**, and **Size** areas to specify your printer font selection. Your selection will be used in all areas of the printed reports.

SIZE You usually specify the size in a number of points. The larger the number of points, the larger the font.

Some fonts accept point sizes in any whole number; some fonts accept point sizes only in even numbers. The program only supports whole numbers. If you enter a fractional number, the program issues an error message.

**COMPLETING
THE FONT
SETUP**

Select **OK** to accept the selections within this box. The focus will return to the **Page Setup** dialog. The program will save the font selections for this analysis until you change the settings.

**SAVE AS
DEFAULT**

To save your font selection(s) as the permanent default for future analyses, select the **Save As Default** button on the **Page Setup** dialog.

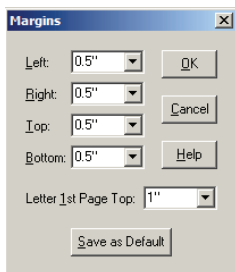
CANCEL

Select **Cancel** to close the dialog without accepting any changes made during the session and to return to the **Page Setup** dialog.

Note. You can use the **Print Preview** feature to look at the reports before deciding whether you want to use or revise your font selection. You can use the **Font** icon on the **Print Preview** toolbar to return to the **Font** dialog and make changes.

MARGINS

When you select this icon, the dialog shown below will appear. (Unless you previously adjusted the margins, the fields on this dialog will contain zeros.)



Use the **Left**, **Right**, **Top**, and **Bottom** list boxes to specify the margins for the printed reports, graph, and client letter. All items on the printed report, including the headers and footers, print in the body of the page bordered by the margins — nothing prints in the margin area itself. Use the **Letter 1st Page Top** list box to specify an increased top margin for the first page of the client letter.

Note. The margins you set do not affect the **1040-ES/1041-ES** payment vouchers.

You can enter your own customized margin setting in inches or to the one-thousandth of an inch. Or, you can use one of the preset margin selections, which range from 0 to 2 inches in 0.25 increments (see the right dialog, above).

Increasing the top margin will move the report down on the page. Increasing the bottom margin will move the footer lines up. The margins are taken into

account when you print to a text file that will be later loaded into text editing or word processing programs.

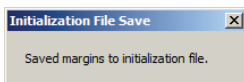
Note. When you try to print or preview the reports, the program issues an error message that asks you to adjust your entries if your margin settings are too large relative to the page size.

CLIENT LETTER AND GRAPH Margins define the printable area of the client letter and graph. The client letter is further indented by any indent settings that you specify on the letter.

COMPLETING THE MARGINS SETUP Select **OK** to accept the selections within this box. The focus will return to the **Page Setup** dialog. These selections will be saved for this analysis until you change the settings.

To save your margin selection(s) as the default for future analyses, select the **Save as Default** button on this dialog. The **Save as Default** button on the **Page Setup** dialog does not save the margin settings.

When you select **Save as Default**, the program issues the following message:



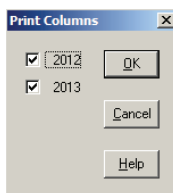
The message will close automatically and the focus will return to the **Page Setup** dialog.

Select **Cancel** to leave this dialog without accepting any changes made during the session and to return to the **Page Setup** dialog.

Note. You can use the **Print Preview** feature to look at the reports before deciding whether you want to use or revise your margin selections. If you select **Margins** from the **Print Preview** window, you can click and drag margin indicators (displayed as black lines) to increase or decrease each margin. For more information, see page 85.

COLUMNS

For a multi-case or multi-year analysis, the program allows you to select which columns you wish to print using this dialog. When you select this icon, a dialog similar to the one shown below opens:



An check mark in the box next to the column heading indicates that the column will be printed. As a default, the program selects all columns to print. The box is empty for items that have not been selected. The illustration shows that all columns for Case 1 and the last column for Case 2 have been selected to print.

See **Hide Columns Command** on page 119 for additional information about hiding and printing columns.

COMPLETING THE COLUMN SELECTION

Select **OK** to accept the selections within this dialog. Or, select **Cancel** to leave this dialog without accepting any changes made during the session.

The focus will return to the **Page Setup** dialog.

Note. You can use the **Print Preview** feature to look at the reports before deciding whether you want to use or revise the columns chosen.

HEADER/FOOTER

Use **Header/Footer** to customize client reports by including a client's name and additional lines of header text (for example, your firm's name and address). You can also use the **Header/Footer** dialog to include footer text (for example, the assumptions used in the analysis, or a Circular 230 disclaimer).

The header and footer settings are saved with the client file. When you select this icon, the following dialog opens:

Note. Header and footer lines can contain up to 80 characters, including letters, numbers, spaces, and any other characters on the keyboard.

Header and footer text will word-wrap as you enter it. However, the wrapping will be different on the actual report, since the page is wider.

It will also be centered, left to right, on the report. You can separate paragraphs by pressing Enter.

The program centers the header at the top of every page, below the top margin. The client's name appears below the last line of the header text,

immediately above the worksheet title. The program centers the footer at the bottom, above the bottom margin.

You can save the header and footer lines to be used as defaults on all your printed reports.

ENTERING THE HEADER AND FOOTER TEXT

To specify header and footer lines, take the following steps:

1. Enter the client's name on the first line, then press Enter. The cursor moves to the first Header Line.

Note. If you entered the client's name on the **Assumptions** dialog, the **Client Name** box will contain this entry. Any entry in the **Client Name** box overwrites the **Client Name** entry in the **Assumptions** dialog for all purposes, including insertion in the client letter.

2. Enter the desired header and footer text in the appropriate boxes.
3. After completing the box, select **OK** to return to the **Page Setup** dialog. The text that you entered will print out on all client report pages until you change it, load a new client file, clear worksheets to begin a new case, or quit the program.

DEFAULT HEADERS AND FOOTERS

SAVE AS DEFAULT

To store the header and footer lines as the program's default configuration, click **Save as Default** instead of **OK** after entering the text. You may find it convenient to store certain lines of text, such as your firm's name and address, in the default configuration, and add additional lines as needed for individual client reports.

When you select **Save as Default**, the program issues the message, informing you that the headers and footers are saved to the initialization file. The message closes automatically and the focus returns to the **Page Setup** dialog.

RESTORE DEFAULT

Click **Restore Default** to return the text in the header and footer lines to the most recent default settings. This is a quick way to restore the default headers/footers when you no longer want to use the current header/footer information.

COMPLETING THE HEADERS AND FOOTERS SETUP

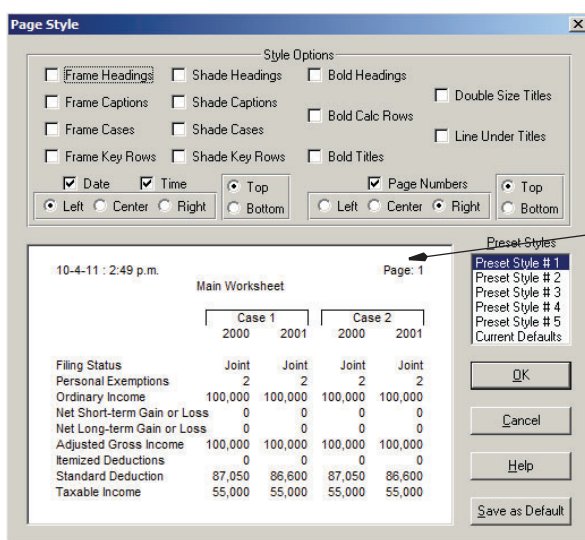
Select **OK** to accept the selections within this dialog. The focus returns to the **Page Setup** dialog. These selections will be saved for this analysis until you change the settings. To save your headers and footers as the default for the current analysis and future analyses, select **Save as Default** on the **Header & Footer Lines** dialog. The focus returns to the **Page Setup** dialog. The **Save as**

Default button on the **Page Setup** dialog does not save the headers and footers settings for future analyses; it saves the settings with the client file.

Select **Cancel** to leave this dialog without accepting any changes made during the session and to return to the **Page Setup** dialog.

STYLE

This selection allows you to select from several style options to customize the reports printed for your clients. You can choose from several preset styles or select from the various style options to create a default style of your own. (The selections made on this dialog are not used for the client letter.) The Style settings are saved with the client file. When you select **Style**, the following dialog opens. This illustration shows the initial default settings.



STYLE OPTIONS

Use the style options to specify which worksheet elements you want to highlight and how you want them highlighted.

The program displays the current selections in a preview sample worksheet area at the bottom of the dialog. The preview is an approximation of the selected settings. Your font, header, and footer selections are not reflected in the preview.

FRAME HEADINGS

Select this option to print a frame (border) around the column headings.

FRAME CAPTIONS

Select this option to print a frame (border) around the row captions (or row titles).

FRAME CASES	Select this option to print a frame (border) around each set of case/year columns. (For example, if you have 2 cases for years 2020 and 2021, the program adds a border that frames all columns within Case 1 and another border that frames the columns for Case 2.)
FRAME KEY ROWS	Select this option to print a frame (border) around the key rows.
SHADE HEADINGS	Select this option to print the column headings in a shaded box
SHADE CAPTIONS	Select this option to print the row captions (row titles) in a shaded box.
SHADE CASES	Select this option to print each set of case/year columns in a shaded box. See Frame Cases, above.
SHADE KEY ROWS	Select this option to print the key rows in a shaded box.
BOLD HEADINGS	Select this option to print column headings in a bold font.
BOLD CALC ROWS	Select this option to print calculated rows in a bold font.
BOLD TITLES	Select this option to print worksheet titles in a bold font.
DOUBLE SIZE TITLES	Select this option to print the worksheet titles in a font twice the size of the font used for the rows and captions. If not selected, the program uses the same font size for the worksheet titles as is selected for the worksheet rows.
LINE UNDER TITLES	Select this option to print a bold line that separates the worksheet title from the rest of the worksheet.
DATE AND TIME	<p>Select one or both of these options to print the current date and time on each page. If you select both date and time, the information displays in the following format: 12-31-02 : 12:10 p.m. Then select where on the page you want the date and/or time placed:</p> <p>Left, Center, Right — Allows you to choose the alignment of the date and time on the report page.</p> <p>Top, Bottom — Allows you to choose the placement of the date and time on the report page.</p>
PAGE NUMBERS	<p>Select this option to print page numbers on each page. Then select where on the page you want the page numbers placed:</p> <p>Left, Center, Right — Allows you to choose the alignment of the page numbers on the report page.</p> <p>Top, Bottom — Allows you to choose the placement of the page numbers on the report page.</p>

PRESET STYLES

Offers several pre-defined styles from which you can choose that the program will use when printing worksheets. These style sets contain style settings for each of the **Page Style** options. The pre-defined style sets provide a fast and convenient method of establishing program styles. When you select a preset style set, your selection is demonstrated in the preview sample worksheet.

PRESET STYLE # 1 Places the date and time in the upper-left corner and the page numbers in the upper-right corner of the reports.

10-3-12 : 9:23 a.m.		Main Worksheet		Page: 1	
	Case 1		Case 2		
	2000	2001	2000	2001	
Filing Status	Joint	Joint	Joint	Joint	
Personal Exemptions	2	2	2	2	
Ordinary Income	100,000	100,000	100,000	100,000	
Net Short-term Gain or Loss	0	0	0	0	
Net Long-term Gain or Loss	0	0	0	0	
Adjusted Gross Income	100,000	100,000	100,000	100,000	
Itemized Deductions	0	0	0	0	
Standard Deduction	87,050	86,600	87,050	86,600	
Taxable Income	55,000	55,000	55,000	55,000	

PRESET STYLE # 2 Frames and shades the headings and the key rows. Bolds the headings, calculated rows, and worksheet titles. Doubles the size of the worksheet titles and separates the worksheet title from the worksheet rows with a line. Places the date and time in the upper-left corner and the page numbers in the upper-right corner of the reports.

10-3-12 : 9:24 a.m.		Main Worksheet		Page: 1	
	Case 1		Case 2		
	2000	2001	2000	2001	
Filing Status	Joint	Joint	Joint	Joint	
Personal Exemptions	2	2	2	2	
Ordinary Income	100,000	100,000	100,000	100,000	
Net Short-term Gain or Loss	0	0	0	0	
Net Long-term Gain or Loss	0	0	0	0	
Adjusted Gross Income	100,000	100,000	100,000	100,000	
Itemized Deductions	0	0	0	0	
Standard Deduction	87,050	86,600	87,050	86,600	

PRESET STYLE # 3 Frames and shades the headings, row captions, and the key rows. Also frames the case columns. Bolds the headings, calculated rows, and titles. Doubles the size of the worksheet titles and separates the worksheet title from the worksheet rows with a line. Places the date and time in the upper-left corner and the page numbers in the upper-right corner of the reports.

10-3-12 : 9:26 a.m. Page: 1

Main Worksheet

	Case 1		Case 2	
	2000	2001	2000	2001
Filing Status	Joint	Joint	Joint	Joint
Personal Exemptions	2	2	2	2
Ordinary Income	100,000	100,000	100,000	100,000
Net Short-term Gain or Loss	0	0	0	0
Net Long-term Gain or Loss	0	0	0	0
Adjusted Gross Income	100,000	100,000	100,000	100,000
Itemized Deductions	0	0	0	0
Standard Deduction	87,050	86,600	87,050	86,600

PRESET STYLE
4

Frames the headings, row captions, case columns, and the key rows. Bolds the headings, calculated rows, and titles. Doubles the size of the worksheet titles and separates the worksheet title from the worksheet rows with a line. Places the date and time in the upper-left corner and the page numbers in the upper-right corner of the reports.

10-3-12 : 9:26 a.m. Page: 1

Main Worksheet

	Case 1		Case 2	
	2000	2001	2000	2001
Filing Status	Joint	Joint	Joint	Joint
Personal Exemptions	2	2	2	2
Ordinary Income	100,000	100,000	100,000	100,000
Net Short-term Gain or Loss	0	0	0	0
Net Long-term Gain or Loss	0	0	0	0
Adjusted Gross Income	100,000	100,000	100,000	100,000
Itemized Deductions	0	0	0	0
Standard Deduction	87,050	86,600	87,050	86,600

PRESET STYLE
5

Frames and shades the headings, row captions, case columns, and the key rows. Bolds the headings, calculated rows, and titles. Doubles the size of the worksheet titles and separates the worksheet title from the worksheet rows with a line. Places the date and time in the upper-left corner and the page numbers in the upper-right corner of the reports.

10-3-12 : 9:27 a.m. Page: 1

Main Worksheet

	Case 1		Case 2	
	2000	2001	2000	2001
Filing Status	Joint	Joint	Joint	Joint
Personal Exemptions	2	2	2	2
Ordinary Income	100,000	100,000	100,000	100,000
Net Short-term Gain or Loss	0	0	0	0
Net Long-term Gain or Loss	0	0	0	0
Adjusted Gross Income	100,000	100,000	100,000	100,000
Itemized Deductions	0	0	0	0
Standard Deduction	87,050	86,600	87,050	86,600

CURRENT
DEFAULTS

Allows you to restore the style settings previously saved as the default settings.

COMPLETING
THE STYLES
SETUP

Select **OK** to apply your style selections to the current session of the program. Your new style selection remains in effect until you quit the program (or until you change it, whichever is first) unless you save the selection as the default.

Note. <<desktop program edition only>> When you install a program update, the program uses the default style set from the earlier version as the default styles unless you change the default settings.

To save your page style selection(s) as the permanent default for future analyses, click the **Save as Default** button. The **Save as Default** button on the **Page Setup** dialog does not save the style settings.

Select **Cancel** to leave this dialog without accepting any changes made during the session and return to the **Page Setup** dialog.

COMPLETING THE PAGE SETUP

- OK Select **OK** when you've finished setting the page specifications. The **Page Setup** dialog will close and your specifications will be saved for this and all other new analyses in this work session. The program returns the focus to the worksheet that had the focus before you selected **Page Setup**. Margins, printer font, headers and footers, styles, as well as all **Page Setup** options are saved with the client file.
- CANCEL Select **Cancel** to close the **Page Setup** dialog without saving any of your selections. The window or worksheet that had the focus before you selected **Page Setup** will reappear.
- SAVE AS
DEFAULT To save your **Page Setup** selections as the default for new analyses, select **Save As Default** on this dialog. The program issues a message stating that the page setup was saved in the initialization file. The message closes automatically, the changes are saved in the it.ini file, and the focus returns to the window or worksheet that you were in when you selected **Page Setup**.

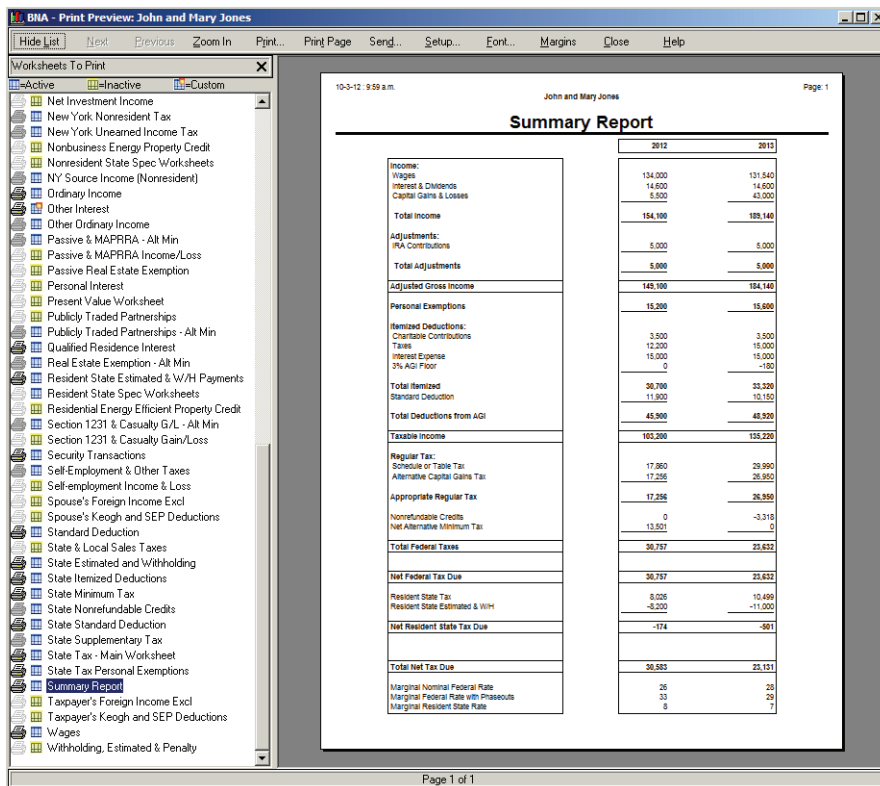
The **Save as Default** button on the **Page Setup** dialog saves all your selections in the check boxes on the left, as well as the fonts settings. To give you the maximum flexibility when choosing your defaults, the program allows you to selectively save the defaults for headers/footers and margins separately.
- ITEMS SAVED
WITH CLIENT
FILE The check box settings on the left side, plus the Font, Margins, Header/Footer, and Style settings, are saved with the client file. They will be loaded with the rest of the client data the next time you open the file.

PRINT PREVIEW

Print Preview allows you to review each page of the reports on-screen before printing.

Note. If you haven't already selected at least one worksheet to print (from the **Print** command of the File menu), the program automatically selects all active worksheets (including those worksheets automatically activated by the program) for previewing.

The following window illustrates the **Zoom Out** mode, which is the default Zoom mode.



The **Print Preview** window has a series of icon under the Title Bar. You can use these icon:

- to display or hide the **Worksheet List**
- to go to the next or previous page of the report
- to change the report configuration for the **Security Transaction Analyzer** (if you accessed **Print Preview** through the Analyzer)
- to zoom in or out
- to change the page setup, fonts, and/or margins
- to go to the **Print** dialog
- to print the page displayed in the **Print Preview** window
- to close the **Print Preview** window

For step-by-step instructions on printing reports, see Chapter 11.



NUMBER OF REPORT PAGES

To use the toolbar to perform this function, click the **Print Preview** icon on the toolbar of the main program.

The program displays the first page of the report immediately upon opening the **Print Preview** window. The program counts the number of report pages included in the report and displays the current page number and the total number of pages at the bottom center of the **Print Preview** window.

HIDE/SHOW LIST

This option allows you to quickly hide or show the Worksheet List in the **Print Preview** window. If the Worksheet List is displayed, the icon will display the hide option. If the Worksheet List is hidden, the icon will display the show option.

NEXT

To preview the report page following the current report page, select **Next**. The program will display the next page of the report.

At the bottom center of the **Print Preview** window is a page status message (for example, on the illustration on page 82 this status message was “Page 1 of 22”, indicating that there are 21 additional report pages that you can review using the Next command).

If this is the last page of the report (following the example, the status line would display Page 22 of 22), or if there are no more pages selected, the **Next** icon will be dimmed.

PREVIOUS

To preview the report page preceding the current report page, select **Previous**. The program will display the previous page.

If this is the first page of the report (e.g., the page status message would display Page 1 of ...), the **Previous** icon will be dimmed.

ZOOM IN/OUT

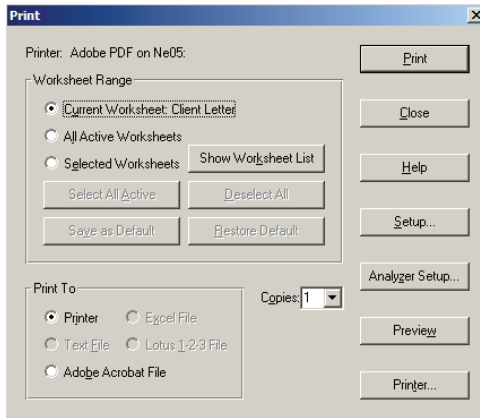
There are two zoom modes, **Zoom In** and **Zoom Out**. The **Zoom Out** mode is the default mode, illustrated on page 82, and it displays an entire page of the report within the **Print Preview** window. This mode allows you to see the full effect of your header, footer, and margins selections. When the mode is **Zoom Out**, the program shrinks the size of the displayed page to fit within the window.

When you click the **Zoom In** icon, the program enlarges the display of the report so that you can read the report text and see the report up close with your selected page setup options. **Zoom In** magnifies the displayed page so that it

is larger than the actual printed report. The program will display as much of the report as possible within the window.

PRINT

When you select the **Print** icon from the **Print Preview** window, the following dialog opens:



On this dialog you can select which worksheets to print, specify the number of copies, choose a different printer, save a custom default print set, and hide or show the Worksheet List. You can access **Page Setup** and **Print Preview** and specify a destination for your printer output as detailed below.

PRINTER To send the selected report(s) to the printer, make sure that the **Printer** radio button is selected, then select **Print**.

TEXT FILE To send the selected report(s) to a text file for subsequent editing in another program, select the **Text File** radio button and then select **Print**.

EXCEL FILE To send the selected report(s) to a file for subsequent editing in Excel, select the **Excel File** radio button and then select **Print**.

LOTUS 1-2-3 FILE To send the selected report(s) to a file for subsequent editing in Lotus 1-2-3™, select the **Lotus 1-2-3 File** radio button and then select **Print**.

ADOBE ACROBAT FILE To send the selected report(s) to an Adobe® Acrobat® file, select the **Adobe Acrobat File** radio button and then select **Print**.

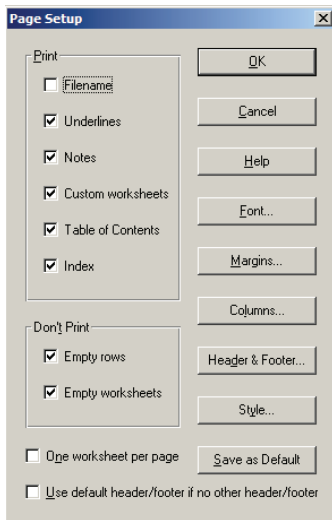
For further discussion concerning this dialog and its corresponding options, see **Print** on page 89.

PRINT PAGE

When you select **Print Page** from the **Print Preview** window, the page that is displayed in the **Print Preview** window is printed.

SETUP

When you select the **Setup** icon from the **Print Preview** window or the **Print** dialog, a dialog similar to the following opens:



Note. This dialog is also called by the **Page Setup** command on the File menu. You would usually only use this dialog from the **Print Preview** window to adjust the settings for a particular report.

After making your selections, choose **OK** to accept your selections and to return to the **Print Preview** window. The changes you made are immediately reflected on the displayed report page in the **Print Preview** window. See **Page Setup** on page 69.

FONT

When you select the **Font** icon from the **Print Preview** window or the **Page Setup** dialog, you will see the **Font** dialog discussed on page 72. Any font selection changes are immediately reflected on the displayed report in the **Print Preview** window. See **Font** on page 71.

MARGINS

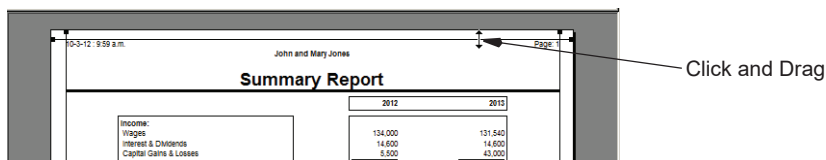
When you select the **Margins** icon from the **Print Preview** window, the program adds margin handles to the image in the **Print Preview** window:

10-3-12 9:59 a.m. John and Mary Jones Page

Summary Report

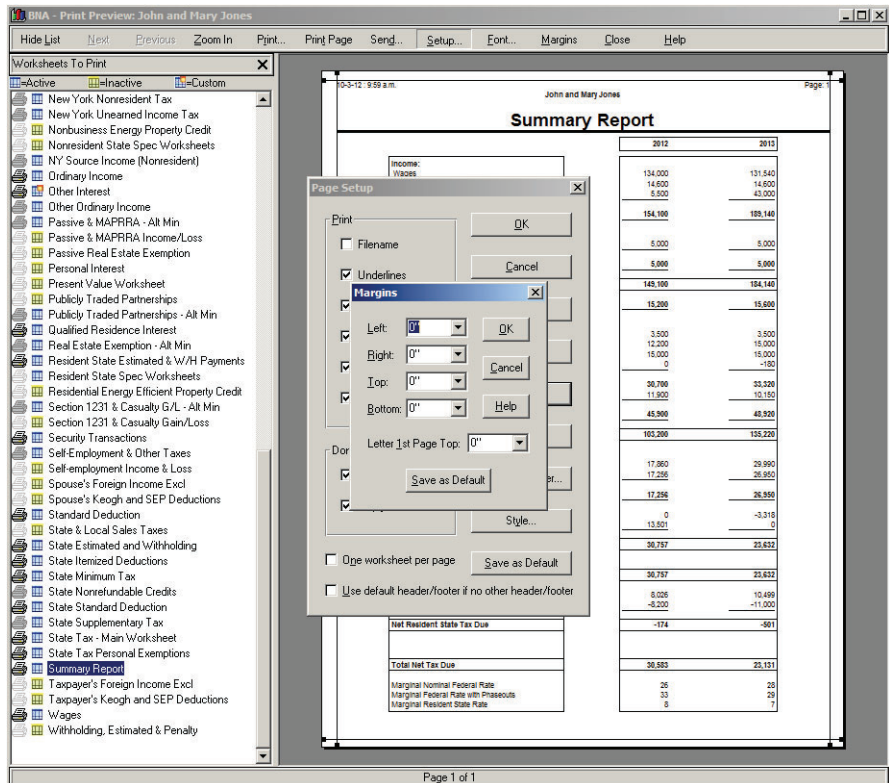
	2012	2013
Income:		
Wages	134,000	131,540
Interest & Dividends	14,600	14,600
Capital Gains & Losses	5,500	43,000
Total Income	154,100	189,140
Adjustments:		
IRA Contributions	5,000	5,000
Total Adjustments	5,000	5,000
Adjusted Gross Income	149,100	184,140
Personal Exemptions	15,200	15,000
Itemized Deductions:		
Charitable Contributions	3,500	3,500
Taxes	12,200	15,000
Interest Expense	15,000	15,000
5% AGI Floor	0	-150
Total Itemized	30,700	33,350
Standard Deduction	11,900	10,150
Total Deductions from AGI	46,900	48,900
Taxable Income	102,200	135,220
Regular Tax:		
Schedule or Table Tax	17,860	29,890
Alternative Capital Gains Tax	17,256	26,950
Appropriate Regular Tax	17,256	26,950
Nonrefundable Credits	0	-3,310
Net Alternative Minimum Tax	13,501	0
Total Federal Taxes	38,717	23,622
Net Federal Tax Due	38,717	23,622
Resident State Tax	8,025	10,499
Resident State Estimated & With	-8,025	-11,000
Net Resident State Tax Due	-174	-501
Total Net Tax Due	38,543	23,121
Marginal Normal Federal Rate	26	28
Marginal Federal Rate with Phaseouts	33	29
Marginal Resident State Rate	8	7

Margin handles are vertical and horizontal bars terminated by solid black boxes. You can click on a bar and drag it to increase or decrease a margin. To increase the top margin: click and drag the top horizontal margin handle down to the desired position (the arrow pointer changes to a double-pointed arrow when the cursor is positioned to select the margin handle). A double gray bar appears when you select a margin handle to show the margin handle's position as you move it. When you've placed the handle where you want it, release the mouse button. The following illustration shows the top margin handle being moved to increase the current margin setting.



When you release the mouse button, the program immediately resizes the margin on the displayed page. To see the results of your changes reflected on the displayed page without the margin handles, re-select the **Margins** icon on the **Print Preview** window. The margin handles will disappear.

Note. You can use margin handles along with the **Margins** dialog (accessed through the **Setup** icon and discussed on page 73) to first approximate the margins' placement, and then to specify the exact margin widths, by following these steps:



1. Select **Margins** from the **Print Preview** window so that the margin handles are visible. Then click and drag the handles to approximately where you want the margins.
2. Select **Setup** from the **Print Preview** window to open the **Page Setup** dialog.
3. Select **Margins** from the **Page Setup** dialog to open the **Margins** dialog.
4. Change the widths in the drop-down text boxes to refine the settings.
5. To accept your changes and see the new margins displayed in the **Print Preview** window, select **OK** from the **Margins** dialog, then select **OK** from the **Page Setup** dialog. The margin handles will move and the page will be refreshed to reflect your changes.

Note. The margins you set do not affect the **1040-ES/1041-ES** payment vouchers.

For additional information on **Margins** and the **Margins** dialog and its options, see **Margins** on page 73.

CLOSE

When you select the **Close** icon from the **Print Preview** window, this window closes and the focus returns to the previous worksheet.

Your worksheet selections will remain selected for this client file:

- for future sessions of the program if you save the client data before leaving the analysis
- for the current program session only if you do not save the client data before leaving the analysis
- until you erase worksheets (thereby starting a new file)

Your page setup selections, excluding Margins and Headers and Footers, will remain selected:

- for new analyses only in future sessions of the program if you selected **Save as Default** where available
- for the current and future program sessions (for this analysis only) if you do not select **Save as Default** where available but do save the client file
- until you erase worksheets (at which point new analyses will use the default settings and retrieved analyses will use either the default settings or the settings previously saved with the file)

Your selections for Headers and Footers and Margins will remain selected:

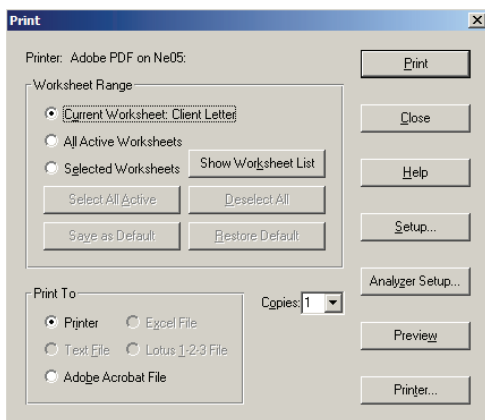
- for future sessions of the program if you selected **Save as Default** where available (for new analyses or retrieved analyses using the default settings)
- for the current and future program sessions (for this analysis only) if you do not select **Save as Default** where available but do save the client file
- until you erase worksheets (at which point new analyses will use the default settings and retrieved analyses will use either the default settings or the settings previously saved with the file)

The reports are not printed when you select **Close** from the **Print Preview** window. You can print the selected reports by completing the steps discussed in **Print To** on page 92.

PRINT

The **Print** dialog allows you to select the worksheet range, to select the type of output, and to specify the number of copies to be printed. You can also access the **Page Setup**, **Analyzer Setup**, **Print Setup**, and **Print Preview** dialogs from here.

When you select **Print** from the File menu, the **Print** dialog opens.



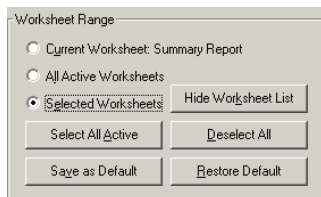
The **Setup** and **Preview** commands on this dialog are the same as the ones mentioned earlier under **Page Setup** and **Preview**. Using the **Printer** command on this dialog, you can specify special print options such as landscape paper, paper size, etc. You can also print worksheets to disk for subsequent use with word processing or spreadsheet programs.

For step-by-step instructions on printing reports, see Chapter 11.



To use the toolbar to perform this function, click the **Print** icon on the main program toolbar. Or, click the printer icon located to the left of the desired title in the Worksheet List.

WORKSHEET RANGE



The commands in this section allow you to select a single worksheet or a range of worksheets to print.

CURRENT WORKSHEET

The **Current Worksheet** option allows you to quickly print the worksheet that has the focus. This worksheet's name is noted after the option name. The program ignores items selected in the Worksheet List when this option is selected. To select this option, click this radio button. The worksheet will print when you select **Print**.

ALL ACTIVE WORKSHEETS

The **All Active Worksheets** option allows you to print any worksheet that is active and contains user entries, as well as the output worksheets. You cannot change the list of worksheets to be printed while this option is selected.

HIDE/SHOW WORKSHEET LIST

This option allows you to quickly hide or show the Worksheet List in the program window. If the Worksheet List is displayed, the icon will display the hide option. If the Worksheet List is hidden, the icon will display the show option.

SELECTED WORKSHEETS

Choosing **Selected Worksheets** (by clicking on the **Selected Worksheets** radio button) tells the program to print worksheets that are selected in Worksheet List.

This option is dimmed when you access the **Print** dialog from the **Security Transaction Analyzer** worksheet.

SELECT ALL ACTIVE You can use this option to quickly select all active worksheets to print. When this command is selected you can freely add or remove worksheets to be printed from the Worksheet List by clicking the printer icon located next to the desired worksheet title. The printer icon next to the worksheet title is dimmed for worksheets not selected for printing. This option is enabled only if **Selected Worksheets** is selected.

DESELECT ALL The **Deselect All** command is a quick way to clear the Worksheet List of worksheet print selections. When you select this option, all printer icons next to the worksheet titles in the Worksheet List are dimmed. If you do not select any worksheets and subsequently try to print selected worksheets, the program issues a message stating that no worksheets were selected and the focus returns to the **Print** dialog. This option is enabled only if "Selected Worksheets" is selected.

SAVE AS DEFAULT When you select **Save as Default** and items in the Worksheet List have been selected, the program saves the current list of worksheets and the current settings for the 1040-ES Payment Vouchers, W-4 Worksheet, Client Letter, and Graph. If **All Active Worksheets** has been selected and you select **Save**

as Default, the program saves the **All Active Worksheets** setting plus the current settings for 1040–ES Payment Vouchers, W-4 Worksheet, Client Letter, Graph, and resident state specifications. If **Select All Active** has been selected and you select **Save as Default**, the program saves the current selection settings for all worksheets, 1040–ES Payment Vouchers, W-4 Worksheet, Client Letter, Graph, and resident state specifications. The program will use the saved settings whenever you create a new client file or open an existing client file that does not contain a list of worksheets to be printed.

RESTORE DEFAULT

When you select **Restore Default**, the settings that were last saved by the **Save as Default** command are restored. If no settings have been saved yet, then no worksheets are selected by default and a message indicating this is issued when you try to print. However, when you close then reopen the **Print** dialog the program selects **All Active Worksheets** for printing.

PRINTING SUPPORTING DOCUMENTS

Using the Worksheet List, select the supporting document you want printed just as you would worksheets. Note that these documents may **only** be printed or (except in the case of the 1040–ES/1041–ES Payment Voucher) saved in an Adobe Acrobat file.

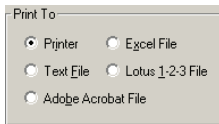
- **Client Letter** — The client letter always prints first, before all other pages.
- **1040–ES/1041–ES Payment Voucher** — The 1040–ES Payment Vouchers will not appear in the Worksheet List unless the **Withholding, Estimated and Penalty** worksheet has been added to the analysis and the current tax year is included in the analysis. See **1040-ES and 1041-ES Payment Vouchers** on page 189.
- **W-4 Worksheet**
- **Graph** — When you first select the printer icon, the program will place the Graph before the client letter and all worksheets when it is printed. (“Before Worksheets” appears in parentheses after Graph.)

Click the printer icon a second time to have the Graph placed after the client letter and worksheets. (“After Worksheets” appears in parentheses after Graph.)

COPIES

The program defaults to sending one copy of the reports to the printer. To print multiple copies, click the **Copies** drop down list box and select the desired number or click the current number of copies and enter any number from 1 to 99.

PRINT TO



The options in this section allow you to send the reports directly to the printer or to create a text, spreadsheet, or Adobe Acrobat file containing the text of the reports which you can load into your word-processing, spreadsheet, or Acrobat Reader program for further editing or review.

You can click one of the radio buttons in this section to select the output method that you want.

Before actually printing the reports, you may want to modify or customize the reports' appearance using the **Page Setup** dialog (select the **Setup** icon to go directly to Page Setup). For details on the **Page Setup** dialog, see **Page Setup** on page 69.

PRINTER

To send the worksheets in report format to a printer, make sure that your printer is turned on and is ready to print and that the **Printer** radio button is selected. Then click **Print**.

CANCELING PRINT

After you select the **Print** button, a message opens which displays the number of the page being printed. The message also contains a **Cancel** button; click this button to cancel printing. The focus returns to the **Print** dialog so that you can change your print selections or select **Close**.

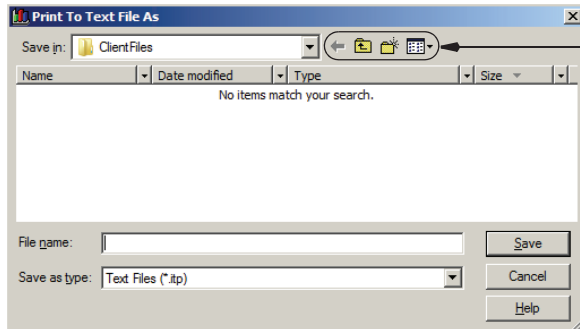
After printing, the program returns to the worksheet that you were in when you selected the Print command.

TEXT FILE

To print the worksheets in report format to a text file, select the **Text File** option by clicking in the radio button. Then click the **Print** button. As the program prints each page to the text file, it indicates in the title bar which page is printing.

You can edit this text file later using either a text editor or word processing program. The text file will be affected by the margins you specified in the **Page Setup** dialog (that is, the program adds spaces at the beginning of each text line in proportion to the selected margins).

After you select the **Print** button, the following dialog opens:



Different versions of Windows may cause these buttons to vary.

Most items in this box operate in the same manner as their counterparts in the **Open Client File** and **Save Client File As** dialogs. Refer to these sections for general information on the items in this dialog (page 58 and page 65, respectively).

The previous illustration shows what you would see if you:

- have the Jones client file open and
- had selected print to **Text File** for the Jones' printed reports
- had previously printed reports for Smith to a text file named **Smith.itp**.

PRINT FILE NAME

The program automatically places the current file's file name in the **File Name** box, followed by itp as the extension. The program has placed **Jones.itp** in the **File Name** box for the client data file named Jones.it.

If this is a new file that has not yet been saved, ***.itp** will appear in the **File Name** box.

You can use any file extension for the text file except **.it** and **.itb**.

If you specify only a file name and do not specify any extension, the program saves the text file under the name you entered, adding the itp extension automatically, and returns the focus to the previous worksheet.

OVERWRITING AN EXISTING PRINT FILE

If you enter (or select from the **Files list** box) a file name that already exists, (for example if, in another session with the Jones' client file, you clicked the **Save** button to select the **Jones.itp** file name), the program issues a cautionary message to remind you that there is already a file using the name you selected.

- Select **OK** if you want the program to replace the existing file with the current client file's reports. The program will overwrite the file, close the message box, and return the focus to the previous worksheet.

- Select **Cancel** if you want to preserve the existing text in the file. The program will close the message box and return the focus to the **Print to Text File As** dialog so that you can specify a new file name.

COMPLETING
THE PRINT TO
TEXT FILE
TASK

After you have specified a valid file name, click **Save**. The program will place the text of the worksheet reports in the specified file and return the focus to the previous worksheet. As it creates the text file, the dialog's title bar displays the number of the page being created.

If you do not want to print to a text file at this time, select **Cancel**. The program will return to the **Print** dialog.

EXCEL FILE

This command operates in the same manner as the **Text File** command, except that the default file name extension for Excel files is **.txt** and the selected margins have no effect on the output file. For detailed information, see **Text File** on page 92.

LOTUS 1-2-3 FILE

This command operates in the same manner as the **Text File** command, except that the default file name extension for Lotus 1-2-3 files is **.prn** and the selected margins have no effect on the output file. For detailed information, see **Text File** on page 92.

ADOBE ACROBAT FILE

This command operates in the same manner as the **Text File** command, except that the default file name extension for Adobe Acrobat files is **.pdf**. For detailed information, see **Text File** on page 92.

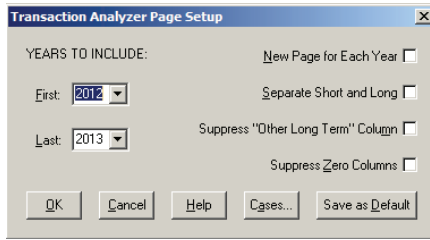
SETUP

If you select **Setup** from the **Print** dialog, the program opens the **Page Setup** dialog. For more information, see **Page Setup** on page 69.

ANALYZER SETUP

When you select the **Analyzer Setup** button from the **Print** dialog, the program opens the **Transaction Analyzer Setup** dialog. This dialog allows you to change the **Security Transaction Analyzer** worksheet's printed report configuration and set up a report format suitable for presenting security transaction results to your clients.

You can also access the **Transaction Analyzer Page Setup** dialog from the **Print Preview** window (when you access **Print Preview** from the **Security Transaction Analyzer's Print** command).



Use the **Transaction Analyzer Page Setup** dialog to set up and/or modify the printed report's appearance, either for this session or for this and future sessions (when saved as the default). Your selections in the **Transaction Analyzer Page Setup** dialog also control what information is included in the printed reports, such as the years.

The items on the program's **Page Setup** dialog (such as font, margins, and headers and footers) are also used to format the printed **Security Transaction Analyzer** report.

The check box settings on the right side of this dialog are saved with the client file. They will be loaded with the rest of the client data the next time you open the file. The year selections are not saved with the client file.

Note. You can use the **Print Preview** command to look at the reports before deciding whether you want to select any of these features.

If you select all the options, the printed report will most closely resemble the federal Form 1040, Schedule D.

YEARS TO INCLUDE:

FIRST/LAST

From the drop-down list boxes, select the first and last years that you want included on the printed report. The program defaults to the first and last years of the analysis. Changes to these settings are saved with the client file, but can be lost when you change the number of years or starting years in the analysis, the defaults to the first and last years of the analysis are restored.

NEW PAGE FOR EACH YEAR

Select this option if you want the program to print all transactions for each year sold on a separate page. If this option is not selected, the program prints all years together on the report in chronological order by date sold.

SEPARATE SHORT AND LONG

If you select this option, the program prints all short-term transactions on the report before printing the long-term transactions.

SUPPRESS “OTHER” COLUMNS

The printed report includes the following columns:

- Total Short-Term
- Total Long-Term
- 28% Rate Long-Term
- 5-Year Gain Purchased Before 2001
- Other Long-Term

Select the Suppress “Other” Columns option to exclude the Other Long-Term column from the printed report. The Total Long-Term column is the sum of the 28% Rate Long-Term, 5-Year Gain Purchased Before 2001, and the Other Long-Term columns.

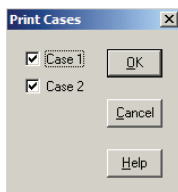
SUPPRESS ZERO COLUMNS

The printed report includes the following columns:

- Total Short-Term
- Total Long-Term
- 28% Rate Long-Term
- 5-Year Gain Purchased Before 2001
- Other Long-Term

Select the **Suppress Zero Columns** option to exclude columns that contain only zeros from the printed report.

CASES This option opens the **Print Cases** dialog, which allows you to select whether transactions are printed depending upon which cases they are included.



When a transaction is not included in any case, the program prints it unless you choose to not print at least one case in this dialog. This dialog is not available for Annualization analyses. You must choose to print at least one case of the analysis.

SAVE AS DEFAULT This option saves your **Transaction Analyzer Page Setup** selections as the default for new analyses. This command saves all your selections in the check boxes on the right.

PREVIEW

When you click the Preview button on the **Print** dialog, the program opens the **Print Preview** window (illustrated on page 82). When this window is open, you can view the selected worksheet report pages one at a time.

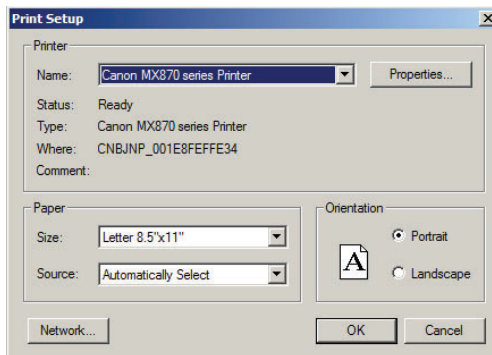
- To select or deselect worksheets, click the worksheet's printer icon on the Worksheet List (if the Worksheet List is not visible, click **Show List**).
- To print the worksheets after previewing them, click the **Print** button.

For detailed step-by-step instructions, see Chapter 11.

See **Print Preview** on page 81 for information about the **Print Preview** window and its available commands.

PRINTER

Use the **Printer** command on the **Print** dialog to select or specify the printer to which you will send the reports. When you select this button, a **Print Setup** dialog similar to the following opens (the actual printer information will differ based on your printer configuration):



ORIENTATION Select **Portrait** or **Landscape** orientation. **Portrait** orientation is taller than it is wide. **Landscape** orientation is wider than it is tall.

Note. Because the **Security Transaction Analyzer** worksheet reports can be quite wide, you may want to print them separately from the other worksheets, using **Landscape** orientation. See the **Printing the Security Transaction Analyzer** on page 290.

This is the same **Print Setup** dialog as that used for other Windows programs. Refer to your Windows documentation for more information. The dialog picks up the information from your current Windows printer setup.

Note. If you are not printing the reports on your usual printer, you should specify the printer using the **Print Setup** dialog before you complete the other **Page Setup** options. This is because the fonts that are available on one printer may not be available on another.

Note. Using the **Specific Printer** list box to select a different printer changes the default printer for the program and for all other Windows programs using the Windows default printer.

COMPLETING THE PRINT TASK

PRINT After selecting the worksheet(s) to be printed, the output destination, the page setup, and the printer, click the **Print** button to send the reports to a printer or create a file on disk.

CLOSE To leave the **Print** dialog without printing your selections or creating a file, select the **Close** button. Your worksheet and page setup selections for this client file will remain selected:

- for future sessions if you save the client data before leaving the analysis
- for the current session only if you do not save the client data before leaving the analysis
- until you erase worksheets

The reports are not printed when you select **Close**. You can print the selected reports by completing the steps discussed in **Print To** on page 92.

SEND TO

<<desktop program edition>> This submenu allows you to send an analysis as an IT attachment or as a PDF attachment.

<<Web program edition>> This submenu allows you to send an analysis as a PDF attachment. (This feature is available only if your Subscription Administrator has enabled it.) After the email is sent, **Income Tax Planner** presents a dialog asking if you also want to save the PDF file to the client's Documents tab in the Web program (on the Manage Client page).

Caution! Email is not a secure method for transmitting data over the Internet. Before sending an analysis as a PDF attachment, be sure you are willing to accept the security risks associated with sending confidential client data in email.

SENDING AN ANALYSIS AS AN IT ATTACHMENT

<<desktop program edition only>>

The **Send as IT Attachment** command automatically opens your default email program, attaching the file analysis to a new message, ready to be sent.

If you have unsaved data in your analysis, the program offers you the chance to save your file.

SENDING AN ANALYSIS AS A PDF ATTACHMENT

The **Send as PDF Attachment** command opens the **Send** dialog, allowing you to create and save a client analysis as a PDF file. Once the PDF file is saved, the program opens your default email program, attaching the PDF file to a new message.

When you invoke this command, the process of creating a PDF file begins: unless deactivated, the **Page Style** dialog appears. After selecting a page style, click **OK**.

Next, the **Send** dialog appears, where you can select the worksheets and print attributes to include in the PDF attachment.

When the **Send** icon is clicked, the program displays the **Attach As Adobe Acrobat File As** dialog, where you specify the filename of the PDF attachment. When you click the Save button, the program creates the PDF file and automatically opens your default email program with the PDF file attached to a new message, ready to be sent.

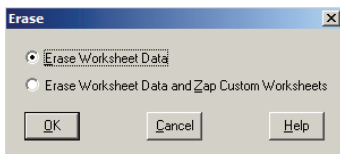
<<Web program edition>> After the email is sent, Income Tax Planner presents a dialog asking if you also want to save the PDF file to the client's Documents tab in the Web program (on the Edit Client page).

See "Send Dialog Options" in Help.

ERASE WORKSHEETS

Use the **Erase** command to discard all current tax data in memory so that you can enter and calculate new data. The selections on this menu also return all system options (such as margins, fonts, screen colors, etc.) to the default settings currently in effect for your system. All client assumptions will remain in memory until you select **New Client File** from the File menu.

When you select **Erase Worksheets** on the File menu, the following command box opens. If you have not saved the data since your last change was made, the program will first ask if you want to save changes to the current file before erasing from memory.



Note. Using this command discards only the analysis and its tax data that reside in memory, effectively opening a new analysis for the client. If you previously saved the client file, the file remains on disk, unchanged.

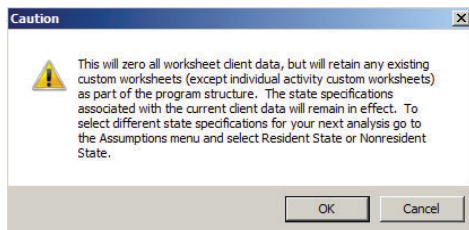
ERASE WORKSHEET DATA

The first command, **Erase Worksheet Data**, zeroes all the data, and returns any options you have set to their default settings. The program will keep the text on any custom worksheets you have created (except **Passive Activity** and **Publicly Traded Partnership** custom worksheets) as part of the program structure, but will delete the amount entries on the custom worksheets.

Note. Use this command to begin a new client analysis while retaining the custom worksheets from an existing client file as a template for the new analysis. If the line items on the custom worksheets are substantially the same, this command can be a real time saver.

To select this command, make sure it is highlighted then click **OK**.

The state specifications associated with the current client data remain in effect. To avoid inadvertently erasing data, the program will first ask you to confirm your request by issuing the following message (if you do not have **Income Tax Planner with Fifty States**, you will see a slightly different message):



If you select **OK**, the program clears the worksheets and returns the focus to the **Main Worksheet**.

If you select **Cancel**, the program returns the focus to the **Erase** command box where you can then either select **Cancel** to return to the previous worksheet or re-select an **Erase** command.

ERASE WORKSHEET DATA AND ZAP CUSTOM WORKSHEETS

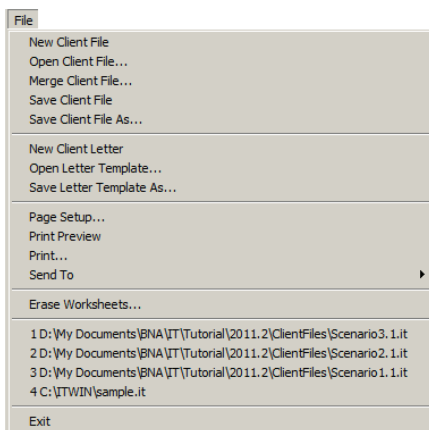
The second command, **Erase Worksheet Data and Zap Custom Worksheets**, will zero out the data from the built-in worksheets and also eliminate any custom worksheets from the program structure. This command works in the same way as the **Erase Worksheet Data** command.

Select **Yes** to save the analysis before leaving the program. If you have saved the file previously, the program will close after saving the analysis and the focus will return to Windows. If you have never saved the analysis, you will be taken to the **Save Client File As** dialog where you can specify a file name before exiting to Windows.

Select **No** to exit to Windows without saving the last changes made to the analysis. Select **Cancel** to return to the program without exiting.

PREVIOUSLY LOADED CLIENT FILES


Above the **Exit** command on the File menu, the program lists the four most recently opened client files, as illustrated below:



The file names are numbered and listed in reverse chronological order, showing the most recently opened (or saved) file on top as 1 and so on.

Note. When you open the File menu, you can open a listed file by clicking directly on the file name, or by pressing a key that corresponds to the file name's number. For example, to open the Scenario1 file, click the **C:\ITWIN\SCENARIO1.it** line or press 3.

EXIT

There are several methods you can use to close and leave the program. If the File menu is open, you can click **Exit**. If the File menu is closed, you can click the **Close** icon  on the program's Title Bar or you can press Alt+F4. As a safeguard, if you have not saved the last changes you made to the analysis, the program will prompt you to save your changes prior to exiting.

EDIT MENU

Edit	
Undo Last Entry	Ctrl+Z
Undo Last Link Activity	
Undo List	
Copy	Ctrl+C
Paste	Ctrl+V
Paste Link	
Select All	
Edit Cell	F2
Auto Copy Within A Case	A
Auto Copy Same Year	Shift+A
Auto Copy All Columns	Ctrl+A
Clear Or Restore Prior Value	C
Increase By Constant Or %	I
Kill Subworksheet	K
Zap Custom Subworksheet	Z
Math Calculator...	M
Repeat Previous Cell	R
Spread Annualization	S
Case Titles...	Ctrl+E
Move Case...	Ctrl+M
Hide Columns...	Ctrl+H
Protect Columns...	Ctrl+L
Create Link...	
Delete / View Link...	
Dynamic Links...	
Go To Excel Link	>
Note...	Ctrl+N

OVERVIEW

The program's Edit menu lists functions that you can perform within or between worksheet cells (or groups of cells) or to worksheets. The Edit menu also

includes commands used to **dynamically exchange data** with Excel. The Edit menu allows you to perform the following program functions:

- Undo Last Entry – Cancels the last entry in a cell
- Undo List – Opens the Undo List dialog, where you can restore to a prior value to a worksheet row
- Copy – Copies a selection to the Clipboard. Copy is also used to establish an Excel link, as well as copy pages of Form 1040-ES and Graph to the clipboard. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.
- Paste – Pastes a selection from the Clipboard into a cell or range of cells. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.
- Paste Link – Pastes linked data and establishes a link from Excel. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.
- Select All – Selects everything on a worksheet or client letter
- Edit Cell – Edits a cell's contents (allow you to insert or delete specific characters within a cell)
- Auto Copy Within A Case – Automatically copies the contents of the current cell to other years within a case or to other cases within a single-year analysis
- Auto Copy Same Year – Automatically copies the contents of the current cell to the same year for all cases
- Auto Copy All Columns – Automatically copies the contents of the current cell into all columns, across all cases, in plans with multiple cases and years
- Clear or Restore Prior Value – Clears or restores the cell's previous value
- Increase By Constant or %– Increases or decreases the value of the previous cell and enter the new value in the current cell
- Kill Subworksheet – Kills the subworksheet from the row the is on
- Zap Custom Worksheet – Zaps the custom worksheet accessed from the row the cursor is on
- Math Calculator – Opens the **Math Calculator** to calculate a value and post it into a cell
- Repeat Previous Cell – Repeats the previous cell's content in the current cell
- Spread Annualization – Enters (or spreads) evenly received amounts based on your entry. Available on the custom worksheets for income and expense items only. Only available for Annualization analyses.

- **Case Titles** – Opens the **Case Titles** dialog, where you can enter and edit case titles. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.
- **Move Case** – Opens the **Move Case** dialog, where you can move a case. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.
- **Hide Columns** – Opens the **Hide Columns** dialog, where you can hide one or more columns
- **Protect Columns** – Opens the **Protect Columns** dialog, where you can protect one or more columns by locking the data in these columns
- **Create Link** – Opens the **Create Link with Excel** dialog, where you can create a link to/from Excel. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.
- **Delete / View Link** – Opens the **Link To/From Income Tax Planner** dialog, where you can view or delete the selected link. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.
- **Dynamic Link** – Opens the **Dynamic Links With Excel** dialog, where you can view details about the selected link, and delete, update, or expand the selected link.
- **Go To Excel Link** – Highlights (makes active) the linked cell in Excel. If the Excel file containing the link is closed, it will open automatically. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.
- **Note** – Opens the **Note** dialog, where you can create, edit, and delete notes attached to worksheet input cells. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.

Note. Custom Worksheets have their own separate Edit menu, as does the individual activities worksheets (discussed in Chapter 6), the security transaction analyzer (Chapter 6), the graph (Chapter 7), and the client letter (Chapter 8). In addition, when the focus is on the **Batch Input** worksheet, there's an additional command, **Go To Batch Input Line Number**, that allows you to change the focus to a particular line in the worksheet.

Each one of these program functions will be discussed in detail within this chapter.

EDIT MENU COMMANDS

Some of the commands on the Edit menu operate at the cell level, some operate at the worksheet level, some operate on columns, and others operate

between applications. One group, comprising commands used on custom worksheet title text, is discussed in the section **Custom Worksheet Edit Menu for Row Titles** on page 46. Another group, comprising commands used on graphic representations of data, is discussed in the section **Graph Edit Menu for Row Titles** on page 206. A final group, comprising commands used on the client letter, is discussed in the section **Using the Edit Menu for the Client Letter** on page 231.

All commands apply to both the worksheet and batch data entry modes. Shortcut keys are listed on the Edit menu. This chapter will refer to the commands and shortcut keys interchangeably.

The Edit menu is context-specific and only contains commands that operate on the current screen. Depending on the row the cursor is on when you open the menu, some commands may be “dimmed” i.e., they are disabled on that row. For example, in the following illustration of a single-year, single-case analysis, the **Auto Copy Same Year** and **Auto Copy All Columns** commands are dimmed because they only operate on multi-year and/or multi-case analyses. Similarly, the **Kill Subworksheet** and **Zap Custom Subworksheet** commands are dimmed because the row where the cursor is located has no active subworksheet and no custom worksheets.

The following sections detail the Edit menu commands.

CELL COMMANDS

UNDO LAST ENTRY COMMAND

The **Undo Last Entry** command restores the contents of all cells that were changed by the previous entry.

If you used an **Auto Copy** command for the last entry, for example, A, to copy a value into more than one cell, all cells that were affected by the command will be restored to their prior values.

When you use the **Undo Last Entry** command on a data entry cell, the program issues a message informing you that the prior entry is restored for the affected worksheet.

Click **OK** to close the message box. The program will finish restoring the previous entry (or entries).



To use the toolbar to perform this function, click the **Undo** icon on the main program toolbar.

Note. You can use the **Undo Last Entry** command with data entry cells.

UNDO LIST COMMAND

The **Undo List** command opens the **Undo List** dialog, which allows you to restore the values in a worksheet row to a previous value. In this dialog the program lists the prior values of the worksheet rows edited since you opened the analysis. Up to 100 prior values are included in the **Undo List**.

Double-click any row (or press Enter) to restore its value to the worksheet row. After restoring the row's prior value(s), the program issues a message stating which row's values were restored. Click **OK** to close the message and continue. The program then adds the values that you've just replaced to the **Undo List**.

Similar to a worksheet, the **Undo List** dialog stays open until you click the **Close** icon. However, unlike a worksheet, pressing the Esc key will change the focus to the **Main Worksheet**.

When you kill a worksheet or zap a custom worksheet, the values for rows on that worksheet are removed from the **Undo List**. When you activate a worksheet, the values for the access row to that worksheet are removed from the **Undo List**.

Once you close the analysis or change assumptions, the **Undo List** is cleared.

COPY COMMAND

The **Copy** command allows you to copy the contents of a cell or range of cells (also called a block of cells) to another cell or range of cells, or to a linked application. Using a combination of the **Copy** and **Paste** commands, you can copy the contents of the selected cells to another location within the same worksheet, to a different worksheet, or to another Windows application.



To use the toolbar to perform this function, click the **Copy** icon on the main program toolbar.


The process of selecting and copying cells to the Clipboard does not change the original cells.

The first time you use the **Copy** command before saving the analysis, the program issues a message to remind you that to link data to a remote application, you must **first** save the analysis.

The **Copy** command places the contents of all selected or highlighted cells onto the Clipboard. When you copy cells using a Windows application, the application temporarily stores the contents of the cells or the data onto the Clipboard. You can then paste the Clipboard's contents to another location within or outside the source Windows application.

Note. Data copied to the Clipboard remains on the Clipboard until you replace it by performing another **Copy** command (or another **Cut** command in a different Windows application).

TO SELECT
AND COPY A
SINGLE CELL

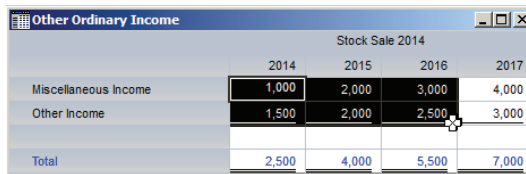
1. Highlight a data entry or calculated cell to be copied by clicking the cell.
2. Now select the **Copy** command from the Edit menu or press  on the toolbar. The program will copy the cell's contents onto the Clipboard.

TO COPY A
GROUP OF
CELLS

1. Place the pointer on a cell.
2. Click and hold down the left mouse button.
3. Continue to hold the mouse button down while you drag horizontally, vertically, or diagonally across the desired cells.

Note. The upper left cell in the selected range controls the placement of the cells' contents when pasted. For more details, see **Paste Command** on page 109.

The following illustration shows a group of cells that were selected by clicking first in the upper leftmost cell and then dragging diagonally right and down. The cell initially clicked on is highlighted by a border. In this illustration, the mouse has not yet been released.



	Stock Sale 2014			
	2014	2015	2016	2017
Miscellaneous Income	1,000	2,000	3,000	4,000
Other Income	1,500	2,000	2,500	3,000
Total	2,500	4,000	5,500	7,000

4. When the block or range you want to copy is highlighted, release the mouse button.
5. Now select the **Copy** command from the Edit menu. The program will copy the contents of the selected cells onto the Clipboard.

Note. Try to select only the cells that you want to copy. Also take care that the destination location has active cells available for you to paste over. **The program will only paste to active input cells.** If you've copied more cells to the Clipboard than you have active at the insertion point, when you invoke the **Paste** command, the program will first issue an error message and then paste as much as possible into the available active cells. See **Coping to an Inadequate Area** on page 111.

Caution! You can only use the **Paste** command on **input data**. Although the program can copy title text data to the Clipboard, the program cannot paste non-numeric, title text data to a numeric data entry cell.

Note. If you are copying cells that you want to paste into a linked application, you must first save the **Income Tax Planner** analysis. The file name should be the same for both the **Income Tax Planner** analysis and the other application; only the file extensions should differ.

COPYING THE GRAPH

You can copy the contents of the graph to the Clipboard using the **Copy** command. Using a combination of the **Copy** command and the **Paste** command in another application, you can copy the entire graph image to another Windows application.

Note. The graph image copied to the other application is **not** dynamically-linked to **Income Tax Planner**. It is an image (or picture) of the graph, not the graph itself. If you change the analysis, re-copy and paste the graph image to the destination application.

COPYING 1040-ES PAYMENT VOUCHERS

You can copy the current page of the 1040-ES (or 1041-ES for estates and trusts) payment voucher to the Clipboard using the **Copy** command. Using a combination of the **Copy** and **Paste** commands in another application, you can copy the entire **image** in the 1040-ES window to another Windows application.

Note. The 1040-ES image copied to the other application is **not** dynamically-linked to **Income Tax Planner**. It is an image (or picture) of the IRS form, not the form itself. If you change the analysis, re-copy and paste the form image to the destination application.

COPYING W-4 FORM

You can copy the current page of the W-4 Form to the Clipboard using the **Copy** command. Using a combination of the **Copy** command and the **Paste** command in another application, you can copy the entire image in the W-4 window to another Windows application.

Note. The 1040-ES image copied to the other application is not dynamically-linked to **Income Tax Planner**. It is an image (or picture) file of the IRS form, it isn't the form itself. If you make changes to the analysis that in turn changes the estimated payment amounts on the vouchers, you should re-copy and paste the form image to the destination application.

PASTE COMMAND

The **Paste** command allows you to paste the contents of the Clipboard to a cell or a range (or block) of cells. Using a combination of the **Copy** and **Paste**

commands, you can paste the Clipboard's contents to another location within the same worksheet or to a different worksheet or to another Windows application.




To use the toolbar to perform this function, click the **Paste** icon on the toolbar.

The process of copying to and pasting from the Clipboard does not change the original cells in any way.

The **Paste** command places the contents of the Clipboard onto the worksheet beginning at the insertion point. When you paste the data onto a worksheet, the program automatically updates the worksheet's calculated rows to account for the new data.

TO PASTE TO A SINGLE CELL

1. Highlight the cell to be pasted over by clicking the cell.
2. Select **Paste** from the Edit menu or click  on the toolbar. The program will copy the Clipboard's contents into the selected cell.

Note. The upper left cell in the selected paste range controls the placement of the cells' contents when actually pasted. The program pastes the contents of the upper left copied cell into the upper left selected cell within the paste range. The program then pastes the remaining copied cells into the selected cells within the paste range to the right and down from the upper left cell relative to their position in the copied range.

TO PASTE TO A GROUP OF CELLS

The following illustration shows a group of cells that were selected starting in the upper leftmost cell and copied to the Clipboard. The cell initially clicked on is highlighted. This cell is coincidentally the upper left cell described in the Note, above. The selected range illustrated below displays the contents of the Clipboard used in the following discussion on how to paste a group of cells.

Other Ordinary Income				
Stock Sale 2014				
	2014	2015	2016	2017
Miscellaneous Income	1,000	2,000	3,000	4,000
Other Income	1,500	2,000	2,500	3,000
Total	2,500	4,000	5,500	7,000

1. After copying the cells to the Clipboard, position the pointer on a cell, then click and hold down the left mouse button. Continue to hold the mouse button down while you drag horizontally, vertically, or diagonally across the range of cells into which you want to place the Clipboard's contents. Then release the mouse button. The selected range will look like this:

Other Ordinary Income				
Stock Sale 2014				
	2014	2015	2016	2017
Miscellaneous Income	1,000	2,000	3,000	4,000
Other Income	1,500	2,000	2,500	3,000
Paste A	0	0	0	0
Paste B	0	0	0	0
Total	2,500	4,000	5,500	7,000

Or, select the cell that corresponds to the upper left cell in the group of cells into which you want the Clipboard's contents placed:

Other Ordinary Income				
Stock Sale 2014				
	2014	2015	2016	2017
Miscellaneous Income	1,000	2,000	3,000	4,000
Other Income	1,500	2,000	2,500	3,000
Paste A	0	0	0	0
Paste B	0	0	0	0
Total	2,500	4,000	5,500	7,000

- Click **Paste** on the Edit menu.

The program will copy the contents of the Clipboard into the range of cells as shown below:

Other Ordinary Income				
Stock Sale 2014				
	2014	2015	2016	2017
Miscellaneous Income	1,000	2,000	3,000	4,000
Other Income	1,500	2,000	2,500	3,000
Paste A	0	1,000	2,000	3,000
Paste B	0	1,500	2,000	2,500
Total	2,500	6,500	9,500	12,500

COPING TO AN
INADEQUATE
AREA

The program will allow you to paste to active cells only — cells that contain data. If you try to copy a group of cells to a location where there are insufficient columns or rows, as shown here...

Other Ordinary Income				
Stock Sale 2014				
	2014	2015	2016	2017
Miscellaneous Income	1,000	2,000	3,000	4,000
Other Income	1,500	2,000	2,500	3,000
Paste A	0	0	0	0
Paste B	0	0	0	0
Total	2,500	4,000	5,500	7,000

...then, the program will issue an error message and then paste the contents of as many of the copied cells as possible into the available cells.

The contents of the cells at the upper left of the copied block were pasted onto the worksheet, beginning in the upper left of the selected paste range. The amounts in the rightmost column were not pasted.

Caution! You can only use the **Paste** command in active input areas. You can copy title text data to the Clipboard, but you cannot paste non-numeric Title text data to a numeric data entry cell. Also, you can copy and paste the entire contents of a Title text cell into another Title text cell. However, you cannot copy or paste a portion of a text cell.

SELECT ALL COMMAND

The **Select All** command lets you select an entire worksheet or client letter before copying and pasting the data elsewhere or, in the client letter, applying a format (such as a new font) to the selection.

After clicking the **Select All** command on the Edit menu, choose **Copy** to place the document onto the Clipboard. You can then paste the Clipboard's contents to another location. To paste the Clipboard's contents to a location in the program, click on the destination document, then select **Paste** on the Edit menu.

EDIT CELL COMMAND

The **Edit Cell** command allows you to change (rather than replace) the cell's current contents by inserting numbers at the insertion point.

When you invoke the **Edit Cell** command, the border around the current cell and any commas within the number will disappear but the current cell's value will remain intact. The number will move to the left of cell.

The **Edit Cell** command lets you add numbers to the left of the insertion point.

USING THE INSERT FEATURE When you use the Insert feature of the **Edit Cell** command, the insertion point appears as a flashing vertical bar at the end of the number. Use the mouse or the left and right arrow keys to place your insertion point. When you move the insertion point, it will rest between the number's digits as shown below:



Again, when in Insert mode the program adds your entries to the left of the insertion point.

Caution! If you are editing a number that already has the maximum number of digits (as specified in the **Calculation Options** dialog under the **Calculations** command of the Options menu), you cannot use the Insert feature to change the number. To increase the number of digits when at the current maximum, you must first increase the number of digits using **Calculations** on the Options menu. (The program issues an error message if you try to insert more than the maximum number of digits.)

COMPLETING THE EDIT After completing your changes, press Enter to leave the cell. The program automatically re-inserts the commas within the number and advances the active cell to the next column or to the first column in the next data entry row.

AUTO COPY WITHIN A CASE COMMAND

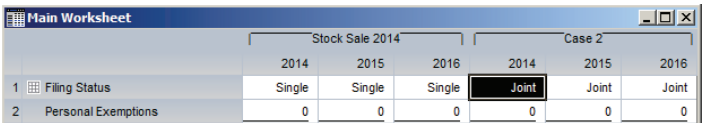
The **Auto Copy Within a Case** command copies the current cell's contents into all remaining columns of the row and advances the active cell to the first column of the next row.

AUTO COPY AND INCREASE COMMANDS If you use the shortcut key A instead of Enter to complete an I (Increase) command entry, the program will apply the same increment to all remaining columns in the row for that case or year. See **Increase By Constant or % Command** on page 114.

AUTO COPY SAME YEAR COMMAND

The **Auto Copy Same Year** command automatically copies the contents of the current cell into the same column of all other cases in the analysis.

EXAMPLE 1 If you are running a three-year, two-case analysis with **Joint** as the default filing status and you want to enter **Single** as the filing status for the first year in both cases, select **Single** in the first column of the first case and then select the **Auto Copy Same Year** command. The window should look like this:



	Stock Sale 2014			Case 2			Case 3		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
1 Filing Status	Single	Single	Single	Joint	Joint	Joint			
2 Personal Exemptions	0	0	0	0	0	0			

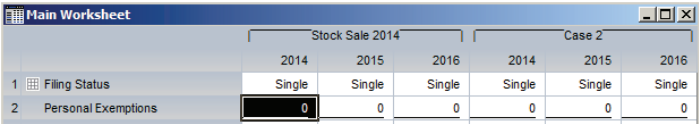
The first column for both cases now shows **Single** as the filing status.

Note. In multiple years within cases analyses, the **Auto Copy Within a Case** command copies only into the remaining columns in the same case and advances the active cell to the first column of the next case.

AUTO COPY ALL COLUMNS COMMAND

The **Auto Copy All Columns** command automatically copies the contents of the current cell into all columns, across all cases.

EXAMPLE 2 If you are running the three-year, two-case analysis described in Example 1, above, and you want to enter **Single** as the filing status for all years in both cases, select **Single** in the first column of the first case and then select the **Auto Copy All Columns** command. The window should look like this:



The screenshot shows a window titled "Main Worksheet" with a grid. The grid has two main sections: "Stock Sale 2014" and "Case 2". Each section has three columns for the years 2014, 2015, and 2016. The first row is labeled "1 Filing Status" and the second row is labeled "2 Personal Exemptions". In the "Filing Status" row, all six cells contain the word "Single". In the "Personal Exemptions" row, all six cells contain the number "0".

	Stock Sale 2014			Case 2		
	2014	2015	2016	2014	2015	2016
1 Filing Status	Single	Single	Single	Single	Single	Single
2 Personal Exemptions	0	0	0	0	0	0

All columns for both cases now show **Single** as the filing status.

CLEAR OR RESTORE PRIOR VALUE COMMAND

If you keyed a new value into a cell by mistake, you can use the **Clear** or **Restore Prior Value** command to restore the cell's previous contents if you invoke the command before pressing Enter.

If you enter the shortcut key C as the first keystroke in a numeric cell that already contains a value, the program will clear the cell by deleting the original number and replacing the number with a zero.

Note. To restore the cell's original contents after pressing Enter but before making any other entries, use the **Undo Last Entry** command. See **Undo Last Entry Command** on page 106.

Note. If you used any of the **Auto Copy** commands for the last entry, for example, A, to copy a value into more than one cell, you can clear all cells that were affected by the command. First, move the cursor back to the cell where you originally used the **Auto Copy** command, then press C followed immediately by the same **Auto Copy** command. The program will replace the cells' contents with zero.

INCREASE BY CONSTANT OR % COMMAND

The **Increase By Constant or %** command takes the value of the previous cell, increases or decreases the value by a specified amount or percentage, and then enters the new value into the current cell.



To use the toolbar to perform the **Increase by Percent** function, click the **Increase by Percentage** icon on the toolbar.



To use the toolbar to perform the **Increase by Constant** function, click the **Increase by Dollar Amount** icon on the toolbar.

Note. Using the **Increase** command in the first column enters the value in the cell if you enter a constant and enters a zero if you enter a percentage.

**USING
INCREASE
WITH AUTO
COPY**

When you invoke the Increase command, “I=” appears in the cell. As you key in the amount of the increment, the number grows from left to right. If you enter P or % after the number, the program treats the increment as a percentage. Otherwise, the increment is treated as a dollar amount. Enter a minus sign before or after the number to indicate a decrement. Press Enter to enter the incremented or decremented value into the current cell. The active cell then advances to the next column.

If you use the **Auto Copy Within a Case** command (A) instead of Enter to complete an **Increase by Percent** command entry (I), the program will apply the same increment to all remaining columns in the row for that case or year. In multiple years within cases analyses, the program applies the increase to all remaining columns in the same case.

Using the **Increase by Constant** command adds the value entered after the “I=” to the amount in the previous cell and enters the result in the current cell. If you press A instead of Enter to complete the entry, the value will be incremented by an equal amount in all remaining columns in the row for that year or case.

For example, in the following illustration, I=1000A was entered in the second column of row 3 “Medical Expense”, yielding the amounts shown in the remaining columns:

Itemized Deductions		2014	2015	2016	2017
1	65 or Over?	No	No	No	N/A
2	Medical Expense	2,500	3,500	4,500	5,500
3	AGI Floor	0	0	0	0
4	Net Deductible Medical	2,500	3,500	4,500	5,500
5	Pre 2011 Disaster Casualty Losses	0	0	0	0

MATH CALCULATOR COMMAND

The **Math Calculator** command provides a calculator function for any numeric cell.



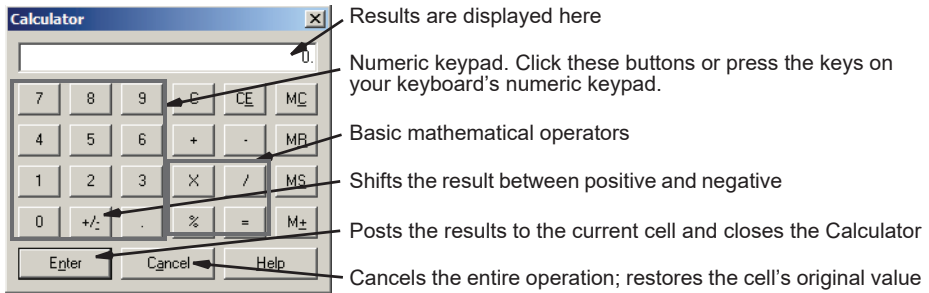
To use the toolbar to perform this function, click the **Calculator** icon on the main program toolbar.

Note. The program does not retain the formula after you leave the calculator function. To perform the math function on a cell again you must enter a new formula.

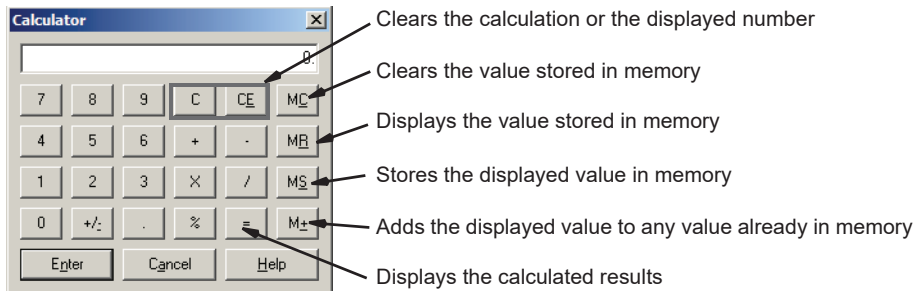
When you click **Math Calculator** on the Edit menu, the **Calculator** dialog opens. If the cell already contains a value, that number will appear in the **Calculator** amount window instead of zero.

**ENTERING THE
FORMULA**

You can then enter the numbers you want to add, subtract, multiply, or divide by clicking the number buttons or by pressing the appropriate number keys on the keyboard.



You can use any of the operators shown in the **Calculator** window within the formula by positioning the arrow cursor above the operator button and then clicking the left mouse button or by pressing the corresponding key on the keyboard.



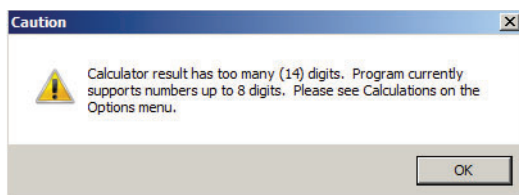
CHANGING THE AMOUNT DISPLAYED

If the current cell contains an amount when you invoke the **Math Calculator** command, that value will appear in the **Calculator's** amount window. You can then use that value in your formula to calculate the desired amount. Or you can change it directly by using the mouse or the Backspace and left and right arrow keys to place the insertion point, and the keyboard's numeric pad and Delete key to revise the entry.

REVIEWING AND POSTING THE RESULTS

After completing your formula or entering the last number, you can click on or press = to display the result in the **Calculator** amount window. If you are satisfied with the result, click the **Enter** button or press Enter to post the result directly to the worksheet in the current cell. The program rounds entries posted to the worksheet to the nearest dollar (or nearest cent if you selected the **Display Cents** option on the **Calculation Options** dialog).

If the calculated result is too large for the computer to display within the current cell on the worksheet, the program issues an error message.



When you click **OK**, the program will return to the **Calculator** window and display the calculated result. You may modify the displayed amount or cancel out of the **Math Calculator** function:

- To modify the amount, use the mouse or the Backspace key to place the insertion point and then change the amount. Select Enter when finished.
- Or click the C button to clear the calculation and re-enter the formula. Select Enter when finished.
- To cancel the **Math Calculator** function, click the **Cancel** button or press Esc. The **Calculator** window will close and the focus will return to the previous worksheet with the current cell's original value intact. At this point you could increase the number of digits allowed in the cell using the **Calculations** command on the Options menu and then return to the **Math Calculator** function to re-enter the formula or value.

CANCELLING THE MATH FUNCTION

You can click **Cancel** or press Esc at any time to cancel the **Math Calculator** operation without posting calculated results to the worksheet.

MOVING THE CALCULATOR WINDOW

If the **Calculator** window is covering numbers on the screen that you wish to see as you enter the formula, you can move the box around the screen by clicking the Title Bar, dragging the window to where you want it, and then releasing the mouse button. In this way you can use the **Math Calculator** function to compare results. You must be in a worksheet cell to use the **Math Calculator** function, but you can avoid putting the result into the cell by using = and then clicking the **Cancel** button or pressing Esc.

REPEAT PREVIOUS CELL COMMAND

The **Repeat Previous Cell** command enters the previous cell's value into the current cell and advances the active cell to the next column.

Note. The **Repeat Previous Cell** command only works between years within the same case. This command does not copy the amount between cases in a multiple-case analysis.

SPREAD ANNUALIZATION

The **Spread Annualization** command allows the program to enter (or spread) evenly received amounts based on your entry. This command is available on

the custom worksheets for income and expense items only and is only available for annualization analyses.

**SPREADING AN
AMOUNT IN A
PERIOD OTHER
THAN THE
FULL YEAR**

If you make an entry in any period except the full year and use the **Spread Annualization** command, the program automatically enters a grossed-up amount in the subsequent columns. Thus, if you are in the second period and enter 25,000 and use the **Spread Annualization** command, the program will enter 40,000 in the third period and 60,000 in the full year. The first period will remain unchanged.

**SPREADING AN
AMOUNT IN
THE FULL
YEAR COLUMN**

If you make an entry in the full year column and use the **Spread Annualization** command, the program allocates the amount back to all the earlier periods. Thus, if you are in the full year column and enter 90,000 and use the **Spread Annualization** command, the program will enter 22,500 in the first period, 37,500 in the second period, and 60,000 in the third period.

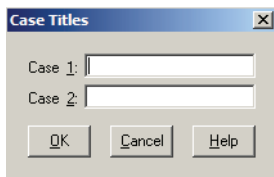
**CHANGING THE
AMOUNTS**

If you do not wish to use the automatically entered amounts, simply type a corrected amount over the entered number.

CASE TITLES

If you are running a multiple case analysis, you can enter a different case title for each case in the analysis. The title you enter will appear at the top of the specified column(s) on all worksheets and printed reports.

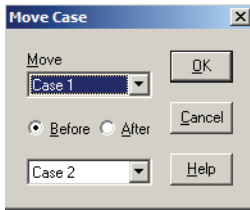
If you are running a minor child analysis, you can enter the names of the parent and children. The names you enter will appear at the top of the specified columns on all worksheets and printed reports.



This dialog can also be accessed from the **Case Titles** option on Edit menu by the shortcut key Ctrl+E or by right-clicking with the mouse on the actual case heading on one of the open worksheets and choosing the **Case Titles** popup submenu item.

MOVE CASE

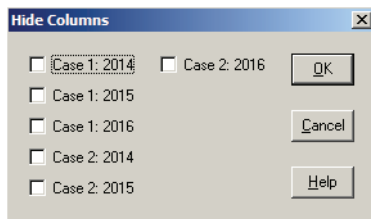
The first field on the **Move Cases** dialog indicates which case you want to move. The second field indicates the case you want to move the case next to. The **Before** and **After** buttons allow you to specify if you want to move the case before or after the case it is moved next to.



This dialog can be accessed from the **Move Case** option on the Edit menu by the shortcut key Ctrl+M, or by right-clicking with the mouse on the actual case heading on one of the open worksheets and choosing the **Move Case** popup submenu item.

HIDE COLUMNS COMMAND

The **Hide Columns** command allows you to hide selected columns both on-screen and when printing. When you invoke the **Hide Columns** command, a dialog similar to the following opens:



The items listed in the **Hide Columns** dialog will be customized to match the facts of the current analysis. Click a check box to select a column to be hidden. Click again to remove the hidden attribute.

After selecting the cases that you want hidden, click **OK**. The **Printed Columns** dialog appears, asking you whether you want to hide the same column(s) when printing. Click **Yes** or **No**. If you click **Yes**, a message informs you that the specified column(s) will be suppressed on the reports, and that you can change the columns specified for printing from the **Columns** dialog accessed from the **Page Setup** dialog (see page 74). Click **OK**. The focus returns to the worksheet that was open when you invoked the command.

The program hides the selected column(s) on all worksheets and places a “Hidden Columns” note in the upper left corner of each affected on-screen worksheet.

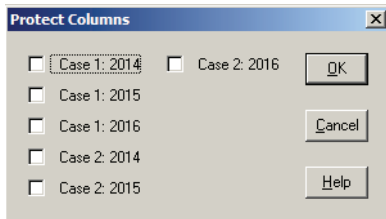


To use the toolbar to perform this function, click the **Hide Columns** icon on the main program toolbar to open the **Hide Columns** dialog.

PROTECT COLUMNS COMMAND

The **Protect Columns** command allows you to lock the data in selected columns and protect these columns from changes.

When you invoke the **Protect Columns** command, a dialog similar to the following opens:



The items listed in the **Protect Columns** dialog will be customized to match the facts of the current analysis. Click a check box to select a column to be protected. Click again to remove the protection.

After you select **OK**, the focus returns to the worksheet that you were on when you invoked the command. The program changes the color of the cells of the selected column(s) on all worksheets to the colors selected for calculated cells.



To use the toolbar to perform this function, click the **Protect Columns** icon on the main program toolbar to protect one or more highlighted columns.



Click the **Unprotect Columns** icon on the main program toolbar to unprotect one or more highlighted columns.

The program will still change the data in a protected column if you activate an underlying worksheet.

CREATE LINK COMMAND

Opens the **Create Link with Excel** dialog, where you can create a link to/from Excel. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.

DELETE / VIEW LINK COMMAND

Opens the **Link To/From Income Tax Planner** dialog, where you can view or delete the selected link. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.

DYNAMIC LINKS COMMAND

Opens the **Dynamic Links With Excel** dialog, where you can view details about the selected link, and delete, update, or expand the selected link.

GO TO EXCEL LINK COMMAND

This command highlights (makes active) the linked cell in Excel. If the Excel file containing the link is closed, it will open automatically. This command is also available on the shortcut menu that appears when you right-click a cell in a worksheet.

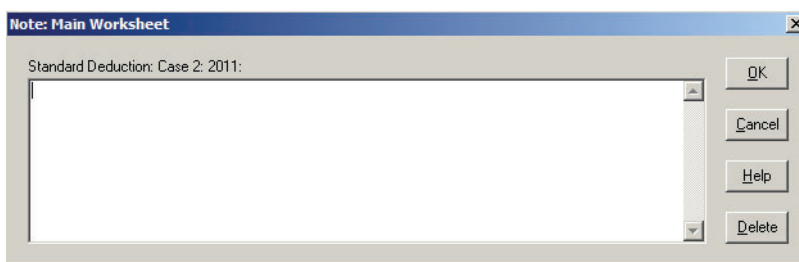
NOTE COMMAND

The **Note** command allows you to create or edit a note that acts as a footnote for a worksheet input cell. This feature allows you to provide additional explanation to distinguish the cases within the analysis.




To use the toolbar to perform this function, click the **Note** icon on the main program toolbar.

To quickly create a new note or open an existing note, right-click the input cell. When you invoke the **Note** command, a dialog similar to the following opens:



There is no practical limit on the size of the note — each can contain approximately 32,000 characters.

A musical note symbol  appears to the right of the amount in cells for which you've created a note. (The color of the note symbol depends on the color scheme you select on the **Color Options** dialog, accessible from the Options menu.) From the **Note** dialog, you can also delete a note.

Notes print immediately after the worksheet to which they apply, if:

- you've selected the **Notes** option on the **Page Setup** dialog,
- the worksheet to which the note applies is printed, and
- the row to which the note applies is printed. (If you chose not to print empty rows on the **Page Setup** dialog, the program may automatically suppress the row when the worksheet is printed.)

Note. You cannot attach a note to a calculated or output cell.

ENTERING/EDITING THE NOTE TEXT

Enter the note text in the **Note** text box. When a line is filled, the text wraps to the next line.

Press Enter to start a new line of text.

To include a list within a note, enter the description, press Tab, then enter the amount, as illustrated below:

Explanation of amount Tab 1000

Explanation of amount Tab 2000

To copy text within the note, first highlight the text that you want to copy, then press Ctrl+C to place it on the Clipboard.

To cut text within the note, first highlight the text that you want to cut, then press Ctrl+X. In addition to deleting the text, the text is placed on the Clipboard.

To paste text from the clipboard into the note, first place the insertion point where you want the text placed, then press Ctrl+V.

GO TO BATCH INPUT LINE NUMBER COMMAND

The **Go to Batch Input Line Number** command moves the cursor to the specified line of the **Batch Input** worksheet. When the **Go to Batch Input Line Number** dialog opens, enter the line number that you want to go to, then click **OK**.

This command is only available when the focus is on the **Batch Input** worksheet.

WORKSHEET COMMANDS

The next two sections in this chapter cover the commands that operate at the worksheet level. These commands clear a worksheet's data and delete a custom worksheet.

KILL SUBWORKSHEET COMMAND

The **Kill Subworksheet** command changes a subworksheet's (or custom worksheet's) status from active to inactive and sets all items on the subworksheet to zero.

When invoked on a row with a custom worksheet, the **Kill** command erases all numeric data from the custom subworksheet, but leaves the custom worksheet's row titles intact. This command can only be used from the numeric section of the current row.

When invoked on a row for a subworksheet that has Excel links, the **Kill** command issues a message and deletes the links before killing the subworksheet and clearing the data.

If you invoke this command while on a row with an active worksheet, the program issues a message stating that all data on the worksheet will be cleared for the item.

After you kill a subworksheet, it will no longer be active. Now you can change the row items directly on the displayed worksheet. Killing a subworksheet automatically restores any calculations that use the subworksheet data to where they would have been had the subworksheet not been used.

When you invoke the **Kill** command while on a row with an active subworksheet that also has active subworksheets, the program issues a message stating that there are active subworksheets that must be killed first.

Click **OK**. Then you can call up the subworksheet (by double-clicking the row) and kill its subworksheets before killing the first subworksheet.

ZAP CUSTOM WORKSHEET COMMAND

The **Zap Custom Worksheet** command eliminates the custom worksheet, including all row titles and their corresponding numbers.

When invoked on a row for a custom worksheet that has Excel links, the **Zap** command issues a message and deletes the links before zapping the custom worksheet and deleting the data.

If you invoke this command while on a row with a custom worksheet, the program issues a message stating that this will remove the worksheet itself, including all row descriptions and data.

Click **OK**. (The program will issue a message stating that the worksheet has been zapped and returns the focus to the worksheet.) Once the **Zap** operation has been performed, the worksheet will no longer exist. Now you can change the row items directly on the displayed worksheet. Zapping a custom worksheet automatically restores any calculations that use the custom worksheet data to where they would have been had the custom worksheet not been created.

When you invoke the **Zap** command while on a row with an active subworksheet that also has active subworksheets, the program issues a message stating that there are active subworksheets that must be killed first.

Click **OK**. Then you can call up the subworksheet (by double-clicking the row) and zap its subworksheets before zapping the first subworksheet.

CUSTOM WORKSHEET COMMANDS

The custom worksheets have an additional set of Edit menu commands for use on the title text rows. For details on these edit commands, see Chapter 2.

GRAPH COMMANDS

The Graph has a different set of Edit menu commands. For details on these commands, see Chapter 7.

CLIENT LETTER COMMANDS

The Client Letter has a different set of Edit menu commands. For details on these commands, see Chapter 8.


COPY COMMAND

Before you can copy and link data between the **Income Tax Planner** and another application such as Word or Excel, you must first make sure that the files to be linked have been saved and are open in both programs. To make it easier for you to keep track of these files, they should have the same file name (except for extension) in both programs. The **Copy** command is used in the first step of establishing links.

To define the data to be copied and linked to another application:

1. In **Income Tax Planner**, select the cell by moving the cursor to it or select the range of cells by clicking the left mouse button and dragging the mouse until all cells to be linked are highlighted.

Caution! Be careful to select **only** those cells that you want linked. If you want to add rows or to delete rows from a custom worksheet in **Income Tax Planner** or change a row's caption in the other application, and these areas are linked, you will have to **break** the link before you can make these changes.

2. Select **Copy** from the Edit menu or click  on the program toolbar. The program will copy the data to the Clipboard where it will be held until you paste-link it into another application or you copy other data over it.

For more information on the **Copy** command, see **Copy Command** on page 107.

PASTE LINK COMMAND

The **Paste Link** command allows you to paste data from a linked cell or cells in an Excel file into the selected worksheet cell or cells in Income Tax Planner.

The source Excel file must be running to use the **Paste Link** command.

Caution! Both the current Planner analysis and the file from which you are copying data (in the other application) must be saved (preferably under the same file name) before you can use the **Paste Link** command.

The **Paste Link** command places the cells that you have already selected and copied in the linked source application file onto a Planner worksheet beginning at the insertion point (in the same way that the **Paste** command operates). The program automatically updates the worksheet's calculated rows to account for the new data.


When you change the data in a linked cell of the source application, the cell's data changes simultaneously on the **Income Tax Planner** worksheet, provided that both applications are open.

NOTE COMMAND (EDIT MENU)

Allows you to create or edit a note that acts as a footnote for a worksheet cell. This feature allows you to provide additional explanation to distinguish the cases within the analysis. A musical note symbol appears to the right of the amount in cells for which you've created a Note. From the **Note** dialog, you can also delete a Note.

Notes print immediately after the worksheet to which they apply, if:

- you've selected the **Notes** option on the **Page Setup** dialog,
- the worksheet to which the note applies is printed, and
- the row to which the note applies is printed. (If you chose not to print empty rows on the **Page Setup** dialog, the program may automatically suppress the row when the worksheet is printed.)

To quickly create a new note or open an existing note, click the **Note** icon  or right-click the input cell.

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ASSUMPTIONS

Assumptions

Client Name:

Cases and Years

Years within Cases ☒ Cases within Years ☐

Adjustment ☐ Taxpayer & Spouse ☐ Difference ☐

Number of Cases in Analysis (Limit 20)

Number of Years in Analysis (Limit 20)

First Year of Analysis (2000 or later)

OK

Cancel

Help

Case Titles...

Client Address...

Resident State...

Nonresident State...

Save as Default

Multi Nonresident

Multi Nonresident Analysis ☐

Year of Analysis (2000 or later)

Annualization

Estimated Tax Annualization Analysis ☐

Year of Analysis (2000 or later)

Filing Status

Minor Child

Minor Child Analysis ☐

Number of Children (Limit 19)

Year of Analysis (2000 or later)

OVERVIEW

The **Assumptions** dialog allows you to specify some basic information about the current analysis, including client name, the first year of the analysis, client letter information, and case titles. You may also choose a resident state

specifications file other than your default state or a nonresident state specifications file using a button on this dialog.

To open the **Assumptions** dialog, click **Assumptions** on the menu bar.

If the analysis does not involve a minor child or estimated tax annualization analysis, you can define the analysis within the **Assumptions** dialog using the following items:

- Number of Cases in Analysis (and Case Titles)
- Number of Years in Analysis
- Years within Cases
- Cases within Years
- Adjustment
- Taxpayer & Spouse
- Difference

Note. If the analysis involves a multi nonresident, minor child or annualization, the analysis is limited to one case and one year.

ANNUALIZATION ANALYSIS

For an estimated tax annualization analysis, you can specify the following items within the **Assumptions** dialog:

- Year of Analysis
- Filing Status

While the estimated tax annualization analysis covers only one year, it will show each of the four periods separately (five periods for Estates and Trusts).

MINOR CHILD ANALYSIS

For a minor child analysis, you can define the analysis within the **Assumptions** dialog using the following items:

- Number of Children
- Name of each child
- Name of the parent
- Year of Analysis

MULTI NONRESIDENT ANALYSIS

In **Income Tax Planner with Fifty States**, the program allows for a Multi Nonresident analysis to calculate the state taxes for one resident state and up

to 18 nonresident states for one year. For a Multi Nonresident analysis, you can define the analysis within the Assumptions dialog using the following item:

- Year of Analysis

INITIAL PROGRAM ASSUMPTION DEFAULTS

When you first start the program after installation, the initial defaults for the analysis are:

Years within Cases	on
Number of Cases	2
Number of Years	3
First Year of Analysis	2020

You have the option of changing these defaults for future analyses.

Each one of the above items will be discussed in detail within this chapter.

Note. If the client file contains cells linked to a remote location and you delete a year or a case that has links or if you change the type of analysis to an **Annualization** analysis or **Minor Child** analysis, the program deletes the Excel links (after issuing a message stating that the links will be deleted). After making this change in **Income Tax Planner**, switch to the other application and delete the corresponding links.

ASSUMPTIONS ITEMS

CLIENT NAME

In the **Client Name** field, you can enter the client name using uppercase, lowercase, or a combination of upper and lowercase letters. The **Client Name** you enter appears in the program's Title Bar, and also appears on all printed reports (unless you erase it through the **Header & Footer** command of the **Page Setup** dialog (accessed through the File menu)). You can also use the **Insert** feature of the client letter to include the name on the letter or template.

If you enter client name on the **Header & Footer** dialog, that entry overwrites the entry on the **Assumptions** dialog.

You can enter up to 80 characters in this text box. After completing your entry, click on the next item you want to change.

CASES AND YEARS

The program allows you to specify any combination of years and cases; however, the analysis is limited to a maximum of twenty (20) columns. (A

column consists of a year within a case or a case within a year, depending upon whether the analysis has multiple years or multiple cases or both.)

REPLICATION FEATURE

A special replication feature (described under **Replication Feature** on page 134) carries over data from an earlier calculation for use in the new calculation. This feature is useful for extending the number of cases used in an earlier calculation for the same taxpayer. You can also use this feature to extend the number of years used.

YEARS WITHIN CASES ANALYSIS

The **Years within Cases** analysis allows you to specify one or more cases each with one or more years. When there are multiple cases and multiple years in an analysis the case titles are given priority and appear above the year column headings. It is possible to change this priority when you select the **Cases within Years** analysis (see below).

CASES WITHIN YEARS ANALYSIS

In order to select a **Cases within Years** analysis there must be two or more cases specified in the **Number of Cases in Analysis** box. When there are multiple cases and multiple years in the analysis the years under analysis are given priority and appear above the case column headings. It is possible to change this priority when you select the **Years within Cases** analysis (see above).

ADJUSTMENT ANALYSIS

The **Adjustment** analysis allows you to see the effect of adjustments to any row item in the program. The column headings for each year are “Original,” “Adjustment,” and “Adjusted.”

Main Worksheet						
2017			2018			
	Original	Adjustmnt	Adjusted	Original	Adjustmnt	Adjusted
1 Filing Status	Joint	Joint	Joint	Joint	Joint	Joint
2 Personal Exemptions	2	2	4	2	2	4
3 Ordinary Income	100,000	0	100,000	100,000	0	100,000
4 Net Short-term Gain or Loss	0	0	0	0	0	0

Entries may be made only in the Original column and the Adjustment column. Numeric entries in the Adjustment column are added to those in the Original column and appear automatically in the Adjusted column. Nonnumeric entries are copied from the Adjustment column to the Adjusted column. Tax calculations are performed only on the Original and Adjusted columns, not on the Adjustment column. However, calculated rows, e.g., “Taxable Income”, and active worksheet rows are computed in the Adjustment column as the difference between the Original column and the Adjusted column. The Adjustment

column serves to allow input of adjustments and to show the results of those adjustments.

Note. Carryovers in the Original column and the Adjusted column are computed on the basis of the amounts in the corresponding column of the previous year.

When an existing analysis is changed to an **Adjustment** analysis, one case is used for the **Original** case and another is used for the **Adjusted** case. The adjustment column is initially computed as the difference between the two columns. When there is only one existing case the program uses that case for both the **Original** and **Adjusted** cases, with the adjustment column starting out with zeros.

The **Adjustment** analysis is a companion analysis to the **Difference** analysis. The **Adjustment** case will be equal to the **Difference** case when you switch from the **Adjustment** analysis to the **Difference** analysis and retain the **Original** and **Adjusted** cases in the **Difference** analysis.

TAXPAYER AND SPOUSE ANALYSIS

The **Taxpayer and Spouse** analysis allows you to see the effects of a married couple filing separately as well as jointly. It is also useful in analyzing the tax effects of a divorce. Under a taxpayer and spouse analysis, the column headings are “Taxpayer,” “Spouse,” and “Combined.”

Main Worksheet						
	2017			2018		
	Taxpayer	Spouse	Combined	Taxpayer	Spouse	Combined
1 Filing Status	Separate	Separate	Joint	Separate	Separate	Joint
2 Personal Exemptions	2	0	2	2	0	2
3 Ordinary Income	100,000	70,000	170,000	100,000	70,000	170,000
4 Net Short-term Gain or Loss	0	0	0	0	0	0

Numerical entries may be made only in the **Taxpayer** column and the **Spouse** column. Amounts in the **Combined** column are computed as the sum of the other two columns. Nonnumeric row entries, such as filing status may be made in any column. Tax calculations are performed independently on all three columns. The calculated amounts in the **Combined** column, therefore, represent the results of the tax calculations in that column and are not simply the sum of the other two columns. Similarly, carryovers in each column are computed on the basis of the amounts in the corresponding column in the previous year.

The filing status for the taxpayer and the spouse start out as separate for each and joint for the combined column. These can be changed on the **Main Worksheet** or on the **Filing Status** worksheet.

When an existing analysis is changed to **Taxpayer and Spouse**, one case is used for the taxpayer and another for the spouse. When there is only one

existing case, the program uses the same case for both the **Taxpayer** and **Spouse** cases and transfers any data entered in the spouse categories within the worksheets into the **Spouse's** case automatically. The **Taxpayer** and **Spouse** cases can then be edited independently to calculate the **Combined** case automatically.

When running a **Taxpayer and Spouse** analysis you should enter the taxpayer's amounts on the taxpayer rows and the spouse's amounts on the spouse's rows on those worksheets that have rows for both taxpayer and spouse. These worksheets include:

- **Wages**
- **Self-employment Income**
- **IRA Deductions**
- **Credit for Elective Deferrals and IRAs**
- **Dependent Care Exclusion and Credit**
- **Adoption Exclusion and Credit**

Similarly for individual activities, the taxpayer's amounts should be entered as the taxpayer's and the spouse's amounts as the spouse's so that the program can properly combine the amounts in the **Combined** column. If you were to enter both the taxpayer's and spouse's amounts on the taxpayer rows, the combined self-employment income, for example, would not produce the correct self-employment tax in the **Combined** column. For other types of analysis you should enter the taxpayer's amounts on the taxpayer rows and the spouse's amounts (for joint filing status) on the spouse's rows.

Note. When entering transactions on the **Security Transactions Analyzer** worksheet, you can specify (in the **Owner** column) whether the security is owned by the taxpayer, the spouse, or both.

NOTE ON CARRYOVERS

When running any analysis, carryovers are computed on the basis of the corresponding column in the previous year. For example:

TAXPAYER AND SPOUSE

The **Taxpayer's** carryovers in a subsequent year are computed on the basis of the amounts in the **Taxpayer** column in the previous year, the **Spouse's** carryovers are computed on the basis of the amounts in the **Spouse** column in the previous year, and the carryovers in the **Combined** column are computed on the basis of the amounts in the **Combined** column in the previous year. The carryovers in the **Combined** column, therefore, do not represent the sum of the carryovers in the **Taxpayer** and **Spouse** columns.

DIFFERENCE AND ADJUSTMENT

The **Original** column carryovers in a subsequent year are computed on the basis of the amounts in the **Original** column in the previous year, and the

Adjusted column carryovers in a subsequent year are computed on the basis of the **Adjusted** column amounts in the previous year. The **Difference** or **Adjustment** column represents the difference between the **Original** and **Adjusted** columns in each year.

DIFFERENCE ANALYSIS

The **Difference** analysis allows you to see the difference between two cases on a year-by-year basis. The column headings for each year are “Original,” “Adjusted,” and “Difference.”

Main Worksheet						
2017			2018			
	Original	Adjusted	Difference	Original	Adjusted	Difference
1 Filing Status	Joint	Joint		Joint	Joint	
2 Personal Exemptions	2	2	0	2	2	0
3 Ordinary Income	100,000	150,000	50,000	100,000	150,000	50,000
4 Net Short-term Gain or Loss	0	0	0	0	0	0

Entries may be made only in the **Original** column and the **Adjusted** column. Entries in the **Difference** column are computed as the difference between the **Original** column and the **Adjusted** column. This is true for both entered and computed amounts. Tax calculations are performed only on the **Original** and **Adjusted** columns, not on the **Difference** column. (See the Note below for carryover situations.)

When an existing analysis is changed to a **Difference** analysis, one case is used for the **Original** case and another is used for the **Adjusted** case. When there is only one existing case, the program uses that case for both the **Original** and **Adjusted** cases. The **Difference** analysis is a companion analysis to the **Adjustment** analysis. The **Difference** case will be equal to the **Adjustment** case when you switch from the **Difference** analysis to the **Adjustment** analysis and retain the **Original** and **Adjusted** cases in the **Adjustment** analysis.

NUMBER OF CASES/YEARS IN ANALYSIS (LIMIT 20)

The program calculates up to twenty alternative tax plans (also called cases within this manual) for years beginning after 1986, or calculates the tax liability for up to twenty years for any individual or fiduciary taxpayer. You can use multiple cases to compare different courses of action for one or several taxpayers. Use these boxes to specify the number of cases and years in the analysis.

Note. For analyses using multiple years within multiple cases, the number of cases times the number of years cannot exceed 20.

VIEWING COLUMNS ON-SCREEN

The number of columns that you can view on-screen at once depends upon:

- the width of the window opened for the worksheet
- the number of digits selected for display
- the selection of cents or dollars only for display and
- the type and size of the selected screen font

You can manipulate any and all of these factors to increase or decrease the number of visible columns. Or use the worksheet's scroll bar to display hidden columns.

COLUMN HEADINGS

If your analysis includes multiple years and multiple cases, the column headings appear on the worksheet as shown below. Cases will be numbered 1 through the number selected or, if you wish, you can click **Case Titles** to enter titles of your own. **Case Titles** on page 138.

Case 1			Case 2		
2017	2018	2019	2017	2018	2019

If you enter a case title for a single case, the program will display your entry above the year heading(s). However, the program does not display a default case heading for single-case analyses. Instead, as a default, the columns are headed by the years selected:

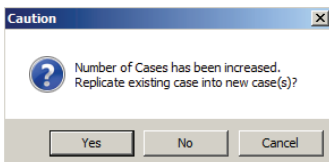
2017	2018	2019
------	------	------

If you select multiple cases and a single year, the columns will be headed by the case title (or number) and each column will apply the same year, which is displayed in the upper left corner of the worksheet, above the row titles:

2017	Case 1	Case 2	Case 3
------	--------	--------	--------

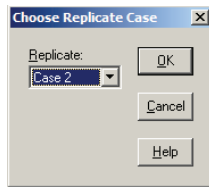
REPLICATION FEATURE

CASES If you are increasing the number of cases covered by the analysis, the program issues the following message:



Respond as follows:

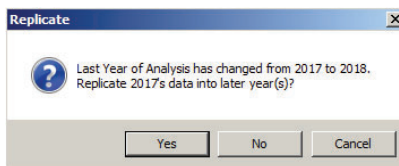
- **Yes** — A message informs you that the number of cases has been increased. Click **OK**. If you already have more than one case, the **Choose Replicate Case** dialog appears:



In the **Replicate** box, select the case you want to replicate from the drop-down list, then click **OK**. The worksheet expands to include the new number of cases selected and copies the selected case's data into all newly added columns of the new case. (Subworksheet data is also copied.) Click **Cancel** to return focus to the **Assumptions** dialog.

- **No** — Expands the worksheet to include the number of cases selected in the box. All additional columns of the new analysis are filled with zeros. You can then use the worksheets to change selected data.
- **Cancel** — Returns focus to the **Assumptions** dialog to revise your changes.

YEARS If you are increasing the number of years covered by the analysis, the program issues a message similar to the following:



Respond as follows:

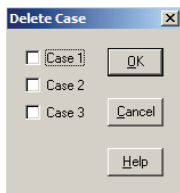
- **Yes** — Expands the worksheet to include the new number of years selected and copies the last column's data into all newly added columns of the new year. (Subworksheet data is also copied.)

Thus, if the previous calculation was for two years and you expand the analysis to four years, the same input data will appear in each of the new columns of the new calculation.

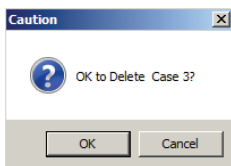
- **No** — Expands the worksheet to include the number of years selected in the box but does not replicate the last column. All additional columns of the new analysis are filled with zeros. You can then use the worksheets to change selected data.
- **Cancel** — Returns focus to the **Assumptions** dialog to revise your changes.

DELETING CASES

You can delete individual cases from a multiple case analysis as desired. Simply change the number of cases entered in the **Number of Cases in Analysis** field. The program issues a message asking you to enter the numbers of the cases you wish to delete. After clicking **OK** on the message, the program then opens a dialog so that you can select the case(s) to discard:



You can select as many cases as you want. Click **OK** after you've finished selecting cases. The program issues a message similar to the following:



Click **OK** to complete the task. The program returns focus to the previous worksheet; the designated cases will no longer be included on the worksheet. The program automatically relabels the remaining column heads with the appropriate case titles.

If you realize that you'd selected the wrong case(s), select **Cancel**. The program will return focus to the **Assumptions** dialog to revise your changes.

DELETING A CASE WITH LINKS

If you delete a case linked to Excel (or rearrange columns that have links), the program will delete the links in the **Income Tax Planner** analysis after issuing a message stating that the links will be deleted.

If you delete a case that has cells linked to the client letter (or rearrange columns that have links), the program will delete the links in the **Income Tax Planner** analysis after issuing a message stating that the links will be deleted. Whenever possible, you are given a chance to retain the links.

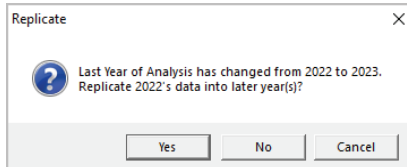
FIRST YEAR IN ANALYSIS (2000 OR LATER)

The first year can be 2000 or later. A default year is provided. To start with a different year, use the mouse to select a year from the list or type in the desired year.

CHANGING THE BEGINNING YEAR

MOVING THE BEGINNING YEAR FORWARD

When you advance the beginning year of a multiple-year calculation, say from 2020 to 2021, the program issues the following message:



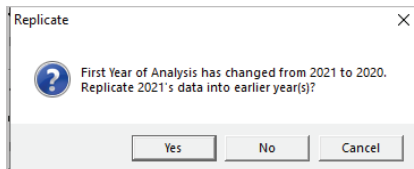
To accept the change, click **OK**. The program will proceed into the **Replication Feature**. See **Replication Feature** on page 134.

To reject the change and restore the original assumptions, click **Cancel**. The focus will return to the **Assumptions** dialog where you can revise your changes.

MOVING THE BEGINNING YEAR BACK

Retaining the same number of years

When you move back the beginning year, say from 2021 to 2020 in a 3-year analysis, the following message will appear:



To accept the change, click **OK**. The program will proceed into the **Replication Feature**. See **Replication Feature** on page 134.

Increasing the number of years

If you wish to include both the new beginning year **and** all the years in the earlier analysis, select **Cancel**, and when the focus returns to the **Assumptions** dialog, increase the number of years from 5 to 6. Since you are now including years that were not in the earlier analysis, the program will ask how you wish these years to be handled (For information on how the program handles an extended analysis, see **Replication Feature** on page 134). Note that when you move the beginning year **back**, the program replicates the **first** column of data into the new year(s), rather than the last.

To reject the change and return to the **Assumptions** dialog so that you can restore the original assumptions, click **Cancel**.

Note. Changing the first year of analysis may cause the program to delete the links to the client letter.

CASE TITLES

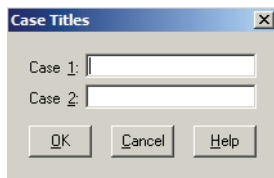
If you are running a multiple case analysis, you can enter a different case title for each case in the analysis. Up to twenty titles can be entered (depending on the number of cases you specified).

Each case title can be up to 80 characters (fewer than 80 may be displayed or printed, depending of the type of analysis, number of dollar digits selected, and the type and size of the selected screen font). Titles can be typed in uppercase, lowercase, or a combination of upper and lowercase letters.

The title you enter will appear at the top of the specified column(s) on all worksheets and printed reports. To see samples of how case titles appear on the worksheets, turn to page 134.

Note. Case titles will only be available if you select **Years within Cases** or **Cases within Years**. If you select **Minor Child** for your analysis, the label on the **Case Titles** button will change to **Child Names** and allow you to enter the names of the parent and up to nineteen children.

To enter case titles, click the **Case Titles** button. The **Case Titles** dialog opens:



Type in the case title, then click on the next title line. To save the titles and leave the dialog, click **OK**. To leave the dialog without saving your title entries, click **Cancel**. The focus will return to the **Assumptions** dialog.

You can only enter titles for as many cases as you have specified in the **Assumptions** dialog.

CLIENT ADDRESS

If you plan to include a client letter with the analysis, you can enter the client letter address and a salutation for the letter here. If you create a client letter or template that uses the **Client Address or Salutation** variable, the program will pull the address and salutation name from this dialog and place them in the places you designated in the letter or template. See Chapter 8, for more information.

To enter information for the letter, click the Client Address button. The **Client Letter Address and Salutation Name** dialog opens.

The screenshot shows a Windows-style dialog box titled "Client Letter Address & Salutation Name". It has a "Client Address:" label followed by a text box containing "123 Pine Street" and "Anytown, MD 22202". Below this is a "Salutation Name:" label followed by a text box containing "Mr. Winchester:". To the right of the text boxes are three buttons: "OK", "Cancel", and "Help".

Once you type the client's address in this dialog, it is available for use in a client letter. The address can be easily added to your letter using the client letter's Insert tool.

The **Salutation Name** field allows you to store a greeting or salutation name, which you can also automatically insert in the client letter. For example, you can use "Mr. and Mrs. Jones:" as the salutation name.

MULTI NONRESIDENT ANALYSIS

GENERAL

The **Multi Nonresident** analysis allows for the analysis of one resident state and up to eighteen nonresident states in a single year.

On the **Assumptions** dialog, check the box for **Multi Nonresident** analysis and select the year of analysis. Click on either the **Resident State** or the **Nonresident States** button to access the **Choose State Specification Assumptions** dialog.

On the **Choose State Specification Assumptions** dialog, you may select one resident state and up to 18 nonresident states. You can use this dialog to move them left or right. Because some states in some circumstances allow the credit for taxes paid to another state to be claimed on the nonresident return, the program will automatically reorder such states to the right of the other nonresident states in order to correctly compute the credit for taxes paid to another state.

MAIN WORKSHEET

The analysis consists of one column for the federal and resident state, a column for each nonresident state, and a totals column.

Federal & resident state column

Main Worksheet								
	2017	Federal & Ohio Resident	Calif Nonresident	Ny Nonresident	Newjer Nonresident	Illinois Nonresident	Oregon Nonresident	Totals
1 Filing Status	Joint	Joint	Joint	Joint	Joint	Joint	Joint	Joint
2 Personal Exemptions	2	2	2	2	2	2	2	2
3 Ordinary Income	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332
4 Net Short-term Gain or Loss	0	0	0	0	0	0	0	0
5 Net Long-term Gain or Loss	0	0	0	0	0	0	0	0
6 Adjusted Gross Income	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332
7 Itemized Deductions	12,120	12,120	12,120	12,120	12,120	12,120	12,120	12,120
8 Standard Deduction	12,700	12,700	12,700	12,700	12,700	12,700	12,700	12,700
9 Taxable Income	1,952,632	1,952,632	1,952,632	1,952,632	1,952,632	1,952,632	1,952,632	1,952,632
10 AMTI Net of Exemption	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332
11 Minor Child Tax	0	0	0	0	0	0	0	0
12 Schedule or Table Tax	718,473	718,473	718,473	718,473	718,473	718,473	718,473	718,473
13 Alternative Capital Gains Tax	0	0	0	0	0	0	0	0
14 Farm Income Averaging Tax	0	0	0	0	0	0	0	0
15 Foreign Earned Income Tax	0	0	0	0	0	0	0	0
16 Tentative Minimum Tax	546,537	546,537	546,537	546,537	546,537	546,537	546,537	546,537
17 Nonrefundable Credits	0	0	0	0	0	0	0	0
18 Self-Employment and Other Taxes	102,915	102,915	102,915	102,915	102,915	102,915	102,915	102,915
19 Federal Withholding & Estimated	0	0	0	0	0	0	0	0
20 Net Federal Tax	821,388	821,388						821,388
21 Resident State Tax	51,355	51,355						46,867
22 Resident State Estimated & W/H	-50,000	-50,000						-50,000
23 New York Nonresident State Tax			N/A	2,724	N/A	N/A	N/A	2,724
24 New York Nonres Estimated & W/H			N/A	-2,500	N/A	N/A	N/A	-2,500
25 Other Nonresident State Taxes			5,409	N/A	2,435	870	562	9,276
26 Other Nonresident Estimated & W/H			-5,000	N/A	-2,000	-700	-400	-8,100
27 Total Net Tax Liability			409	224	435	170	162	819,655

Grayed out to isolate nonresident amounts

California nonresident

New York nonresident

New Jersey nonresident

Illinois nonresident

Oregon nonresident

Rows 1-19 in columns 2-Total are repeats of column 1

Resident tax before credit for nonresident tax

Resident tax after credit for nonresident taxes

Total New York

Total other nonresident taxes

Total federal & state taxes

Grayed out to isolate nonresident amounts

California nonresident

New York nonresident

New Jersey nonresident

Illinois nonresident

Oregon nonresident

In the first column, enter the federal and resident state data. For all federal worksheets except the **Main Worksheet** and **Summary Report** worksheet only the first column will be visible. On the **Main Worksheet** and **Summary Report** worksheet the federal amounts in all the columns will be equal.

On the **Main Worksheet**, in the first column, all the rows below the “Resident State Estimated and Withholding” row will be unavailable (grayed out). In the nonresident columns, the federal and resident state total rows will be unavailable. These columns only relate to the nonresident taxes. The **Totals** column will contain all the final amounts. The “Resident State Tax” row will typically have a lower amount in the **Totals** column than in the first column, because in the **Totals** column the **Resident State Tax** is computed after any credit given by the resident state for the nonresident taxes. The **Summary Report** worksheet follows the pattern of the **Main Worksheet**.

STATE TAX MAIN WORKSHEET

The State worksheets, including the nonresident state worksheets, are accessed by double-clicking on the corresponding rows of the **Main Worksheet**.

State Tax - Main Worksheet: Ohio

2017	Federal & Ohio Resident	Calif Nonresident	Ny Nonresident	Newjer Nonresident	Illinois Nonresident	Oregon Nonresident	Totals
1 State Filing Status	Joint	Joint	Joint	Joint	Joint	Joint	Joint
2 Number of Personal Exemptions	2	2	2	2	2	2	2
3 Federal AGI	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332
4 Adjustments for State AGI	-250,000	-250,000	-250,000	-250,000	-250,000	-250,000	-250,000
5 Federal Tax Deduction for State AGI	0	0	0	0	0	0	0
6 State AGI	1,715,332	1,715,332	1,715,332	1,715,332	1,715,332	1,715,332	1,715,332
7 State Itemized Deductions	0	0	0	0	0	0	0
8 State Standard Deduction	0	0	0	0	0	0	0
9 Federal Tax Deduction from State AGI	0	0	0	0	0	0	0
10 State Personal Exemption Deduction	3,500	3,500	3,500	3,500	3,500	3,500	3,500
11 State Taxable Income	1,711,832	1,711,832	1,711,832	1,711,832	1,711,832	1,711,832	1,711,832
12 Alternate State Tax Base	1,711,832	1,711,832	1,711,832	1,711,832	1,711,832	1,711,832	1,711,832
13 State Regular Tax	51,355	51,355	51,355	51,355	51,355	51,355	51,355
14 State Alternative Capital Gains Tax	0	0	0	0	0	0	0
15 State Supplementary Tax	0	0	0	0	0	0	0
16 State Nonrefundable Credits	0	0	0	0	0	0	0
17 State Minimum Tax	0	0	0	0	0	0	0
18 Other Resident State Taxes	0	0	0	0	0	0	0
19 Credit for New York Nonres Tax	0	0	0	0	0	0	0
20 Credit for Other Nonres Tax	0	0	0	0	0	0	-4,458
21 Disallowed Nonrefundable Credits	0	0	0	0	0	0	0
22 Total Resident State Taxes	51,355						46,867
23 New York Nonresident Tax		N/A	2,724	N/A	N/A	N/A	2,724
24 Other Nonresident Tax		5,409	N/A	2,435	870	562	9,276
25 Total State Taxes		5,409	2,724	2,435	870	562	58,867

Annotations:

- Rows 1-19 in columns 2-Total are repeats of column 1
- Resident tax before credit for nonresident tax (points to row 13, column 1)
- Resident credit for nonresident taxes (points to row 19, column 7)
- Resident tax after credit for nonresident taxes (points to row 20, column 7)
- Total NY before withholding (points to row 23, column 7)
- Total other nonresident states before withholding (points to row 24, column 7)
- Grayed out to isolate nonresident amounts (points to row 22, columns 2-6)
- California nonresident (points to row 23, column 2)
- New Jersey nonresident (points to row 23, column 4)
- Oregon nonresident (points to row 23, column 6)
- New York nonresident (points to row 23, column 3)
- Illinois nonresident (points to row 23, column 5)
- Total state taxes before withholding (points to row 25, column 7)

The **State Tax – Main Worksheet** will contain all the columns. However, the amounts in the first (Resident) column will not contain any nonresident data. In the nonresident columns, the resident state data will be repeats of the first column, except for the rows relating to the credit for other state taxes. The “Total Resident State Taxes” row will be grayed out in the nonresident columns. In the **Totals** column, Total Resident State Taxes will represent the resident tax after taking into account the credit allowed by the resident state for nonresident taxes. Thus, the Total Resident State Taxes amount in the first column will not usually agree with the amount in the first column because of this credit. The “Total State Taxes” row (the last row) in the **Totals** column will represent the resident and nonresident taxes after taking into account the credit given by the resident state for the nonresident tax and in certain states (like Arizona) the credit given by the nonresident state for the resident tax.

The nonresident state worksheets are accessed by double-clicking on the nonresident tax rows at the bottom of the **State Tax – Main Worksheet**. The columns on the nonresident worksheets are unavailable for nonresident states that do not use the calculations on that worksheet. New York has its own worksheet for computation of its nonresident tax and all the nonresident columns for other states will be unavailable. Correspondingly, the New York column on the **Nonresident State Tax – Main Worksheet** will be unavailable.

CREDIT FOR OTHER STATE TAX WORKSHEETS

The “Compute Credit” row in the nonresident columns on the **Credit for Other State Tax** worksheet defaults to “Yes”. In a **Multi Nonresident** analysis, the **Credit for New York Nonresident Tax** worksheet will not be active; instead, such credit will be computed in the New York column of the **Credit for Other State Tax** worksheet. Most resident states calculate the credit for other state tax paid to another state separately, so there will be a separate computation of the credit on the Credit for Other State Tax worksheet in each nonresident column.

Credit for Other State Tax - Res: Connecticut Nonres						
2017	Calif Nonresident	Ny Nonresident	Newjer Nonresident	Illinois Nonresident	Oregon Nonresident	Totals
1 Compute Credit	Yes	Yes	Yes	Yes	Yes	Yes
2 Cr Allowed by Res or Nonres State	Resident	Resident	Resident	Resident	Resident	Resident
3 Nonresident Income	50,000	40,000	30,000	20,000	10,000	N/A
4 Adjs to Nonres Income	0	0	0	0	0	N/A
5 Adjusted Nonres Income	50,000	40,000	30,000	20,000	10,000	N/A
6 Nonresident Tax	5,409	2,724	2,435	870	562	N/A
7 Adjs to Nonresident Tax	0	0	0	0	0	N/A
8 Adjusted Nonresident Tax	5,409	2,724	2,435	870	562	N/A
9 Resident Income	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	N/A
10 Adjs to Resident Income	0	0	0	0	0	N/A
11 Adjusted Resident Income	1,965,332	1,965,332	1,965,332	1,965,332	1,965,332	N/A
12 Resident Tax	137,277	137,277	137,277	137,277	137,277	N/A
13 Adjs to Resident Tax	0	0	0	0	0	N/A
14 Adjusted Resident Tax	137,277	137,277	137,277	137,277	137,277	N/A
15 Method 1:						
16 Ratio Nonres Inc/Resident Inc	2.5440994	2.04	1.5264596	1.0176397	0.5088198	N/A
17 X Resident Tax	3,492	2,800	2,095	1,397	698	N/A
18 Method 2:						
19 Tax on NR Inc at Resident Rates	N/A	N/A	N/A	N/A	N/A	N/A
20 Adjs to Tax at Resident Rates	0	0	0	0	0	N/A
21 Adjusted Tax at Resident Rates	N/A	N/A	N/A	N/A	N/A	N/A
22 Method 3:						
23 Net Resident Income	N/A	N/A	N/A	N/A	N/A	N/A
24 Tax on Net Resident Income	N/A	N/A	N/A	N/A	N/A	N/A
25 Adjs to Tax on Net Resident Income	0	0	0	0	0	N/A
26 Adjusted Tax on Net Resident Income	N/A	N/A	N/A	N/A	N/A	N/A
27 Difference Between Taxes	N/A	N/A	N/A	N/A	N/A	N/A
28						
29 Credit For Other State Tax	3,492	2,724	2,095	870	562	9,743
30 Adjs to Credit for Other State Tax	0	0	0	0	0	0
31 Adjusted Credit for Other State Tax	3,492	2,724	2,095	870	562	9,743

Some states (like Ohio) calculate the credit for taxes paid to another state by aggregating the nonresident income and taxes. For such resident states the credit for taxes paid to another state will be calculated solely in the Totals column of the **Credit for Other State Tax** worksheet.

Credit for Other State Tax - Res: Ohio Nonres						
2017	Calif Nonresident	Ny Nonresident	Newjer Nonresident	Illinois Nonresident	Oregon Nonresident	Totals
1 Compute Credit	Yes	Yes	Yes	Yes	Yes	Yes
2 Cr Allowed by Res or Nonres State	Resident	Resident	Resident	Resident	Resident	Resident
3 Nonresident Income	50,000	40,000	30,000	20,000	10,000	150,000
4 Adjs to Nonres Income	0	0	0	0	0	0
5 Adjusted Nonres Income	50,000	40,000	30,000	20,000	10,000	150,000
6 Nonresident Tax	5,409	2,724	2,435	870	562	12,000
7 Adjs to Nonresident Tax	0	0	0	0	0	0
8 Adjusted Nonresident Tax	5,409	2,724	2,435	870	562	12,000
9 Resident Income	N/A	N/A	N/A	N/A	N/A	1,715,332
10 Adjs to Resident Income	0	0	0	0	0	0
11 Adjusted Resident Income	N/A	N/A	N/A	N/A	N/A	1,715,332
12 Resident Tax	N/A	N/A	N/A	N/A	N/A	51,355
13 Adjs to Resident Tax	0	0	0	0	0	0
14 Adjusted Resident Tax	N/A	N/A	N/A	N/A	N/A	51,355
15 Method 1:						
16 Ratio:Nonres Inc/Resident Inc	0	0	0	0	0	8.74
17 X Resident Tax	N/A	N/A	N/A	N/A	N/A	4,488
18 Method 2:						
19 Tax on NR Inc at Resident Rates	N/A	N/A	N/A	N/A	N/A	N/A
20 Adjs to Tax at Resident Rates	0	0	0	0	0	0
21 Adjusted Tax at Resident Rates	N/A	N/A	N/A	N/A	N/A	N/A
22 Method 3:						
23 Net Resident Income	N/A	N/A	N/A	N/A	N/A	N/A
24 Tax on Net Resident Income	N/A	N/A	N/A	N/A	N/A	N/A
25 Adjs to Tax on Net Resident Income	0	0	0	0	0	0
26 Adjusted Tax on Net Resident Income	N/A	N/A	N/A	N/A	N/A	N/A
27 Difference Between Taxes	N/A	N/A	N/A	N/A	N/A	N/A
28						
29 Credit For Other State Tax	N/A	N/A	N/A	N/A	N/A	4,488
30 Adjs to Credit for Other State Tax	0	0	0	0	0	0
31 Adjusted Credit for Other State Tax	N/A	N/A	N/A	N/A	N/A	4,488

ESTIMATED AND WITHHOLDING WORKSHEETS

In order to calculate the correct federal itemized deduction for state taxes paid, in the column for the federal and resident state data (the first column) on the **Other Nonresident State Estimated and Withholding Payments** worksheet and on the **New York Nonresident State Estimated and Withholding Payments** worksheet, rows 16-31 will equal the sum of the nonresident state data in the succeeding columns for the following rows, all of which relate to the federal deduction:

In the second and subsequent columns (except **Totals**), enter data for the nonresident states. Where meaningful, the **Totals** column will equal the sum of the nonresident columns.

Other Nonres State Estimated & W/H Payments								
	2017	Federal & Ohio Resident	Calif Nonresident	Ny Nonresident	Newjer Nonresident	Illinois Nonresident	Oregon Nonresident	Totals
1	Nonres State Credit:							
2	Apply Prior Year Nonres Refund							
3	to Current Year Estimated (Y/N)	N/A	No		No	No	No	N/A
4	If No: Portion to Apply	N/A	0		0	0	0	N/A
5	Auto Prepay Current Year Nonres Tax	N/A	N/A		N/A	N/A	N/A	N/A
6	Auto Prepay Prior Year Nonres Tax	N/A	N/A		N/A	N/A	N/A	N/A
7	Nonres Refund for Prior Year	N/A	0		0	0	0	N/A
8	Withholding From Wages Worksheet	N/A	N/A		N/A	N/A	N/A	N/A
9	Other Current Yr Nonres Withholding	N/A	0		0	0	0	N/A
10	April-Dec Nonres Estimated Payments	N/A	5,000		2,000	700	400	N/A
11	Nonres Auto Estimate (Prepay) Amt	N/A	0		0	0	0	N/A
12	Nonres Jan Estimate Paid Next Year	N/A	0		0	0	0	N/A
13	Amount Paid with Nonres Extension	N/A	0		0	0	0	N/A
14	Other Refundable Nonres Credits	N/A	0		0	0	0	N/A
15	Total Nonres State Credit	N/A	5,000		2,000	700	400	N/A
16	Federal Deduction for Nonres Tax:							
17	Nonres Estimate Paid For Prior Year:							
18	Offset Nonres Refund vs Estimate	No	No		No	No	No	No
19	Include Whole Nonres Ref in Income	No	No		No	No	No	No
20	Totl Prior Year Nonres State Credit	0	0		0	0	0	0
21	Nonres Estimate Paid for Prior Year	0	0		0	0	0	0
22	Reduction:Nonres Refund Received	0	0		0	0	0	0
23	Nonres Payments for Current Year:							
24	Total NR Est & W/H Paid:Current Yr	8,100	5,000		2,000	700	400	8,100
25	Prior Year's Nonres Refund Applied	0	0		0	0	0	0
26	Auto Deduct Current Year Nonres Tax	N/A	N/A		N/A	N/A	N/A	N/A
27	Auto Deduct Prior Year Nonres Tax	N/A	N/A		N/A	N/A	N/A	N/A
28	Auto Deduction Amount	0	0		0	0	0	0
29	Prior Year Nonres Deficiency Paid	0	0		0	0	0	0
30	Nonres Taxes Paid for Previous Years	0	0		0	0	0	0
31	Total Fed Deduction for Nonres Tax	8,100	5,000		2,000	700	400	8,100
32	Federal Refund Inclusion:							
33	Total Nonres Refund	0	0		0	0	0	0
34	Less: Allocation to Deduction	0	0		0	0	0	0
35	Net Nonres Refund	0	0		0	0	0	0

RESTRICTIONS

- The **Security Transaction Analyzer** worksheet allows for only one case.
- Case Titles may not be edited in the **Assumptions** dialog.
- Cells that are not meaningful will be N/A or unavailable.
- Columns may not be selected from the **Page Setup** dialog.
- The **Hide Columns** button on the toolbar is disabled.
- The following rows on the **Resident State Estimated and Withholding Payments**, **Other Nonresident State Estimated and Withholdings Payments**, and **New York Nonresident State Estimated and Withholdings Payments** worksheets are disabled:
 - Auto Prepay the Current Year Tax
 - Auto Prepay the Prior Year Tax

- Auto Deduct the Current Year Tax
- Auto Deduct the Prior Year Tax
- The following rows on the **Wages** worksheet are disabled:
 - Taxpayer's NY Nonresident Withholding
 - Taxpayer's Other Nonresident Withholding
 - Spouse's NY Nonresident Withholding
 - Spouse's Other Nonresident Withholding

Tip. For the best printing results, choose an 8-point printer font size to prevent the column headings from wrapping. See **Screen Font** on page 261.

CHOOSE CASE FOR MULTI NONRESIDENT DIALOG

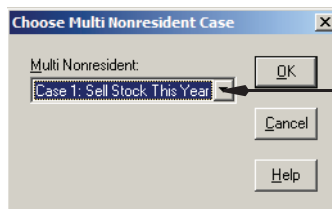
When you change a multi-case analysis into a Multi Nonresident analysis, the program offers you a choice of which case to use for the Multi Nonresident case. All other cases will be deleted from the analysis.

Caution! Once you've selected the case to use for Multi Nonresident Analysis, the prior analysis and the other cases are deleted. If you change back from the Multi Nonresident analysis to a multi-case analysis you will not be able to recover the data in the deleted cases. Therefore, you should only continue if you have saved the prior analysis or if you want to discard the prior analysis.

1. On the **Assumptions** dialog, select the **Multi Nonresident Analysis**.

The program issues a message informing you that you must specify which case you wish to use for the Multi Nonresident Analysis. Click **OK** to close the message.

2. The program opens a dialog so that you can select the case. Select a single case, then select **OK**.



Click to select case from drop-down list

The program issues messages asking you to verify the cases selected for deletion and alerting you to the deletion of the data in all other years other than the year of analysis.

3. Select **OK** to complete the task.

The program will return the focus to the previous worksheet; the selected case will become the Multi Nonresident case, and the other cases will no longer be included on the worksheet. The program automatically re-labels the remaining column heads with the appropriate column headings for the number of states selected.

4. Or, If you realize that you'd selected the wrong case(s), select **Cancel**.

The program will return the focus to the previous worksheet.

ANNUALIZATION ANALYSIS

The program applies the annualized income installments method to calculate the periodic estimated tax payments and underpayment penalty for taxpayers whose income and deductions are not evenly spread throughout the year. Only one year may be annualized at a time.

CUSTOM WORKSHEETS

The custom worksheets for income and deduction items are specially designed to handle the amounts that are not spread evenly throughout the year. When you enter the cumulative amounts for each period through the custom worksheet, the program automatically applies the appropriate annualization factor to compute the annualized amount for the period. It is not necessary to use the custom worksheets for items that are spread evenly throughout the year; they can be entered in the columns for the appropriate periods on the regular worksheets.

SELECTING ANNUALIZATION

When you select an Annualization analysis, four columns appear at the top of all worksheets for the designated year. These columns, labeled 1/1-3/31, 1/1-5/31, 1/1 8/31, and Full Year, represent the periods for which income and deductions are computed to determine the payment for each period. (For Trusts and Estates, five columns appear, labeled 1/1-2/28, 1/1-4/30, 1/1-7/31, 1/1-11/30, and Full Year.) The "Full Year" column represents the actual required periodic payments based on a comparison of the full year with payments for each period.

You can use this analysis in two principal ways:

1. First create a full year analysis (using cases and years), save this analysis, then switch to Annualization.
2. Or, first create an Annualization analysis from the start and then switch to the regular cases/years analysis.

The Annualization analysis is significant only for computations on the **Withholding, Estimated and Penalty** worksheet, accessed from the **Credits** worksheet.

CHANGING FROM A MULTI-YEAR OR MULTI-CASE ANALYSIS TO AN ANNUALIZATION ANALYSIS

Before you change an Annualization analysis to a multi-year or multi-case analysis, you should save the file containing the periodic amounts. The program does not retain the results of the annualization analysis when you switch from an Annualization analysis. Therefore, you should note the penalty amounts before making the switch so that you can adjust the program's computed penalty amounts accordingly. Excel links and links to the client letter may be deleted.

ANNUALIZATION OVERVIEW

When you select Annualization on the Assumptions dialog, the program uses the annualized income installments method to calculate the quarterly estimated tax payments and underpayment penalty for taxpayers whose income and deductions are not evenly spread throughout the year.

Caution! It should be noted that the computations involving annualization are not clearly defined by either statute or regulation and there are many unanswered questions regarding the details. Further, the regulations are in many respects out of date. Special care should be taken in examining the computations performed by the program in conjunction with the discussion on the following pages. You should rely on our interpretations only to the extent you agree with them.

WHERE ARE ITEMS ENTERED?

Four columns will appear for the designated year (only one year at a time may be analyzed). These columns, labeled 1/1-3/31, 1/1-5/31, 1/1 8/31, and Full Year, represent the periods for which income and deductions are computed to determine each period's payment. (For Trusts and Estates, five columns appear labeled 1/1-2/28, 1/1-4/30, 1/1-7/31, 1/1-11/30, and Full Year.)

On the Main Worksheet and the regular subworksheets for income and deduction items these columns are headed Annualized Amounts. On custom worksheets for income and deductions they are headed Cumulative Periodic Amounts.

USING CUSTOM WORKSHEETS TO ANNUALIZE AUTOMATICALLY

Annualized amounts for income and deduction items are posted to these columns from the custom worksheets, which are specially designed to automatically annualize the cumulative amounts entered for each period.

(Amounts earned evenly throughout the year can be entered directly on the regular worksheets, rather than on custom worksheets. In such cases, enter the same (annualized) amount in each cumulative period, reflecting the assumption that the amount is received (or paid) evenly throughout the year.)

When custom worksheets are used, the annualization computation is performed on two additional rows at the bottom of the custom worksheets for income and deduction items.

These rows are: the Annualization Factor row and the Annualized Amounts row. The Annualization Factor amounts for individuals are: 4, 2.4, 1.5, and 1; the factors for Trust or Estate are 6, 3, 1.71429, 1.09091, and 1.

The Annualized Amount row is the amount on the Total row multiplied by the amount on the Annualization Factor row.

USING THE SECURITY TRANSACTION ANALYZER TO ANNUALIZE AUTOMATICALLY

Transactions entered on the security transaction analyzer are automatically annualized by accumulating the gains and losses in each period and applying the annualization factors described above.

WHERE DO REQUIRED PAYMENTS AND PENALTY APPEAR?

Once the annualized amounts are entered, the program calculates (on the Withholding, Estimated & Penalty worksheet) the required payments for each period and the underpayment penalty for the year.

The required payment for each period appears in that period based on the annualized income and deductions for that period, taking into account the required payments for prior periods, also based on annualized income and deductions for such periods.

In other words, the required payments appearing in the first three columns (four for estates and trusts) are based solely on the entries in those columns and do not take into account the full year amounts.

The full year column shows the actual required periodic payments based on a comparison of the full year amounts with the periodic amounts.

Of course, at the end of each period, but before the end of the year, you may not know the full year amounts, and will have to rely on the periodic amounts.

Caution! The annualization analysis is significant only for purposes of computations on the Withholding, Estimated and Penalty worksheet. Annualization amounts appearing on other worksheets should not be used for any other purpose.

RUNNING THE ANNUALIZATION ANALYSIS

You can use this analysis in two principal ways:

- Switch to the Annualization analysis after creating and saving a full year analysis (using cases/years); or
- Create an Annualization analysis from the start.

Caution! Before you change an Annualization analysis to a multi-year or multi-case analysis, you should save the file containing the quarterly amounts. The program does not retain the results of the annualization analysis when you switch from an Annualization analysis. Therefore, you should note the penalty amounts before making the switch so that you can adjust the program's computed penalty amounts accordingly. In general, we suggest that you do not simply change the Annualization analysis to a multiple-year analysis, but instead keep a separate file with the full year amounts. In particular, you should not switch back and forth between Annualization and full year analysis when you have created custom worksheets for carryovers.

SWITCHING FROM A SAVED FILE

When you switch to the Annualization analysis, the program will "de-annualize" each item's amount on an income or deduction custom worksheet.

Therefore, if you have 100,000 entered on a custom worksheet for a taxpayer's 1999 FICA Wages and you select annualization, the program will enter 25000 in the first period (1/1-3/31), 41,667 in the second period (1/1-5/31), and 66,667 in the third period (1/1-8/31), and 100,000 in the fourth period (Full Year).

Then the program will annualize each amount so that the amounts appear the same in each worksheet column. You may then adjust the amounts on the custom worksheets to reflect the amounts actually received in the period and the program will annualize your entries. In this way, the program initially assumes that all amounts are earned evenly throughout the year.

For income or deduction amounts entered directly, i.e., not posted from custom worksheets, the program puts the same amount into each cumulative period reflecting the assumption that the amount is received (or paid) evenly throughout the year.

You may overcome this assumption either by entering the annualized amount for each period directly on the income or deduction row or by entering the unannualized cumulative period's amount on a custom worksheet (which the custom worksheet will then annualize).

CREATING AN ANNUALIZATION ANALYSIS FROM THE START

For income and deduction amounts earned evenly throughout the year, you can simply enter the full annual amount in each worksheet column without using the custom worksheets (by pressing A after the entry in the first column).

Then use the custom worksheets to enter amounts earned unevenly throughout the year.

SPREAD KEY S

When running an annualization analysis, an additional shortcut key is available on the custom worksheets for income and deduction items. By using the S key instead of the Enter key to terminate an entry, you can easily enter evenly received amounts.

If you make an entry in any period except the full year and press S, the program will automatically enter a grossed-up amount in the subsequent columns.

If you make an entry in the full year column and press S, the program will allocate the amount back to all the earlier periods.

Thus, in the example above, you could have entered the income from XYZ Corp either by entering 12,000 in the first period and pressing S or by entering 48,000 in the Full Year column and pressing S.

If you do not wish to use the automatically entered amounts, simply type a corrected amount over the entered number.

ITEMS NOT ANNUALIZED

For certain items, annualization is not appropriate and the custom worksheets for such items do not automatically annualize. These items are as follows:

CREDITS AND OTHER TAXES

The program does not annualize amounts on credit or other taxes rows although the program allocates these amounts to each cumulative period both on the custom worksheet and on the regular worksheets.

This reflects the assumption that these amounts accrue or are paid evenly throughout the year, but are not to be annualized when calculating the period's tax. Note, however, that you may enter annualized amounts for credits and other taxes when appropriate. See Form 2210, Pub. 505, and Treas. Reg. § 1.6654.

An exception to this rule is the credit from prior years on Minimum Tax Credit worksheet. This amount is not annualized but the full amount of the credit appears in all four periods.

You may change the amount if you do not agree with this assumption. A second exception to this rule is for the prior year and carryover items on the Adoption Exclusion & Credit worksheet, the Dependent Care Exclusion and Credit worksheet, the DC Homebuyer Credit worksheet, the Residential Energy Efficient Property Credit worksheet, and the Nonbusiness Energy Property Credit worksheet.

These amounts are also not annualized with the full amount appearing in all four periods. A third exception to this rule is for domestic employment taxes on the Self-Employment & Other Taxes worksheet See Sec. 3510(b)(3) of the Social Security Domestic Employment Reform Act of 1994 (HR 4278), suggesting that regulations will be forthcoming prescribing annualization of this tax. The tax enters into the computation of estimated taxes for years after 1997.

Finally, certain credits depend on items of income and expense. These items are annualized by the program and, therefore, the credit effectively is annualized as well. Included in this category are the earned income credit, the adoption credit, and the dependent care credit.

HOPE and Lifetime learning expenses are not annualized by the program, unless they are being used for a deduction instead of a credit, nor is the purchase price of the residence for purposes of the D.C. Homebuyer Credit. See the instructions to Form 2210. The amounts entered on the Nonbusiness Energy Property Credit and Residential Energy Efficient Property Credit worksheets are not annualized.

WITHHOLDING

Enter withholding on the Wages worksheet and on row 13 of the Withholding, Estimated & Penalty worksheet spread by quarters instead of in proportion to the months in each cumulative period.

Therefore, if the taxpayer paid \$100,000 in withholding for the year and you wish to apply the statutory presumption of even quarterly withholding, you should enter \$25,000 in the first cumulative period, \$50,000 in the second, \$75,000 in the third, and \$100,000 in the fourth (when you switch from a full year to annualization, the program allocates the annual amount this way automatically).

The amount applied by the program to the first installment will be the withholding entered in the first period. The amount applied to each subsequent installment will be the difference between the withholding entered in the column for that installment and the withholding entered in the preceding installment's column.

If you wish to overcome the statutory presumption, you may enter the cumulative withholding paid prior to each required payment date. In this way, you can group the withholding for each period and have it applied to the payment for

that period. The program, however, does not support taking into account the actual date of payment of each of the withholding amounts. See IRC § 6654(g).

LUMP SUM

For lump sum distribution amounts, the program initially puts the full year amount into each period, thus assuming that the distribution was received in the first period. You may adjust the entries either on the Lump Sum Distributions worksheet or its custom worksheets to reflect the actual period(s) of receipt.

Rows that involve elections such as lump sum Yes/No rows are also treated this way.

OTHER ITEMS NOT ANNUALIZED

Personal exemptions, self-employment and other taxes, and withholding are not annualized. The Local Additional Sales Tax Rate rows on the State and Local Sales Taxes worksheet are not annualized. Also, the prior year amounts on the Farm Income Averaging Tax worksheet are not annualized.

With respect to all the non-annualizing items listed above, you may enter annualized amounts and thus override the program's assumptions.

PRINCIPLES OF ANNUALIZATION

AGI AND ITEMIZED DEDUCTIONS

In general, the program uses annualized amounts for each item that goes into adjusted gross income and itemized deductions rather than annualizing AGI and total itemized. This methodology raises certain issues which are discussed below.

LIMITATIONS

Limitations that depend on AGI (such as the social security income inclusion or the medical expense deduction) are computed on the basis of annualized AGI rather than actual AGI for the period. They are then applied to the annualized amounts for the period. In addition, the program applies limitations that are defined in terms of fixed annual amounts in each period after the income and expense amounts have been annualized. The program does not annualize these limitations. For example, the passive rental real estate allowance of \$25,000 is applied in each period after the real estate losses for the period have been annualized. This seems consistent with the treatment of other fixed dollar amounts such as personal exemptions, the standard deduction, and the self-employment tax OASDI limitation (see Form 2210).

CARRYOVERS

The program treats income and expense carryover rows the same way as other income and expense rows. The custom worksheets for these rows automatically annualize their entries. When switching from a full year analysis to annualization, entries on these custom worksheets are allocated to their respective periods. There is conflicting authority on whether the full amount of a carryover should be annualized in each period. Compare Rev. Rul 67-93, 1967-1 CB 366, which suggests that the entire amount of a net operating loss carryover should be deducted from the income for the appropriate period prior to annualization of the income for such period, with Treas. Reg. § 1.6655-2T, which suggests the opposite. The program takes no position on this issue. To have the program apply the position of Rev. Rul 67-93, enter the full amount of the carryover in all periods on the custom worksheet. To have the program apply the position of Treas. Reg. § 1.6655-2T, enter the proportionate amounts on the custom worksheet or don't use the custom worksheet and enter the full amount on the regular worksheets in all periods.

STATE TAX PAYMENTS AND REFUNDS

When running annualization, special attention should be given to the entries on the State Estimated & Withholding worksheets. The auto prepay (or deduct) current year tax options on the Resident, New York Nonresident and Other Nonresident State Estimated & W/H Payments worksheets should not be used unless the proportionate part of the tax computed by the program in each period will in fact be paid in that period. When switching from a full year analysis to annualization, the payment and refund rows on these worksheets should be carefully examined, since it is unlikely that these amounts are paid or received evenly throughout the year. Finally, certain rows require annualization on these worksheets solely because they are being used in conjunction with other amounts that are annualized, and therefore must be "grossed up" to yield the proper result. These rows include row 20 (Total Prior Year State Credit) on the Resident, New York Nonresident and Other Nonresident State Estimated & W/H Payments worksheets as well as row 18 (Tax Benefit Reduction) on the State Estimated and Withholding worksheet.

SUBPART F & SEC. 936 INCOME

The program does not handle the prior year safe harbor for Subpart F and Sec. 936 income provided by IRC § 6654(d)(2)(D)(ii).

MINOR CHILD ANALYSIS

The program allows for a Minor Child analysis to calculate the taxes on the unearned income of up to nineteen minor children. The tax applies for all children under 18 and for certain children under age 24. The program automatically computes the amount of the standard deduction allowable and applies

the parent's marginal rates to the child's unearned income. When you select this option, the program by default, sets the "Must Itemized Supported" row to Yes for all children on the **Filing Status** worksheet. However, in some cases the child may have sufficient earned and unearned income to be self-supporting yet still be subject to the Minor Child tax due to lack of sufficient earned income. See IRC § 1(g)(A)(ii). You should, therefore, check the **Filing Status** worksheet for the proper setting of this option, which affects both the child's standard deduction and his or her eligibility for a personal exemption. **For the years 2018-2019**, the program will compute the children's tax according to IRC § 1(j)(4).

ENTERING DATA

The program treats a minor child analysis in a manner similar to a multiple case selection, except the first column is for the parent's tax data and the other columns are for each child with income. The label on the **Case Titles** button will change to **Child Names** and allow you to enter the names of the parent and up to nineteen children.

The following illustrates the column headings and first few rows of the **Main Worksheet** for a **Minor Child** analysis with two children:

Main Worksheet				
	2015	Parent	Child 1	Child 2
1	Filing Status	Joint	Single	Single
2	Personal Exemptions	2	0	0
3	Ordinary Income	100,000	0	0

Enter the parent's data in column one, labeled **Parent**, and each child's tax data in the succeeding columns.

Note. When you change a multi-case analysis to a **Minor Child** analysis, the program allows you to specify which case to use for the **Parent**. Once you have selected the case to use for **Parent**, the prior analysis and the other cases are gone. If you change back from the **Minor Child** analysis to a multi-case analysis you will not be able to recover the data in the deleted cases. Therefore, you should only continue if you have saved the prior analysis or if you want to discard the prior analysis.

Note. If you switch an analysis that has Excel links to a **Minor Child** analysis, the program will delete any links in the **Income Tax Planner** file after issuing a message stating that the links will be deleted. You should then switch to the other application and delete the corresponding links.

MINOR CHILD ANALYSIS

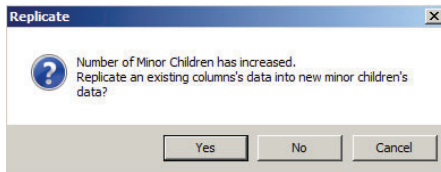
To select a minor child analysis, this check box must be selected.

NUMBER OF CHILDREN (LIMIT 19)

The program handles up to nineteen children for the **Minor Child** calculations. The default is one. You can enter the number of children or select a number from the list box. This line will be dimmed until you select the **Minor Child Analysis** check box.

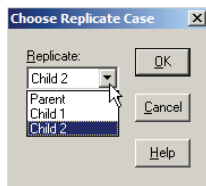
REPLICATION FEATURE

If you are increasing the number of children's cases covered by the analysis, the program issues the following message:



Respond as follows:

- **Yes** — A message informs you that the number of cases has been increased and you must select the child or parent to replicate. Click **OK**. The **Choose Replicate Case** dialog appears:



In the **Replicate** box, select the case you want to replicate from the drop-down list, then click **OK**. The worksheet expands to include the new number of children specified and copies the selected case's data into all newly added columns. (Subworksheet data is also copied.) Click **Cancel** to return focus to the **Assumptions** dialog.

- **No** — Expands the worksheet to include the number of children's cases selected. All additional columns of the new analysis are filled with zeros. You can then use the worksheets to change selected data.
- **Cancel** — Returns focus to the **Assumptions** dialog to revise your changes.

If you increase the number of children in your analysis, the program asks whether you want to replicate an existing child's data into the new minor child's (children's) column(s). If you click **Yes**, you may replicate the parent's or any existing child's data into the new child's column. If you click **No**, the program expands the worksheet to include the number of children selected in the box and does not include data from other columns.

YEAR OF ANALYSIS (2000 OR LATER)

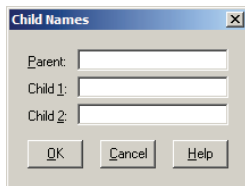
The analysis year can be 2000 or later. A default year is provided. To use a different year, select a year from the list box or type in the desired year. This line will be dimmed until you select the **Minor Child Analysis** check box.

<<**Desktop program edition**>> Changes to default assumptions are saved in the **IT.INI** file in the following folder:

[drive letter]:\Users\[user name]\AppData\Local\Bloomberg Tax Technology\Income Tax Planner

CHILD NAMES

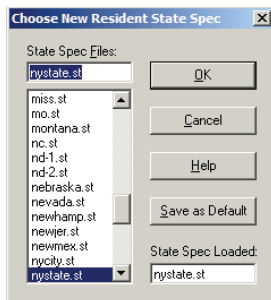
When you click the **Child Names** button on the **Assumptions** dialog, the following dialog appears:



On the **Child Names** dialog you can enter the names of up to nineteen children and the name of the parent. Procedures for entering, changing, and deleting names on this dialog are the same as for the **Case Titles** dialog discussed earlier in this chapter.

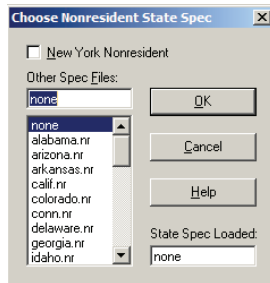
RESIDENT STATE

If you have **Income Tax Planner with Fifty States**, you can select a different resident state specifications file for this analysis by clicking the **Resident State** button. The **Choose New Resident State Spec** dialog will open.



NONRESIDENT STATE

If you have **Income Tax Planner with Fifty States**, you can select a nonresident state specifications file for this analysis by clicking the **Nonresident State** button. The **Choose Nonresident State Spec** dialog will open.



COMPLETING THE TASK

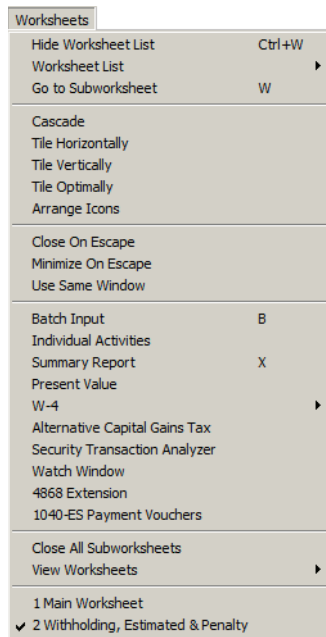
- OK** After completing your changes, click **OK** to accept your changes. The program returns focus to the previous worksheet after making your changes.
- CANCEL** To leave this dialog without accepting any changes made since you opened the dialog, select **Cancel**. The program will issue the **Cancel Assumptions Change** message.
- HELP** Select **Help** to review specific information concerning the items on this dialog.
- SAVE AS DEFAULT** To save your selection(s) as the default for future analyses, select **Save as Default** on the **Assumptions** dialog. The program saves your selection for every item (except **Client Name** and **Case Titles**) for the default.

When you select **Save as Default**, a message appears informing you that the program has saved your assumptions to the initialization file. The message will close and the focus will return to the previous worksheet.

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6

WORKSHEETS MENU



MENU COMMANDS

The Worksheets menu allows you to manipulate the tax input and output worksheets, both in the data file and as windows on the screen. Through the Worksheets menu you can access the following program functions:

- Show or Hide the Worksheet List.

- Open, close, kill, zap a custom worksheet, or print a worksheet highlighted in the Worksheet List using the Worksheet List submenu commands. (You can also sort the items in the Worksheet List.)
- You can also close all subworksheets using the **Close All Subworksheets** command or open and bring a specific worksheet into focus using the **Go to Subworksheet** command.
- Arrange the worksheets (as windows) in your workspace, using the **Cascade**, **Tile Horizontally**, **Tile Vertically**, **Tile Optimally**, and **Arrange Icons** commands. You can also have the worksheets open directly on top of the previous worksheet, using the **Use Same Window** command.
- Select how worksheets are treated when you press the Esc key: closed, minimized, or left open.

You can also use commands on the Worksheets menu to access special worksheets, such as:

- Batch Input
- Individual Activities
- Summary Report
- Present Value
- W-4
- Alternative Capital Gains Tax
- Security Transaction Analyzer
- Watch Window
- 4868 Extension
- 1040–ES Payment Vouchers

If you have **Income Tax Planner with Fifty States**, you can use the commands on the View Worksheets submenu to restore the worksheets of a selected type (federal, resident state, New York nonresident, or other nonresident state) and minimize all other types of worksheets.

The Worksheets menu also lists the names of the worksheets that are currently open. Each of the above items will be discussed in detail within this chapter.

SHOW/HIDE WORKSHEET LIST

These commands allow you to display or hide the Worksheet List in the main program window. By initial default, the Worksheet List is shown. The command displayed on the Worksheets menu toggles between **Show Worksheet List** and **Hide Worksheet List**, depending upon whether the Worksheet List is currently displayed or not. If you have **Income Tax Planner with Fifty States**, this **Show/Hide** setting is also applied to the **Spec Worksheet List** panes.

When you exit the program, the **Show/Hide Worksheet List** setting is retained as the default for the next time you start the program.









To use the toolbar to perform this function, click the **Show/Hide Worksheet List** icon on the main program toolbar.

USING THE WORKSHEET LIST

The Worksheet List lists all worksheets and indicates the status of each built-in worksheet, custom worksheet, and Individual Activity item. The Worksheet List also includes the Client Letter, Graph, Security Transaction Analyzer, and (if applicable) 1040–ES/1041–ES Payment Vouchers.

Note. If you have **Income Tax Planner with Fifty States**, you can also access the **Resident State Specifications** or **Nonresident State Specifications** menus and worksheets from the Worksheet List.

To the left of each item’s name is a set of color-coded symbols represented by a printer and by a file folder. The following table describes each item’s status condition, its corresponding symbol, and the meaning of each status condition.

Status Symbol	Description	Definition
 Full Color	Print	Worksheets selected for printing
 Dark Gray	Do not Print	Worksheets selected for printing but will not be printed because of the settings for Print Custom Worksheets or Don't Print Empty worksheets on the Page Setup dialog
 Light Gray	Do not Print	Worksheets not selected for printing
 Blue	Active	Active worksheets
 Yellow	Inactive	Inactive worksheets
 Blue & Red	Custom	Custom worksheets

The method used to select (or open) a worksheet is discussed under **Selecting a Worksheet** on page 161.

You will find a description of program worksheets in Chapter 1 of the **Tax Reference Guide**. Use the descriptions to determine which subworksheets you may need to use. See also the discussion of **Specialized Worksheets** on page 169. For a discussion of basic worksheet structure and operation, see **Overview of Worksheets** on page 35.

SELECTING A WORKSHEET


You can use either the mouse or the keyboard to scroll through the Worksheet List, then locate and select an item in the List. After selecting a worksheet in the List, you can open, close, kill, print, or (for custom worksheets) zap it.

OPEN WORKSHEETS

An **open** worksheet is a worksheet that you have called up, either by double-clicking or pressing W while on its access row, or by selecting Open Worksheet

on the Worksheet List submenu, or by double-clicking the worksheet name in the Worksheet List. (The **Main Worksheet** is an exception — it is opened automatically when you start the program and cannot be closed.) An open worksheet exists either in a window or as a minimized icon within the program workspace. Since open worksheets are always active, the program can post amounts to them.

**CLOSED
WORKSHEETS**

A **closed** worksheet is a worksheet that does not exist in a window or as an icon within the program workspace. You can close an open worksheet by clicking on its **Close**  icon or by pressing Ctrl+F4 while in the worksheet. You can also close an open worksheet by selecting **Close Worksheet** on the Worksheet List submenu, or by right-clicking the worksheet name in the Worksheet List, then selecting **Close**. Closed worksheets can be active or inactive. If a closed worksheet is active, the program can still post amounts to it.

**ACTIVE
WORKSHEETS**

The program can post amounts to the calculated rows of an active worksheet. An active worksheet can be open or closed.

**INACTIVE
WORKSHEETS**

An inactive worksheet is one that you either have not opened or have killed. The program cannot post amounts to inactive worksheets. Inactive worksheets are always closed.

**KILLED
WORKSHEETS**

A killed worksheet was open at one time. Killing a worksheet clears all data from the worksheet.

If you try to kill a worksheet that has active subworksheets, you will receive a message telling you to kill the active subworksheets before killing the selected worksheet. Select **OK** to continue, then kill all active subworksheets pertaining to that worksheet before killing the worksheet.

WORKSHEET LIST COMMANDS

This submenu of Worksheet List commands is active only when the Worksheet List is displayed (on the Options menu, select **View Worksheet List Left** or **View Worksheet List Right**). The following commands are available from the Worksheet List submenu (accessed from the Worksheets menu) and from the shortcut menu (accessed by right-clicking in the Worksheet List).

OPEN WORKSHEET

The **Open Worksheet** command opens the active or inactive worksheet selected in the Worksheet List. You can also open a worksheet from the Worksheet List by right-clicking the worksheet name and selecting **Open**.

CLOSE WORKSHEET

The **Close Worksheet** command closes the open and active worksheet having the focus. You can also close a worksheet from the Worksheet List by right-clicking the worksheet name and selecting **Close**.

KILL WORKSHEET

The **Kill Worksheet** command kills the worksheet having the focus, unless it is a worksheet that must remain active. Killing a worksheet also clears all data on the worksheet. You can also kill a worksheet from the Worksheet List by right-clicking the worksheet name and selecting **Kill**.

ZAP CUSTOM WORKSHEET

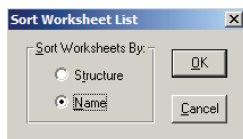
The **Zap Custom Worksheet** command deletes a custom subworksheet from a row on a custom worksheet. The subworksheet data and the worksheet itself will be deleted. Any Excel links to or from the zapped custom worksheet will be deleted as well. You can also zap a worksheet from the Worksheet List by right-clicking the worksheet name and selecting **Zap**.

PRINT WORKSHEET

The **Print Worksheet** command prints the worksheet selected in the Worksheet List. If the worksheet is not open and active, using this command opens and brings the focus to the selected worksheet. If the selected worksheet has any notes and/or custom worksheets and the **Notes** and/or **Custom Worksheets** option(s) is selected in the **Page Setup** dialog, these items also print along with the selected worksheet. You can also print a worksheet from the Worksheet List by right-clicking the worksheet name and selecting **Print**.

SORT WORKSHEET LIST

The **Sort List** command displays the **Sort Worksheet List** dialog that allows you to sort the worksheets listed in the Worksheet List by structure or by name. The dialog can also be displayed by right-clicking anywhere on the Worksheet List and selecting **Sort**.



If you want to sort the Worksheet List according to the program's worksheet structure, select **Structure**. If you want to display an alphabetical list of worksheet names, select **Name**.

To activate your choice, click **OK**. To discard any changes, click **Cancel**.

Note. You can use the Worksheet List to jump quickly to a known worksheet title, even if you don't know its place in the worksheet structure. Press the initial letter of the worksheet title to go to the first worksheet beginning with that letter. For example, press **I** and (if you clicked in the beginning of the List) you will jump to the **Individual Activities** worksheet. Then, if you want the **Interest and Dividends** worksheet, click on this worksheet title or press **I** again.

(If the worksheets are sorted by structure, the “first” worksheet will be the closest one beginning with the letter you type.)

HELP FOR LIST

The **Help For List** command displays help for the Worksheet List. To display the Help, right-click the Worksheet List then select **Help** for the selected worksheet.

GO TO SUBWORKSHEET

Use this command either to call up (or open) a built-in worksheet or to create a custom worksheet. See **Custom Worksheets** on page 41.

To access a row's subworksheet while in a cell of the row:

- Select **Go to Subworksheet** on the Worksheets menu
- Or, double-click on the custom worksheet's title in the Worksheet List
- Or, double-click on a cell in the row
- Or, press **W**

The program will open either the built-in subworksheet or the custom worksheet, as applicable.

ARRANGING THE PROGRAM WORKSPACE

The program workspace is that area under the menu bar where the worksheets and dialogs appear. The commands in this section of the Worksheets menu allow you to have the program quickly place the open worksheets in a specified arrangement so that you can see at least part of each open worksheet. These commands are divided into three groups: **Cascade**, **Tile**, and **Arrange Icons**.

THE DEFAULT WORKSHEET ARRANGEMENT

When you start the program, the **Main Worksheet** is open and located in the upper left corner of the workspace. Each additional worksheet that you open is placed on top of the previously opened worksheet, slightly lower and to the

right of the upper edge of the previous worksheet. As shown below, the **Filing Status** worksheet is on top of the **Main Worksheet**:

	Case 1			Case 2		
	2014	2015	2016	2014	2015	2016
1 Filing Status	Joint	Joint	Joint	Joint	Joint	Joint
2 Married Separate Lived Together	No	No	No	No	No	No
3 Must Itemize Supported	No	No	No	No	No	No
4 2001 Advance Payment Received	No	No	No	No	No	No
5 Must Itemize Other	No	No	No	No	No	No
6 Aged/Blind- # of Additional Amounts	0	0	0	0	0	0
7 Optimize Standard Ded vs. Itemized	No	No	No	No	No	No
8 Displaced Individuals	N/A	N/A	N/A	N/A	N/A	N/A
10 AMTI Net of Exemption	0	0	0	0	0	0

With this arrangement, the worksheet on top is the one with the focus. The color of this worksheet's Title Bar is different from the color of the worksheets beneath it. In this case, the Title Bar of the worksheet with the focus is a darker gray than the other worksheets. (The color of the Title Bar is controlled by the Appearance tab on the **Display** dialog accessed from the Control Panel in Windows.)

When you press Esc, the worksheet on top (as a default) remains open but moves behind the now current worksheet; generally part of the worksheet remains visible. As the number of open worksheets in the workspace increases, the workspace may become crowded and it can become increasingly difficult to visually identify each worksheet so that you can just click on the one you want. For example, the following illustration shows, from bottom to top, the **Main Worksheet**, the **Minimum Tax Credit** worksheet, the **Ordinary Income** worksheet, and the **Filing Status** worksheet.

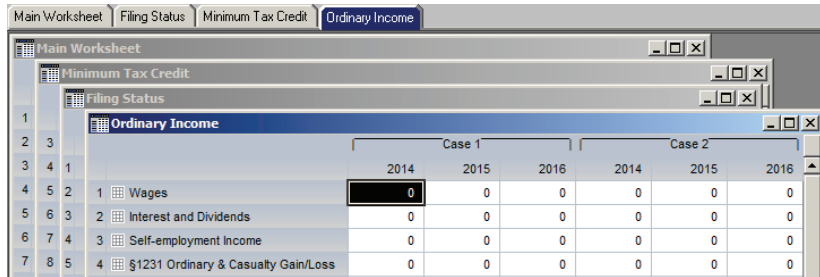
	Case 1			Case 2		
	2014	2015	2016	2014	2015	2016
1 Filing Status	Joint	Joint	Joint	Joint	Joint	Joint
2 Married Separate Lived Together	No	No	No	No	No	No
3 Must Itemize Supported	No	No	No	No	No	No
4 2001 Advance Payment Received	No	No	No	No	No	No
5 Must Itemize Other	No	No	No	No	No	No
6 Aged/Blind- # of Additional Amounts	0	0	0	0	0	0
7 Optimize Standard Ded vs. Itemized	No	No	No	No	No	No
8 Displaced Individuals	N/A	N/A	N/A	N/A	N/A	N/A
8 Investment Interest Expense	0	0	0	0	0	0

Were you to press Esc from the **Wages** worksheet, it would be nearly obscured by the larger **Ordinary Income** worksheet that would be brought into focus.

CASCADE

The **Cascade** command arranges the worksheets so that each newly opened worksheet overlaps the previous worksheet, but the previous worksheet's Title Bar is visible.

The following shows the results of selecting the **Cascade** command on the previous example:



The screenshot shows three overlapping windows. The top window is 'Main Worksheet', the middle is 'Minimum Tax Credit', and the bottom is 'Ordinary Income'. The 'Ordinary Income' window is active and shows a table with columns for Case 1 and Case 2, each with years 2014, 2015, and 2016. The rows include Wages, Interest and Dividends, Self-employment Income, and §1231 Ordinary & Casualty Gain/Loss.

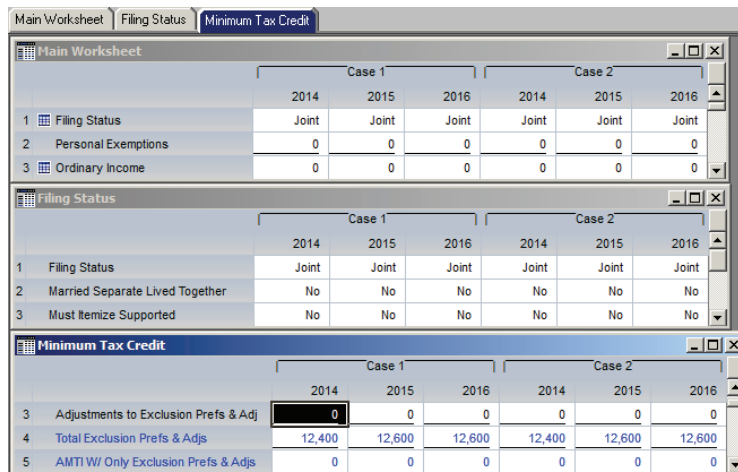
		Case 1			Case 2		
		2014	2015	2016	2014	2015	2016
1	Wages	0	0	0	0	0	0
2	Interest and Dividends	0	0	0	0	0	0
3	Self-employment Income	0	0	0	0	0	0
4	§1231 Ordinary & Casualty Gain/Loss	0	0	0	0	0	0

To bring a worksheet to the top and give it the focus, you can click on its Title Bar. Or, you can press Ctrl+Tab to bring each worksheet to the top in turn.

Note. The **Cascade** command operates on worksheets that are currently opened. As you open new ones, they are arranged according to the default arrangement. Re-select **Cascade** to re-order the worksheets.

TILE HORIZONTALLY

The **Tile Horizontally** command displays all open worksheets so that as much of each worksheet as possible is visible horizontally. One such arrangement is shown below:



The screenshot shows three worksheets tiled horizontally. The first is 'Main Worksheet', the second is 'Filing Status', and the third is 'Minimum Tax Credit'. Each worksheet displays a table with columns for Case 1 and Case 2, each with years 2014, 2015, and 2016.

		Case 1			Case 2		
		2014	2015	2016	2014	2015	2016
1	Filing Status	Joint	Joint	Joint	Joint	Joint	Joint
2	Personal Exemptions	0	0	0	0	0	0
3	Ordinary Income	0	0	0	0	0	0

		Case 1			Case 2		
		2014	2015	2016	2014	2015	2016
1	Filing Status	Joint	Joint	Joint	Joint	Joint	Joint
2	Married Separate Lived Together	No	No	No	No	No	No
3	Must Itemize Supported	No	No	No	No	No	No

		Case 1			Case 2		
		2014	2015	2016	2014	2015	2016
3	Adjustments to Exclusion Prefs & Adj	0	0	0	0	0	0
4	Total Exclusion Prefs & Adjs	12,400	12,600	12,600	12,400	12,600	12,600
5	AMTI W/ Only Exclusion Prefs & Adjs	0	0	0	0	0	0

TILE VERTICALLY

The **Tile Vertically** command displays all open worksheets so that as much of each worksheet as possible is visible vertically. Here is the previous example tiled vertically:

Filing Status		Main Worksheet		Minimum Tax Credit	
	2014		2014		
1 Filing Status	Joint	1 Filing Status	Joint	3 Adjustments to Exclusion Prefs & Adj	
2 Married Separate Lived Together	No	2 Personal Exemptions	0	4 Total Exclusion Prefs & Adjs	
3 Must Itemize Supported	No	3 Ordinary Income	0	5 AMTI W/ Only Exclusion Prefs & Adjs	
4 2001 Advance Payment Received	No	4 Net Short-term Gain or Loss	0	6 Exemption	

TILE OPTIMALLY

The **Tile Optimally** command displays all open worksheets so that as much of each worksheet as possible is visible both horizontally and vertically.

ARRANGE ICONS

Use the **Arrange Icons** command to place the minimized worksheet icons across the bottom of the workspace, starting from the left corner, as shown below:

	2014		2015		2016	
	Case 1	Case 2	Case 1	Case 2	Case 1	Case 2
1 Filing Status	Joint	Joint	Joint	Joint	Joint	Joint
2 Personal Exemptions	0	0	0	0	0	0
3 Ordinary Income	0	0	0	0	0	0
4 Net Short-term Gain or Loss	0	0	0	0	0	0
5 Net Long-term Gain or Loss	0	0	0	0	0	0
6 Adjusted Gross Income	0	0	0	0	0	0
7 Itemized Deductions	0	0	0	0	0	0
8 Standard Deduction	12,400	12,400	12,600	12,600	12,600	12,600
9 Taxable Income	-12,400	-12,400	-12,600	-12,600	-12,600	-12,600
10 AMTI Net of Exemption	0	0	0	0	0	0
11 Minor Child Tax	0	0	0	0	0	0
12 Schedule or Table Tax	0	0	0	0	0	0
13 Alternative Capital Gains Tax	0	0	0	0	0	0
14 Farm Income Averaging Tax	0	0	0	0	0	0
15 Foreign Earned Income Tax	0	0	0	0	0	0
16 Tentative Minimum Tax	0	0	0	0	0	0
17 Nonrefundable Credits	0	0	0	0	0	0
18 Self-Employment and Other Taxes	0	0	0	0	0	0
19 Federal Withholding & Estimated	0	0	0	0	0	0
20 Net Federal Tax	0	0	0	0	0	0
21 State Tax	0	0	0	0	0	0
22 State Estimated & Withholding	0	0	0	0	0	0
23 Total Net Tax Liability	0	0	0	0	0	0

Restore icon Maximize icon Close icon Minimized worksheets

The worksheet's name is displayed on the worksheet icon. If the worksheet name is truncated, ellipses will appear in the worksheet title. Notice that the **Ordinary Income** worksheet icon is currently selected.

To expand the minimized worksheet and restore it to its previous position in the workspace, click the **Restore** icon.

To maximize the minimized worksheet, click the **Maximize** icon on the worksheet icon.

If the icons are covered by a worksheet on the screen, select **Arrange Icons** to bring the icons into view, and overlay the worksheet.

ESCAPE COMMANDS

Pressing the Esc key moves the focus from the current worksheet into another worksheet. The **Escape** commands allow you to choose how the worksheet you leave behind is handled.

LEAVE OPEN ON ESCAPE — DEFAULT

As a default, when you press Esc the current worksheet remains open but moves behind the other worksheets. When using this command, neither the **Close On Escape** nor the **Minimize On Escape** commands on the Worksheets menu will have a check mark next to them. To change this handling, select one of the following commands from the Worksheets menu.

CLOSE ON ESCAPE

When you select the **Close On Escape** command, the program will close the worksheet that had the focus when you pressed Esc. The worksheet will remain active so that amounts can still be posted to it. When this command is selected, you will see a check mark next to **Close On Escape** on the Worksheets menu.

MINIMIZE ON ESCAPE

When you select the **Minimize On Escape** command, the program will minimize the worksheet that had the focus when you pressed Esc. The worksheet will remain active so that amounts can still be posted to it. When this command is selected, you will see a check mark next to **Minimize On Escape** on the Worksheets menu.

USE SAME WINDOW

When you select the **Use Same Window** command, the program places worksheets opened thereafter directly over the worksheet that currently has the focus.

This command allows you to open a worksheet and the graph, tile the two windows so that both are visible, then have the program open other worksheets on top of the worksheet while the graph is visible so that you can see the graph update dynamically as you make changes. When this command is selected, you will see a check mark next to **Use Same Window** on the Worksheets menu.

SPECIALIZED WORKSHEETS

In addition to the **Main Worksheet** and subworksheets, the program provides several specialized worksheets: **Batch Input Worksheet**, **Individual Activities**, **Summary Report**, and **Alternative Capital Gains Tax**. You can also access the **1040-ES Payment Vouchers**, **Watch Window**, **4868 Extension**, and **Securities Transaction Analyzer** from the Worksheets menu. In the following sections we describe each of these types of worksheets, their purposes, and how to use them.

BATCH INPUT

The **Batch Input Worksheet** is a worksheet containing all the program's detail-level input rows, sequentially numbered and grouped under each worksheet title. This worksheet is provided as an alternative to entering data on the subworksheets.

		2014		2015		2016	
		Case 1	Case 2	Case 1	Case 2	Case 1	Case 2
1	Filing Status	Joint	Joint	Joint	Joint	Joint	Joint
2	Married Separate Lived Together	No	No	No	No	No	No
3	Must Itemize Supported	No	No	No	No	No	No
4	2001 Advance Payment Received	No	No	No	No	No	No
5	Must Itemize Other	No	No	No	No	No	No
6	Aged/Blind- # of Additional Amounts	0	0	0	0	0	0
7	Optimize Standard Ded vs. Itemized	No	No	No	No	No	No
8	Displaced Individuals	N/A	N/A	N/A	N/A	N/A	N/A
	Main Worksheet						
9	Personal Exemptions	0	0	0	0	0	0

As shown above, input rows are numbered on the **Batch Input Worksheet**. Additional unnumbered rows are worksheet titles and are displayed in the same manner as calculated rows.

Note. If you call up the **Batch Input Worksheet** before entering any data, **Joint** filing status is entered for all years (except for **Minor Child** computations), default answers are entered for all **Yes/No** questions, and all numeric cells contain zeros.

SELECTING BATCH INPUT

You may find it faster and more convenient to use the **Batch Input Worksheet** to enter the data for some items, while using the regular worksheets for other items.

To open the **Batch Input Worksheet**, select **Batch Input** from the Worksheets menu or, press B when on another worksheet. You can also select it from the Worksheet List.

ENTERING DATA ON THE BATCH INPUT WORKSHEET

You enter numbers on the **Batch Input Worksheet** the same way you enter numbers on any other worksheet.

Use this worksheet just as you would use the program's regular worksheets. Data is posted automatically to the appropriate worksheets for calculation and display. Calculations are performed automatically during batch input if you select **Calculations On** from the Options menu.

On the **Batch Input Worksheet**, you can only enter data into the program's lowest level rows. For example, there is no row for "Interest and Dividends" on the **Batch Input Worksheet**. Instead, there are many rows where the detailed interest and dividends data can be entered (e.g., "U.S. Gov't Interest", "Private Activity Bond Int", etc.).

The Edit commands described in Chapter 4 can be used on both regular worksheets and the **Batch Input Worksheet**.

INDIVIDUAL ACTIVITIES (PASSIVE AND NONPASSIVE ITEMS)

Several of the program's worksheets provide access to the **Individual Activity** worksheets, which handle items from K-1s and 1099s on an activity-by-activity basis. **Individual Activities** worksheets are available only for rows that are followed by a row labeled "Individual Activities." As illustrated below, you can access an **Individual Activities** worksheet for the "Other Lg-term Investmt Gain/Loss" row but not for the "5-Year Invst Gain Purch Post-2000" row:

		2014		2015		2016	
		Case 1	Case 2	Case 1	Case 2	Case 1	Case 2
1	Short-term Investment Gain or Loss	0	0	0	0	0	0
2	Individual Activities	0	0	0	0	0	0
3	Security Transaction Analyzer	0	0	0	0	0	0
4	Short-term Passive Activity Gain/Ls	0	0	0	0	0	0
5	Short-term Trade/Bus MAPRRA Gn/Loss	0	0	0	0	0	0

The **Individual Activity** worksheets accommodate up to 300 different, individual activities. For each activity, you can designate the characteristics of the activity, e.g., passive or nonpassive, active participation rental real estate, etc., and enter the items of income and loss for the activity. All data entered is automatically posted back to the rows labeled “Individual Activities” on other worksheets in the program, e.g., **Interest and Dividends**, **Capital Gains and Losses**, etc.

Note. To open the **Individual Activities** worksheet while the Worksheets menu is open, you can click on the **Individual Activities** command. If you have the Worksheet List open, you can also select **Individual Activities** from there (it will be at the top of the List if you have the worksheet titles sorted by structure).

You can have up to 500 passive or nonpassive activities overall, distributed among the activities.

ENTERING DATA ON AN INDIVIDUAL ACTIVITIES WORKSHEET

When you first open an **Individual Activities** worksheet, you will see an “Individual Activities” screen where you enter the name of the activity and its characteristics, i.e., passive or MAPRRA, active real estate, PTP information, etc. All activities, passive and nonpassive, are entered on this one screen.

Act. #	Description of Activity	Passive or MAPRRA	Active Real Estate	Material Real Estate	Trade or Business	Pre-Enactment	< 10% Owner	PTP	PTP Id.
1									
2									

Note. After you select Print, a message may appear. See **Acknowledging the Income and Loss Data Message** on page 172.

Note. The **Individual Activities** worksheet has its own menu bar and commands. The commands on the regular Edit menu are not available to you when entering data on the **Individual Activities** worksheet.

As you enter the information in the various columns, you can either click on the next column you want to change or you can press Enter or the right arrow key to move to the next column. When you complete the last column for an

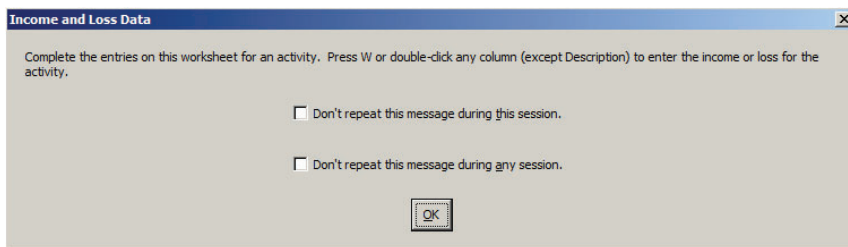
individual activity, either the **Passive Activity Items** worksheet or the **Nonpassive Items** worksheet will appear, depending on whether you answered **Yes** or **No** in the **Passive or MAPRRA** column. See **Passive Activity Items Worksheet** on page 174 and **Nonpassive Items Worksheet** on page 175.

For details on each column of this worksheet and how to use it, in the **Tax Reference Guide**, see the **Individual Activities** worksheet.

Note. You cannot toggle between this worksheet and other worksheets as you complete the **Individual Activities** worksheet. You must complete the worksheet and close it to access other worksheets.

ACKNOWLEDG- ING THE INCOME AND LOSS DATA MESSAGE

Unless you previously suppressed it, a message appears after you open the **Individual Activities** worksheet. This message, shown here, tells you to complete entries on the worksheet and then press W or double-click to enter income or loss data for the activity. The message also allows you to suppress the message or to simply continue.



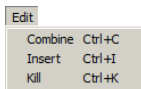
You will continue to see this message until you select one of the following options:

- **Don't repeat this message during this session** — Selecting this option prevents the message from appearing again during your current session.
- **Don't repeat this message during any session** — Selecting this option prevents the message from appearing again during this or any other session.

1. Select one or neither of these options before proceeding.
2. Click **OK** to access the **Individual Activities** worksheet. See **Entering Data on an Individual Activities Worksheet** on page 171.

EDIT MENU

The commands on the **Individual Activities** worksheet Edit menu act on activities on the worksheet. They are:



COMBINE

The Combine command allows you to combine the data for a passive activity with that of a nonpassive activity. You can combine up to two activities at a time.

The program will open a dialog that asks for the numbers of the activities you wish to combine and, after execution, will issue a message that confirms the status of the new combined activity. The newly combined activity will take the description of the passive activity.

Note. You cannot combine two passive activities or two nonpassive activities. Not can you combine a nonpassive activity with a passive activity that already has nonpassive items.

INSERT

The Insert command allows you to insert a new activity above the current activity after you have finished entering the information for the current activity.

You can also add an activity after all other Individual Activities by clicking on the next row.

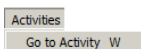
KILL

The **Kill** command allows you to delete an individual activity and its data. The program will display a caution message that tells you that all passive and nonpassive data for the activity will be deleted and asks you for confirmation. The program deletes the activity after you click **OK** to confirm that you want the activity killed.

To kill an activity when the Edit menu is open, first make sure that the cursor is resting on the activity you want deleted. Then select the **Kill** command on the Edit menu.

ACTIVITIES MENU

The **Go to Activity** command on the **Individual Activities** worksheet **Activities** menu accesses the subworksheet for the Individual Activities.



GO TO ACTIVITY

Use the **Go to Activity** command to jump to the current activity's **Passive Activity Items** worksheet or **Nonpassive Items** worksheet.

To jump to an activity's subworksheet when the Activities menu is open, while the cursor is in a cell other than the row description cell, select the **Go to Activity** command on the Activities menu.

CLOSE COMMAND

This command closes the **Individual Activities** worksheet and returns you to the previous worksheet.

PASSIVE ACTIVITY ITEMS WORKSHEET

When you complete the last data field on the **Individual Activities** worksheet row for a passive activity, the **Passive Activity Items** worksheet appears such as this one shown in part:

Rental House: Active Real Estate: Passive Items			
2018	Keep Both	Sell #1	Sell #2
Nonpassive Items	0	0	0
PASSIVE AND MAPRRA ITEMS:			
Sold this year (Y/N)	No	Yes	No
Qualified Income Amount	0	0	0
Item 1: Schedule E - Rental Income			
Type: Other Ordinary			
Disp G/L: No			
Current Year Income/Loss	-24,000	-24,000	-24,000
AMT Adjs to Income/Loss	0	0	0
Prior Year Unallowed Losses	0	0	0
AMT Prior Year Unallowed Losses	0	0	0
Current Year Allowed	-24,000	-24,000	-24,000

For details on each row of this worksheet and how to use it, in the **Tax Reference Guide**, see the **Individual Activity (Passive/MAPRRA Items)** worksheet.

The **Passive Activity** worksheet also contains a row to access the **Nonpassive Items** worksheet.

The Edit menu for the **Passive Activity** worksheet contains two additional commands, **Insert** item and **Kill** item.

Insert	Ctrl+I
Kill	Ctrl+K

INSERT ITEM (EDIT MENU)

The **Insert** command inserts a new passive activity item above the current item while in a cell of the passive activity worksheet.

KILL ITEM (EDIT MENU)

The **Kill** command deletes an item from a passive activity worksheet. All data for the item and the item itself will be removed from the worksheet.

To prevent an item from being accidentally deleted, the program issues a cautionary message requesting confirmation before killing the item.

NONPASSIVE ITEMS WORKSHEET

If the activity is nonpassive, when you complete the last data field of an **Individual Activity** worksheet row the program skips the **Passive Activity Items** worksheet and goes directly to the **Nonpassive Items** worksheet, partially shown below:

XYZ Mutual Fund: Nonpassive Items				
	2018	Keep Both	Sell #1	Sell #2
NONPASSIVE ITEMS:				
1	T/P's Dom Prod/Qualified Self-empl Inc	0	0	0
2	T/P's Other Self-Employment Inc	0	0	0
3	Spouse's Dom Prod/Qualified Self-empl Inc	0	0	0
4	Spouse's Other Self-Emp Income	0	0	0
5	Other Dom Prod/Qualified Inc/Loss	0	0	0
6	W-2 Wages Paid	N/A	N/A	N/A
7	Qualified Income Amount	0	0	0
8	Other General Ordinary Income/Loss	0	0	0
9	U.S. Gov't Interest	0	0	0
10	Other Interest	10,500	10,500	10,500
11	Qualified Dividends	2,000	2,000	2,000
12	Nonqualified Dividends	0	0	0
13	REIT Dividends	0	0	0

For details on each row of this worksheet and how to use it, see **Individual Activity (Nonpassive Items)** worksheet in the **Tax Reference Guide**.

COMPLETING THE INDIVIDUAL ACTIVITY WORKSHEETS

When you have completed the worksheets for an activity, click the **Close** icon or press Esc to return to the **Individual Activities** worksheet, where you can start a new activity.

When you have completed all the activities, the program takes you back the way you came in.

SUMMARY WORKSHEET FOR NONPAS- SIVE ACTIVITIES

If you accessed an activity through a nonpassive "Individual Activities" row, the program will summarize all the items posted back to that row from the individual activity **Nonpassive Items** worksheets. The following is a summary worksheet for Other Interest taken from the George Winchester analysis covered in Scenario 3 of the Tutorial, accessible on the program Help menu.

Other Interest - Individual Activities				
	2018	Keep Both	Sell #1	Sell #2
1	XYZ Mutual Fund	10,500	10,500	10,500
2	Rental House	0	0	0
3	ABC Partnership Income	2,000	2,000	2,000
	Total	12,500	12,500	12,500

Thereafter, when you open a worksheet on any nonpassive "Individual Activities" row, the program will take you to the summary worksheet for that item. If you move to a particular activity on the summary worksheet and double-click

on a cell in the row, the program takes you directly to that activity on the **Individual Activities** worksheet.

SUMMARY REPORT

The **Summary Report** shows the details behind the analysis' worksheet calculations. All rows on this report are calculated rows. A small portion of the **Summary Report** is shown below:

Summary Report		
	2018	2019
1 Income:		
2 Wages	134,000	131,540
3 Interest & Dividends	14,600	14,600
4 Self-employment Income	0	0
5 §1231 Ordinary & Casualty Gain/Loss	0	0
6 Passive Activity Income/Loss	0	0
7 Publicly Traded Partnerships	0	0
8 Social Security Benefits	0	0
9 Capital Gains & Losses	5,500	43,000
10 Investment Interest Expense	0	0
11 Other Income	0	258
12 Total Income	154,100	189,398
13 Adjustments:		
14 Keogh & SEP Contributions	0	0
15 IRA Contributions	5,500	6,000
16 Self-employment Tax & Other Adjs	0	0
17 Total Adjustments	5,500	6,000
18 Adjusted Gross Income	148,600	183,398
19 Personal Exemptions	0	0

For a row-by-row explanation of the items on this worksheet, see **Summary Report** worksheet in the **Tax Reference Guide**.

To easily access the **Summary Report**, press X or click the **Summary Report** icon on the toolbar.

PRESENT VALUE

The **Present Value** worksheet contains computations of present value of total taxes to be paid over multiple year periods together with cash flows to be generated by the transactions under analysis. This worksheet is normally accessed and used after data has been entered in the other worksheets.

Present Value Worksheet			
	2018	Parent	Child 1
1 Discount Rate (%)		0	0
2 Payments at Beg/End of Year		End	End
3 Reduce Fed Taxes by Nonref Credits		No	No
4 Reduce Taxes by Estimated & W/H		No	No
5 Cash Flow Amounts (if any)		0	0
6			
7 Net Present Value of Cash Flows		0	0
8 Net Present Value of Federal Taxes		0	0
9 NPV of Resident State Taxes		0	0
10 NPV of New York Nonres State Taxes		0	0
11 NPV of Other Nonresident State Taxes		0	0
12 Total Net Present Value		0	0

For a row-by-row explanation of the items on this worksheet, see **Present Value** worksheet in the **Tax Reference Guide**.

W-4

The **W-4** command on the Worksheets menu allows you to choose either the **W-4 Worksheet** or the **W-4 Form**.

W-4 WORKSHEET

The **W-4 Worksheet** computes income withholding needed for the remainder of the year. The worksheet may be accessed from the worksheet list. A small portion of the worksheet is shown below.

Main Worksheet W-4 Worksheet W-4 Form							
	Case 1			Case 2			
	2019	2020	2021	2019	2020	2021	
1 Date of Calculation	12/31/2019	02/11/2020	01/01/2021	12/31/2019	02/11/2020	01/01/2021	
2							
3 TAXPAYER:							
4 Withholding to Date	0	0	0	0	0	0	
5 Pay Periods Per Year	0	0	0	0	0	0	
6 Pay Periods to Date	N/A	0	0	N/A	0	0	
7 Adj to Pay Periods to Date	0	0	0	0	0	0	
8 Remaining Pay Periods	N/A	0	0	N/A	0	0	
9 Future Wages Per Pay Period	0	0	0	0	0	0	
10							
11 SPOUSE (OR SECOND JOB):							
12 Withholding to Date	0	0	0	0	0	0	
13 Pay Periods Per Year	0	0	0	0	0	0	
14 Pay Periods to Date	N/A	0	0	N/A	0	0	
15 Adj to Pay Periods to Date	0	0	0	0	0	0	
16 Remaining Pay Periods	N/A	0	0	N/A	0	0	
17 Future Wages Per Pay Period	0	0	0	0	0	0	

For a row-by-row explanation of the items on this worksheet, see **W-4 Worksheet** in the **Tax Reference Guide**.

W-4 FORM

Opens a window containing the **W-4 Form**. You can only access this form only if the **W-4 Worksheet** has been activated. Otherwise this command will be

dimmed. Data entered on to the forms will be saved in the data file with other taxpayer data.

<<Web Program edition only>> The Taxpayer's SSN and the Spouse's SSN and the Employer's EIN are not saved with the plan.

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		2020
Step 1: Enter Personal Information	(a) First name and middle initial		Last name	(b) Social security number
	Address			
	City or town, state, and ZIP code			
	(c) <input type="checkbox"/> Single or Married filing separately <input checked="" type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.				
Step 2: Multiple Jobs or Spouse Works		Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. <input type="checkbox"/> TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.		
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)				
Step 3: Claim Dependents		If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ Multiply the number of other dependents by \$500 ▶ \$ Add the amounts above and enter the total here 3 \$		
Step 4 (optional): Other Adjustments		(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income 4(a) \$ (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) \$ N/A (c) Extra withholding. Enter any additional tax you want withheld each pay period 4(c) \$ N/A To claim exemption from withholding (see General Instructions) write "Exempt" here ▶		
Step 5: Sign Here		Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. ▶ Employee's signature (This form is not valid unless you sign it.) ▶ Date		
Employers Only		Employer's name and address	First date of employment	Employer identification number (EIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form W-4 (2020)				

The **W-4 Form** includes the following:

MENU ITEMS

- **Next Page** – Move to the second W-4 year.
- **Previous Page** – Move to the first W-4 year.
- **Print** – Print the form.
- **Help** – Access this help page.

- **Copy Taxpayer to Spouse** – Transfers the information in box 1, the exemption, employer's name and address, and first date of employment boxes to the second job **Form W-4**.
- **Copy from the First Year to the Second Year** – Transfers the information in box 1, the exemption, employer's name and address, and first date of employment boxes to the second year **Form W-4**.
- **Case 1 - 20** – Select case 1-20 in the analysis.
- **Quarter (Annualization Only)** – Select the quarter for the **W-4 Form**.
- **Parent / Child 1-9 (Minor Child Analysis Only)** – Select the Parent or a Child for the W-4.

W-4 FORM FIELDS

- **Box 1a:** Enter the taxpayers name and address directly in the four boxes provided on the form.
- **Box 1b:** Enter the social security number in the format xxx-xx-xxxx.
- **Box 1c:** The program checks the box for the filing statuses of married, married separate, head of household, or single.
- **Step 2c:** The program checks this box if entries are made on both rows 5 and 13 of the W-4 worksheet.
- **Step 3:** The program does not use Step 3 of the form.
- **Step 4a:** The program does not use Step 4a of the form.
- **Step 4b:** Line 30 or 43 of the **W-4 worksheet**.
- **Step 4c:** Line 33 or 46 of the **W-4 worksheet**.
- **Exempt box:** Type the word "Exempt" if the employee is exempt from withholding.
- **Employer's Name and Address Box:** Enter the employer's name and address.
- **First Date of Employment Box:** Enter the employee's first date of employment.
- **Employer Identification Number (EIN):** Enter the employer identification number in the format xx-xxxxxxx.

Note. Box 1a, the Exempt box, the Employer's Name and Address box, the First Date of Employment box, and the Employer Identification Number (EIN) will be the same for all cases.

ALTERNATIVE CAPITAL GAINS TAX

If Alternative Capital Gains tax does not apply for a particular year or case, the fields for that column will be filled with N/A:

Alternative Capital Gains Tax			
2018	Parent	Child 1	
1 Taxable Income	N/A	N/A	
2 Net Capital Gain From Sales	N/A	N/A	
3 Qualified Dividend Income	N/A	N/A	
4 Total Net Capital Gain	N/A	N/A	
5 Unrecaptured Section 1250 Gain	N/A	N/A	
6 28% Rate Gain	N/A	N/A	
7 Total Adjustments (R5+R6)	N/A	N/A	
8 Adjusted Net Cap Gain (R2-R7+R3)	N/A	N/A	
9 Taxable Less Adj NCG (R1-R8)	N/A	N/A	
10 Taxable Below 25%	N/A	N/A	
11 Lesser of Row 9 or Row 10	N/A	N/A	
12 Taxable Less NCG (R1-R4)	N/A	N/A	
13 Greater of Row 11 or Row 12	N/A	N/A	
14 Tax on Row 13	N/A	N/A	
15 Lesser Adj NCG or Taxable (R1,R8)	N/A	N/A	
16 Maximum Zero Rate Amount ("ZRA")	N/A	N/A	
17 Taxable less Adj NCG (R1-R8)	N/A	N/A	
18 Excess Over Zero Rate Amt (R16-R17)	N/A	N/A	
19 Adj NCG below ZRA<(R15,R18)	N/A	N/A	
20 Post 5/5/03 Adjusted Net Cap Gain	N/A	N/A	
21 >5/5/03 ANCG below ZRA <(R19,R20)	N/A	N/A	
22 0% Tax (R21 X 0%)(5% before 2008)	N/A	N/A	
23 Total Qualified 5-Year Gain	N/A	N/A	
24 Remaining ANCG below ZRA (R19-R21)	N/A	N/A	
25 5 Yr Gain in 15% Br <(R23,R24)	N/A	N/A	
26 8% Tax (R25 X 8%)	N/A	N/A	
27 Remaining ANCG below ZRA (R24-R25)	N/A	N/A	
28 10% Tax (R27 X 10%)	N/A	N/A	
29 Remaining Adj NCG (R15-R19)	N/A	N/A	
30 Pre-2013 Calculations:			
31 Remaining >5/5/03 ANCG (R20-R21)	N/A	N/A	
32 >5/5/03 in Higher Brkts <(29,31)	N/A	N/A	
33 15% Tax (R32 X 15%)	N/A	N/A	
34 Remaining Adjusted NCG (R29-R32)	N/A	N/A	
35 20% Tax (R34 X 20%)	N/A	N/A	
36 Post 2012 Calculations:			
37 Maximum 15% Rate Amount	N/A	N/A	
38 Amounts Taxed Above (R13+R19)	N/A	N/A	
39 Remaining < 15% Rate Amt(R37-R38)	N/A	N/A	
40 ANCG Taxed at 15% <(R29,R39)	N/A	N/A	
41 ANCG Taxed at 20% (R29-R40)	N/A	N/A	
42 15% Tax (R40 X 15%)	N/A	N/A	
43 20% Tax (R41 X 20%)	N/A	N/A	
44 Lesser NCG or 1250 Gain <(R2,R5)	N/A	N/A	
45 Amt Taxed Above + NCG (R13+R4)	N/A	N/A	
46 Taxable Income (R1)	N/A	N/A	
47 NCG Taxed Above (R45-R46)	N/A	N/A	
48 Remaining 1250 Gain (R44-R47)	N/A	N/A	
49 25% Tax (R48 X 25%)	N/A	N/A	
50 Amts Taxed Above(R13+R19+R29+R48)	N/A	N/A	
51 Balance of Taxable (R1-R50)	N/A	N/A	
52 28% Tax on Balance (R51 X 28%)	N/A	N/A	
53 Alt Cap Gains Tax (R14+R22+R26			
54 +R28+R33+R35+R42+R43+R49+R52)	N/A	N/A	
55 Marginal Rate for Ordinary	N/A	N/A	

For a row-by-row explanation of the items on this worksheet, see **Alternative Capital Gains Tax** worksheet in the **Tax Reference Guide**.

SECURITY TRANSACTION ANALYZER WORKSHEET

The **Security Transaction Analyzer** handles most capital gains and losses from the sale of stocks and bonds. It automatically allocates the gain or loss from each transaction to the appropriate year and category without further user adjustment, and produces detailed reports. It is especially useful in years such as 2003, when there are different treatments of gain or loss depending on whether the transaction occurs before or on or after a specific date.

Note. The program assumes that all transactions entered on the **Security Transaction Analyzer** worksheet are capital asset investment transactions (as opposed to trade or business, personal, or ordinary income and loss transactions). The **Analyzer** worksheet should not be used for Section 1231 transactions or sale of personal assets (such as a residence). Nor should it be used for transactions of security dealers. It also should not be used for unrecaptured section 1250 gain, for sales of Section 1202 (small business) stock, or losses on Section 1244 stock. It may be used for investment collectibles gain or loss, provided the holding period override is used to select 28% Rate for these gains and losses.

As you enter transactions, the program calculates the total for each year at the bottom of the worksheet. Once you close the **Security Transaction Analyzer** worksheet, the program automatically posts all data on the worksheet back to the **Capital Gains and Losses** worksheet, **2003 Post 5/5 Capital Gains and Losses** worksheet, and the **28% Rate Capital Gains and Losses** worksheet, as appropriate. The gains and losses are distributed, as required under the Tax Relief Act of 1997 as amended by the Internal Revenue Service Restructuring and Reform Act of 1998, and as further amended by the Jobs and Growth Tax Relief Reconciliation Act of 2003 among the following holding period categories of gain or loss:

- 2003 post 5/5 short-term
- other short-term
- 2003 post 5/5 long-term
- 28% rate long-term
- 5-year gain purchased before 2001
- other long-term

Note. To open the **Security Transaction Analyzer** for a row while the Worksheets menu is open, you can click the **Security Transaction Analyzer** command. If you have the Worksheet List open, you can also select **Security Transactions** from there (it will be at the top of the List if you have the worksheet titles sorted by structure).

Note. To open the **Security Transaction Analyzer** without opening the Worksheets menu, move to the desired “Security Transaction Analyzer” row and double-click in the row.

ENTERING DATA ON THE SECURITY TRANSACTION ANALYZER

When you first open the **Security Transaction Analyzer**, you will see a **Security Transaction Analyzer** screen (shown below) where you enter a description of the property and the details of the transaction.

There is no limitation in the program for the number of security transaction items you can have on the **Security Transaction Analyzer** worksheet. However, the number of items may be limited, depending upon the amount of available memory in your computer. We strongly suggest that you have the Auto Backup feature turned on to minimize data loss in case an out-of-memory situation arises.

Security Transaction Analyzer														
Sec. #	Description of Property	include in Case	Date Acquired Mo/Da/Year	Date Sold Mo/Da/Year	Property Sales Price	Cost or Other Basis	Total Short Term	2003 Post 5/5 Short Term	Other Short Term	Total Long Term	2003 Post 5/5 Long Term	28% Rate Long Term	5 Year Gain Purchased Before 2001	Other Long Term
1	Stock 1	Yes	06/30/2018	05/01/2019	10,000	5,000	5,000		5,000					
2	Stock 2	Yes	11/30/2013	06/30/2018	5,000	2,500				2,500				2,500
3	Stock 3	Yes	01/02/2008	09/30/2019	1,000	3,000				-2,000				-2,000
4	Stock 4	Yes	04/30/2017	03/30/2018	8,000	6,000	2,000		2,000					
5	Stock 5	Yes	02/15/2018	10/31/2019	80,000	40,000				40,000				40,000
6	Stock 6	Yes	02/01/2013	03/05/2018	4,000	3,000				1,000				1,000
7														
Totals: 2018							2,000	0	2,000	3,500	0	0	0	3,500
Totals: 2019							5,000	0	5,000	38,000	0	0	0	38,000

Note. The **Security Transaction Analyzer** has its own menu bar and commands. The commands on the regular Edit menu are not available to you when entering data on the **Security Transaction Analyzer**.

For details on each column of this worksheet, see the **Tax Reference Guide**.

MOVING WITHIN THE WORKSHEET

As you enter the information in the various columns, you can either click on the next column you want to change or you can press Enter or the right arrow key to move to the next column. You must provide information for every column of the transaction. When you complete the last column (**Cost or Other Basis**) for a security transaction, the cursor will move to a new transaction row to allow you to enter the next security transaction.

Note. You can scroll the worksheet to the right using Ctrl+Right Arrow key. To scroll the worksheet to the left, use Ctrl+Left Arrow key.

CHANGING SECURITY TRANSACTION DETAILS

You can edit cells directly on the **Analyzer** worksheet, using the F2 edit key for dates and numbers. You can also use the commands on the **Analyzer's** Edit menu to insert a transaction above the active transaction row (where the cursor rests), delete the selected transaction, or view transaction details. See **Edit menu** on page 185.

MOVING BETWEEN WORKSHEETS

Note. You cannot toggle between the **Analyzer** and other worksheets as you enter transactions on the **Analyzer**. You must complete and close the **Analyzer** to access the other worksheets.

SECURITY INFORMATION DIALOG

The **Analyzer** lets you override the holding period computation for a transaction by using the dialog shown below.

This dialog is important for transactions such as puts and calls, short sales, collectibles gains or losses, and other special transactions.

Security # 1

Description of Property:

Include in Case:

Date Acquired:

Cost or Other Basis:

Date Sold:

Sales Price:

☐ Holding Period Override

☐ Short Term

☐ 28% Rate Long Term

☐ 5 Year Gain Purchased Before 2001

☐ Other Long Term

To access the **Security Information** dialog, double-click in the Security Number column for a particular security or select **View** from the **Analyzer's** Edit menu. (The dialog automatically appears whenever the program detects an acquisition date that comes after the sales date for a transaction, since this usually indicates a short sale.) For any transaction for which you have overridden the holding period, an active icon replaces the inactive icon next to the **Security Number**.

In addition to letting you override the holding period computation, the **Security Information** dialog also provides an alternate way for you to enter the original transaction data or correct the other information related to the sale.

DESCRIPTION OF PROPERTY	In this text box enter a description of the security. Up to 35 characters are permitted. This item is mandatory.
INCLUDE IN CASE	Select from the drop-down list the appropriate item to reflect whether the program will include the transaction in all, none, or one or more particular cases.
OWNER	Enter a description of the security's ownership, either "Taxpayer," "Spouse," or "Joint." Applies only to Taxpayer/Spouse analyses.
DATE ACQUIRED	Enter a full 8-digit date acquired here (MM/DD/YYYY). You must enter a full, 4-digit year. This item is mandatory.
COST OR OTHER BASIS	Enter the cost or other basis of the property. This item is mandatory.
DATE SOLD	Enter a full 8-digit date sold here (MM/DD/YYYY). You must enter a full, 4-digit year. If you enter a date sold that is earlier than the date acquired, you must override the holding period below. This item is mandatory.
SALES PRICE	Enter the amount received from the sale of the security. This item is mandatory.

**HOLDING
PERIOD
OVERRIDE**

The program automatically determines the holding period of the transaction using your entries in the two date boxes above, provided the date sold is after the date acquired. If the date acquired is after the date sold (such as for short sales), you must override the holding period by clicking in this check box and selecting one of the holding periods below. When you override the holding period, the inactive icon in the **Sec. #** column of the **Security Transaction Analyzer** worksheet changes to an active icon.

**THE REMAIN-
ING COLUMNS**

The program determines the holding period of the transaction and places the calculated gain or loss in the appropriate columns, listed below. For each transaction, there will be an amount in one of the **Total** columns (either **Total Short-Term** or **Total Long-Term**) and in one of the breakdown columns (either **2003 Post 5/5 Short-term**, **Other Short-term**, **2003 Post 5/5 Long-term**, **28% Rate Long-Term**, **5-Year Gain Purchased Before 2001**, or **Other Long-Term**).

- Total Short-Term
- 2003 Post 5/5 Short-Term — applies only to transactions in 2003.
- Other Short-Term
- Total Long-Term
- 28% Rate Long-Term
- 2003 Post 5/5 Long-Term — Applies only to transactions in 2003.
- 28% Rate Long-Term
- 5-year Gain Purchased Before 2001 — Includes transactions resulting in a capital gain (strictly gains) that were held for more than 60 months, acquired before 12/31/200 and sold after 12/31/2000 and before 5/6/03, and after 12/31/2012. See “Annualization Analyses,” Note 2, below.
- Other Long-Term

MULTIPLE CASE SCENARIOS

The **Security Transaction Analyzer** posts its results into all cases in the analysis. It is, therefore, not suitable for testing hypothetical sales in multiple case scenarios. Enter only actual sales on the **Security Transaction Analyzer** worksheet. Enter hypothetical sales directly on the other worksheets in the program, in the appropriate cases, after entering the actual sales on the **Security Transaction Analyzer**.

ANNUALIZATION ANALYSES

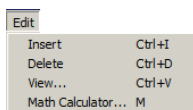
The **Security Transaction Analyzer** worksheet works with **Annualization** for estimated tax purposes when the **Annualization** analysis is selected. For **Annualization** analyses, the program automatically sorts the transactions on the **Security Transaction Analyzer** worksheet into the proper quarters and applies the annualization factor to the totals.

Note. For assets purchased on the last day of a month, the program follows the rule of Rev. Rul. 66-7, 1996-1 C.B. 188, to the effect that, to qualify for the favorable holding period, the asset must be held until the first day of the next month at the end of the holding period. For example, an asset purchased on February 28, 1999, must be held until March 1, 2000, to qualify as being held more than one year. If it is sold on February 29, 2000, the holding period is not more than one year and the gain or loss is short-term.

Note. The program includes the gain or loss in the year indicated in the Date Sold column or the **Date Purchased** column for sales that occur before purchases (short-sales). There is no provision in the program for computing the holding period and the year of inclusion in inconsistent ways. See Rev. Rul. 93-84, 1993-2 C.B. 225.

EDIT MENU

The commands on the **Security Transaction Analyzer** worksheet's Edit menu act on the items on the worksheet. These commands are:



INSERT

Allows you to insert a row for a new security transaction above the current row, but only after you've finished entering the information for the current transaction. You can also add an item below all other securities by clicking on the next row.

DELETE

Allows you to delete a selected security and its data.

VIEW

Opens the **Security Information** dialog for the current row, allowing you to view or change the data for the security. You can also override the holding period for the transaction by clicking the **Holding Period Override** check box, then selecting the desired holding period.

MATH CALCULATOR

Opens the **Math** dialog, providing a calculator function for numeric cells. See **Math Calculator Command** on page 115.

PRINT COMMAND

This command allows you to print the **Security Transaction Analyzer** worksheet. You can also set up the print conditions for the **Analyzer** and preview the worksheet before printing it.

For more information on printing the **Security Transaction Analyzer**, see **Printing the Security Transaction Analyzer** on page 290 and **Customizing the Security Transaction Analyzer Results** on page 306.

CLOSE COMMAND

This command closes the **Security Transaction Analyzer** and returns the focus to the previous worksheet.

WATCH WINDOW

The **Watch Window** displays calculated or active worksheet rows that you specify in a window docked at the bottom of the main program window. This feature allows viewing of key rows at all times. The following icons are displayed in the watch window toolbar:

- WATCH** Opens the **Edit Watch Window** dialog where you specify the rows to be displayed in the watch window.
- MOVE UP** The **Move Up** icon moves the row for the currently selected caption in the watch window up.
- MOVE DOWN** The **Move Down** icon moves the row for the currently selected caption in the watch window down.
- SAVE** Saves the current rows specified in the watch window so that the list will reappear the next time the program is started and the watch window is opened. This feature is useful if you like to watch the same set of rows each time you use the program.
- CLOSE** Closes the watch window.
- HELP** Opens this help topic.

EDIT WATCH WINDOW DIALOG

The **Edit Watch Window** dialog displays a list of all currently active worksheets. For each worksheet the calculated and active worksheet rows are displayed when the worksheet title is expanded by clicking the + sign to the left of the title or pressing the right arrow key when the title is selected. When a row is selected in the dialog it is automatically added to the watch window. When a row is deselected in the dialog it is automatically removed from the watch window. The following icons are displayed at the bottom of the dialog:

- **OK** – Closes the edit watch window dialog

- **Cancel** – Restores the watch window to the rows that were displayed when the edit watch window was opened and then closes the dialog
- **Clear** – Removes all rows from the Watch Window
- **Help** – Opens this help topic.

NOTES

- The watch window can display a maximum of 10 rows at a time
- When a worksheet becomes inactive any rows that are in the watch window for that worksheet are automatically removed.
- When a worksheet becomes active any rows that were previously saved for that worksheet are automatically added to the watch window.

4868 EXTENSION

APPLICATION FOR AUTOMATIC EXTENSION OF TIME TO FILE U.S. INDIVIDUAL INCOME TAX RETURN

Opens a window containing the 4868 form. You can only access this form only if the **Withholding, Estimated, and Penalty** worksheet has been activated. Otherwise, this command will be dimmed. Data entered on to the forms will be saved in the data file with other taxpayer data.

<Web Program edition only>> The Taxpayer's SSN and the Spouse's SSN are not saved with the plan.

The 4868 form includes the following:

MENU ITEMS

- **Print** - Print the form.
- **Help** - Access this help page.
- **Case Selection Box** - Select case 1-20 in the analysis. In a Minor Child Analysis select either the parent or one of the children. In an Annualization Analysis the program only displays the Full Year case.
- **Add 1st Quarter 2017 Estimate** - Check the box to add the first quarter estimate to the amount of the estimated total tax liability, line 4.

Caution! When this box is checked, do not make an entry on the “Payment with Extension” row of the **Credits** worksheet for the 4868 year, and select Yes for the “Apply Refund to Estimated” row on the **Withholding, Estimated, and Penalty** worksheet for the subsequent year.

- **Use Required Payment** - Select the radio button to add the amount on the Net Current Year 1st Payment Due row from the Withholding, Estimated, and Penalty Worksheet to Line 4, Estimate of total tax liability.
- **Use Payment Made** - Select the radio button to add the amount on the Current Year 1st Payment Made row from the Withholding, Estimated, and Penalty Worksheet to Line 4, Estimate of total tax liability.
- **Override Balance Due (Line 6)** - Check the box to enter an amount for line 6 into the box. Line 4 will then equal the amount in line 6 less the amount on line 5.
- **Zoom Buttons and Slider** - Use the slider to zoom in or out on the form. Use the buttons with the diagonal directional and horizontal arrows to fit the form to the visible and horizontal areas respectively.

4868 FORM FIELDS

Box 1: Enter the taxpayers name and address directly in the four boxes provided on the form.

Box 2: Enter the social security number..

Box 3: Enter the spouse's social security number.

Box 4: The amount on the Net Federal Tax row less the amount on the Federal, Withholding and Estimated row of the Main Worksheet.

If the option to add the first quarter payment has been chosen, the box will instead include the sum of

the greater of:

- The “Total Payments” row less the “Payments with Extension” row of the **Credits** worksheet, or

- The “Net Federal Tax” row less the “Federal Withholding and Estimated” row on the **Main Worksheet**.

and the greater of:

- If use required payment is chosen, the “Net Current Year 1st Payment Due” row from the subsequent year of the **Withholding, Estimated, and Penalty** worksheet, or
- If Use Payment Made is chosen, the “Current Year 1st Payment Made” row from the subsequent year of the **Withholding, Estimated, and Penalty** worksheet.

Notwithstanding the instructions for the 4848 form the program will include the amount of any estimated tax penalty calculated by the program on this row.

Caution! When this box is checked, do not make an entry on the “Payment with Extension” row of the **Credits** worksheet for the 4868 year, and select Yes for the “Apply Refund to Estimated” row on the **Withholding, Estimated, and Penalty** worksheet for the subsequent year.

Box 5: The amount on the Total Payments row less the amount on the Payment with Extension row of the Credits Worksheet.

Box 6: The amount on Box 4 less the amount on line 5, but not less than zero.

Box 7: Enter the amount of payment made.

Box 8: Check the box for "out of the country".

Box 9: Check the box for "1040NR" or "1040NR-EZ".

1040-ES AND 1041-ES PAYMENT VOUCHERS

Opens a window containing the **1040-ES Payment Vouchers** form window. You can only access this command if the **Withholding, Estimated & Penalty** worksheet is active and the analysis includes the current year. Otherwise this command will be dimmed. For estates and trusts, this command appears as **1041-ES Payment Vouchers**, and opens the 1041-ES Payment Vouchers form window.

The **1040-ES Payment Vouchers** form window shows the results of the analysis' worksheet calculations for the “Required Payment” or “Payment Made” rows on the **Withholding, Estimated & Penalty** worksheet. Directly enter data on to the form. For estates and trusts, the 1041-ES Payment Vouchers form opens in this window.

<<Web Program edition>> The Taxpayer's SSN and the Spouse's SSN are not saved with the plan.

The 1040-ES or 1041-ES form windows include the following options:

MENU ITEMS

- **Next Page** – Move to the third and fourth quarter vouchers
- **Previous Page** – Move to the first and second quarter vouchers
- **Print** – Print the form.
- **Help** – Access this Help page.
- **Use Required Payment** – Select this option if you want the 1040-ES Payment Vouchers prepared using the “Required Payment” rows of the **Withholding, Estimated & Penalty** worksheet. The program will apply any withholding to the amounts.
- **Apply Previous Period Under(Over)payment** – If you select this box along with Use Required Payment, the required payment for each quarter after the first is computed cumulatively adding in prior quarters' required payments and subtracting out the payments made for those quarters. If no payments are entered, the required payment increases each quarter. Therefore, you should only use this option on a per-quarter basis and not to prepare all the vouchers for the year.
- **Use Payment Made** – Select this option if you want the 1040-ES Payment Vouchers prepared using the “Payment Made” rows of the **Withholding, Estimated & Penalty** worksheet.

- **Case 1-20** – Select the case you want **Income Tax Planner** to use when preparing the 1040-ES Payment Vouchers. This option is not available when running an Annualization or Minor Child analysis.
- **Quarterly (Annualization Analysis Only)** – If you select Quarterly, the payment on the last quarter's voucher is a computed amount that does not appear on the **Withholding, Estimated & Penalty** worksheet. This amount is computed as:

Required Annual Payment (for the Full Year)

less	Current Year 1st Req'd Pmt (for the first period)
less	Current Year 2nd Req'd Pmt (for the second period)
less	Current Year 3rd Req'd Pmt (for the third period)

If Apply Previous Period Under(Over)payment was selected, the required payments are computed as described but each quarter's payment, after the first, is computed cumulatively adding in the required payments for the prior quarters and subtracting out the payments made for those quarters.

- **Full Year (Annualization Analysis Only)** – If you select Full Year, the amounts on the vouchers for all quarters appear on the **Withholding, Estimated & Penalty** worksheet in the Full Year column.
- **Parent / Child 1-9 (Minor Child Analysis Only)** – Select Parent or the child that you want Income Tax Planner to use when preparing the 1040-ES Payment Vouchers. This option is only available when running a Minor Child analysis. When selecting a child, use the child's information to complete the client items above.

1040-ES FORM FIELDS

- **Client's first name and initial** – Enter the taxpayer's first name and middle initial.
- **Client's last name** – Enter the taxpayer's last name.
- **Client's SSN** – Enter the taxpayer's social security number.
- **Spouse's first name and initial** – Enter the spouse's first name and middle initial, if applicable.
- **Spouse's last name** – Enter the spouse's last name, if applicable.
- **Spouse's SSN** – Enter the spouse's social security number, if applicable.
- **Address (number, street, apt. number)** – Enter the street address of the client.
- **City, state, ZIP code** – Enter the city, state, and ZIP code portion of the client's address.

- **Foreign country name** – The name of the foreign country, as entered on the 1040-ES Data dialog.
- **Foreign province/county** – The name of the foreign province or county, as entered on the 1040-ES Data dialog.
- **Foreign postal code** – The foreign postal code, as entered on the 1040-ES Data dialog.

1041-ES FORM FIELDS

- **Employer Identification Number** – Enter the taxpayer's employer identification number.
- **Name of Estate or Trust** – Enter the name of the estate or trust.
- **Name and title of fiduciary** – Enter the name and title of the fiduciary.
- **Address of Fiduciary** – Enter the address of the fiduciary.

Note. The above form fields will be the same for all cases.

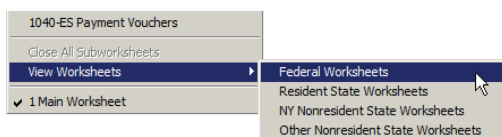
CLOSE ALL SUBWORKSHEETS

Use this command to close all subworksheets in the current analysis. Only the **Main Worksheet**, **Graph**, and **1040-ES Payment Vouchers** will remain open after you invoke this command.



To use the toolbar to perform this function, click the **Close All Worksheets** icon on the main program toolbar.

VIEW WORKSHEETS



If you have **Income Tax Planner with Fifty States**, use this submenu to display the open federal, resident state, New York nonresident, or other nonresident worksheets, while minimizing other worksheets.

FEDERAL WORKSHEETS

Use this command to quickly display windows for all open federal worksheets. All other worksheets will be minimized.



To use the toolbar to perform this function, click the **View Federal Worksheets** icon on the main program toolbar.

RESIDENT STATE WORKSHEETS

Use this command to quickly display windows for all open resident state worksheets. All other worksheets will be minimized. If none are open, displays the resident **State Tax–Main Worksheet**.



To use the toolbar to perform this function, click the **View Resident State Worksheets** icon on the main program toolbar.

NEW YORK NONRESIDENT WORKSHEETS

Use this command to quickly display windows for all open **New York Nonresident** worksheets. All other worksheets will be minimized. If none are open, displays the **New York Nonresident Tax** worksheet.



To use the toolbar to perform this function, click the **View New York Nonresident State Worksheets** icon on the main program toolbar.

OTHER NONRESIDENT STATE WORKSHEETS

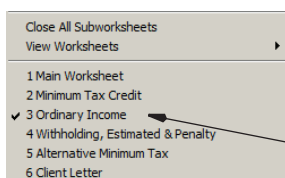
Use this command to quickly display windows for all open nonresident worksheets (other than New York). All other worksheets will be minimized. If none are open, displays the **Nonresident State Tax – Main** worksheet.



To use the toolbar to perform this function, click the **View Other Nonresident State Worksheets** icon on the main program toolbar.

LIST OF OPEN WORKSHEETS

At the bottom of the Worksheets menu is a numbered list of open worksheets, for example:



Check mark indicates the worksheet with the focus

You can use this list to bring a particular open worksheet to the top by clicking on the worksheet title or by pressing the key matching the worksheet's corresponding list number. The worksheet that currently has the focus has a check mark next to it on the list.

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GRAPH

OVERVIEW

The Graph feature allows you to set up a graphic representation which shows various aspects of the case as they relate to each other.

You can customize the graph to best suit your needs. You can:

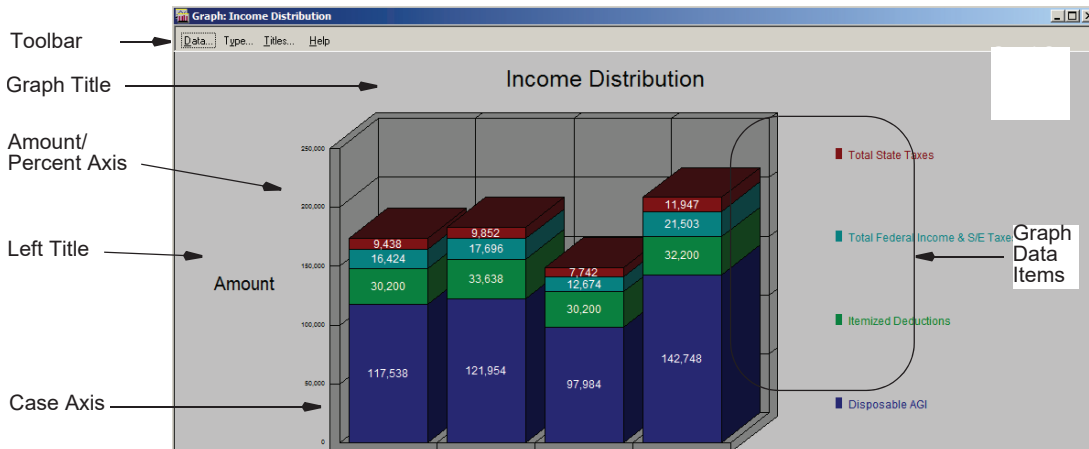
- Specify which data types or worksheet rows to include on the Graph
- Specify the type of graph you want
- Define the graph's appearance
- Specify the graph titles

Each of these items will be described in detail within this chapter.

GRAPH ITEMS

GRAPH WINDOW

The **Graph** window below illustrates the parts of a 3D bar graph, stacked vertical.



The **Graph** window opens when you select **Graph** from the menu bar. It displays a graphic representation of the client's current data according to selections you make for **Data**, **Type**, and **Titles**. The graph is shown against a grid background to make it easier to relate a graph element to an amount.

The selections you make for the graph are saved with the client file so that you don't have to redefine the graph every time you call it up.

Note. You can make this window larger or smaller by dragging the window's borders. The width and height of the graph change proportionally with the window's dimensions.

CASE AXIS

All cases and years in the client file are presented in the graph, in the same order as on a worksheet. The program identifies each column in the following format: **Case Title:Year**, at the base (or **Case** axis) of the graph. The graph's **Case** axis is at the bottom of the graph for vertical graphs and on the left for horizontal graphs.

Note. Long case titles may run together when printed, although they may look fine on-screen. When this happens, you may want to shorten the case title (select **Case Titles** on the **Assumptions** dialog).

For multi-year, single-case analyses, the case title prints as the bottom graph title rather than at the base of the **Case** axis, preceding any graph title that you may have specified.

AMOUNT OR PERCENT AXIS

The **Amount or Percent** axis is divided evenly into several segments at the axis-points. At each axis-point along this axis a number appears which shows

the percent or amount at that axis co-ordinate. The **Amount** axis is on the left for vertical graphs and at the bottom for horizontal graphs.

The program displays the amount that each axis-point represents to the left or below each axis-point.

DATA ITEMS

To help you identify each data item on the graph, on the right side of the graph the program lists each data item selected for the graph (when there is more than one item selected). Each item is shown in a different color, the same color that the program uses on the graph for the item.

Next to each data item is a line or a multi-sided symbol (for line graphs) or a small rectangle (for other graph types). The lines or rectangles display a pattern in addition to the color if you select **Patterns** in the **Graph Type** dialog. Otherwise, they are solid.

When you've selected only a single data item, the description for the data item prints in the top graph title, next to any title you may have specified in the **Graph Titles** dialog.

TOOLBAR

You can customize the graph for the client using the **Data**, **Type**, and **Title** icons.

- **Data** — Opens the **Graph Data** dialog which allows you to select which data types or worksheet rows you want represented on the graph (the data items consist of one worksheet row or a combination of worksheet rows)
- **Type** — Opens the **Graph Type** dialog which allows you to customize the appearance of the data on the graph
- **Titles** — Opens the **Graph Titles** dialog which allows you to enter the titles that you want to appear on the graph
- **Help** — Opens the help topic for the **Graph** window

You can set new defaults for the **Graph Data**, **Graph Type**, and **Graph Titles** on their respective dialogs, or you can restore the original defaults.

FONTS

The font used for the graph is the same as the screen font used for the worksheets. You can change the font by selecting **Screen Font** from the Options menu.

Caution! Case Titles may overlap when a non-True Type font is selected. You may want to select a True Type font, such as Arial, for better display and printing. (The default program screen font, MS San Serif, is not a True Type font and may not give satisfactory results in the graph.)

GRAPH DATA DIALOG

Graph Data

Predefined Data Selections

<input type="checkbox"/> AGI	<input checked="" type="checkbox"/> Itemized Deductions	<input checked="" type="checkbox"/> Total Federal Income & S/E Taxes
<input type="checkbox"/> Adjusted AGI	<input type="checkbox"/> Taxable Income	<input checked="" type="checkbox"/> Total State Taxes
<input checked="" type="checkbox"/> Disposable AGI	<input type="checkbox"/> Alt Min Taxable Income	<input type="checkbox"/> Total Fed & State Income & S/E Taxes
<input type="checkbox"/> Employee FICA Tax on Wages		<input type="checkbox"/> Employer FICA Tax on Wages

User Defined Data Selections

	Worksheet:	Row:
<input type="checkbox"/> 1st:		
<input type="checkbox"/> 2nd:		
<input type="checkbox"/> 3rd:		
<input type="checkbox"/> 4th:		

OK Cancel Help Save as Default Restore Default

The **Graph Data** dialog allows you to specify which worksheet data types you want represented on the graph. You can select from eleven predefined data types and four user-defined worksheet rows. Your selections are called data items for the purposes of this documentation. You can access this dialog from the **Graph** window by selecting the Data icon.

To save your selections for other cases, click **Save as Default**. To return to the initial default selections, click **Restore Default**.

PREDEFINED DATA SELECTIONS

The **Predefined Data Selections** at the top of the dialog include:

- **AGI** — from the **Adjusted Gross Income** row of the **Main Worksheet**
- **Adjusted AGI** —

AGI (as defined above)

- | | |
|-------|---|
| plus | The capital gain and ordinary income amounts on the Lump Sum Distribution worksheet, i.e., Taxpayer's and Spouse's Distributions, Capital Gain and Ordinary Inc rows |
| minus | Lump Sum long-term capital gain included on the Long-term Gain - Lump Sum row of the Capital Gains and Losses worksheet |
| minus | Post '99 Lump Sum Distrib row of the Other Ordinary Income worksheet |

- minus Social Security Benefits Exclusion row of the **Other Ordinary Income** worksheet^a
 - minus EE Bond Interest Exclusion row of the **Educational Interest Income & Expense** worksheet^a
 - plus The Tax Exempt Interest rows of the **Interest and Dividends** worksheet
 - minus Taxpayer and Spouses' Dependent Care Inclusion rows on the **Wages** worksheet
 - plus Taxpayer and Spouses' Employer Provided Benefit rows on the Dependent Care Exclusion & Credit worksheet
 - minus Taxpayer and Spouses' Adoption Assistance Exclusion rows on the **Wages** worksheet^a
 - plus The Domestic Production Deduction row on the **Ordinary Income** worksheet
- ^a These exclusions are presented as negative numbers on their respective worksheets and, therefore, are subtracted to increase AGI.

- **Disposable AGI** — Adjusted AGI (as defined above) less Total Federal & State Income & S/E Taxes (as defined below), less Itemized Deductions (as defined below) if selected, plus the “Self-employment Tax Deduction” row of the **Ordinary Income** worksheet. less Employee FICA Tax on Wages (as defined below) if selected
- **Itemized Deductions** — total itemized deductions computed without regard to any AGI floor or state income taxes (if state income taxes was selected for the graph)
- **Taxable Income** — from the “Taxable Income” row of the **Main Worksheet**
- **Alternative Minimum Taxable Income** — from the “Alternative Minimum Taxable Income” row of the **Alternative Minimum Tax** worksheet
- **Total Federal Income & S/E Taxes** — the sum of the federal regular tax, net alternative minimum tax, and total other taxes from the **Self-Employment & Other Taxes** worksheet, minus total nonrefundable credits, the refundable child, the health insurance, the Earned Income Credit and the refundable Minimum Tax credit. The amount is limited to not less than zero.
- **Total State Taxes** — from the “State Tax” row of the **Main Worksheet**
- **Total Federal & State Income & S/E Taxes** — the sum of the Total Federal Income & S/E Taxes and Total State Taxes (as described above)
- **Employee FICA Tax on Wages** — computed as the FICA percentage applied to Taxpayer and Spouses' FICA wages on the **Wages** worksheet plus statutory employee wages on the **Self-employment Income and Loss** worksheet. The FICA percentage is composed of the OASDI percentage and the HI percentage.

For all years after 1990, except 2011 and 2012, the OASDI percentage, which is applied to FICA wages (including statutory employee wages), is

6.2%. For 2011 and 2012 the OASDI percentage is 4.2%. The HI percentage, which is applied to FICA and HI Only wages, is 1.45%. The amount to which the OASDI percentage is applied is limited to the maximum OASDI contribution base which increases each year. See the **Self-employment Income and Loss** worksheet for further details.

If the **Wages** worksheet is not active, then the program uses the amount entered as Wages on the **Ordinary Income** worksheet, and assumes it is the FICA wages of the taxpayer alone (as opposed to both the taxpayer's and spouse's wages).

If you select this data item, the program uses it to decrease the disposable AGI amount. Although **Employee FICA Tax on Wages** does not appear elsewhere in the program, it is provided here to allow you to present a more complete graphic picture of all federal taxes based on income and the corresponding reduction in disposable AGI.

- **Employer FICA Tax on Wages** — computed as an amount equal to the amount of **Employee FICA Tax on Wages**. See the description above. If you select this data item, the program does not use it to decrease the amount of disposable AGI, since disposable AGI does not initially include the employer FICA tax.

As an initial default, Disposable AGI, Itemized Deductions, Total Federal Income & S/E Taxes, and Total State Taxes are selected.

USER DEFINED DATA SELECTIONS

At the bottom of this dialog you can define and select up to four worksheet rows to be included on the graph. You can predefine selections, then not check the box — they will remain predefined for future selection.

- **1st, 2nd, 3rd, 4th** — Click the check box to include a user defined row on the graph.
- **Worksheet** — Select a worksheet from the list.
- **Row** — The rows on the selected worksheet are included on the list. Select the row that you want from the list.

GRAPH SELECTION CONSIDERATIONS

When selecting type and properties for a graph, keep in mind which data items you'll be selecting and the information that you want to convey. Not all data item combinations are appropriate for all types of graphs or graph properties.

For instance, when you select a graph type that shows each data item as a discrete item, it may be appropriate to select related data items, that is, items that are included as a component in another selected data item. An example of

related data items are Total Federal Income & S/E Taxes, Total State Taxes, and Total Federal & State Income & S/E Taxes.

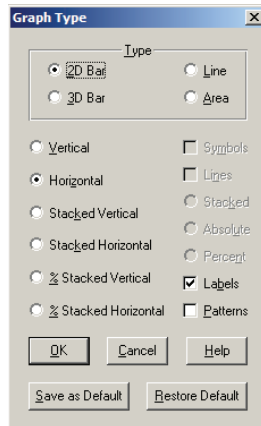
On the other hand, when you select a graph type that shows data items as components of a total (such as a stacked bar graph or a percent area graph), selecting related data items is generally not appropriate because these items will double components of the total and skew the results.

Note. When you select predefined data items for stacked bar or percent area graphs, the program checks to see if your selections are related and issues an error message when the selections duplicate amounts. However, the program cannot check user defined data item selections for duplications.

Also, if you are selecting an item that has a negative value in the case, only the line graphs and the following properties of the bar graphs can represent this item in a meaningful manner:

- Vertical
- Horizontal

TYPE



The **Graph Type** dialog allows you to customize the appearance of the data represented on the graph. You can select from four basic types of graphs, then you can select from a list of graph properties. The 3D Bar, Stacked Vertical graph is the initial default graph type. You can access the **Graph Type** dialog by selecting the **Type** icon on the **Graph** window.

To save your selections for other cases, click the **Save as Default** button. To return to the initial default selections, click the **Restore Default** button.

GRAPH TYPES

You can choose from four graph types:

- **2D Bar** — two-dimensional horizontal bars or vertical columns represent the value of the selected data items
- **3D Bar** — three-dimensional horizontal bars or vertical columns represent the value of the selected data items
- **Line** — points on the grid background represent the value of the selected data items. Best used when showing a trend. At your option, these points may be connected by a line and/or represented by a multi-sided symbol.
- **Area** — each data item across all cases is represented by a two-dimensional area on the graph. Best used when displaying the relative significance or importance of items over time.

You can apply different properties to each graph type. Not all properties apply to each graph type.

GRAPH PROPERTIES

The graph properties govern how the graph type you selected is displayed and how the information about each case is conveyed.

PROPERTIES FOR ALL GRAPH TYPES

- **Labels** — toggles the display of the data item value on and off at or next to the graph co-ordinate for the item. Select **Labels** when it's important to display exact amounts. This property does not display well with the Symbols property.
- **Patterns** — toggles the display between a solid color and a pattern of lines (for bar and area graphs), or a dotted or dashed line pattern (for line graphs).

Note. This property is best used when printing to a black and white printer.

PROPERTIES FOR BAR GRAPHS

You can select any one of these properties for 2D and 3D graphs.

- **Vertical** — displays a single, discrete, columnar bar for each selected data item. All items within a single case are grouped together, side-by-side.
- **Horizontal** — displays a single, discrete, horizontal bar for each selected data item. All items within a single case are grouped together, one on top of the other.

- **Stacked Vertical** — displays a single, discrete, columnar bar for all data items in a case, each item stacked on top of the other. The **Amount** axis is the vertical axis. Shows the relative importance of items within a case.
- **Stacked Horizontal** — displays a single, discrete, horizontal bar for all data items in a case, each item stacked side-by-side. The **Amount** axis is the horizontal axis. Shows the relative importance of items within a case.
- **% Stacked Vertical** — displays a single, discrete, columnar bar for all data items in a case, each item stacked on top of the other. The **Percent** axis is the vertical axis. Shows the relative importance of items within a case.
- **% Stacked Horizontal** — displays a single, discrete, horizontal bar for all data items in a case, each item stacked side-by-side. The **Percent** axis is the horizontal axis. Shows the relative importance of items within a case.

Note. For **Stacked** properties, the program issues a message if you select related data items, because these items contain duplicate amounts which will skew the graph results.

PROPERTIES FOR LINE GRAPHS

- **Symbols** — displays a multi-sided symbol at the co-ordinate of the graph for the data item. Each symbol has a different shape, color, and pattern. Does not display well with Labels.
- **Lines** — displays a line which connects the co-ordinates of each data item across the cases. Best used when showing historical trends or projections.

PROPERTIES FOR AREA GRAPHS

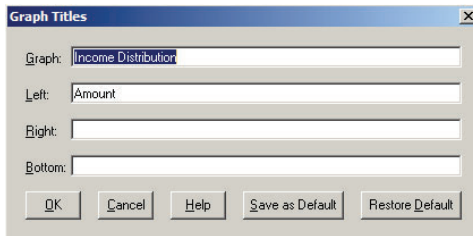
- **Stacked** — displays the areas for the data items stacked one on top of the other. The **Amount** axis is the vertical axis. Shows the relative importance of items within a case across time. Best selected when unrelated data items are selected.
- **Absolute** — displays the areas for the data items in terms of the absolute value of the amount. The area for each item starts at the **Case** axis (which is zero). The **Amount** axis is the vertical axis. Some items will be hidden behind the others when their amounts are smaller for a particular case. Best selected when unrelated data items are selected.

For example, since Total Federal Income & S/E Taxes is smaller than Total Federal and State Income & S/E Taxes, it is “hidden” behind Total Federal and State Income & S/E Taxes. The same holds for Total State Taxes.

- **Percent** — displays the areas for the data items stacked one on top of the other. The **Amount** axis is the vertical axis. Shows the relative importance of items within a case as a percentage of the sum of the selected items.

Best selected when unrelated data items are selected; selecting related items will skew the graph and show misleading results.

TITLES



The **Graph Titles** dialog allows you to enter the titles that you want to appear on the graph. You can specify up to four titles. You can access this dialog from the **Graph** window by selecting **Titles**.

To save your selections for other cases, click **Save as Default**. To return to the initial default selections, click **Restore Default**.

- GRAPH** The **Graph** title prints across the top of the graph in large letters. **Income Distribution** is the initial default **Graph** title in most circumstances. However, if you select only a single data item, the **Row** title for this item appears as the **Graph** title, following any **Graph** title you may have specified in this dialog.
- LEFT** The **Left** title appears to the left of the vertical axis. “Amount” is the initial default **Left** title.
- RIGHT** The **Right** title appears to the right of the graph, to the left of the data item descriptions. There is no initial default **Right** title.
- BOTTOM** The **Bottom** title appears under the graph, below the Case titles. There is no initial default **Bottom** title for multi-case analyses. For multi-year, single-case analyses, however, the case title prints as the **Bottom** title rather than at the base of the **Case** axis, preceding any **Bottom** title that you may have specified in this dialog (e.g., **Case Title First: Bottom Graph Title**).

GRAPH OPERATIONS

PRINTING GRAPHS

To print the graph when it has the focus:

1. Select **Print** on the File menu. The graph will be listed as the Current Worksheet.

Note. If you wish to print the graph in **Landscape** mode, click **Printer** on the **Print** dialog and change the orientation from **Portrait** to **Landscape**. Since this is a Windows dialog, this will change the print orientation for all applications. When you are finished printing graphs, remember to change the print orientation back to **Portrait** before printing client worksheets or printing from other applications.

2. Select either **Printer** or **Adobe Acrobat File** in the **Print To** box (other **Print To** options are dimmed). If you select **Printer**, your graph will be printed to your printer; if you choose **Adobe Acrobat File**, your file will be printed in Adobe Acrobat format.
3. Select the **Print** button.
4. If you chose to create an Adobe Acrobat File, you are prompted to select a file name in the **Print To Adobe Acrobat File As** dialog. Click **Save** after selecting a name.

To print with the other worksheets:

1. Display the Worksheet List, if hidden.
2. Click the printer icon for the Graph once to collate the graph before the printed worksheets. The graph will print after the client letter, if the letter is selected.
3. Click the printer icon for the Graph again to collate the graph after the printed worksheets but before the Table of Contents and Index.
4. Select either **Printer** or **Adobe Acrobat File** in the **Print To** box. If you select **Printer**, your graph will be printed to your printer; if you select **Adobe Acrobat File**, your file will be printed in Adobe Acrobat format.
5. Click the **Print** icon on the toolbar.
6. If you chose to create an Adobe Acrobat File, you are prompted to select a file name in the **Print To Adobe Acrobat File As** dialog. Click **Save** after selecting a name.

PRINTING HINTS

Unless you are printing the graph to a color printer, you may want to select **Patterns** (accessed from **Type** on the Graph toolbar) instead of colors. When using a black and white printer, the colors on the graph sometimes print as very dark shades of grey. Also, if choosing between a 2-D and a 3-D bar graph, you may find that the 2-D bar graph produces more satisfactory results when printing to a black and white printer.

When printing the graph with **Patterns**, under certain conditions the lines used in the patterns can print so closely together that the patterns are hard to

discern. Changing the printer's Windows printer options can help with the patterns.

1. Select **Print** from the File menu.
2. Select **Printer**.
3. Select **Options**.

The **Options** dialog is a Windows dialog, not a program dialog, and it varies depending upon what printer you are printing to, what printer driver you are using, and what version of Windows you are running under.

- Your results may improve if you select a lower DPI setting (change from 600 to 300 or from 300 to 150).
- If the **Options** dialog does not offer a DPI setting, change the Graphics Quality from High to Medium or Low.
- Try changing the Graphics Mode from Raster to another choice.

A combination of these suggestions might work best for your printer configuration.

In some cases, these suggestions can also improve your results when using colors instead of patterns.

Also, if choosing between a 2-D and a 3-D bar graph, you may find that the 2-D bar graph produces more satisfactory results when printing to a black and white printer.

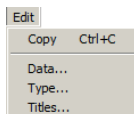
COPYING GRAPHS

You can copy a graph to the clipboard to be pasted later into another application.

1. With the graph in focus, select **Copy** from the Edit menu. This places the graph on the Window's clipboard.
2. Switch to the destination application and click on the **Paste** icon or select **Paste** from the appropriate menu. The graph will be pasted as a picture into the application. This image will not be dynamically updated; when you change the graph, it must be re-pasted into the destination application.

GRAPH EDIT MENU FOR ROW TITLES

The graph has a different Edit menu, as shown below.



COPY

The **Copy** command places the graph onto the Clipboard.



To use the toolbar to perform this function, click the **Copy** icon on the main program toolbar.

DATA

The **Data** command opens the **Graph Data** dialog, where you can specify the worksheet data types you want represented on the graph. See **Graph Data Dialog** on page 198.

TYPE

The **Type** command opens the **Graph Type** dialog, where you customize the appearance of the graph. See **Type** on page 201.

TITLES

The **Titles** command opens the **Graph Titles** dialog, where you specify the titles used on the graph. See **Titles** on page 204.

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CLIENT LETTER

OVERVIEW

The **Client Letter** feature provides a handy word processor within the Income Tax program that allows you to write a letter to your client concerning the client's analysis. When you save the analysis, the letter is saved as part of the client program (.it) file. Using the **Client Letter** feature, you can:

- Pull information from the analysis that is updated automatically with the analysis. You can bring over the information contained in an entire worksheet, one or more rows, or a single cell.
- Insert the current date, client name and address, and salutation name from the **Assumptions** dialog.
- Save a letter as a template that can be used to build a letter in other analyses.
- Specify a template as a default template **<<desktop program edition only>>**.
- Use standard word-processing capabilities, such as paragraph alignment, indents, find and replace, etc.
- Specify the font for any portion of a letter or the entire letter.
- Set up a letterhead for the first page of the letter using the Headers and Footers command. You can set up a separate header for subsequent pages of the letter. You can also set up a footer for the first page or subsequent pages.

Each of these capabilities will be described in detail within this chapter. In the third scenario of the Chapter 2 tutorial, you will find a step-by-step lesson on creating a letter.

CLIENT LETTERS: TYPES AND USES

You can create a client letter that is tailored to a specific client analysis. It can have special paragraphs that suit the unique situations of your client's special case. It can pull data from the analysis — one cell at a time or blocks of data, whichever you choose. When you save the client file, the program saves the letter as part of the client (*.it) file.

You can also create a more generic letter. You may find that the generic letter could serve as the basis for several analyses or for different clients. You would then save this letter as a template.

TEMPLATES

A template is simply a client letter that you've saved as a separate file outside of the client files. Think of a template as a "form letter." When brought into a client file, it pulls data from the same source worksheet in each analysis (e.g., "Net Federal Tax" on the **Main Worksheet**, column 1) and places it in the same location in the letter (e.g., within a paragraph or on a line by itself).

<<desktop program edition only>> Templates are not stored with the client file, but in separate .itl files. You can open any template any time the program is running, regardless of which client file is open. If you know that most of your letters will be written in the same manner and contain the same basic message, you can create a default template that will be loaded each time you open the program.

<<desktop program edition only>> A sample letter template is included with the program so that you can better understand how templates help you: just open the **sample.itl** template (in a client file that doesn't already include a letter) to see how an automated "form" letter can appear customized to a particular analysis. (If the client file already has a letter, when you open the sample template, the program replaces the existing letter in memory. Furthermore, it replaces the letter in the file on disk if you save the client file.)

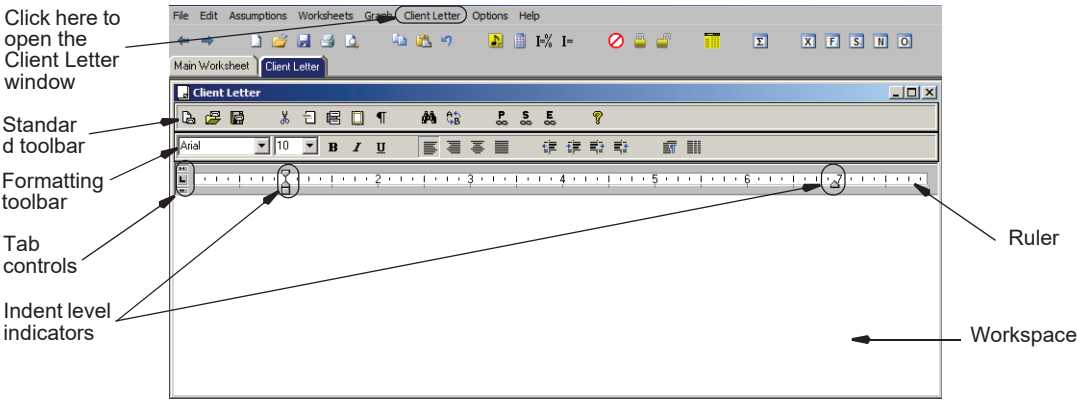
TOOLS

Like a word processing program, the **Client Letter** window contains toolbars with word-processing tools. The toolbars also include special link tools. In addition to the toolbars, you can use commands from the main program menu bar (such as **Cut** and **Paste** from the Edit menu) and buttons on the main program toolbar (such as **Print**, **Copy**, and **Paste**).

CLIENT LETTER ITEMS

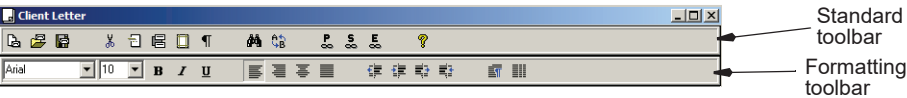
CLIENT LETTER WINDOW

When you write a client letter, you work in the **Client Letter** window. This window contains your letter, a specialized ruler — similar to rulers in word processing software — and a pair of unique toolbars. To open the **Client Letter** window, click **Client Letter** on the main program menu bar.



TOOLBARS

The client letter has two unique toolbars with icons that allow you to perform activities special to the client letter. These icons do not affect your worksheets.



You will, however, still be able to use several icons on the program's main toolbar while you are in the **Client Letter** window. Every item on the client letter toolbar corresponds to a menu command. See **Using the Edit Menu for the Client Letter** on page 231.

Purpose or Function



New Client Letter – Opens an new **Client Letter** window, applying the headers and footers in the default letter template, if any. Erases any letter currently in the client file.




Open Letter Template – Opens the **Open Letter Template** dialog, allowing you to select a template file that the program will open in the **Client Letter** window for viewing, editing, or adding to the client file.

Equivalent Menu Command

File menu, New Client Letter command

File menu, Open Letter Template command

	Purpose or Function	Equivalent Menu Command
	Save Letter Template As – Opens the Save Letter Template As dialog, where you can save the letter in the Client Letter window as a template for the first time, or replace the contents of an existing letter template, or <<desktop program edition only>> specify the open letter as the default letter template.	File menu, Save Letter Template As command
	Cut – Cuts any highlighted information in the client letter.	Edit menu, Cut command
	Insert – Opens the Insert submenu, displaying insert options: Page Number, Date, Time, Client Name, Client Address, Salutation Name, and Page Break.	Edit menu, Insert submenu
	Show/Hide Headers & Footers – Opens (or hides) the Header and Footer dialog, where you can edit headers and footers for the first page or subsequent pages.	Edit menu, Headers & Footers command
	Margins – Opens the Margins dialog, where you can set margins for the top and bottom, and right and left sides of the page; set a different margin for the first letter page.	Edit menu, Margins command
	Show/Hide Paragraph Symbols – Displays (or hides) paragraph symbols in the client letter.	Edit menu, Show ¶ command
	Find – Opens Find dialog, where you can search forwards and backwards for text.	Edit menu, Find command
	Find & Replace – Opens the Find and Replace dialog, which finds text and replaces it with new text.	Edit menu, Find & Replace command
	Paste Link – Allows you to paste a link in the client letter from selected information in the worksheets.	Edit menu, Paste Link command
	Show Links – Shows origins of linked information in the client letter. Toggles to Hide Links.	Edit menu, Show Links command
	Edit Links – Opens the Client Letter Links dialog, allowing you to review or edit the source of the links.	Edit menu, Client Letter Links command
	Help – Allows you to access Help for the client letter.	
	Bold – Changes selected text to bold. If no text is selected, toggles this attribute on or off for newly entered text.	Edit menu, Font submenu, Bold
	Italic – Italicizes selected text. If no text is selected, toggles this attribute on or off for newly entered text.	Edit menu, Font submenu, Italic
	Underline – Underlines selected text. If no text is selected, toggles this attribute on or off for newly entered text.	Edit menu, Font submenu, Underline
	Align Left – Aligns the current or selected paragraph and any newly entered text thereafter to the left.	Edit menu, Alignment command, Align Left option
	Align Right – Aligns the current or selected paragraph and any newly entered text thereafter to the right.	Edit menu, Alignment command, Align Right option

Purpose or Function



Center – Centers the current or selected paragraph and any newly entered text thereafter.



Justify – Fully justifies the current or selected paragraph and any newly entered text thereafter.



Decrease Left Indent – Decreases left indent for the current or selected paragraph and for any newly entered text thereafter.



Increase Left Indent – Increases the left indent for the current or selected paragraph and for any newly entered text thereafter.



Decrease Right Indent – Decreases the right indent for the current or selected paragraph and for any newly entered text thereafter.



Increase Right Indent – Increases the right indent for the current or selected paragraph and for any newly entered text thereafter.



Paragraph Alignment – Opens the **Paragraph Alignment** dialog, where you can specify several alignment options.



Align Data – Returns linked data to the default alignment.

Equivalent Menu Command

Edit menu, Alignment command, Center option

Edit menu, Alignment command, Justify option

Edit menu, Alignment command, Decrease Left Indent option

Edit menu, Alignment command, Increase Left Indent option

Edit menu, Alignment command, Decrease Right Indent option

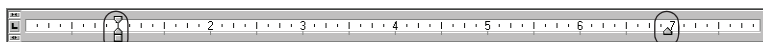
Edit menu, Alignment command, Increase Right Indent option

Edit menu, Alignment command

Edit menu, Align Data command

RULER

The ruler in the **Client Letter** window allows you to set the indentations and tabs for your text. It does not set the margins. Rather, these indents are in addition to the margins set through the **Margins** command. You can choose to show or hide the ruler from the Edit menu.



Indicates a block format — left indent of 1 inch from

Indicates Right Indent is 1 inch from right margin.

For specifics on paragraph alignment, indent, tab stops, etc., see the **Paragraph Alignment** dialog, accessed from the Edit menu (covered on page 233). For more information on formatting, see **Text Alignment and Layout** on page 222.

SAMPLE CLIENT LETTER

The program comes with a sample client letter template. To see the template as shown below, in a new client file select **Open Letter Template** from the File menu. When the **Open Letter Template** dialog opens, click **Sample.itl**. (By

default, the **Sample.itl** file is in **C:\ITWIN**.) Click **OK** on the **Caution** message to accept keeping links with columns. The following window opens:

The screenshot shows a window titled "Client Letter" with a standard Microsoft Word-style interface. The letter content is as follows:

October 24, 2014

[Client Name from Assumptions Dialog]
[Client Address from Assumptions/Client Address Dialog]

Re: Final 2014 Tax Projection

Dear [Salutation Name from Assumptions/Client Address Dialog]:

Enclosed please find a copy of your tax projection for the 2014 tax year.
Based on the expected income and expenses we discussed here are some relevant amounts:

	2014
Taxable Income	-12,400
High Income HI, Medicare & Other Tax	0
Net Federal Tax Due	0

Your estimated federal payments should be at least as much as follows:

Current Year 1st Required Payment	0
Current Year 2nd Required Payment	0
Current Year 3rd Required Payment	0
Next Year Required Payment	0

The dates for these payments are April 15, June 15, September 15 and January 15 of next year. If a date falls on a Saturday, Sunday or legal holiday, the payment for that date may be made on the next business day.

Please use the vouchers sent to you by the IRS. If you haven't received or cannot locate them, please call us and we will prepare them for you.

If you have any questions, please don't hesitate to contact us.

Sincerely,

John Smith
CPA

On the left side of the screenshot, the text "Links to the analysis" is positioned next to four arrows pointing to specific fields in the letter: the client name field, the salutation field, the 2014 tax data table, and the required payment table.

There are defined fields that tell you what information will be added to the letter as you make changes in the analysis. These fields are linked to worksheets and other data in the analysis. To see this, place your pointer on the line that reads, "[Client Name from Assumptions Dialog]." The pointer becomes a circle, or link. Once you complete the **Assumptions** dialog, the client name on the letter will be filled in because it is linked. Other fields are also links, including the calculated amounts. Again, when you place your pointer over the calculations you will see the link pointer.

To learn more about the link tools, see **Pasting and Linking Worksheet Data into a Letter** on page 218 and **Displaying Links in a Letter** on page 219.

USING A CLIENT LETTER AS A TEMPLATE

CLIENT LETTERS

Within this chapter, “client letter” refers to a letter that relates to one particular client analysis. A client letter can contain personal information, such as the client’s name and address or a personal greeting. You can overwrite an existing letter, which allows you to replace it while keeping formatting. In client letters, you can:

- add headers and footers;
- select from a variety of fonts;
- insert the page numbers, date, and time;
- link information from the worksheets;
- set tabs, indents, and margins; and
- cut and paste information from the worksheets.

A client letter is contained within a specific client analysis file. Each client file can only have one client letter. If you create a second letter for a client file, it replaces the first letter when you save the client file. You cannot have both a template and the client letter open at the same time. (When you open an analysis, any client letter previously saved with it is activated.)

When you open a client file, its letter (if any) is loaded into the program at the same time and is opened by clicking **Client Letter** on the main program toolbar. (It opens automatically if the **Client Letter** window was not closed when you last saved the file.)

LETTER TEMPLATES

A letter template is a client letter that you’ve saved as a template. Letter templates, unlike client letters, exist in separate files outside of client files. (<<desktop program edition only>> Templates use the extension .itl.)

You would save a letter as a template when you find you’ve written a letter that you could use repeatedly with several client files, like a form letter. Like any other client letter, the template would have standard text and the above listed features entirely preset. You can create several letter templates.

<<desktop program edition only>> If you specify a template as the default template, when you start a new client analysis or load an old analysis that does not already include a client letter, the letter is activated automatically (although it remains closed until you call it up from the main program menu bar).

To open a template, select **Open Letter Template** from the File menu.

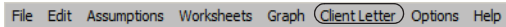
STARTING A NEW CLIENT LETTER

CLIENT FILE DOES NOT HAVE A LETTER

Use the following procedure to create a letter for a client file that does not already have a client letter.

You can adjust the default indents of the letter from the **Client Letter** window. If you would like to change the default side margins or spacing above the header and footer, select **Margins** from the Edit menu.

1. Open the client file for which you want to create a letter.
2. From the main program menu bar, select **Client Letter**.


A screenshot of the software's menu bar. The menus are: File, Edit, Assumptions, Worksheets, Graph, Client Letter (highlighted with a circle), Options, and Help.

A blank **Client Letter** window appears.

3. Enter the information you want to appear in the letter. For information about using the client letter features when creating the letter, see **Working Within the Client Letter** on page 217.

CLIENT FILE CONTAINS A LETTER

Use the following procedure to entirely replace an existing letter with a new blank letter. This procedure overwrites the existing letter unless you first save the letter as a template or save the client file under a new name. (See **Saving a Letter as a Template** on page 226.)


1. Open the client file for which you want to create a letter.
2. Click **New Client Letter** from the File menu or click **New Client Letter**  on the client letter standard toolbar.

A blank **Client Letter** window appears.

<<desktop program edition only>> If there are headers and footers included in the default template, these will be included in this letter.

SAVING A CLIENT LETTER

To save a client letter with a client file:

1. Select **Save Client File** on the File menu or click **Save**  on the main program toolbar.
2. The **Save Client File** dialog appears. Save the file as you normally would. Because the client letter is like another worksheet for the file, it is not saved with a new name. It is simply saved with the file.

Note. Close the **Client Letter** window to open the client file more quickly the next time you retrieve it.

To save a letter as a template, see **Saving a Letter as a Template** on page 226.

WORKING WITHIN THE CLIENT LETTER

The client letter feature offers several word-processing capabilities that allow you to make the letter look exactly the way you want it to. You can also pull data from the client file that is automatically updated as you change the analysis. These capabilities, discussed in the following sections, include:

- bringing information in from the client file,
- paragraph formatting,
- setting tabs,
- specifying indents,
- setting up headers and footers, and
- specifying the font and its attributes for text.


BRINGING DATA FROM THE CLIENT FILE INTO A LETTER

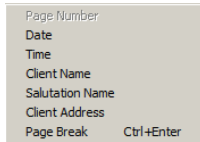
An important and time-saving feature of the client letter feature is the ability to easily bring data into the client letter from elsewhere in the client file. You can bring this data into the letter in three ways: insert, paste, or paste link.

- If you paste link data, the data in the letter is automatically updated whenever the source data in the worksheet changes.
- If you paste data, it is not updated when the source changes.

PULLING CLIENT INFORMATION FROM ASSUMPTIONS

The **Client Letter** allows you to easily insert the client address and salutation name from the **Assumptions** dialog. If no information exists for an insertion (for example, if you haven't completed the **Salutation Name** dialog), fields are still inserted. The letter will display a description of the field as a placeholder.

1. Click in the letter where you want to insert the information.
2. Select **Insert** from the Edit menu or click **Insert** . The Insert submenu opens.






3. Select the client name, salutation name, or client address.
 - a. When you select **Client Name**, the **Client Name** from the **Assumptions** dialog is inserted.

The **Client Name** is different from **Salutation Name**. For example, use “Mr. and Mrs. Wilson” as the **Salutation Name** in your letter, but use the **Client Name** “Jack and Barbara Wilson” in other areas, such as the name and address area.
 - b. Select **Salutation Name** to automatically insert the salutation name in the letter. You create the salutation name in the **Salutation Name** field of the **Client Address & Salutation Name** dialog, accessed from the **Assumptions** dialog.
 - c. Select **Client Address** to automatically insert this item into your letter from the **Address** field in the above dialog.

PASTING AND LINKING WORKSHEET DATA INTO A LETTER

1. Go to the worksheet that contains the data you want to include in the letter.
2. Select the cell(s) you want to use.




To copy the cells, move the cursor to a specific cell and click to highlight it; or, select a range of cells by clicking and dragging over the cells.
3. Select **Copy** from the Edit menu or click **Copy**  on the main program toolbar.
4. Click in your letter where you would like to place the cells.
5. If you don't want the data to be updated dynamically as its source changes in the worksheets, select **Paste** from the Edit menu or click **Paste**  on the main program toolbar. The information from the cells is pasted into your letter. You may now edit the information.

Otherwise, to have the data in the letter updated dynamically as its source changes, select **Paste Link** from the Edit menu or click **Paste Link**  on the client letter standard toolbar. The information from the cells is paste-linked into your letter.


Note. You cannot edit paste linked data but you can edit the link by changing the cells to which the link is connected. See **Editing Links in a Letter** on page 219.

DISPLAYING LINKS IN A LETTER

1. Open the letter that has the links.

The **Show Links** button  toggles to **Hide Links**  in the client letter toolbar when selected. By default, the letter hides the links. This is the same as when you select  on the client letter standard toolbar. The example below shows linked data.

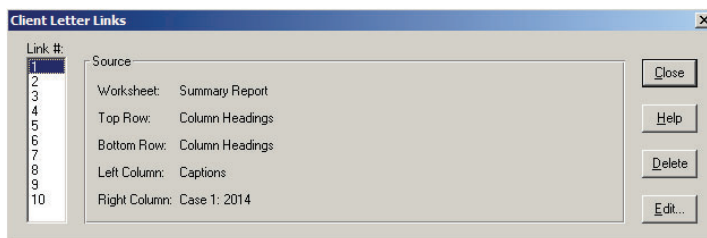
	2014
Taxable Income	-12,400
High Income HI, Medicare & Other Tax	0
Net Federal Tax Due	0

2. Select **Show Links** on the Edit menu or click  on the client letter standard toolbar. The links change to display the worksheet, row and columns of the source data:

{Summary Report: Column Headings: Captions - Summary Report: Column Headings: Case 1: 2014}
 {Summary Report: Taxable Income: Captions - Summary Report: Taxable Income: Case 1: 2014}
 {Summary Report: High Income HI, Medicare & Other Tax: Captions - Summary Report: High Income HI, Medicare & Other Tax: Case 1: 2014}
 {Summary Report: Net Federal Tax Due: Captions - Summary Report: Net Federal Tax Due: Case 1: 2014}

EDITING LINKS IN A LETTER


1. To edit a link in a letter, click .



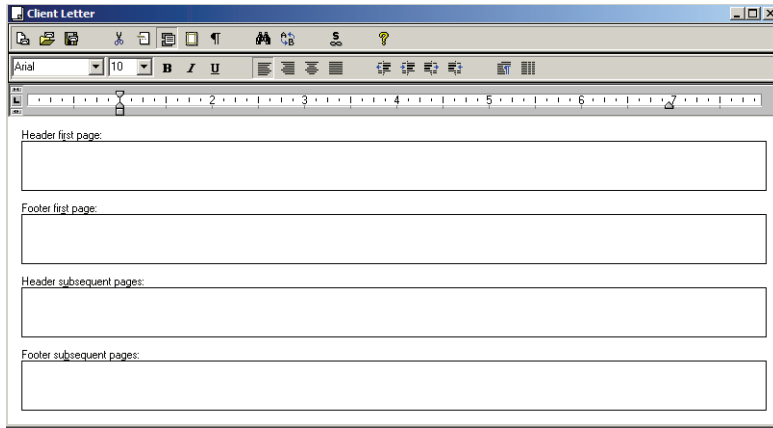
2. When the **Client Letter Link** dialog opens, select which link to edit.
 You may have linked information from several worksheets. The program numbers the links as they appear in the letter and orders them accordingly.
3. To drop a link from the letter, click **Delete**. The information is still on the worksheet, just not in the letter.
4. To change the columns to which the link is connected, click **Edit** on the **Client Letter Links** dialog. Then, make the changes in the **Edit Letter Link Columns** dialog.


ADDING HEADERS AND FOOTERS

You can create headers and footers in the letter. You can have different headers and footers for the first and subsequent pages.

1. To create or edit a header or footer, select **Headers & Footers** on the Edit menu or click **Show Headers and Footers**  on the client letter standard toolbar. This button toggles between show and hide headers and footers.


The **Headers and Footers** dialog opens.



2. Type in text, such as your company name and address, in the fields for the places in the letter where you want the information to appear. Use the **Insert** tool to add any other information, such as the date or client name. You can use any of the formatting tools, such as font and alignment.
3. Click **Headers and Footers** , whose **ToolTip** now reads **Hide Headers and Footers**, to return focus to the **Client Letter** window.

ADDING DATE, TIME, AND PAGE NUMBER

The **Client Letter** allows you to easily insert basic information pulled from the computer. You can add the time and date from your computer's clock or calendar, as well as insert page numbers in the letter.

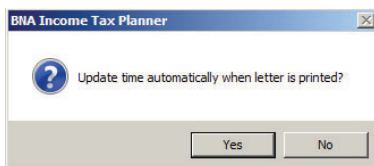
1. Click in the letter where you want to insert the date, time, or page number.
2. Select **Insert** on the Edit menu or click **Insert**  to open the Insert submenu.
3. Select **Date**, **Time**, or **Page Break**.

Note. The **Page Number** option is only available when the **Headers & Footers** window is open.

- When you select **Date**, you can choose to set a date based on today's date (**No**) or have the date updated using your computer's calendar whenever you open the letter (**Yes**). The date appears in letter at the insertion point.

Because you are writing client correspondence, you will probably want to keep the original date. Next, save the client file so that if you open it in the future, the date does not change automatically.


- When you select **Time**, the following message appears.




To have the time automatically updated from your computer's clock, click **Yes**. If you want the letter to keep its original time, click **No**.

- To print a page number in the letter, you must first open the **Headers & Footers** window (see page 220) before opening the Insert submenu. With the insertion point in the appropriate header or footer field, select **Page Number** on the Insert submenu.

FORCING A PAGE BREAK

1. **Page Break** is only available when the **Headers & Footers** window is closed. Click in the letter where you want to force a new page to start.
2. Select **Insert** from the Edit menu or click **Insert**  to open the Insert submenu.
3. Select **Page Break**. On the screen, a red line marks where you placed the page breaks.

DELETING TEXT OR FIELDS

There are three ways to erase text that you've typed into your letter: the keyboard keys Backspace and Delete, and the **Edit** command/toolbar button **Cut**. To use **Cut**, first select the text or fields you want deleted. Then, click **Cut**  on the client letter standard toolbar. The text is placed on the Clipboard.


When you try to delete an inserted field, a Caution message appears. Click **Yes** to close the message and continue erasing.

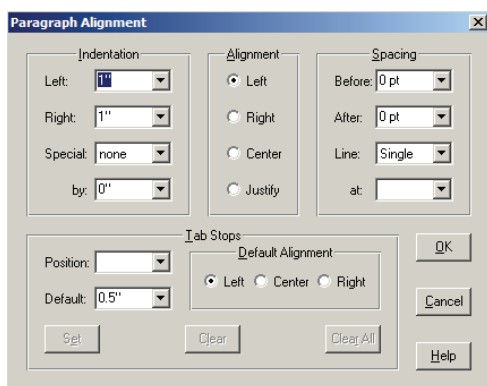
DELETING A CASE WITH A LINK TO A CLIENT LETTER

When you have links between the analysis and the client letter, the program keeps track of the years, cases, and rows that are the source of the linked data.

When you delete or rearrange the source of the data (by, for example, deleting a case, changing the first year of the analysis, or changing the type of analysis) the program doesn't know whether the link can be transferred to another column or if it still applies to a particular year/case that had been deleted. Whenever possible, the program allows you to specify whether the link belongs to a column or to a year and case. Otherwise, the program deletes the link.

TEXT ALIGNMENT AND LAYOUT

There are several ways to set the layout of your letter. You can use several buttons on the toolbar to change the alignment, margins, and indents. You can also open the general formatting dialog, the **Paragraph Alignment** dialog, by clicking  on the toolbar.



The **Paragraph Alignment** dialog displays the settings for the selected text and allows you to change several formatting aspects at once. Other tools are available for making specific formatting changes more quickly and are discussed in the following pages. There are several sections to the **Paragraph Alignment** dialog. These include:

- Indentation,
- Alignment,
- Spacing, and
- Tab Stops.

You can use this dialog to set up the letter's layout before writing the text. Or you can select text and apply the settings to that text.

Note. If you have several paragraphs with different formats selected when you open this dialog, the fields that differ will be blank.

ADDING SPACE BETWEEN LINES

Use the **Spacing** section of the **Paragraph Alignment** dialog to add space between paragraphs and to change the spacing between the lines of paragraphs.

To create spaces between paragraphs, use the **Before** and **After** fields to select an increment. Each increment is in points. You can overwrite any setting by typing a number in the field.


To change the spacing between lines of a paragraph, select **Single**, **1.5 Lines**, **Double**, **Multiple**, or **At Least** in the **Line** field. When you select **Multiple** or **At Least**, this field is used with the **At** field, below.


ALIGNING TEXT

To align a particular paragraph(s), click in the paragraph or select the paragraphs you want to align.

ALIGN TEXT TO THE LEFT To align the text so that it is straight on the left and ragged on the right, click  or, in the **Paragraph Alignment** dialog, select **Left** in the **Alignment** section.

ALIGN TEXT TO THE RIGHT To align the text so that it is straight on the right and ragged on the left, click  or, on the **Paragraph Alignment** dialog, select **Right** in the **Alignment** section.

JUSTIFY TEXT To align the text so that it is straight on both the right and the left, click  or, on the **Paragraph Alignment** dialog, select **Justify** in the **Alignment** section.

CENTER TEXT To center the text so that both the left and right sides are ragged, click  or, on the **Paragraph Alignment** dialog, select **Center** in the **Alignment** section.


ALIGNING LINKED DATA

As you write and format a letter, the alignment for ranges of linked cells that you've paste-linked into the letter can get skewed. Use the **Align Data** tool to restore the default alignment and tab settings to selected linked data. The **Align Data** tool is useful if you add new information or change the layout of your letter.

Below is an example of a draft of a letter with several linked calculations that are not aligned.

The basic facts for this year are:

Wages	65,500
Interest and Dividends	14,500
Taxable Income	51,350

Select the data you want aligned, then click **Align Data**  on the client letter formatting toolbar or select **Align Data** on the Edit menu. The program resets the linked data to the default columnar format, as shown below.

The basic facts for this year are:


Wages	65,500
Interest and Dividends	14,500
Taxable Income	51,350

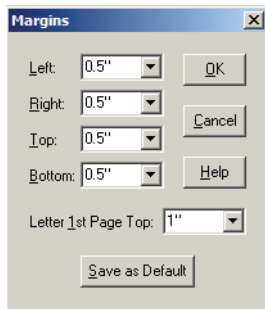
SETTING THE MARGINS AND INDENTS OF THE LETTER

MARGINS

As with other worksheets, you can adjust the margins of the letter through **Print Preview** by clicking and dragging the margin lines or by using the **Margins** dialog. When you change the margins for the letter, the margins for the printed reports change as well. See **Margins** on page 73.

You can also increase the top margin for the first page of the letter.

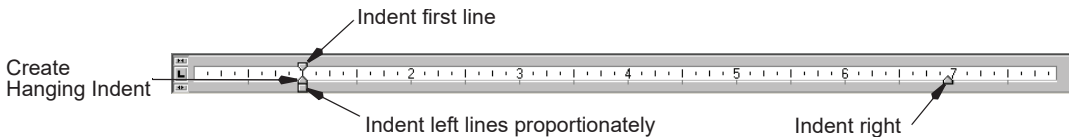
1. Click **Margins**  on the client letter standard toolbar.
2. The **Margins** dialog appears.




Enter the increase in the **Letter 1st Page Top** field. This field must be at least as much as entry in the **Top** field.

INDENTS

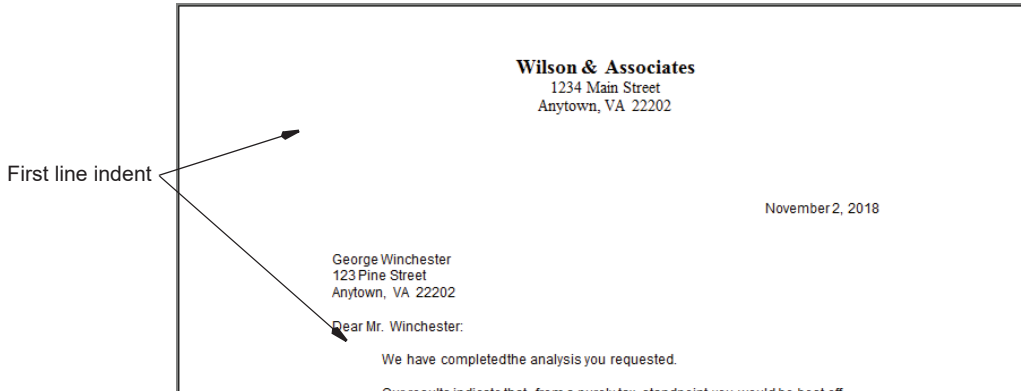
You can click and drag the indent markers on the ruler to further indent the letter text from the left or right margins. (Or you can change the indent settings on the **Paragraph Align** dialog discussed above.)



If you've entered text into the letter, when you change the indents, the changes are applied to the paragraph containing your cursor or to the selected paragraphs. If you want to change the indents for several paragraphs or the whole document, highlight the paragraphs you want to change before you change the indent settings.

You can indent the header or footer separately in the header and footer worksheet. Click **Show Headers & Footers**  to see the content of your headers and footers.

You can also set-up your text so that only the first line of a paragraph is indented.



**INDENT
MARKERS ON
THE RULER**

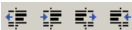
When you first open a client letter, the margins are set to default to 1 inch on the left and 7 1/8 inches on the right, as shown by the small triangular markers in the ruler.

To change the right indent, click and drag on the triangle on the far right side of the ruler.




The marker for the left margin consists of two triangles with a square underneath. You can use these markers as follows:


- To move the left indent, click and drag the square at the bottom of the marker. This moves both triangles and the square as a unit.
 - When the two triangles are aligned, the text is left aligned.
 - When the triangles are not aligned, the text has a first line indent or a hanging indent.
- Click and drag on the top left triangle to indent the first line of text to the right or the left.

**INDENT
BUTTONS IN
THE TOOLBAR**

The four indent buttons  on the client letter formatting toolbar allow you to increase or decrease indents towards the right or left. Use the tab buttons at the left end of the ruler to establish the indent increment.

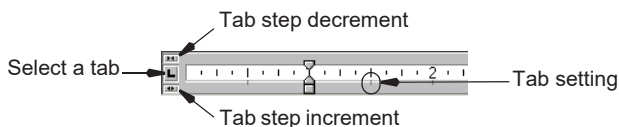
Click the line of text that you want to indent in the Client Letter.

- To decrease the left indent, click .
- To increase the left indent, click .
- To decrease the right indent, click .

- To increase the right indent, click .

CHANGING THE TAB SIZE

You can set the tab size using the three small buttons at the end of the ruler. The small gray line in the ruler marks the current settings for evenly spaced tabs.



- To set the alignment of the tab stops — left, right or center — click on the large middle button.
- To decrease the tab settings in 1/16 decrements, click the small bar above the middle button.
- To increase the tab settings in 1/16 increments, click the small bar below the middle button.

When you click on an indent button in the toolbar, the indents use these tab increments or decrements.

SHOWING PARAGRAPH MARKERS

You might want to see paragraph markers while writing your client letter. Paragraph markers help you to see where you pressed Enter at the end of a line. For example, below you can see there are two lines between the address and the salutation of the letter. When **Show ¶** (Show Paragraph Markers) is selected, **Undo Last Entry** on the Edit menu is disabled.

George Winchester¶
123 Pine St¶
Anytown, VA 22202¶
¶
Dear Mr. Winchester.¶
¶
We have completed
¶
Our results indicate
partnership or keeping both ¶

To see your paragraph markers, click **Show Paragraph Markers**  on the toolbar.

SAVING A LETTER AS A TEMPLATE

Use the following procedure to save an existing letter as a template. (You can also create a template from another template. See **Editing a Letter Template** on page 228.)

1. Open the client letter you want to use to create a template.
2. Make any changes necessary to the letter, especially deleting items that are too client-specific.

- When you are done, click **Save Letter Template As**  on the client letter standard toolbar to open the **Save Letter Template As** dialog.

<<desktop program edition only>> The default location for templates is your program folder. In the **File name** field, enter the name of the file. Be sure to keep the **itl** extension in the **Save as type** field.

<<Web program edition only>> Enter the plan name in the **Name** field.

For more information about the other options available on the **Save Letter Template As** dialog, see **Save Letter Template As** on page 67.

- Click **Save**.

<<desktop program edition only>> For information on specifying a default template, see **Saving a Template as the Default**, below.

SAVING A TEMPLATE AS THE DEFAULT


<<desktop program edition only>>

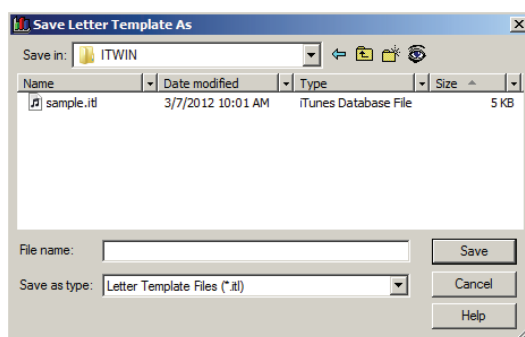
You can save a template as the default template that will be loaded automatically when you open a new client file or when you open an analysis that does not already contain a client letter. The default template is named **itdefault.itl** and for Windows 7 resides in the following folder:

C:\Users\[User Name]\AppData\Local\Bloomberg Tax Technology\Income Tax Planner.

When using the program on a network, each workstation can have its own default template.

To save a template as the default:

- Open the client letter that you want to be the default template.
- Click **Save Letter Template As**  in the client letter standard toolbar. The **Save Letter Template As** dialog opens.



- In the **Save in** field, select **C:\Users\[User Name]\AppData\Local\Bloomberg Tax Technol-**

ogyIncome Tax Planner as the drive and path, then enter **ltdefault.itl** in the **File name** field. Default templates can only be saved to this location on your hard drive.


4. Click **Save**. The file is saved as the default template.

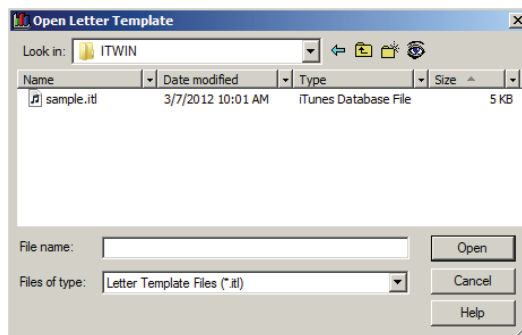
To delete the default template, in the **Save Letter Template As** dialog, right-click **C:\Users\[User Name]\AppData\Local\Bloomberg Tax Technology\Income Tax Planner\ltdefault.itl** in the list, then select **Delete** from the shortcut menu.


OPENING AN EXISTING CLIENT LETTER

1. Open the client file whose letter you want to edit.
2. Click **Client Letter** in the main program menu bar. The **Client Letter** window opens, displaying the last letter saved with the file or, <<desktop program edition only>> if no client letter has been saved with the file, a letter based on the default template, if any, will appear.

OPENING AN EXISTING LETTER TEMPLATE

1. Select **Open Letter Template** from the File menu or, on the client letter toolbar, click  to specify the template you want. The **Open Letter Template** dialog appears.





2. Select the template you want from the list, then click **Open**. The template opens in the **Client Letter** window.
3. After you make any changes, you can save the template as a new template (click **Save Letter Template As**  and assign a new name) or you can simply save the client file to add the letter as part of the client file.

EDITING A LETTER TEMPLATE

You can modify an existing template. This will affect all future letters created with this template; however, it will **not** affect existing letters that were created

with this template. When you save the edited template, you can save it with the same name or save it with a new name. Saving it with a new name creates a new template.


1. On the File menu, select **Open Letter Template** (or, if the **Client Letter** window is open, on the client letter toolbar, click  to specify the template you want to edit). The **Open Letter Template** dialog appears.
2. Select the template you want from the list, then click **Open**. The template opens in the **Client Letter** window.
3. Make whatever changes are needed to the template's contents.
4. When finished, click **Save Letter Template As** . The **Save Letter Template As** dialog appears.
5. Double-click the name of the template in the list or enter a new name in the File name field. When prompted about overwriting the existing file, click **Yes**.

The program saves the template and returns the focus to the **Client Letter** window.

For more information, see **Open Letter Template** on page 66.

ADDING A LETTER TO A CLIENT FILE FROM A TEMPLATE


The following procedure assumes that you have the client file open to which you want to add a letter.


1. Open the template you want to use as your source. (See **Opening an Existing Letter Template** on page 228.)
2. Make any changes needed to the letter's contents.
3. From the File menu, select **Save Client File** or click **Save**  on the program toolbar. Save the client file as you normally would.

The client letter, based on the specified template, is now part of the open client file.

DELETING A CLIENT LETTER

To completely remove a letter from an analysis without replacing it with another letter:


1. Open the **Client Letter** window.
2. Select all text in the letter (in the Edit menu, click Select All).
3. Click **Cut**  on the client letter standard toolbar (this places the text on the Clipboard) or select **Clear** on the Edit menu (this does not place the text on the Clipboard). If there are links in the letter, the program issues a message concerning the links being removed. Click **Yes**.

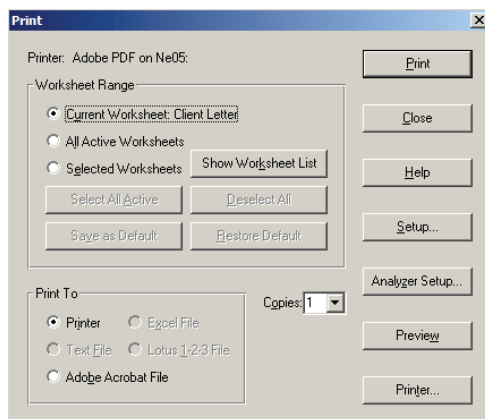
4. Click **Headers & Footers**  on the client letter standard toolbar.
5. For each field, repeat steps 2 and 3, above.
6. Close the **Client Letter** window.

Note that although the client letter is removed from the analysis, the client letter still exists as an .itl file if it was previously saved as a template.

PRINTING A CLIENT LETTER

To print the client letter when it has the focus:

1. Click **Print**  in the program toolbar or select **Print** on the File menu. The client letter will be listed as the Current Worksheet.
2. The **Print** dialog opens. In the **Worksheet Range** area, **Current Worksheet: Client Letter** is pre-selected.



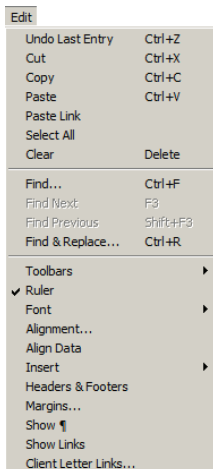
In the **Print To** box, select either **Printer** or **Adobe Acrobat File** (other **Print To** options are dimmed). If you select **Printer**, your client letter will be printed to your printer; if you choose **Adobe Acrobat File**, your file will be printed in Adobe Acrobat format.

3. Click **Print**.

You can also print and preview the letter with the other worksheets — just click the **Selected Worksheets** radio button. Then on the **Worksheet List** make sure the printer icon next to **Client Letter** is selected (it should be in color, not dimmed). Click **Print** or **Preview**.

USING THE EDIT MENU FOR THE CLIENT LETTER

The client letter has a different Edit menu, as shown below.



While in the **Client Letter** window, you can access most functions from the Edit menu. Most of these functions have a corresponding button on either the main program toolbar or one of the client letter toolbars. See **Toolbar** on page 16 and **Toolbars** on page 211 for details on the main program toolbar and the client letter toolbars, respectively.

UNDO LAST ENTRY

Reverses certain commands or deletes the last entry you typed. This command is disabled whenever the program cannot reverse an action. It is also disabled when **Show ¶** is selected.

CUT

The **Cut** command allows you to remove selected text from the letter and place it on the Clipboard.

COPY

The **Copy** command allows you to copy the selected text to the Clipboard so that it can be pasted to another location.

PASTE

The **Paste** command allows you to paste the contents of the Clipboard into the letter at the insertion point. Unlike **Paste Link** (which pastes data into the letter

while retaining a link to its source), when you paste data with the **Paste** command, the pasted data will not change as its source is changed in the other worksheets.

PASTE LINK

The **Paste Link** command allows you to paste data from a program worksheet into the letter beginning at the insertion point.

The **Paste Link** command places the cells that you have already selected and copied in the program worksheet into the client letter beginning at the insertion point (in the same way that the **Paste** command operates). You can paste link a single cell, blocks of cells, entire rows, or an entire worksheet.

When you change the data at the source of the link, the data changes simultaneously in the client letter.

SELECT ALL

Use the **Select All** command to select the entire letter (except the headers and footers). You can perform a variety of actions on the selected text, such as copy it, delete it, or change its font.

CLEAR

Similar to **Cut**, the **Clear** command deletes the selected text, but does not place it on the Clipboard.

FIND

Displays the **Find** dialog.

You can search for a letter, word, or string of words in your client letter. You can search both “up” (Backward) and “down” (Forward) the letter from the insertion point. Select **Match Case** to look for text that exactly matches the capitalization of the specified text.

FIND NEXT

Use this command to find the next occurrence of the most recently searched for item.

FIND PREVIOUS

Use this command to find the previous occurrence of the most recently searched for item.

FIND & REPLACE

Displays the **Find & Replace** dialog.

On this dialog, you can enter the letter, word, or string to search for and its replacement. Select **Match Case** to look for text that exactly matches the capitalization of the specified text.

To find the text, after entering the text you want to find in the Find what field, click **Find Next**.

To replace the found text with the text in the **Replace with** field one occurrence at a time, click **Replace**. The program will replace the found text and move to the next occurrence of the text being replaced.

To replace all occurrences of the found text in the letter without confirmation, click **Replace All**.

TOOLBARS SUBMENU



Allows you to show or hide each of the client letter toolbars: the Standard toolbar and the Formatting toolbar. See **Toolbars** on page 211.

RULER

Toggles the display of the ruler (located at the top of the client letter) on or off. See **Ruler** on page 213.

FONT SUBMENU

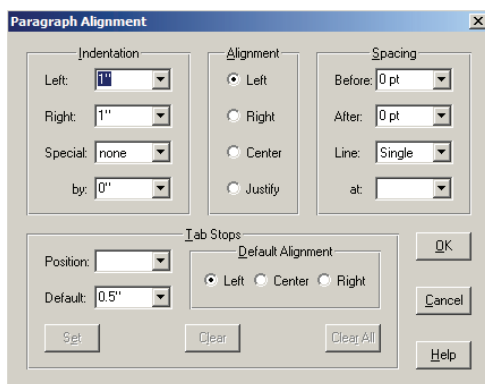


The items on the Font submenu allow you to change the appearance of the text in your letter. The selected command changes the appearance of the selected text, if any. If no text is selected, the commands act as a toggle, turning on or off the font attribute for text you enter from the insertion point on. The commands available on the Font submenu are:

- **Name command** — Displays the **Font** dialog, where you can select the desired font name, style, and size. The **Font** dialog is covered in detail under See **Screen Font** on page 261.
- **Bold command** — **Bolds** the text.
- **Italic command** — *Italicizes* the text.
- **Underline command** — Underlines the text.

ALIGNMENT

Displays the **Paragraph Alignment** dialog.



Use the **Paragraph Alignment** dialog to set up the layout of your letter and determine the indentation and alignment of your text and linked data. You can make several rows of linked cells easier to read by changing the spacing above or below lines. Or, choose to change the overall line spacing. You can change how far the paragraph or the first line of the paragraph is indented, as well as the alignment of the paragraph(s) to the left, centered, right, or fully justified. (In justified text, the text is spaced so the left and right margins are straight, not ragged.) You can also set the tab stops for the paragraph(s).

The program applies the changes you make in this dialog to the selected text. If no text is selected, your changes affect the current paragraph — wherever the insertion point is — and toggles on the alignment selection(s) for new text added from that point to the next paragraph in the letter. When text is selected, the settings affect all selected paragraphs.

INDENTATION Specify how much you want the left or right sides of the text indented, in quarter-inch increments. You can select settings between 0 and 2 inches or type in precise margin settings. Use the Special and by fields to create special indentation settings for a hanging indent or first-line indent.

These settings...

affect the letter and ruler like this...



Our results in
partnership or keeping
estimate your net tax



Our results indicate th
partnership or kee
we estimate your

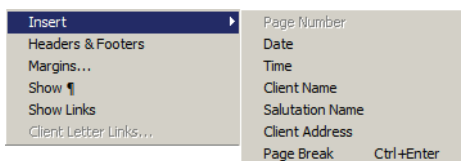
- ALIGNMENT** Lets you choose the alignment orientation — to the left, right, centered, or justified.
- SPACING** Use the Before and After fields to change the spacing before (above) or after (below) the selected paragraph(s). Use the Lines and At fields to specify the amount of vertical spacing between the lines of the selected paragraph. If no text is selected, the spacing selections are toggled on for new text. Amounts of spacing are measured in point increments.
- TAB STOPS** Allows you to set or clear tab stops, including default tab stop selections. Choose a tab stop from the drop-down list or type in a precise tab stop in points. Choose the tab stop alignment — left, right, or center.

For step-by-step instructions on formatting paragraphs, see **Text Alignment and Layout** on page 222.

ALIGN DATA

Use the **Align Data** command to restore the default alignment (including tab settings) of selected linked data. This is especially useful when you've paste linked several worksheet rows into the letter or made changes to the alignment that you don't want to keep.

INSERT SUBMENU



The items on the Insert submenu allow you to insert information into your client letter that is updated automatically with changes to the letter or within the client file. The item is placed in the letter at the insertion point. The items on this submenu are:

- **Page Number** — Allows you to insert the number of the page in a header or footer of the letter. This selection is disabled outside of the **Header & Footer** window.
- **Date** — Allows you to insert either today's date or an updated "system" date into the letter. The system date uses your computer's calendar to set the date and is updated whenever you print the letter.
- **Time** — Allows you to insert either the current time or an updated "system" time into the letter. The system time uses your computer's clock to set the time and is updated whenever you print the letter.
- **Client Name** — Allows you to insert the client's name in the letter. The **Client Name** is pulled from the **Assumptions** dialog.

- **Salutation Name** — Allows you to insert the **Salutation Name** in the letter. The **Salutation Name** is pulled from the **Client Address & Salutation Name** dialog, accessed from **Assumptions**.
- **Client Address** — Allows you to insert the client's address in the letter. The **Client Address** is pulled from the **Client Address & Salutation Name** dialog, accessed from **Assumptions**.
- **Page Break** — Allows you to force the letter to start a new page at the insertion point. This selection is disabled within the **Header & Footer** window. A red line across the letter marks the place that the page break was inserted.

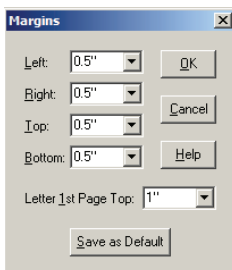
HEADERS & FOOTERS

Displays the **Headers and Footers** window, which contains the header and footer fields. You can use all font and formatting features in these fields. These fields are:

- **Header first page** — The text entered in this field appears at the top of the first page only, within the specified top margin. You can specify a separate top margin for this item. See **Margins**, below. You may want to enter a letterhead here.
- **Footer first page** — The text entered here appears at the bottom of the first page only, within the specified bottom margin.
- **Header subsequent pages** — The text entered here appears at the top of every page in the letter, except the first page.
- **Footer subsequent pages** — The text entered here appears at the bottom of every page in the letter, except the first page.

MARGINS

Displays the **Margins** dialog, which allows you to specify the top, bottom, right, and left margins for the client letter, as well as the printed worksheets and graph. Depending upon whether you had previously selected margin widths, there may be numbers rather than zeros in the boxes.



You can also specify a different margin for the top of the letter's first page. For more details on margins, see page 73.

SHOW/HIDE ¶

Use this command to turn the paragraph (¶) symbols on and off in your letter. Turning them on helps you see the formatting (indents, blank lines, etc.) in your letter. When paragraph symbols are shown, the **Undo** command is disabled.

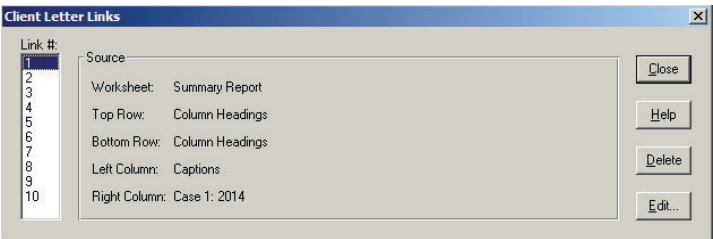
SHOW/HIDE LINKS

When you select this command, the program changes the appearance of the linked data within your letter to show the linked data's source. For example, if you inserted a cell from the **Main Worksheet** into a letter, you would normally see the amount from that cell. When you select Show Links, you see the string that includes the worksheet name, the row caption, and the column heading enclosed in curly brackets, for example {Main Worksheet: Total Net Tax Liability: Sell #2}.

If you used the Insert menu commands to insert information that does not come from a worksheet (such as a client's name or address), the link will look like this: {Client Name}.

CLIENT LETTER LINKS

Displays the **Client Letter Links** dialog.



The **Client Letter Links** dialog allows you to review, edit, or delete links from the worksheets that are paste linked into the letter. This dialog also explains the arrangement and origin of the links as they are presented in the client letter.

LINK # When you link data from a worksheet to the letter, the program assigns a number in sequence to each link. To review a link's source information, select the link's number in this list box. The source information will appear to the right of the **Link #** box.

WORKSHEET Indicates the source worksheet of the link.

TOP ROW Indicates the first row included in the link.

BOTTOM ROW Indicates the last row included in the link.

LEFT COLUMN Indicates the leftmost column included in the link. If the row description is included, the **Left Column** is “Caption.”

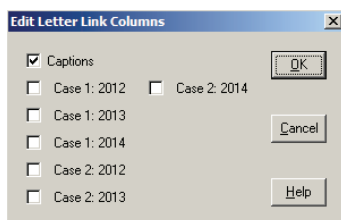
RIGHT COLUMN Indicates the rightmost column included in the link.

This dialog lists the source information about each link and lets you edit the details of the link or delete the link.

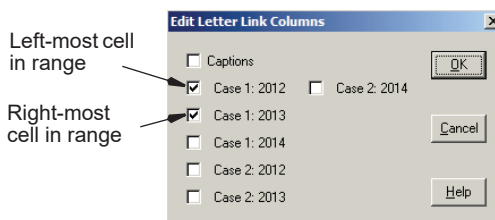
EDIT LETTER LINK COLUMNS DIALOG

The **Edit Letter Link Columns** dialog, accessed from the **Client Letter Links** dialog when you click the **Edit** button, allows you to change the selection of what is linked in the worksheets to the letter.

For a single-cell link



For a multi-cell link (range of cells)



The appearance of the dialog varies, depending upon the column titles in the analysis. The two dialogs above, for example, are for links in letters created for two scenarios in the Tutorial (accessible on the Help menu).

The dialog on the left shows a single box is checked — this indicates that the link is to a single cell in a worksheet.

The dialog on the right shows two boxes checked — this indicates that a range of cells are included in the link. The first box selected (in this case, Captions) indicates the leftmost cell in the range. The second box selected indicates the rightmost cell in the range.

You can change the cells included in the link by selecting a different box.

CAPTIONS The first check box, **Captions**, gives you the option of simply showing calculations or keeping the link labels alongside the data in the letter. Captions describe the data and indicate where you can find the link on the worksheet.

COLUMN HEADINGS The remaining check boxes correspond to the column titles or headings, for example, **Keep Both** or **Stock Sale 2012:2013**. Select the column(s) you want included in the letter at the link.

OPTIONS MENU

OVERVIEW

Selections on the Options menu provide ways to control how the program operates or looks. Some of the options include:

- **Auto Backup** – Sets the length of time between auto backups and allows you to turn Auto Backup feature on or off
- **Calculations** – Allows you to change the size of the number displayed within a column through display cents and number of dollar digits displayed commands. You may also enter information that is used to handle limitations used in the Keogh and SEP calculations; also allows you to enter items of information affecting calculations that were not available at the time the program was released (inflation adjustment percentage, underpayment penalty rate, etc., for future years).
- **Colors** – Allows you to set the colors used on the screen display
- **Default Directory** – Allows you to specify the initial default directory or choose to use the last accessed directory as the initial default directory
- **Network Administrative Options** – <<desktop program edition only, and available only when running the program in Admin Mode in a network environment>> Opens the Network Administrative Options dialog, where network administrators can specify the end users' activation experience when they open **Income Tax Planner** for the first time.
- **Link Options** – Allows you to select change the length of time **Income Tax Planner** will wait for linked information from Excel, or choose to have linked files saved to the same folder as **Income Tax Planner's** client file (when the client file is being moved using the **Save As** command)

- **Deactivate Workstation** – <<not available when running the program in Admin Mode>> Allows you to deactivate a workstation and free up a license.
- **Password Protect** – Allows you to specify a password that will be required to reopen a saved client file.
- **Screen Font** – Allows you to select the screen font used to display the worksheets
- **Resident State Specifications** – If you have **Income Tax Planner with Fifty States**, this menu is also the gateway to the resident state specifications portion of the program.
- **Nonresident State Specifications** – If you have **Income Tax Planner with Fifty States**, this menu is also the gateway to the nonresident state specifications portion of the program.
- **Calculations On** – Allows you to toggle the calculation feature on or off. As a default, these items are on.
- **Save Desktop** – Allows you to choose to have the size and position of the open worksheets saved when you save the client file and restored when the client file is reopened
- **View Filename** – Allows you to view the name of the opened file in the program title bar.
- **View Toolbar** – Allows you to display or turn off the Toolbar at the top of the screen.
- **View Tabs** – Allows you to display the tabs at the top or bottom of the program workspace or hide the Tabs altogether.
- **View Worksheet List** – Allows you to display the Worksheet List at the left or right of the program workspace or hide the Worksheet List altogether.
- **View Worksheet Row Numbers** – Allows you to display on each built-in worksheet the corresponding row numbers for each row title.

Each of these items are described in detail in the following sections.

SAVE AS DEFAULT

Some of the commands on the Options menu can be saved as defaults for future analyses, including **Auto Backup**, **Calculations**, **Colors**.

When you select **Save as Default**, the program issues a message stating that the calculation options were saved to the initialization file. In a few moments the box closes and the focus returns to the previous worksheet.

AUTO BACKUP

Note. For users of the Web program edition, the way in which the backup (itb) file is handled is the same as in the desktop program edition, but the actual itb file will be invisible to you.

WHAT IS AUTO BACKUP?

The **Auto Backup** feature, if on, causes the program to automatically save the current case data in a temporary file on disk every few minutes. Using this command you can specify the number of minutes between auto backups or turn the **Auto Backup** feature off.

This temporary backup file, **it.itb**, will disappear as soon as you exit from the program by the proper exit mechanism (after saving any needed data via the **Save/Save As** features). Whenever **Auto Backup** processes, an hourglass momentarily appears on the screen.

The data is saved in a temporary file only if **Auto Backup** is on, or in the rare circumstances when the program encounters an unanticipated error condition. Use the **Auto Backup** feature as a temporary backup to protect your current data against data loss in the event of a system failure. The **Save/Save As** and **Auto Backup** features should be used together for maximum protection.

If Auto Backup is off, current data will not be saved automatically in a backup file.

SAVE OR AUTO BACKUP?

Using the **Auto Backup** command is not the same as saving client data to retrieve at a later date.

For additional discussion on this topic, see **Save vs. Auto Backup** on page 64.

HOW THE AUTO BACKUP FILE IS USED

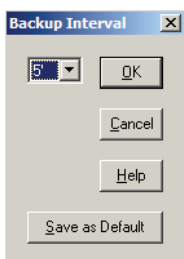
If the program encounters an unanticipated error condition, it tries to save all current data to the **it.itb** file, regardless of whether **Auto Backup** was on or not. The program also displays a message with an error code number and instructions to call the toll-free Customer Support number. The program then automatically presents the **it.itb** file for loading the next time you run the program. The **it.itb** file will disappear as soon as you exit the program properly.

Note. <<desktop program edition only>> If you choose to not load the it.itb file, the program renames and saves it on disk so that you can retrieve it at a later time. The new name is an 8-digit number reflecting the day, hour, minute, and second that the file was created plus the extension **.itb**. For example, an analysis created on the 4th day of the month at 1:30 p.m. would be 04133000.itb.

If the program fails as a result of external circumstances (i.e., the power goes out, the computer is turned off before exiting the program properly, an error occurs in the operating system, etc.), the current data will only be saved automatically to the backup file if **Auto Backup** was on. The data would be current up to the time of the last **Auto Backup** time interval.

CHANGING THE AUTO BACKUP INTERVAL

The **Auto Backup** interval is the length of time between auto backups. The default interval is five minutes. To change the interval, select **Auto Backup** from the Options menu. The following dialog opens:

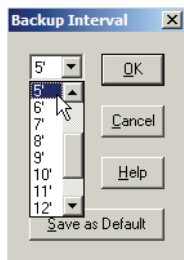


Using the list box, you can select an interval between 1 and 15 minutes.

If you type in a number, the next interval setting beginning with that number will pop up. For instance, if the current setting is 5 and you type 1, 10' will appear in the list box. The program treats each digit entered as a separate entry, so if you type 14 when the setting is 5, first 10' and then 4' will appear in the list box.

TURNING AUTO BACKUP ON AND OFF

When the backup interval is set to a number, **Auto Backup** is on. To turn **Auto Backup** off, select **Auto Backup** from the Options menu. Then scroll up the items in the list (if necessary) and select **Off** from the top of the list.



Then select **OK**. You can turn **Auto Backup** on again whenever you wish, just by re-opening this dialog and selecting a backup interval.

CALCULATION OPTIONS DIALOG

The **Calculation Options** dialog allows you to change the size of the number displayed within a column through **Display Cents** and **Number of Dollar Digits** commands. You may also enter information that is used to handle limitations used in the Keogh and SEP calculations. You can enter items of information affecting calculations that were not available at the time the program was released (inflation adjustment percentage, underpayment penalty rate, etc. for future years).

Calculation Options

☒ Display Cents

Number of Dollar Digits (7-10) 8

Inflation Percent (2021 and after) 0

2020 Consumer Price Index Adjustment . . . 1.588683531

2020 Maximum QASDI Contribution Base 137700

2020 Retirement Plan Compensation Limit 285000

2020 Retirement Plan Deduction Limit 57000

2020 401(k) Limit 19500

2020 401(k) Catch-Up Limit 6500

2020 Second Quarter Underpayment Penalty Rate 5

2020 Third Quarter Underpayment Penalty Rate . 3

2020 Fourth Quarter Underpayment Penalty Rate . 0

2021 First Quarter Underpayment Penalty Rate . . 0

OK Cancel Help Save as Default

Using the items on this dialog you can adjust various factors that affect the calculations, such as the inflation percentage. You can also change the width

of the amount displayed in the worksheet columns using the **Display Cents** and **Number of Dollar Digits** items.

Some of the items on this dialog are available at the time of program publication and are incorporated into the program. The amount used will be displayed in the cell for information purposes only. The available items vary, depending on the time of year that the program is released.

All amounts you enter on this dialog can be saved into the program's default configuration by selecting **Save as Default** while the **Calculation Options** dialog is open.

<<desktop program edition only>> For the network version of the program, some items can be changed only by the network administrator using admin mode.

<<Web program edition only>> Changes you make to the calculation options in the Web program edition will override the entries on the **Calculation Options** dialog in the income tax planning analysis module.

To leave this dialog without saving your changes, select **Cancel**. You will receive message informing you that the original calculation option settings have been restored.

DISPLAY CENTS

When you select **Display Cents**, the program expands each entered and calculated dollar amount to include a decimal point and two decimal places. This allows you to enter cents in the worksheet by first pressing "." and then entering the digits. The program automatically assigns a decimal point and two zeros for any whole number entered.

Note. When cents are displayed, the column width increases. Depending upon this factor (and the number of case/year columns, the number of dollar digits, the size of the screen font, and the width of the worksheet window), you may not be able to view all of the columns at one time on the screen.

If you do not select **Display Cents**, only whole dollar amounts are displayed.

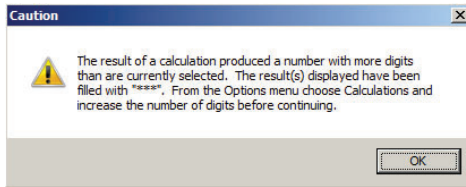
NUMBER OF DOLLAR DIGITS (7–10)

Use the **Number of Dollar Digits** item to specify the maximum number of dollar digits that you want the program to display within a column.

This list box allows you to select a number between 7 and 10. You can use the keyboard to enter a number. Press 1 to enter "10".

Note. The greater the number of digits displayed, the wider the column width. Depending upon this factor as well as whether cents are displayed, the number of case or year columns, the size of the screen font, and the width of the worksheet window, you may not be able to view all of the columns at one time on the screen.

If a calculated amount exceeds the number of dollar digits specified, the program displays a message similar to the following:



If this happens during program operation, select **OK** to return to the worksheet. Then open the Options menu, select the **Calculations** option, change the setting for the **Number of Dollar Digits**, and finally return to where you were in the program.

INFLATION PERCENT (2021 AND AFTER)

The estimated inflation percent for the year shown. (The year shown is updated with the fall version of the program.) The **Inflation Percent** can be any positive whole number from 1 to 99. The program adjusts the following items for the year shown and subsequent years by the percentage that you specify, in accordance with IRC § 1(f):

- tax rate schedules
- personal exemption amounts
- standard deduction amounts
- itemized deductions floor threshold amounts
- personal exemption phaseout threshold amounts
- earned income credit limits
- educational bond interest limits
- self-employment tax limits
- the exemption amount for the excess business loss limitation
- the limit for which service businesses may generate qualified business income
- the limit for which business do not have to pay W-2 wages to generate qualified business income

If an amount is entered or displayed in the **Consumer Price Index Adjustment** field (below), the year on this row will be the year following the CPI Adjustment year and the percent entered here will be used for all adjustments in the year shown and subsequent years.

This list box allows you to select a number between 0 and 9 by clicking on your desired selection. Or, you can use the keyboard to enter a single- or double-digit number.

2020 CONSUMER PRICE INDEX ADJUSTMENT

The **Consumer Price Index Adjustment** for the year shown. (The year shown is updated with the fall version of the program.) If the CPI Adjustment amount for the year shown was available at the time of program publication, the amount is incorporated into the program and used in the program's calculations. The amount will be displayed in the cell.

Note. In some program versions, an unofficial CPI Adjustment amount is displayed. The unofficial amount is used by the program, but can be changed.

If the CPI Adjustment amount for the year shown was not available at the time of program publication, you can enter any positive number from 1.000000000 to 99.99999999 as the adjustment amount. The number entered must be the one supplied by Bloomberg Tax Technology in order to have accurate results.

The program uses the **Consumer Price Index Adjustment** to compute the:

- tax rate schedules
- personal exemption amounts
- standard deduction amounts
- itemized deductions floor threshold amounts
- personal exemption phaseout threshold amounts
- earned income credit limits
- educational bond interest limits

If an amount is entered or displayed in the **Consumer Price Index Adjustment** field, the year in the **Inflation Percent** field (above) will be the year following the CPI Adjustment year and the inflation percent will be applied to all years following the CPI adjustment year.

Note. For the network version of the program, this item can be changed only by the network administrator using admin mode.

2020 MAXIMUM OASDI CONTRIBUTION BASE

In computing the self-employment tax, the program uses the amount entered or displayed here as the maximum amount on which the social security old age tax (12.4%, half paid by employer, half by employee) is withheld from wages in the year shown. (The year shown is updated with the fall version of the program.)

If the maximum OASDI contribution base amount for the year shown was available at the time of program publication, the amount is incorporated into the program and used in the program's calculations. The amount will be displayed in the cell.

If the contribution base amount for the year shown was not available at the time of program publication, you can enter any positive whole number from 1 to 999999 as the Maximum OASDI Contribution Base. If no amount is entered, the program uses the 2019 limit inflated for years after 2019 by the Inflation Percent above.

Note. For the network version of the program, this item can be changed only by the network administrator using admin mode.

2020 RETIREMENT PLAN COMPENSATION LIMIT

The limit specified in IRC § 404(l) on compensation that may be taken into account in computing the deduction limits of IRC § 404 for contributions to employer plans. The limit is 200,000 adjusted for inflation each year. The program uses the amount entered here in computing the Keogh and SEP deductions allowed to the taxpayer and his/her spouse, on the Keogh and SEP deductions worksheets. (The year shown is updated with the fall version of the program.)

If the retirement plan compensation limit for the year shown was available at the time of program publication, the amount is incorporated into the program and used in the program's calculations. The amount will be displayed in the cell.

If the retirement plan compensation limit for the year shown was **not** available at the time of program publication, you can enter any positive whole number from 200000 to 999999 as the retirement plan compensation limit.

The program uses the amount entered here for the year indicated and for all subsequent years inflated by the **Inflation Percent** above. If no amount is entered, the program uses the 2019 limit inflated for years after 2019 by **Inflation Percent** above.

Note. For the network version of the program, this item can be changed only by the network administrator using admin mode.

2020 RETIREMENT PLAN DEDUCTION LIMIT

The limit specified in IRC § 415(c)(1)(A) on contributions that may be made to a participant's account in an employer plan. See IRC § 404(j). The limit is 40,000 adjusted for inflation each year. The program uses the amount entered here in computing the Keogh and SEP deductions allowed to the taxpayer and his/her spouse, on the Keogh and SEP deductions worksheets. (The year shown is updated with the fall version of the program.)

If the retirement plan deduction limit for the year shown was available at the time of program publication, the amount is incorporated into the program and used in the program's calculations. The amount will be displayed in the cell.

If the retirement plan deduction limit for the year shown was **not** available at the time of program publication, you can enter any positive whole number from 40000 to 999999 as the retirement plan deduction limit.

The program uses the amount entered here for the year indicated and for all subsequent years inflated by the **Inflation Percent** above. If no amount is entered, the program uses the 2019 limit inflated for years after 2019 by the **Inflation Percent** above.

Note. For the network version of the program, this item can be changed only by the network administrator using admin mode.

2020 401(K) LIMIT

The limit specified in IRC § 402(g)(1) on elective deferrals that may be made to a participant's account in an employer plan. For years after 2006, the limit is 15,000 adjusted for inflation each year. The program uses the amount entered here in computing the Keogh and SEP deductions allowed to the taxpayer and his/her spouse, on the Keogh and SEP deductions worksheets. (The year shown is updated with the fall version of the program.)

If the 401(k) limit for the year shown was available at the time of program publication, the amount is incorporated into the program and used in the program's calculations. The amount will be displayed in the cell.

If the 401(k) limit for the year shown was not available at the time of program publication, you can enter any positive whole number from 15000 to 999999 as the 401(k) limit.

The program uses the amount entered here for the year indicated and for all subsequent years inflated by the **Inflation Percent** above. If no amount is entered, the program uses the 2019 limit inflated for years after 2019 by the **Inflation Percent** above.

Note. For the network version of the program, this item can be changed only by the network administrator using admin mode.

2020 401(K) CATCH-UP LIMIT

The dollar limitation under § 414(v)(2)(B)(i) for catch-up contributions to an applicable employer plan other than a plan described in § 401(k)(11) or 408(p) for individuals aged 50 or over. For years after 2006, the limit is 5,000 adjusted for inflation each year. The program uses the amount entered here in computing the Keogh and SEP deductions allowed to the taxpayer and his/her spouse, on the Keogh and SEP deductions worksheets. (The year shown is updated with the fall version of the program.)

If the catch-up limit for the year shown was available at the time of program publication, the amount is incorporated into the program and used in the program's calculations. The amount will be displayed in the cell.

If the catch-up limit for the year shown was not available at the time of program publication, you can enter any positive whole number from 5000 to 99999 as the catch-up limit.

The program uses the amount entered here for the year indicated and for all subsequent years inflated by the **Inflation Percent** above. If no amount is entered, the program uses the 2019 limit inflated for years after 2019 by the **Inflation Percent** above.

Note. For the network version of the program, this item can be changed only by the network administrator using admin mode.

2020 SECOND QUARTER UNDERPAYMENT PENALTY RATE

The program uses the number displayed here as the interest/penalty rate applicable to the second quarter of the year shown for purposes of the IRC § 6654 (Form 2210) underpayment penalty. (The year shown is updated with the spring version of the program.)

This amount is for information purposes only and will always be dimmed.

2020 THIRD QUARTER UNDERPAYMENT PENALTY RATE

The program uses the number entered or displayed here as the interest/penalty rate applicable to the third quarter of the year shown for purposes of the IRC § 6654 (Form 2210) underpayment penalty. If the amount for the year shown was available at the time of program publication, the amount is incorporated into the program and used in the program's calculations. The amount will be displayed in the cell and the item will be dimmed. (The year shown is updated with the spring version of the program.)

If the amount for the year shown was not available at the time of program publication, use the list box to select a number between 0 or 5 and 14. The Third Quarter Underpayment Penalty Rate can be any positive whole number from 1 to 99.

If the item is not dimmed and no number or zero is entered here, the program uses the rate from the most recent quarter it has.

Note. For the network version of the program, this item can be changed only by the network administrator using admin mode.

2020 FOURTH QUARTER UNDERPAYMENT PENALTY RATE

The program uses the number entered or displayed here as the interest/penalty rate applicable to the fourth quarter of the year shown for purposes of the IRC § 6654 (Form 2210) underpayment penalty. If the amount for the year shown was available at the time of program publication, the amount is incorporated into the program and used in the program's calculations. The amount will be displayed in the cell and the item will be dimmed. (The year shown is updated with the spring version of the program.)

If the amount for the year shown was not available at the time of program publication, use the list box to select a number between 0 or 5 and 14. The **Fourth Quarter Underpayment Penalty Rate** can be any positive whole number from 1 to 99.

If the item is not dimmed and no number or zero is entered here, the program uses the rate from the most recent quarter it has.

Note. For the network version of the program, this item can be changed only by the network administrator using admin mode.

2021 FIRST QUARTER UNDERPAYMENT PENALTY RATE

The program uses the number entered here as the interest/penalty rate applicable to the first quarter of the year shown for purposes of the IRC § 6654 (Form 2210) underpayment penalty. (The year shown is updated with the spring version of the program.)

The **First Quarter Underpayment Penalty Rate** can be any positive whole number from 1 to 99.

From the list box, select a number between 0 or 5 and 14.

If no number or zero is entered here, the program uses the rate from the most recent quarter it has.

Note. For the network version of the program, this item can be changed only by the network administrator using admin mode.

Note. <<Desktop program edition only>> Changes to the default calculation options are saved in the "it.ini" file in the following folder:
[drive letter]:\Users\[user name]\AppData\Local\Bloomberg Tax Technology\Income Tax Planner

INFLATION ADJUSTMENTS

Certain items used in the computations are subject to annual adjustments for inflation. These items include:

- tax rate schedules
- personal exemption amounts
- standard deduction amounts
- itemized deductions floor threshold amounts
- personal exemption phaseout threshold amounts
- earned income credit limits
- educational bond interest limits
- self-employment tax limits
- The exemption from the excess business loss limitation
- The limit for which service businesses may generate qualified business income for purposes of the qualified business income deduction
- The limit for which business do not factor in wages paid for purposes of computing the qualified business income deduction

The amounts **for all years prior to 2021**, including inflation adjustments published by the Treasury Department, are incorporated into the program.

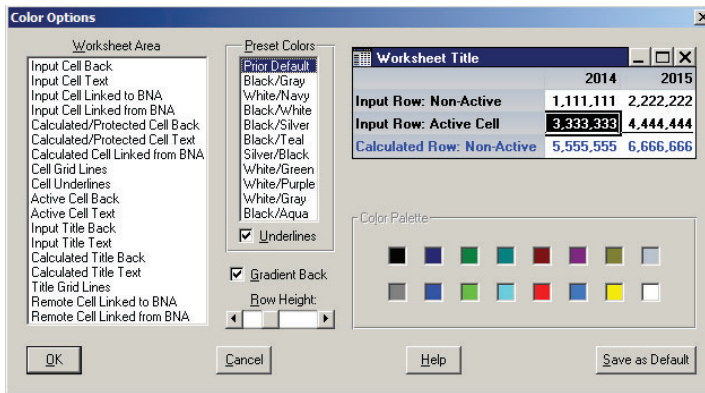
For 2021 and subsequent years, the program uses the statutory amounts inflated by the **Inflation Percent**.

All inflation adjustments are made on a compound basis. Each year the **Inflation Percent** is reapplied to the prior year amount.

COLORS

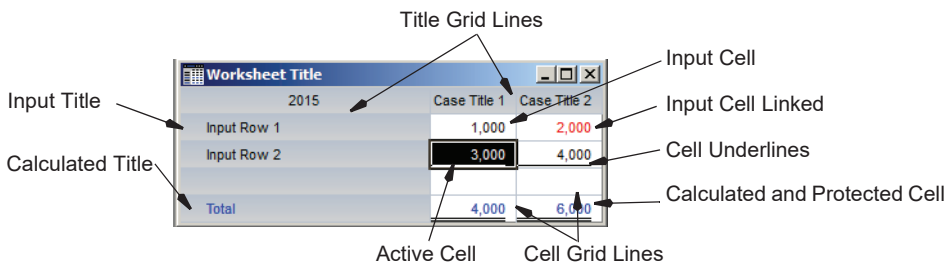
If you are using a color/graphics or enhanced graphics adapter, you can select from several pre-defined color sets for displaying the program worksheets on the screen using the **Colors** command on the Options menu. Alternatively, you can create color sets of your own by specifying the display colors the program will use in 18 different areas of the program worksheets.

To open the **Color Options** dialog, select **Colors** from the Options menu. The following dialog will appear:



WORKSHEET AREA

The following illustration relates the items listed under Worksheet Area to their position on a worksheet.



You may use any of the 18 items on the Worksheet Area list to build your own custom color set or customize a preset color set.

- **Input Cell Back** — Contrasting background color used for input cells
- **Input Cell Text** — Color used for amounts entered into the input cells
- **Input Cell Linked to Income Tax Planner** — Color used for amounts in **Income Tax Planner** input cells linked from Excel
- **Input Cell Linked from Income Tax Planner** — Color used for amounts in **Income Tax Planner** input cells linked to Excel
- **Calculated/Protected Cell Back** — Contrasting background color used for the cells in calculated rows and protected columns
- **Calculated/Protected Cell Text** — Color used for the amounts in the calculated rows' cells and protected columns
- **Calculated Cell Linked from Income Tax Planner** — Color used for amounts in **Income Tax Planner** calculated cells linked to Excel

- **Cell Grid Lines** — Color of the line delineating the cells within the worksheet
- **Cell Underlines** — Color of the cell underline(s) within the worksheet indicating subtotals and totals
- **Active Cell Back** — Color of the background of the worksheet cell in which you are entering data (the active cell is the location of the cursor)
- **Active Cell Text** — Color of the letters or numbers that you are entering into the active worksheet cell
- **Input Title Back** — Contrasting background color used for input cell and column heading titles
- **Input Title Text** — Color used for the titles that appear at the left of the input cells and at the top of the columns as column headings
- **Calculated Title Back** — Contrasting background color used for the calculated row titles
- **Calculated Title Text** — Color the program will use for the calculated rows titles to the left of the cells
- **Title Grid Lines** — Color of the lines between the row titles and between the column headings
- **Remote Cell Linked to Income Tax Planner** — Color used for amounts in Excel linked to **Income Tax Planner**
- **Remote Cell Linked from Income Tax Planner** — Color used for amounts in Excel linked from **Income Tax Planner**

To change the color used for an item on the list:

1. Select the item (click on it or press the arrow keys to browse through the list).
2. Then select a color from the **Color Palette** (click on it or press the arrow keys to browse through the list).

As you select or browse through colors for the Worksheet Area item, your change is reflected in the sample worksheet at the bottom of the dialog. Unless you save your changes as the default (click **Save as Default**), after you select **OK** your changes will only remain in effect until you quit the program.

Note. You cannot change the Worksheet Title area in an application program. To change this item, select **Settings/Control Panel/Display** from the Start menu. Then select the **Appearance** tab on the **Display Properties** dialog.

PRESET COLORS

The **Preset Colors** list box offers several pre-defined color sets for the program's display of worksheets from which you can choose. These color sets contain color settings for each of the items listed in the Worksheet Area list. The pre-defined color sets provide a fast and convenient method of establishing program colors.

The components of a color set are the foreground (or text) color and the background color. In the pre-defined color sets, the foreground color listed below is the color for all text on a worksheet except the text of the calculated rows. The background color is the color for all background except that of the active cell.

The pre-defined color sets are:

Text	Background
Black	Gray
White	Navy
Black	White
Black	Silver
Black	Teal
Silver	Black
White	Green
White	Purple
White	Gray
Black	Aqua

When you select a preset color set (click on the selection or press the up or down arrow key to browse through the list), your selection is demonstrated in the worksheet sample at the bottom of the dialog.

Select **OK** to apply your color selection to the current session of the program. Your new color selection will remain in effect until you quit the program (or until you change it, whichever is first) unless you save the selection as the default.

The **Prior Default** color set allows you to restore the color settings previously saved as the default colors.

Note. When you install a program update, the program will use default colors from the earlier version as the default colors unless you change the default colors.

UNDERLINES

When the **Underlines** check box is selected, the program displays on the worksheets the underlines for the subtotal and total cells and dims the cell grid lines so that the on-screen worksheets more closely resemble the printed reports. This option is selected by default when you select a **Preset Color**.

Note. The first time you open the program after installation, the **Underlines** option is selected.

When the **Underlines** check box is not selected, the underlines for the subtotal and total cells are not displayed and the cell grid lines are highlighted.

The **Underlines** check box is disabled when the **Custom Colors** are used. To display or change the color of the underlines when using **Custom Colors**, select **Cell Underlines** on the Worksheet Area list, then select the desired color from the **Color Palette**.

GRADIENT BACKGROUND

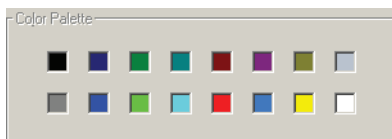
When the **Gradient Back** check box is selected the background for row titles is graded from dark to light. Also, the indicator for a subworksheet is a small worksheet icon.

ROW HEIGHT

To change the row height hold the left mouse button while sliding the indicator. Alternatively you may click on the arrows at the ends of the bar.

COLOR PALETTE

The **Color Palette** consists of two rows of color patches in the middle of the dialog. Each patch displays one of the different colors that are available. A square border around a color patch marks the current color selection.



To change the color of a selected Worksheet Area item, click the desired color. As you change the selected color, you can see the corresponding color change on the sample worksheet at the bottom of the dialog.

You can use the **Color Palette** along with selections on the Worksheet Area list box to build a customized color set or to alter a preset color set. However, unless you save your new color selections as the color default, the settings

remain in effect only until you quit the program. See **Creating a Custom Color Set** on page 256 for step-by-step instructions.

To restore the color settings to those previously saved as the default colors, select **Prior Default** in the **Preset Colors** list box.

SAMPLE WORKSHEET

When you first open the **Color Options** dialog, the sample worksheet at the top of the dialog illustrates the current color setting for the worksheets. The colors on the sample worksheet change to reflect the selections you make on this dialog.

APPLYING CHANGES

When the sample worksheet illustrates the color settings that you want, select **OK** to return to the worksheet and apply the settings you selected.

Note. <<Desktop program edition only>> Changes to the default color options are saved in the "it.ini" file in the following folder:
[drive letter]:\Users\[user name]\AppData\Local\Bloomberg Tax Technology\Income Tax Planner

CREATING A CUSTOM COLOR SET

The **Color Options** dialog allows you to build your own custom color set by adjusting the color for each worksheet area desired. The steps below detail the procedure.

Note. Before creating a custom color set, you may want to select a preset color setting as the base of your custom color set and alter some of the pre-defined settings.

1. Select the Worksheet Area item that you want to change by clicking on the item. You can use the arrow keys to move the cursor to the item you wish to change (such as the **Input Title Text**).
2. Select a color from the **Color Palette** by clicking the color then using the arrow keys to move the border to the color want. As you change the color selection, you can see the color of the selected Worksheet Area item change on the sample worksheet at the bottom of the dialog.

If you want to cancel your changes and restore the colors you started with, select **Cancel**.
3. Repeat steps 1 and 2 for each item on the list that you want to change. When the sample worksheet is the way you want it, click **Save as Default** to save the changes as a default and to return to the worksheet. The colors you select will remain in effect until you change them.

Note. You can return to the worksheets without saving the changes permanently by clicking **OK**. The new colors then remain in effect only until you exit the program.

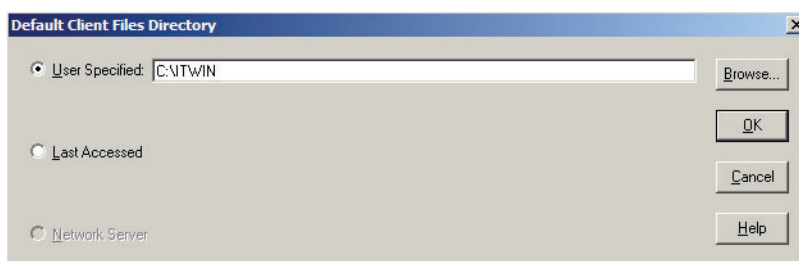
DEFAULT DIRECTORY

<<desktop program edition only>>

The **Default Directory** command on the **Options** menu allows you to specify the directory that is offered the first time you open or save a data file, or print the data to a text, Excel, Lotus 1-2-3, or Adobe Acrobat file. The program also provides the option to use the most recently-accessed directory as the default directory for the next time you start up the program.

Network workstations may select the default data folder selected by the network administrator.

When you select the **Default Directory** command, the **Default Client Files Directory** dialog opens.



USER SPECIFIED

When this option is selected the program will use the folder designated by the user.

USE THE LAST ACCESSED DIRECTORY AS THE DEFAULT

When this option is selected, the initial default directory changes whenever you access a different directory using one of **Income Tax Planner's** file operations (**Open Client File**, **Save Client File As** command, or when you print the client file to a file on disk). When you exit the program, the "last accessed directory" is retained as the default directory for the next time you start **Income Tax Planner**.

NETWORK SERVER

When this option is selected the program will use the folder selected by the network administrator for the program. For details, see **Inheritance of Network Settings** in help.

NETWORK ADMINISTRATIVE OPTIONS

<<desktop program edition only>>

Note. When the network server component of **Income Tax Planner** was initially set up, the network administrator specified the workstation activation method, that is, the end users' activation experience when they open **Income Tax Planner** for the first time on their workstations.

The **Network Administrative Options** command on the Options menu is available to network administrators only when running the program in Admin Mode. This command opens the **Network Administrative Options** dialog, where you can change the workstation activation method.

There are three workstation activation methods:

- **Silent** – The program opens immediately and activates silently. The program never shows the **Confirm Activation** panel.
- **Confirmed** – The program always shows the **Confirm Activation** panel to all users.
- **Confirmed if All Licenses Used** – The program shows the **Confirm Activation** panel only to users who activate the program after all purchased licenses have already been activated.

If you choose the second or third option, users will still be able to activate the program, but they will be given the option to cancel (and not activate the program). The information you enter in the lower portion of this dialog – the **Administrator's Contact Information** – will appear on the **Confirm Activation** panel, informing users who to contact if they have questions about activation or licensing. If the fields are left blank, only the contact information for Customer Support will appear on the **Confirm Activation** panel.

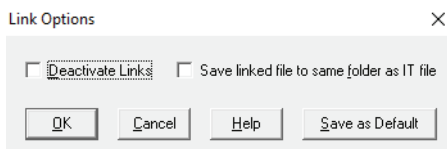
With all three options, if no internet connection is detected, the **Activation** wizard opens, allowing users to use the **Activate by Phone** option.

DEACTIVATE WORKSTATION

Allows you to deactivate a workstation and free up a license. This option is not available when running the program in Admin Mode.

LINK OPTIONS

The **Link Options** command provides options used when the client data file is linked to Excel. When you select **Link Options** on the Options menu, the following dialog opens:



Save linked file to same directory as IT file.

<<desktop program edition only>> Allows you to save to the same directory the Income Tax Planner client data file and the file to which it is linked to Excel. This option is useful when you move Income Tax Planner client data file using the **Save As** command. To allow easy transfer of the files to another computer, a thumb drive, or other media, the program saves the file to which the Planner file is linked to the same folder as the Planner file. The program will not save an Excel file not directly linked to the Income Tax Planner file to the same directory.

<<desktop program and web version>> The **Deactivate Links** option turns off the automatic updating of Excel links during the calculation process.

TIMEOUT

Allows you to set the amount of time (in seconds) that the program waits for linked information from Excel. Use this command when you have problems re-establishing links with a remote application due to timeout problems.

The default is five seconds. You can change this to any number of seconds from 5 to 15 using the list box, or you can key in a number from 1 to 99 directly.

Select **OK** after making your selection. **Income Tax Planner** uses the link timeout interval you specified until you leave the analysis. You can change the interval again whenever you wish, just by re-opening this dialog and specifying a different link timeout interval.

Select **Cancel** to reject your changes and return to the previous worksheet.

Select **Save as Default** to save your selection as a default for future analyses.

SAVE LINKED FILE TO SAME DIRECTORY AS IT FILE

<<desktop program edition only>>

Allows you to save to the same directory the program client data file and the file to which it is linked to Excel. This option is useful when you move the client data file using the **Save As** command. To allow easy transfer of the files to another computer, a floppy, or other media, the program saves the file to which the **Income Tax Planner** file is linked to the same folder as the **Income Tax Planner** file.

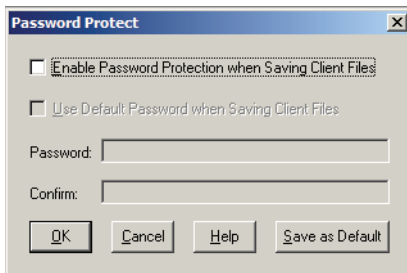
PASSWORD PROTECT

<<desktop program edition only>>

Allows you to specify a password and confirm the password that will be required to reopen the file once it is saved.

For an added level of security, password protected files are also encrypted to prevent viewing of their content. Therefore, be sure to record the filename and password for each password protected file. When you attempt to open a file that is password protected, the program prompts you for a password before allowing access to the program.

When you select the **Password Protect** command, the **Password Protect** dialog opens.



ENABLE PASSWORD PROTECTION WHEN SAVING CLIENT FILES

This option allows you to specify a password when saving client files. If this option is checked a password check box and two text boxes for the password will be displayed at the bottom of the **Save Client File As** dialog.

To save a file with password protection, from the **Save Client File As** dialog:

1. Specify a filename.
2. Check the **Password** check box at the bottom of the dialog.
3. Type in a password. Passwords are case sensitive, i.e., capital letters are not equivalent to lower case letters.
4. Retype the password in the confirm text box.
5. Click **Save** to save the file.

You may also use a default password for all files by selecting **Use Default Password** described below.

USE DEFAULT PASSWORD WHEN SAVING CLIENT FILES

This option is only available when the **Enable Password Protection** option above is checked when saving client files.

If this option is checked, the Password specified and confirmed on this dialog will be automatically specified on the **Save Client File As** dialog when you select the **Password** check box on the **Save Client File As** dialog.

This option can be used to streamline the password-protection process and provide the same password for all saved client files.

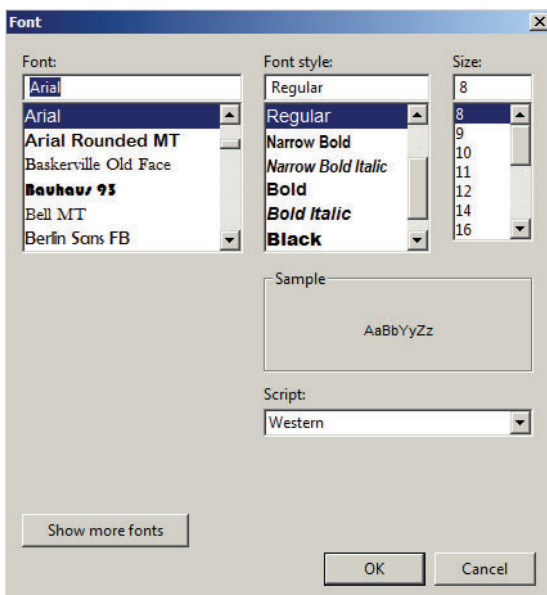
Note. For an added level of security, password-protected files are also encrypted to prevent unauthorized viewing of their content. We suggest that you record the filename and password used each time a password-protected file is saved. When you attempt to open a file that is password-protected, the program prompts you for the password before opening the file. If you do not provide it, the file cannot be opened.

SCREEN FONT

This command allows you to control the appearance of the worksheets on-screen by choosing a screen font from the **Font** dialog. The selections for the sample illustration on page 15, for example, are Arial, regular, 8 point. The fonts listed in the list box will differ for you depending upon which fonts you have loaded.

Note. Your selections in the **Font** dialog affect only the font used to display the worksheets on-screen. Your selections here do **not** affect the font used to print the reports. To change the print fonts, use the **Font** command (accessed from **Page Setup** on the File menu).

When you select the **Screen Font** command, the following dialog will open (the contents of the **Font**, **Font style**, and other fields will vary depending on which font types you have loaded).



FONT ITEMS Use the **Font**, **Font style** and **Size** areas to specify your screen font selection. Your selection will be used in all areas of the on-screen worksheets.

You usually specify the size in a number of points. The larger the number of points, the larger the font. Some fonts accept point sizes in any whole number; some fonts accept point sizes only in even numbers. The program only supports whole numbers. If you enter a fractional number, the program issues an error message.

RESIDENT STATE SPECIFICATIONS

If you have Income Tax Planner with Fifty States, you can access the resident states portion of the program using the **Resident States Specifications** command. For additional information, see the program's online help.

NONRESIDENT STATE SPECIFICATIONS

If you have **Income Tax Planner with Fifty States**, you can access the nonresident states portion of the program using the **Nonresident States Specifications** command. For additional information, see the program's online help.

CALCULATIONS ON

The program automatically computes the calculated rows and posts amounts from the subworksheets to the worksheets when you select the **Calculations On** command. This command is selected by default.

When the **Calculations On** command is on, a check mark appears next to the command on the Options menu.

When the **Calculations On** command is off, you can make entries without the delay associated with running complicated situations on slower computers.

When you deselect **Calculations On**, the next time you select **Calculations On**, the program will perform the calculations and post the results to the calculated rows.

SAVE DESKTOP

For all open windows, this command saves their size and position in the program workspace when you save the client file and then restores these windows to the last size and position when you re-open the file. By initial default, this command is not selected.

When the **Save Desktop** command is on, a check mark appears next to the command on the Options menu.

VIEW FILENAME

When selected, this option allows you to display the name of the open file (desktop program edition) or open client plan (Web program edition) in the title bar of the program. When not selected, the client's name appears in the title bar.

<<desktop program edition only>> When selected, the location of the open file is also displayed in the title bar.

VIEW TOOLBAR

This command allows you to display or hide the main program toolbar. By initial default, this command is selected and the toolbar is visible. When this command is on, a check mark appears next to the command on the Options menu.

VIEW TABS TOP/BOTTOM

The **View Tabs Top** command allows you to display — immediately beneath the toolbar — a tab for each open worksheet and subworksheet associated

with a client file. The **View Tabs Bottom** command allows you to display these tabs immediately beneath the workspace.

You can click a worksheet tab to bring focus to that worksheet. This allows you to quickly move from one open worksheet to another. The tabs appear in the order the worksheets are added.

You can right-click a worksheet title to access a pop-up menu of commands, such as **Open**, **Close**, etc. For more information, see **Worksheet List Commands** on page 162.

By initial default, the **View Tabs Top** command is on. When one of these commands is on, a check mark appears next to the command on the Options menu. To hide the tabs, click the command to remove the check mark.

VIEW WORKSHEET LIST LEFT/RIGHT

The **View Worksheet List Left** command allows you to display — at the left side of the program window — the **Worksheet List**, which is a comprehensive list of the worksheets and subworksheets available for the analysis. The **View Worksheet List Right** command allows you to display the Worksheet List at the right side of the program window.

You can double-click on a worksheet title in the list to add it to the current analysis or right-click a worksheet title to access a pop-up menu of commands, such as **Open**, **Close**, etc. For more information, see **Worksheet List Commands** on page 162.

By initial default, the **View Worksheet List Left** command is on. When one of these commands is on, a check mark appears next to the command on the Options menu. To hide the **Worksheet List**, click the command to remove the check mark.

VIEW WORKSHEET ROW NUMBERS

This command allows you to display the row numbers that correspond to each row title on each built-in worksheet. This feature helps you when reading the help file descriptions of certain worksheet rows that cite row numbers in the description.

When the **View Worksheet Row Numbers** command is on, a check mark appears next to the command on the Options menu. When you exit the program, the **View Worksheet Row Numbers** setting is retained as the default.

HELP MENU

OVERVIEW

Selections on the **Help** menu provide access to the following help system commands:

- **Contents** — opens a table of contents to the Help system, offering help selections for Menu Commands, Client Data Worksheets (including State Specifications worksheets), Troubleshooting, Customer Support, How to Use Help, What's New, and Bloomberg Tax Technology License Agreement.
- **Search For Help On** — opens the standard Windows Help Search dialog, which allows you to search for a specific topic using keywords and phrases.
- **Help For Current Row** — accesses a context-sensitive help topic. When the cursor is on a worksheet cell, this command will retrieve a help topic that pertains to that specific row.
- **Operations Guide** — opens the Operations Guide in your default web browser. The Operations Guide contains information about the user interface for the program, and it provides instructions on using the program.
- **Tax Reference Guide** — opens the Tax Reference Guide in your default web browser. The guide contains information about the program's tax calculations.
- **Tutorial** — opens the tutorial web page in your default web browser
- **Merge Conflict Log** — Displays the log that details any issues that arose during a merge.
- **Web Update <<desktop program edition only>>** — automatically looks on the Bloomberg Tax Technology Updates Web site for program updates.

Offers you to the option to automatically check for program updates or to manually check for update. Also offers you the option to have the most recent updates downloaded and installed automatically.

- **Contact Support Team** — Opens your default Internet browser and displays the Bloomberg Tax Technology Customer Support Web page, where you search frequently asked questions and find contact information for Bloomberg Tax Technology.
- **About Income Tax Planner** — displays information specific to the program and your setup, including the program version, copyright, and license information, as well as system information such as whether a math co-processor is present on your PC and the amount of free memory.

USING THE HELP SYSTEM

The program's help system uses the same methodology as the help system of other Microsoft Windows programs. You can search for a help topic using a variety of methods: either the context-sensitive **Help** command or the **Contents** command or the **Search For Help On** command.

USING THE HELP COMMANDS

CONTENTS AND SEARCH COMMANDS

These commands operate in the same manner as the same commands in other Windows' help systems.

To access the help system's table of contents, select the **Contents** command from the Help menu.

To use the help system's search feature, select the **Search For Help On** command from the Help menu.

For additional information, see your Windows documentation.

HELP FOR CURRENT ROW COMMAND

The **Help For Current Row** command allows you to access context-sensitive help. That is, when you select this command from the Help menu or press F1, the help window will open and a help topic that addresses that row will be displayed.

TAX REFERENCE GUIDE COMMAND

The **Tax Reference Guide** command opens the latest version of the Tax Reference Guide in your default web browser. The guide contains information about the program's tax calculations.

OPERATIONS GUIDE COMMAND

The **Operations Guide** command opens the latest version of the Operations Guide in your default web browser. The guide contains information about the user interface for the program, and it provides instructions on using the program.

TUTORIAL COMMAND

The **Tutorial** command opens your default web browser and displays the **Income Tax Planner** Tutorials page on the Bloomberg Tax Technology website. On that page, you have access to several tutorials aimed at helping you get familiar with the program and creating client analyses.

MERGE CONFLICT LOG COMMAND

The program produces a Merge Conflict Log when data from two files cannot be cleanly Merged. Data for the most recent merge is listed at the end of the log.

Data will **not** be merged if the worksheet row specified in the merge file has an active built-in worksheet from the same row in the open analysis. Data will also not be merged if the row specified in the merge file would activate a worksheet in the open file and subsequently overwrite entries on access rows to this worksheet. The Merge Conflict Log can be reopened at any time from the Help menu and allows copy-and-paste capabilities, to assist you with finalizing the merge.

See “Merge Client File” for more information about merging files.

WEB UPDATE COMMAND

<<desktop program edition only>>

The **Web Update** command automatically locates and installs updates to the program via the Internet. The command allows you to have the program look for program updates at a frequency of your choosing (upon program startup, every day, every week, every month, or never). You also have the ability to check for a program update immediately.

Note. This feature requires that Microsoft Internet Explorer 3.0 or later be installed (which should be the case on most Windows systems) and that an active Internet connection be available.

When you invoke this command, the program connects to Bloomberg Tax Technology’s Web Update site and checks to see if an update to the program is available.

If an update is available, the program displays a message that includes the size of the update, some information about the update, and offers you the option to download the update.

If you elect to download the update, the program downloads the file, shuts down, installs the update, then automatically restarts. (The update installation is installed in the same manner as a normal program installation — when prompted, click **Yes** at the **License Agreement** panel or the update installation will terminate.) If you have a client file open when you elect the download, the program offers you a chance to save the file.

This dialog also contains information about the last time the program searched for an update and the original program version.

Note. <<**Network versions only**>> Only the network administrator running the program in admin mode can download and install the update. The program informs client users that invoke this command if there is an update available and instructs them to have the network administrator download and install it.

CONTACT SUPPORT TEAM COMMAND

The **Contact Support Team** command opens your default Internet browser and displays the Bloomberg Tax Technology Customer Support Web page, where you search frequently asked questions and find contact information for Bloomberg Tax Technology.

ABOUT INCOME TAX PLANNER COMMAND

Opens a dialog that displays the current version of the program, your access code, and copyright information. The dialog also contains a button that allows you to see your system information.

ACCESSING CONTEXT-SENSITIVE HELP

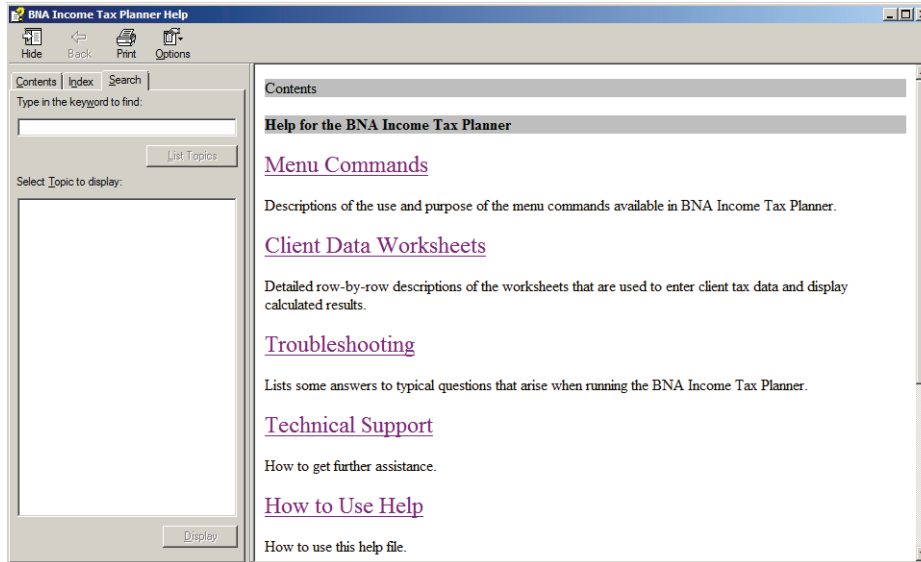
To access context-sensitive help, while the cursor is on the item for which you want help, select the **Help For Current Row** command from the Help menu (for worksheet rows only), or press F1, or click the Help button (for dialogs only).

When accessing help for a worksheet row, the help topic that appears contains the help topics for all input rows on the worksheet; the topic for the row where your cursor currently rests will be at the top of the window. Use the scroll bar or the arrow keys to browse through the topics for the other rows of the worksheet.

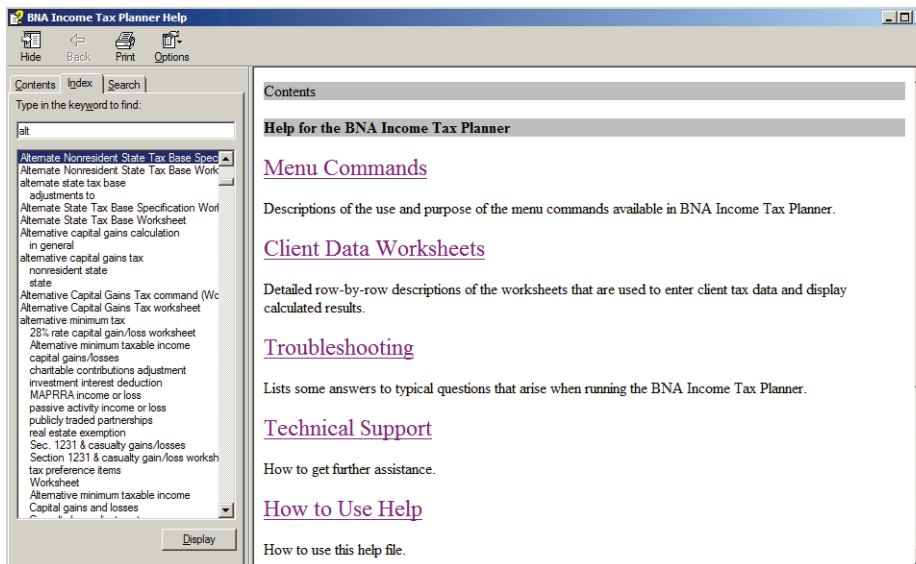
When accessing help for a menu, a command, or a dialog, the help topic that appears contains a help topic addressing that item. The topic frequently contains underlined keywords that allow you to jump to other related topics.

A SAMPLE SEARCH FOR HELP

This section describes a sample help topic search session. When you first invoke the **Search** command, the following **Help Topics** dialog opens to the **Search** tab:



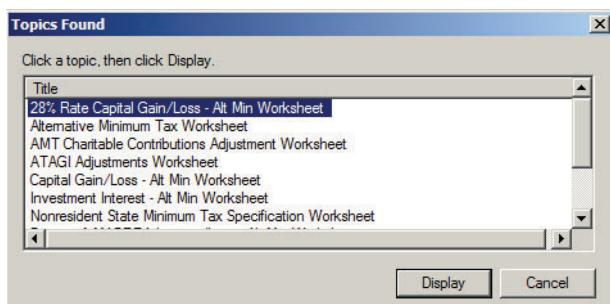
Click the **Index** tab. Begin to type the word “alternative.” As you type, the list beneath the text box (which contains keywords) jumps to the next keyword that matches the string of letters you’ve typed:



If there are no keywords matching your entry, the keyword list will highlight the keyword text that most closely matches your entry.

When you type the letter “i”, the “Alternative capital gains calculation, in general” keyword will be highlighted. You can also use the mouse, the arrow keys, and the scroll bar to review the keywords. When you find the keyword that you’re searching for, highlight it and click the **Display** button. Or you can double-click the keyword to bring topic titles up in the **Topics Found** dialog.

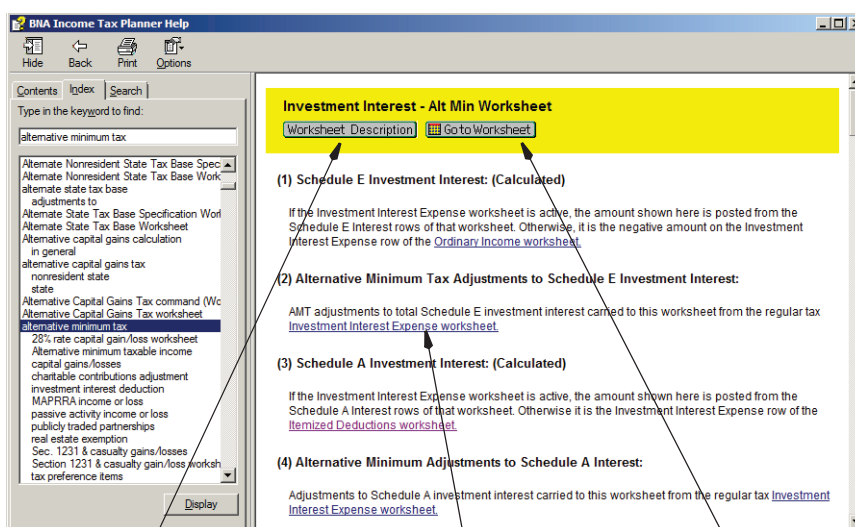
For this example, select alternative minimum tax and then click the **Display** button. The help system then displays in the **Topics Found** dialog all topic titles that are indexed to your keyword selection.



Note. All the topics listed for tax-related keywords or subjects (that is, all topics that discuss non-operational issues) are worksheet titles. The **Topics Found** dialog will list a worksheet title more than once if the same keyword is assigned to different rows on a worksheet (and therefore to different areas in a help topic). To see all the areas on a worksheet topic to which a particular search keyword relates, select each occurrence of that worksheet title in the **Topics Found** dialog.

To select a help topic from the **Topics Found** list, double-click the topic title or highlight it and then select the **Display** button. Now select **Investment Interest — Alt Min Worksheet** and click **Display**.

A help topic similar to the following will appear:



Click here to jump to a general description of this worksheet

Click this text to jump to a related topic

Click here to close Help and open the worksheet

As the illustration shows, the topic for the keyword that you specified is at the top of the help window, immediately beneath the non-scrolling worksheet title area. The scroll bar illustrates that there are additional row topics available for your review above and below the current row's topic. The underlined text indicates that you can click this area to jump to a related help topic.

For help topics dealing with worksheets, you will find green jump text in the yellow nonscrolling area at the top of the help window. When you click the jump (you can click the button or the text) on the left, a help topic that gives a general description of the worksheet will appear. When you click the jump on the right, the help system will close and the client data worksheet addressed in that help topic will open in the program window.

HELP MENU BAR AND COMMANDS

The program's help system offers many of the standard Windows Help system buttons allowing you to access many of the standard features for moving through the help topics, including:

- **Hide/Show** — toggles between **Hide** and **Show**. You can click **Hide** to hide the **Contents/Index/Search** tabs in the Help window. You can click **Show** to show the **Contents/Index/Search** tabs in the Help window.
- **Back** — returns the focus to the help topic that you accessed before the currently open help topic. The **Back** button returns the focus to the previous topic(s) in the order they were viewed.
- **Print** — Opens the **Print Topics** dialog, allowing you to print the selected topic or print the selected heading and all subtopics.
- **Options** — contains commands that allow you to customize the appearance of the Help window, navigate through the help topics, print a topic, and turn **Search Highlight** on or off.

For additional information on these buttons and their features, refer to your Windows documentation or use the **How to Use Help** command on the Help menu's **Contents** command.

PRINTING

OVERVIEW


This chapter details the steps needed to handle all tasks related to printing within the program. We cover how to print your tax calculations in a report format and how to print client letters and graphs. You can send the results to a printer or a text, spreadsheet, or Adobe Acrobat file for later editing or viewing in a word-processing, spreadsheet, or Acrobat Reader program. You will learn how to preview your report before printing, set up page specifications, customize the look of the reports, and actually print your reports.

For additional information concerning each of the commands and options described below and available in **Income Tax Planner**, please refer to Chapter 3 or access the Help system.

HOW TO PREVIEW REPORTS

USING THE FILE MENU'S PRINT PREVIEW COMMAND

To review an analysis' reports before printing, use the **Print Preview** feature as follows:

- Select **Print Preview** on the File menu.
- Or, click the **Print Preview** button  on the main program toolbar.
- Or, select the **Preview** button on the **Print** dialog (accessed from the File menu).

Unless you previously suppressed it, a message appears informing you that there is a new **Page Style** feature. (See **Changing the Page Style** on page 294 for details.) Click the **Style** button. To use the existing styles, click **Cancel** on the **Page Style** dialog.

A **Print Preview** window similar to the following will open.

10-4-11 : 2:25 p.m. John and Mary Jones Page: 1

Summary Report

	2011	2012
Income:		
Wages	134,000	131,540
Interest & Dividends	14,800	14,600
Capital Gains & Losses	5,900	43,900
Other Income	0	175
Total Income	154,100	189,319
Adjustments:		
IRA Contributions	5,000	5,000
Total Adjustments	5,000	5,000
Adjusted Gross Income	149,100	184,319
Personal Exemptions	14,800	15,200
Itemized Deductions:		
Charitable Contributions	3,500	3,500
Taxes	12,700	18,500
Interest Expense	15,000	15,000
Total Itemized	31,200	37,000
Standard Deduction	11,800	11,800
Total Deductions from AGI	48,000	52,200
Taxable Income	103,100	132,119
Regular Tax:		
Schedule or Table Tax	18,025	25,090
Alternative Capital Gains Tax	17,421	21,030
Appropriate Regular Tax	17,421	21,030
Nonrefundable Credits	-1,200	0
Net Alternative Minimum Tax	5,879	1,916
Total Federal Taxes	21,900	22,946
Net Federal Tax Due	21,900	22,946
Resident State Tax	8,521	14,320
Resident State Estimated & W/H	-8,700	-14,500
Net Resident State Tax Due	-179	-180
Total Net Tax Due	21,721	22,766

Page 1 of 23


If you have not previously selected worksheets to be printed, all active worksheets (including those automatically generated), plus the output **Summary Report**, will be included in the preview selection.

From here you can browse through the report pages (click **Next** or **Previous**), change the contents of the report, customize the report's appearance, or print the report.

USING THE PRINT DIALOG'S PREVIEW BUTTON

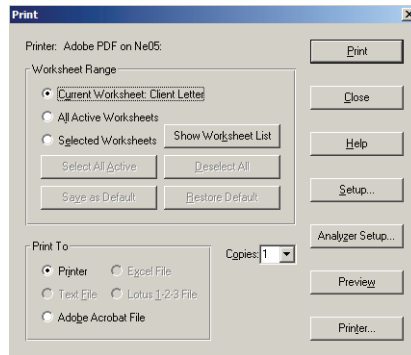
You can also access **Print Preview** through the **Print** dialog. To open the **Print** dialog:

1. From other worksheets, select the **Print** command on the File menu.

Or click the **Print** button  on the main program toolbar, or, if the Worksheet List is open, right-click on a worksheet title, then select **Print**.

Or, from the **Security Transaction Analyzer**, select the **Print** command on the **Analyzer's** menu bar.

The **Print** dialog appears:



2. Click the **Preview** button. The **Print Preview** window opens.

SELECTING WORKSHEETS TO PREVIEW

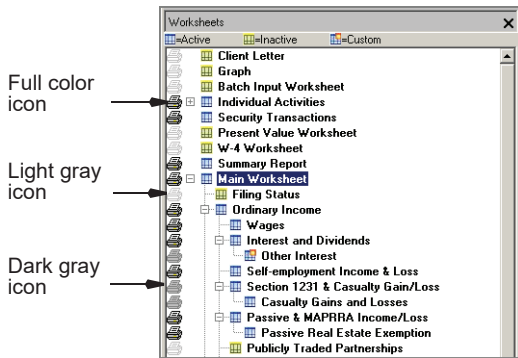
To specify the worksheets you want to preview or print from the **Print** dialog:

In the **Worksheet Range** box, there are three separate radio buttons to choose from: **Current Worksheet**, **All Active Worksheets**, and **Selected Worksheets**. See **Worksheet Range** on page 89 for detailed information about the three selections.

If you choose **All Active Worksheets** or **Selected Worksheets**, you can change the icons on the Worksheet List.

If the Worksheet List is not visible, click the **Show Worksheet List** button to the right of the **Selected Worksheets** radio button. (If the Worksheet List is already visible, this button is called Hide Worksheet List.) Not only does this display the Worksheet List, it also change your **Worksheet Range** selection to **Selected Worksheets**.

Note. The **Selected Worksheets** button is replaced by the **Analyzer Setup** button when you access the **Print Preview** window through the **Security Transaction Analyzer**.



The printer icon to the left of each worksheet title is full-color, dark gray, or light gray. Click a printer icon next to a worksheet, graph, form, or client letter to change the item's printing status. Only the items with full-color icons will print. See the table included in **Using the Worksheet List** on page 161.

The ability to easily select or de-select an item for printing can be immensely helpful. For instance:

- To include a worksheet in the preview group, click the worksheet's printer icon.
- To select the client letter, click the printer icon to the left of the Client Letter.
- To select a custom worksheet or empty worksheet, click the worksheet's printer icon. If custom worksheets or empty worksheets are not selected for printing, the program informs you of this and asks if you'd like to print the selected type of worksheets.
- To select the 1040-ES voucher, click the printer icon to the left of the 1040-ES Payment Voucher's name.
- To print the graph before the worksheets, click its printer icon once. To print it after the worksheets, click it a second time (the graph's printing location changes in response to your clicks).
- Remember that you can select all active worksheets by clicking either the **Select All Active** button or the **All Active Worksheets** radio button.
- To remove a worksheet from the preview group, click the worksheet's printer icon.

To always print the worksheets selected in the list and save the other selected settings, click the Save as Default button on the **Print** dialog. Likewise, to restore a previous default setting, click the Restore Default button.

After completing your selections, click **Preview** on the **Print** dialog. The **Print Preview** window appears.

Note. The selections you make when previewing worksheets are the same as those selected for printing the report. Therefore, if you make changes to the selected worksheets for print purposes, the worksheets selected for preview purposes in the Worksheet List also change. Likewise, when the **Print Preview** window is open, you may print the worksheets by clicking **Print** on the toolbar.

For additional information on the Worksheet List, see **Using the Worksheet List** on page 161.

BROWSING THROUGH THE PREVIEW REPORTS



To preview the analysis' reports:

- Click **Next** to go to the next page in the report.
- Click **Previous** to go to the previous page in the report.

The program displays the current page number and the total number of pages in the report at the bottom of the **Print Preview** window.

TAKING A CLOSER LOOK: ZOOM IN/OUT

When you first open the **Print Preview** window, you will find that the entire first page of the report is displayed in the workspace. Depending upon the size and style of the printer font, you may only be able to get a general idea of the report's appearance and may not be able to actually read the items on the report.

To take a close-up view of a portion of a page, click the **Zoom In** button. Two things happen: the report increases in size and should be legible and the **Zoom In**  button toggles to **Zoom Out** .

If the program window is maximized (that is, it takes up the full screen), then the entire width of the report should be visible, but you will not be able to see the bottom of the page.

If you re-sized the program window and it takes up less than the full screen, only the top center portion of the report will be visible. To return to the smaller image, click the **Zoom Out** button.

LEAVING THE PREVIEW WINDOW

After previewing the reports, you can return to the analysis, change the contents of the reports, revise the reports' appearance, or print the reports.

- To leave **Print Preview** and return to the analysis, select **Close**.
- To change the contents:
 - If the Worksheet List is not visible, click the **Show List** button to display the Worksheet List. Click printer icons to the left of worksheets

to instantly add or delete them from the **Print Preview** window. See **Selecting Worksheets to Preview** on page 275.

- Or, click **Setup** to add or delete the table of contents or an index. See **Including a Table or Index with the Printed Reports** on page 302.
- Or, for the **Security Transaction Analyzer**, click the **Analyzer Setup** button to specify the years included on the report, as well as other changes. See **Customizing the Security Transaction Analyzer Results** on page 306.
- To revise the report's appearance, select **Setup**, then select **Filename** or **Underlines** in the **Print** box, or click the **Font**, **Margins**, **Columns**, **Header & Footer**, or **Style** button. See **How to Customize the Printed Reports** on page 291.
- To print the reports, select the **Print** button. The **Print** dialog opens. See **How to Send Reports to a Printer** on page 278.

HOW TO SEND REPORTS TO A PRINTER


To send reports to a printer for printing:

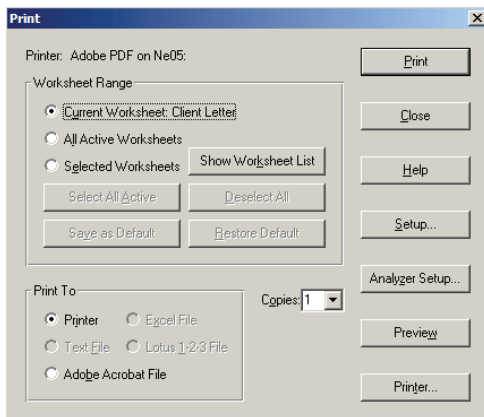
- Verify that your printer is online.
- If you have multiple printers, verify that you are connected to the correct printer. For more information, see **Selecting a Different Printer** on page 280.

Note. Before proceeding, you may want to preview the reports to ensure that the settings for the font, margins, headers, footers, and other page setup options are satisfactory. See **How to Preview Reports** on page 273 and **How to Customize the Printed Reports** on page 291.

ACCESSING THE PRINT DIALOG

Printing is done from the **Print** dialog, accessed in the following ways:

- Click the **Print** button  on the main program toolbar.
 - Select **Print** on the File menu.
 - In the Worksheet List, right-click on a worksheet title. Select **Print** on the shortcut menu.
 - Select **Print** on the **Print Preview** window (accessed from the File menu).
 - Select **Print** on the **Security Transaction Analyzer's** menu bar.
1. Open the **Print** dialog using one of the methods listed above.



2. Choose one of the three **Worksheet Range** options described below.

Note. When you select an option and then execute the **Print** command, the option remains selected for this client file until you select a different option.

To print only the current worksheet:

1. Select the **Current Worksheet** radio button. (This is the default setting.)
2. Click **Print** and the worksheet will print.

Note. If you selected **Custom Worksheets** on the **Page Setup** dialog, any custom worksheets associated with the current worksheet will also print.

To print only the active worksheets:

1. Select the **All Active Worksheets** radio button. (This option is disabled when you access the **Print** dialog from the **Security Transaction Analyzer**.)
2. Click **Print** and the worksheets will print.

Note. If you selected **Custom Worksheets** on the **Page Setup** dialog, any custom worksheets associated with the current worksheet will also print.

To print several different worksheets:

1. Select the **Selected Worksheets** radio button. (This option is disabled when you access the **Print** dialog from the **Security Transaction Analyzer**.)
2. If you have not yet selected worksheets to print (using either the **Print Preview** or the **Print** commands), ensure that the Worksheet List is open. If it is not visible, click the **Show Worksheet List** button. (This button toggles to **Hide Worksheet List** when the Worksheet List is visible).

3. On the Worksheet List, worksheets that are selected for printing have a full color printer icon to the left of the worksheet title. Instructions concerning selecting worksheets in this pane are detailed in **Selecting Worksheets to Preview** on page 275.
4. After selecting the worksheet(s) you want to print, click the **Print** button. The program sends your selected worksheets to the printer.

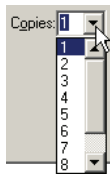
While the report is printing, a message appears displaying the number of the pages currently being printed as well as a **Cancel** button, which you can use to stop sending pages to the printer.

SELECTING MULTIPLE COPIES

The program defaults to printing one copy of the reports when you send the reports to the printer.

To print multiple copies:

1. From the **Print** dialog, click the **Copies** list box.



2. Specify the number of copies to print:
 - a. Select any number from 1 to 10 from the list, or
 - b. Enter any number from 1 to 99.

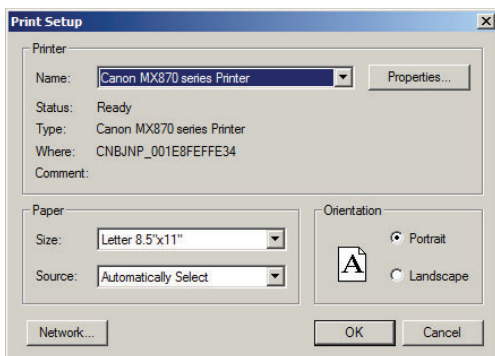
Note. The number of copies is reset to 1 after you print the reports.

SELECTING A DIFFERENT PRINTER

The program sends the reports to the default printer (selected through Windows' Print Manager or other print management program) for printing.

If you want to print the reports on a different printer:

1. Select the **Printer** button on the **Print** dialog. (For instructions on opening this dialog, see **Accessing the Print Dialog** on page 278.) A dialog similar to the following will appear (the actual printer information will differ, based on your printer configuration):



This is the same **Print Setup** dialog used for other Windows programs.

2. In the **Printer Name** field, select a printer from the list box.
3. If desired, you may change paper orientation, paper size and source, or other printer options at this time.
4. Click **OK**.

Changing the printer selection for the program will change your default printer for all Windows programs that use this **Printer Setup** dialog. Conversely, changing your default printer selection in another Windows program may reset the default printer for **Income Tax Planner**. Refer to your Windows documentation for more information.

HOW TO CREATE OUTPUT FILES FROM REPORT DATA

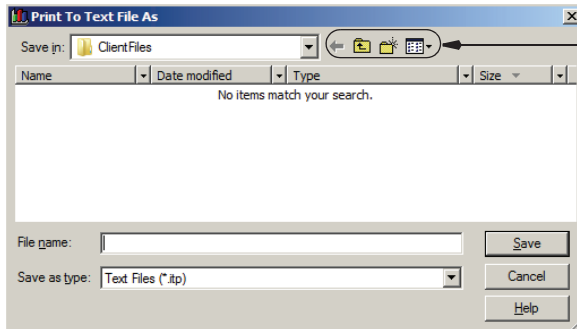
You can send the output from the analysis to an editable file rather than to a printer. The program can create four different types of output files:

- Text (ASCII) file
- Excel file
- Lotus 1-2-3 file
- Adobe Acrobat file

CREATING A TEXT FILE THAT YOU CAN EDIT

To send your report to a text file for later editing and/or printing through a text-editing or word-processing program:

1. Click the **Text File** radio button on the **Print** dialog. Then click **Print**. The **Print To Text File As** dialog appears:



2. As a default, in the **File name** field the program will display the name of the file currently loaded and will assign the default extension **.itp** (e.g., **jones.itp**).

You can change this default name and use any extension you choose (except **.it**, **.itl**, and **.itb**). If you specify the name of a file that already exists, as a precaution the program issues a message asking whether you want to overwrite the existing file.

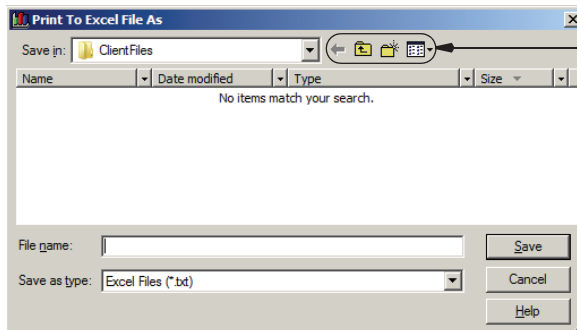
When the **File name** field contains the name you want, click **Save**. As it prints to the file, the program displays the page number of the page being printed in the title bar.

When finished, the **Print** dialog closes, returning the focus to the previous worksheet.

CREATING AN EXCEL FILE

To send your report to an Excel file for later editing and/or printing through Excel:

1. Click the **Excel File** radio button on the **Print** dialog. Then click **Print**. The **Print To Excel File As** dialog appears:



2. As a default, in the **File name** field the program will display the name of the file currently loaded and will assign the default extension **.txt** (e.g., **jones2.txt**).

You can change this default name and use any extension you choose (except **.it**, **.itl**, and **.itb**). If you specify the name of a file that already exists, as a precaution the program issues a message asking whether you want to overwrite the existing file.

When the **File name** field contains the name you want, click **Save**. As it prints to the file, the program displays the page number of the page being printed in the title bar.

When finished, the **Print** dialog closes, returning the focus to the previous worksheet.

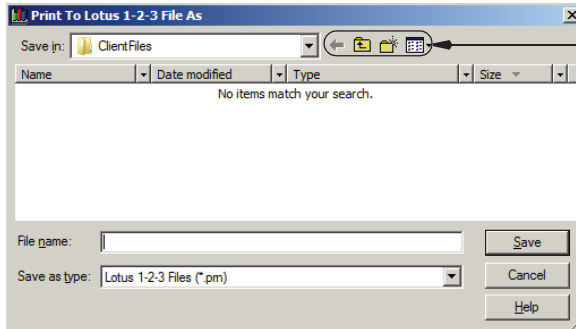
LOADING FILES INTO EXCEL

To load the resulting file into an Excel spreadsheet, place the cursor on your Excel spreadsheet where you want the **Income Tax Planner** data to appear. (These instructions are based on Excel 97 and Excel 2000.) Select **Open** on the File menu, change the **Files of type** to **Text Files**, select the file, then click **Open**. The **Text Import Wizard** appears. Specify **Delimited** for the **Original Data Type**, as well as the row on which you want the import to start. Click **Next**. Specify **Tab** as the **Delimiters**, then click **Next**. Specify **General** for the **Column Data Format**, then click **Finish**. **Income Tax Planner** data will appear in their respective cells. Select the entire worksheet. Then select **Column**, then **AutoFit Selection** on the **Format** menu to reset the column width of the columns to allow room for the row captions. Existing data in the Excel worksheet may be overwritten, so be sure to leave room for as many worksheets as you printed to the text data file.

CREATING A LOTUS 1-2-3 FILE

To send your report to a Lotus 1-2-3 file for later editing and/or printing through Lotus 1-2-3:

1. Click the **Lotus 1-2-3 File** radio button on the **Print** dialog. Then, click **Print**. The **Print To Lotus 1-2-3 File As** dialog appears:



Different versions of Windows may cause these buttons to vary.

- As a default, in the **File name** field the program will display the name of the file currently loaded and will assign the default extension **.prn** (e.g., **jones2.prn**). You can change this default name and use any extension you choose (except **.it**, **.itl**, and **.itb**). If you specify the name of a file that already exists, the program issues a message asking whether you want to overwrite the existing file.

When the **File name** field contains the name you want, click **Save**. As it prints to the file, the program displays in the title bar the page number being printed.

When finished, the **Print** dialog closes, returning the focus to the previous worksheet.

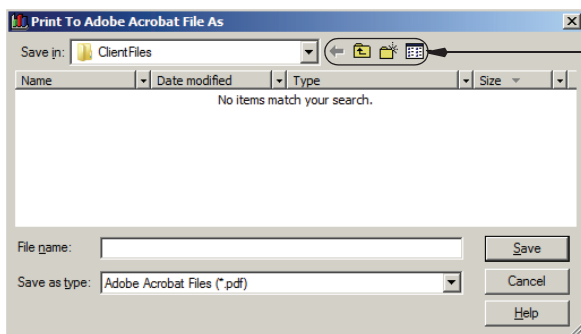
LOADING FILES INTO LOTUS 1-2-3

To load the resulting file into a Lotus 1-2-3 (Windows) worksheet, place the cursor on your Lotus spreadsheet where you want **Income Tax Planner** data to appear. Select **Open** on the File menu, select the file, then click **OK**. **Income Tax Planner** data will appear in their respective cells. Then select **Column Width** on the **Style** menu to reset the column width of the first column (which is based on the number of characters) to allow room for the row captions. Key in the appropriate value and click **OK**. Existing data in the Lotus worksheet may be overwritten, so be sure to leave room for as many worksheets as you printed to the text data file.

CREATING AN ADOBE ACROBAT FILE

To send your report to an Adobe Acrobat file for easy e-mailing, or later viewing or printing through Adobe Acrobat Reader:

- Click the **Adobe Acrobat File** radio button on the **Print** dialog, then click **Print**. The **Print To Adobe Acrobat File As** dialog appears:



Different versions of Windows may cause these buttons to vary.

2. As a default, in the **File name** field the program will display the name of the file currently loaded and will assign the default extension **.pdf** (e.g., **jones2.pdf**). You can change this default name and use any extension you choose (except **.it**, **.itl**, and **.itb**). If you specify the name of a file that already exists, the program issues a message asking whether you want to overwrite the existing file.

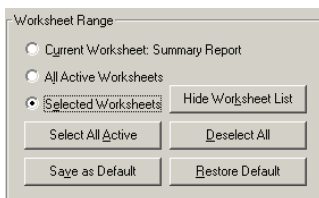
When the **File name** field contains the name you want, click **Save**. As it prints to the file, the program displays in the title bar the page number being printed.

When finished, the **Print** dialog closes, returning the focus to the previous worksheet.

SELECTING WHAT TO PRINT

PRINTING SPECIFIC REPORTS

Use the **Worksheet Range** section of the **Print** dialog to choose your worksheet selections. For details on opening this dialog, see **Accessing the Print Dialog** on page 278. For more detailed information about these selections, see **Worksheet Range** on page 89.



CURRENT WORKSHEET

When you first enter the **Print** dialog for a new analysis, the current worksheet is selected for printing. To print this worksheet, click the **Print** button.

ALL ACTIVE WORKSHEETS

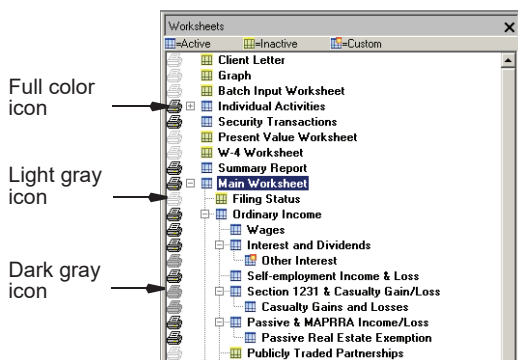
To print all active worksheets, click the **Print** button.

SELECTED WORKSHEETS

Click the **Selected Worksheets** radio button to print selected worksheets. This selection activates the **Select All Active** and **Deselect All** buttons. These worksheets are all active worksheets or worksheets selected for printing.

To change the worksheet selection, the Worksheet List should be open. If it is not, click the **Show Worksheet List** button on the **Print** dialog. (If the Worksheet List is already visible, this button is the Hide Worksheet List.) Not only does this display the Worksheet List, it also changes your **Worksheet Range** selection to **Selected Worksheets**.

Note. The **Selected Worksheets** button is replaced by the **Analyzer Setup** button when you access the **Print Preview** window through the **Security Transaction Analyzer**.



The printer icon to the left of each worksheet title is full-color, dark gray, or light gray. A full-color printer indicates that a worksheet is selected for printing. A light or dark gray printer indicates that a worksheet is not selected for printing. See the table included in **Using the Worksheet List** on page 161. Click a printer icon next to a worksheet, graph, form, or client letter to change the item's printing status. Only full-color icons are selected to print. If the Worksheet List is open, you can easily select or deselect worksheets for printing by clicking the printer icon to the left of a worksheet's title.

Click the printer icons next to the names of all the worksheets that you want printed in the report. The program highlights the worksheets you select.

WORKSHEET SELECTION BUTTONS

Buttons on the **Print** dialog allow you to make fast changes to the worksheets selected for printing:

To quickly select all active worksheets, click the **Select All Active** button on the **Print** dialog. (This button is active only when **Selected Worksheets** is active.) You can add or remove worksheets selected for printing by clicking on a worksheet's printer icon on the Worksheet List.

To quickly deselect all worksheets, click the **Deselect All** button on the **Print** dialog. (This button is active only when **Selected Worksheets** is active.) You can add or remove worksheets selected for printing by clicking on a worksheet's printer icon on the Worksheet List.

To always print the worksheets selected in the list and save the other selected settings, click the **Save as Default** button on the **Print** dialog. (This button is not active when **Current Worksheet** is the print selection.)

Likewise, to restore a previous default setting, click the **Restore Default** button. (This button is not active when **Current Worksheet** is the print selection.)

For additional information about these options, see **Selected Worksheets** on page 90.

After completing your selections, either select or deselect additional worksheets for printing (by clicking on worksheets' printer icons on the Worksheet List) or click the **Print** button on the **Print** dialog. Depending on the output selection you chose in the **Print To** field on the **Print** dialog, either the report prints or you are prompted to save the report in a particular format. For more information, see **How to Send Reports to a Printer** on page 278.

Note. The program will “remember” the worksheets you select to print, so that the next time you print or preview the reports, these worksheets will be “pre-selected.” When you save the client file, the program saves the current worksheet selections with the file.

Note. The selections you make when printing worksheets are the same as those selected for previewing the report. Therefore, if you make changes to the selected worksheets for preview purposes, the worksheets selected for print purposes in the Worksheet List also change. Likewise, when the **Print** dialog is open, you may preview the worksheets by clicking **Preview** on the dialog.

PRINTING SPECIFIC COLUMNS OF THE ANALYSIS

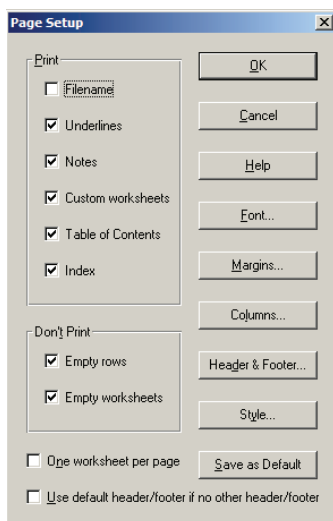
As a default, the program automatically prints all columns of the analysis. You have the option to exclude certain columns from the printed report. This feature can be accessed from the **Page Setup** dialog.

ACCESSING THE PAGE SETUP DIALOG

You can open the **Page Setup** dialog in any of three ways:

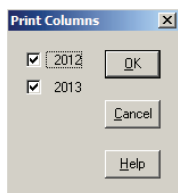
- Select **Page Setup** on the File menu.
- Click **Setup** on the **Print Preview** window toolbar.
- Click **Setup** on the **Print** dialog (accessed from the File menu or the **Print** button on the main toolbar).

The **Page Setup** dialog appears:



To select specific columns for the printed report:

1. Click the **Columns** button. The **Print Columns** dialog opens.



The first time you open this dialog, the program pre-selects for printing all columns present in the analysis (selected columns have a check mark in the check box).

2. To exclude a column from the printed reports, click the column. (When the cursor is on the column, the column item has a box around it. See “Case 1” in the above illustration.) The program will clear the check box.
3. To include a column in the analysis that had been excluded from print, click the column item. The program will place a check mark in the check box.
4. When only the columns you want to print are selected, click **OK**. The **Print Columns** dialog closes, returning the focus to the **Page Setup** dialog.

To cancel all changes made since you entered the **Print Columns** dialog and return to the **Page Setup** dialog, click **Cancel**.

To print the reports, click the **Print** button on the **Print** dialog. See **How to Send Reports to a Printer** on page 278.

Note. For information about hiding columns during an analysis and printing, see **Hide Columns Command** on page 119.

Note. If you hid columns and saved your file, the program retains your selections in the **Print Columns** dialog. The next time you open the client file, all columns will again be hidden.

PRINTING ALL COLUMNS WITHIN THE ANALYSIS

As a default, the program prints all columns within an analysis. Every time you open a client file, the program resets the column selection so that all columns are selected.

If you had previously excluded columns from printing and now want to print all columns:

1. Open the **Page Setup** dialog. For more information, see **Printing Specific Columns of the Analysis** on page 287.
2. Click the **Columns** button. The **Print Columns** dialog opens.
3. Click on each column item that has an empty check box. The program places a checkmark in the check box.
4. Click **OK**. The focus returns to the **Page Setup** dialog.

To print the reports, click the **Print** button in the **Print** dialog. For more information, see **How to Send Reports to a Printer** on page 278.

PRINTING OR PREVIEWING THE CLIENT LETTER AND GRAPH

The client letter and graph can be selected in a similar manner as program worksheets. When the Worksheet List is visible, check the printer icon to the left of the item's name to determine whether the item is selected for printing or previewing. If the item is active, you may select or deselect it for printing or previewing. See **Selecting Worksheets to Preview** on page 275 and **Selecting What to Print** on page 285 for additional information.

The client letter and graph can be previewed and printed. They can also be saved in Adobe Acrobat format, but not in Lotus 1-2-3 or Microsoft Excel. For specific information about printing each of these items, please see **Printing a Client Letter** on page 230 and **Printing Graphs** on page 204.

PRINTING 1040-ES/1041-ES PAYMENT VOUCHERS

To print the **1040-ES/1041-ES Payment Vouchers**, you must first have completed items on the **1040-ES Data** dialog (accessed from the Worksheets menu). See **1040-ES and 1041-ES Payment Vouchers** on page 189 for information about completing the dialog. Once you have supplied the information needed to prepare the vouchers, you can print the vouchers.

To print the **1040-ES Payment Vouchers** with other worksheets, make sure its printer icon is active (full color) on the Worksheet List. It cannot be saved in text, Adobe Acrobat, Lotus 1-2-3, or Excel file formats.

To print the **1040-ES Payment Vouchers** when they have the focus:

1. Select **Print** from the File menu or click the print button on the program toolbar. The **Print** dialog appears:

The **1040-ES Payment Vouchers** are selected as the **Current Worksheet** in the **Worksheet Range** box.

2. In the **Print To** box, select either **Printer** (the default) or **Adobe Acrobat File**. Click **Print** to send the 1040-ES payment vouchers to the printer or open the **Print To Adobe Acrobat File As** dialog (see **Creating an Adobe Acrobat File** on page 284).

For more information on the **1040-ES Payment Vouchers** feature, see Chapter 7.

PRINTING THE SECURITY TRANSACTION ANALYZER

To print the **Security Transaction Analyzer**, you must first have completed items on the **Security Transaction Analyzer** worksheet (accessed from the Worksheets menu). See **Security Transaction Analyzer Worksheet** on page 180 for information about completing the worksheet. Once you have supplied the information needed, you can print the worksheet.

To print the **Security Transaction Analyzer** with other worksheets, make sure its printer icon is active (full color) on the Worksheet List (next to **Security Transactions**). It can be printed or saved in text, Lotus 1-2-3, Excel, or Adobe Acrobat format with other worksheets and items.

To print the **Security Transaction Analyzer** when its window has the focus:

1. Select **Print** from the menu bar. The following **Print** dialog appears:

The **Security Transaction Analyzer** is selected as the **Current Worksheet** in the **Worksheet Range** box.

2. Select the output format in the **Print To** box. If you select a file format, see **How to Create Output Files from Report Data** on page 281.

3. Click **Print**. The **Security Transaction Analyzer** will print or the appropriate **Save To** dialog will open.

Note. The report may not fit properly in portrait mode. You may want to change the page orientation in your printer setup to landscape before printing the **Security Transaction Analyzer** report. If the orientation is portrait and not all of the columns will fit on a page, the program will print the remaining columns on a new page.

For more information on the **Security Transaction Analyzer** feature, see Chapter 7.

HOW TO CUSTOMIZE THE PRINTED REPORTS

As the initial default, the program automatically includes the following items on the printed reports:

- Client Name
- Current Date and Time
- Page Number
- Underlines
- Notes
- Multiple Worksheets per Page
- All Columns in the Analysis

The program automatically excludes empty rows and worksheets from the printed reports. The program also prepares a Table of Contents and an Index as references to worksheets within the printed reports.

You can change these defaults for a particular analysis or for all new analyses as detailed below. You can also add or change the following items to further customize your printed reports:

- Add the filename
- Change the font
- Change the margins
- Exclude columns
- Add or edit the header and/or footer
- Shade and/or add a frame (or border) around column headings, row captions, case/year columns, and/or key rows
- Bold column headings, calculated rows, and /or worksheet titles
- Increase (or change) the size of the worksheet titles

- Add a bold line that separates worksheet titles from worksheet column headings and rows

INCLUDING THE CLIENT'S NAME ON THE REPORT

The program automatically prints the **Client Name** entered on the **Assumptions** dialog or the **Header & Footer Lines** dialog. Entering the client name in one of these dialogs changes the entry on the other dialog.

Note. Enter the name exactly as you want it printed. For example, if you want the name printed in all capital letters on the reports you must enter the name using all uppercase letters in the text box.

To enter the **Client Name** from the **Assumptions** dialog:

1. Click **Assumptions** in the menu bar. The **Assumptions** dialog opens.
2. Enter the desired name in the **Client Name** field.
3. Select **OK** to accept your entry. The focus returns to the previous worksheet.

To enter the **Client Name** on the **Header & Footer Lines** dialog:

1. Click **Page Setup** on the File menu. The **Page Setup** dialog opens.
2. Click the **Header & Footer** button. The **Header & Footer Lines** dialog opens.
3. Enter the desired name in the **Client Name** field.
4. Click **OK** to accept your entry. The focus returns to the **Page Setup** dialog.
5. Click **OK**. The focus returns to the previous worksheet.

The client name will print above any header lines.

INCLUDING HEADERS OR FOOTERS

To include headers and/or footers on the printed report, you must enter them in the **Header & Footer Lines** dialog. The program will print up to three lines (80 characters each) of header and footer text. While you can save default header and footer text to be used on all new analyses, until you do so, the default headers and footers are blank.

ACCESSING THE HEADER & FOOTER LINES DIALOG

There are three ways to access the **Header & Footer Lines** dialog:

- Click **Page Setup** on the File menu. Then, click the **Header/Footer** button on the **Page Setup** dialog. Or,

- Click **Print Preview** on the File menu. Click **Setup** in the **Print Preview** button bar. Then, on the **Page Setup** dialog, click the **Header/Footer** button. Or,
- Click **Print** on the File menu. Click the **Setup** button in the **Print** dialog. Click the **Header/Footer** button.

The **Header & Footer** dialog opens and the cursor will be in the **Client Name** field:

To enter the Header or Footer Lines:

1. Press **Enter**, **Tab**, or the down arrow key to bypass the client's name on the first line and move the cursor to the first Header Line.
2. Enter up to three lines of header text and three lines of footer text. At the end of each line of text, press **Enter**, **Tab**, or the down arrow key to move to the next line. (To leave a line blank, simply click the next line you want to change.)

Note. To jump quickly to the beginning of the text line, press Home. To jump quickly to the end of the line, press End.

3. After entering the headers and footers, click **OK** to return to the **Page Setup** dialog.

The Header and Footer settings are saved with the client file.

Note. The Headers and Footers text that you entered will print on all report pages for the client until you change it, load a new client data file, clear worksheets to begin a new case, or quit the program.

For information on saving default headers and footers, see **Headers and Footers** on page 309.

ADDING THE DEFAULT HEADERS/FOOTERS TO BRIDGE FILES

For analyses created within the program, headers and footers are saved and stored with the client file. Bridge files (ASCII files created using a program other than **Income Tax Planner**, such as a tax preparation program, for the purpose of bringing information into **Income Tax Planner** for analysis) do not contain the headers/footers when loaded into **Income Tax Planner**.

The **Use default header/footer if no other header/footer** option on the **Page Setup** dialog adds the default header/footer to the client file. When this option is selected, the default header/footer will print on all pages.

To select the **Use default header/footer** option:

1. Open the **Page Setup** dialog (from the File menu, the **Print Preview** window or the **Print** dialog).
2. Click **Use default header/footer if no other header/footer**.
3. To save the current **Page Setup** settings for future analyses, click **Save as Default**. The **Page Setup** dialog closes.

Or, click **OK** to accept your changes and close the **Page Setup** dialog.

When this option is selected, the program adds the default header/footer to all client files that you open subsequently if they do not include header/footer information.

If this option is not selected, the program will only print headers and footers for a bridge file if you enter them in the **Header & Footer Lines** dialog.

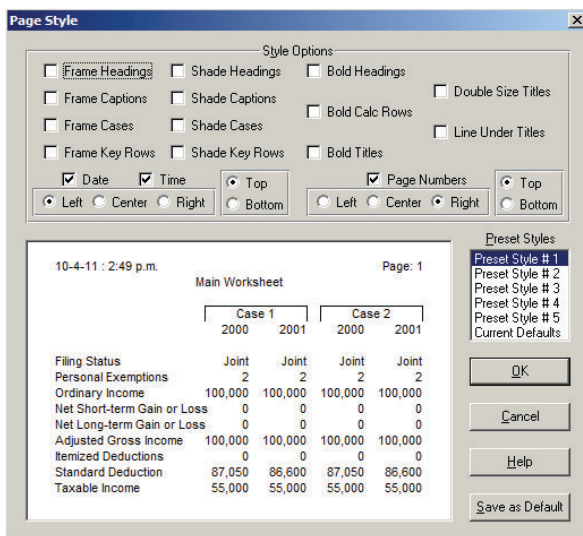
CHANGING THE PAGE STYLE

As an initial default, the program includes no special formatting in the printed reports, that is, all text on the report page use the same plain font (see **Selecting a Font for the Printed Reports** on page 304 for changing the report font). You can change this default for a particular analysis or for all new analyses using page style settings as described below. You can choose from five preset styles or customize your own style and save it as your default.

ACCESSING THE PAGE STYLE DIALOG

To access the **Page Style** dialog:

1. Select **Page Setup** from the File menu. The **Page Setup** dialog appears.
2. Click the **Style** button. The **Page Style** dialog opens:



The **Page Style** dialog allows you to specify the style (appearance) of the reports. This dialog contains a preview sample worksheet where you can see the effects of your style choices as you make them.

ADDING BORDERS AND SHADING TO THE REPORT

As an initial default, the program include neither frames (borders) nor shading on the report. You can shade and/or add a frame around the following components on a report:

- Headings
- Captions
- Cases
- Rows

To shade or add a frame to any of these components on the report:

1. Open the **Page Setup** dialog. See **Accessing the Page Setup dialog** on page 287.
2. Click the **Style** button to access the **Page Style** dialog.
3. Place a check mark in the box next to the **Frame** and/or **Shade** item(s), as desired, by clicking the item(s).

Select from these items

- To save the change(s) as a revised default for new analyses, click the **Save as Default** button on the **Page Style** dialog.

Otherwise, click **OK** to accept your changes and close the dialog.

MAKING PARTS OF THE REPORT BOLD

As an initial default, none of the report components are bold. You can change the following components on a report to bold:

- Headings
- Calc Rows
- Titles

To change any of these components on the report to bold:

- Open the **Page Setup** dialog. See **Accessing the Page Setup dialog** on page 287.
- Click the Style button to access the **Page Style** dialog.
- Place a check mark in the box next to the Frame item(s), as desired, by clicking the item(s).

Select from these items

- To save the change(s) as a revised default for new analyses, click the **Save as Default** button on the **Page Style** dialog.

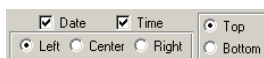
Otherwise, click **OK** to accept your changes and close the dialog.

MAKING THE WORKSHEET TITLES STAND OUT

As an initial default, the worksheet titles have no special style; that is, the titles are not underlined, are not bold, and are normal size font. You can make the worksheet title stand out by selecting one of the following options on the Page Style dialog:

- Bold Titles

1. Open the **Page Setup** dialog. See **Accessing the Page Setup dialog** on page 287.
2. Click the **Style** button to access the **Page Style** dialog.
3. Change the **Date** and **Time** settings:
 - Click the **Date** or **Time** item to remove the check mark from a check box or to place a check mark in a check box.
 - If the **Date** or **Time** items are checked, you can click the **Left**, **Center**, or **Right** radio button, and the **Top** or **Bottom** radio button to specify the location of the date and time on the report.



4. To save the change(s) as a revised default for new analyses, click the **Save as Default** button on the **Page Style** dialog.

Otherwise, click **OK** to accept your changes and close this dialog.

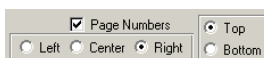
PRINTING PAGE NUMBERS

As an initial default, the program includes the page number in the upper-right corner of each page (except the client letter and 1040–ES payment vouchers). You can change this default to not print the page numbers for a particular report or change the default for new analyses.

Note. Page Numbers must be selected if you want a Table of Contents or an Index printed with the report. See **Including a Table or Index with the Printed Reports** on page 302.

To change the current handling of the page numbering on the reports:

1. Open the **Page Setup** dialog. See **Accessing the Page Setup dialog** on page 287.
2. Click the **Style** button to access the **Page Style** dialog.
3. Change the **Page Number** settings:
 - Click the **Page Numbers** item to remove the check mark from the check box or to place a check mark in the check box.
 - If the **Page Numbers** item is checked, you can click the **Left**, **Center**, or **Right** radio button, and the **Top** or **Bottom** radio button to specify the location of the page numbers on the report.



4. To save the change(s) as a revised default for new analyses, click the **Save as Default** button on the **Page Style** dialog.

Otherwise, click **OK** to accept your changes and close this dialog.

CHANGING THE REPORT MARGINS

The program applies the margin settings to all printed worksheets, the graph, and the client letter. (The indent on the client letter is in addition to the margins.) The program provides a few methods to change the margins of the printed reports. You can:

- specify the depth of the margins in the **Margins** dialog.
- change the margins using margin handles in the **Print Preview** window.
- use a combination of these two methods.

Note. Although the list boxes in the **Margins** dialog allow you to enter zero for a margin, the program will never allow the margin's width to be less than what your selected printer allows. For instance, if your printer requires a minimum 0.25 inch margin (that is, it won't print in the first or last quarter-inch across the width and length of the page) while the margin settings may be 0, the actual margin would be 0.25 inch.

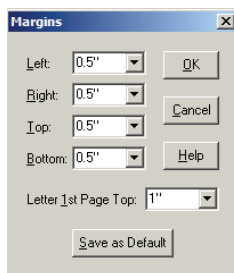
All items on the report, including the headers and footers, print in the page body bordered by the margins — nothing prints in the margin area itself.

Increasing the top margin will move the report down on the page. Conversely, increasing the bottom margin will move the footer lines up. The margins are taken into account when you print to a text file that may be later loaded into text editing or word processing programs.

USING THE MARGINS DIALOG TO SET MARGINS

To change the margins using the **Margins** dialog:

1. Select **Margins** on the **Page Setup** dialog (accessed from the File menu). The **Margins** dialog opens:



2. Click in a text box. The current entry will be highlighted. Then enter the desired margin setting in inches. (You can enter up to 5 digits in the box.)

Or, click the drop-down arrow button to open the list box and select one of the pre-set margin selections, which range from 0 to 2 inches in.25 increments.

To increase the top margin of the first page of the client letter, enter the additional margin measurement in the **Letter 1st Page Top** field. You cannot enter a number less than the **Top** margin, above.

3. When the text boxes contain the settings that you want, click **OK** to accept your changes and close this dialog.

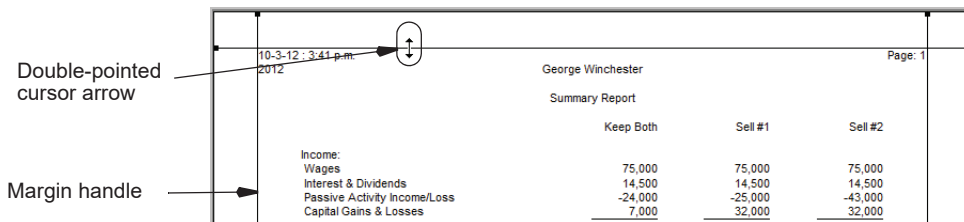
Note. If the settings you specify are too large in combination with the selected font, when you try to print or preview the reports the program will issue an error message stating that it cannot print with the current settings and asks that you adjust them.

USING MARGIN HANDLES TO SET MARGINS

Margin handles are vertical and horizontal bars terminated by solid black boxes. You can click on a bar and drag it across the report image to increase or decrease a margin.

To change the margins using margin handles:

1. Click **Print Preview** on the File menu. The **Print Preview** window opens.
2. Click the **Margins** button on the button bar. The image in the **Print Preview** window will change — margin handles are added to the report page:

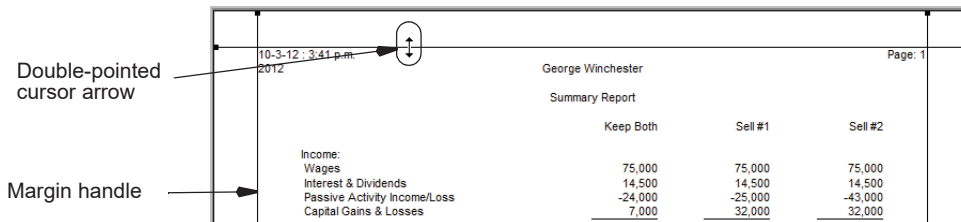


3. Adjust the margins as desired:
 - a. To increase the top margin, click and drag the top horizontal margin handle down to the desired position (the arrow pointer changes to a double-pointed arrow when the cursor is positioned to select the margin handle). When you've placed the handle where you want it, release the left mouse button. The top margin will be re-sized immediately.
 - b. To increase the bottom margin, click and drag the bottom horizontal margin handle up to the desired position. When you've placed the

handle where you want it, release the left mouse button. The bottom margin will be re-sized immediately.

- c. To increase the left or right margin, click and drag the left or right vertical margin handle toward the middle of the page image to the desired position. When you've placed the handle where you want it, release the left mouse button. The side margin will be re-sized immediately.

The following illustration shows margin handles on a page image, while the top margin handle is being dragged to increase the current top margin setting.



4. To see the results of your changes reflected on the displayed page without the handles, click the **Margins** button on the **Print Preview** window's button bar. The margin handles will disappear.

METHODS FOR REVISING MARGINS

To revise the margins again:

- Click the **Margins** button to bring up the margin handles.
 - a. Click and drag the margin handles as needed.
 - b. Click the **Margins** button to accept your changes.

Or,

- Click the **Setup** button to open the **Page Setup** dialog.
 - a. Then click the **Margins** button to open the **Margins** dialog.
 - b. Adjust the numbers in the text boxes as needed.
 - c. Click **OK** to accept your changes.

Or,

- Click the **Margins** button to bring up the margin handles.
 - a. Click and drag the margin handles to their approximate positions.
 - b. Click the **Setup** button to open the **Page Setup** dialog. The text boxes will reflect the latest changes to the margins.
 - c. Revise the numbers in the text boxes as needed.

- d. Click **OK** to close the dialog.
- e. When the focus returns to the **Print Preview** window, click the **Margins** button to clear the margin handles.

PRINTING THE FILE NAME ON THE REPORT

For the program to print the analysis's file name and location (path) in the lower-left corner of the printed reports:

1. Open the **Page Setup** dialog. See **Accessing the Page Setup dialog** on page 287.
2. Click the **Filename** item. The program inserts a check mark in the check box.
3. To save the change as a revised default for new analyses, click the **Save as Default** button in the **Page Setup** dialog.

Otherwise, click **OK** to accept your changes and close the dialog.

INCLUDING A TABLE OR INDEX WITH THE PRINTED REPORTS

As an initial default, the program includes the **Table of Contents** and **Index** in the printed report. You can change this default for new analyses, or simply change the default to print:

- the **Table of Contents** only,
- the **Index** only, or
- neither the **Table of Contents** nor the **Index** for a particular analysis.

To change the current **Table of Contents** and **Index** selections:

1. Open the **Page Setup** dialog. See **Accessing the Page Setup dialog** on page 287.
2. Click the **Table of Contents** item and/or the **Index** item to remove the check mark from the check box or to place a check mark in the check box.
3. To save the change(s) as a revised default for new analyses, click the **Save as Default** button in the **Page Setup** dialog.

Otherwise, click **OK** to accept your changes and close this dialog.

Note. Page Numbers must be selected in order to enable the **Index** and **Table of Contents**. If the page numbering feature is not selected when you select **Index** or **Table of Contents**, the program issues a message informing you that **Page Numbers** will be automatically selected. See **Printing Page Numbers** on page 298.

INCLUDING NOTES WITH PRINTED REPORTS

As an initial default, the program includes each Note immediately after the worksheet to which it applies, if the note meets the following two conditions:

- the worksheet to which it applies is printed, and
- the row to which it applies is printed. (If the row is blank and you've selected "Don't print empty rows" (see below), the note will not print.)

You can change this default to not print the notes for a particular analysis or change the default for new analyses.

To change the current handling of the note printing on the reports:

1. Open the **Page Setup** dialog. See **Accessing the Page Setup dialog** on page 287.
2. Click the **Notes** item to remove the check mark from the check box or to place a check mark in the check box.
3. To save the change as a revised default for new analyses, click the **Save as Default** in the **Page Setup** dialog.

Otherwise, click **OK** to accept your changes and close this dialog.

EXCLUDING EMPTY ROWS OR WORKSHEETS FROM REPORTS

As an initial default, the program excludes empty rows (those containing only zeros) and empty worksheets (e.g., active worksheets that do not contain client data) from printed reports. This results in a smaller printed report. However, items that may pertain to the client data but are currently empty will not be shown.

You can change the default for new analyses, or simply change this default to exclude:

- empty rows only,
- empty worksheets only,
- or neither empty rows nor empty worksheets for a particular analysis.

To change the current handling of empty rows and worksheets:

1. Open the **Page Setup** dialog. See **Accessing the Page Setup dialog** on page 287.
2. In the **Don't Print** area, click the **Empty rows** item to remove the check mark from the check box or to place a check mark in the check box.

Or, click the **Empty worksheets** check box to remove the check mark from the check box or to place a check mark in the check box.

3. To save the change(s) as a revised default for new analyses, click the **Save as Default** button in the **Page Setup** dialog.

Otherwise, click **OK** to accept your changes and close this dialog.

Note. Clicking on an item in the **Don't Print** section toggles the selection on and off. If a check box in the **Don't Print** section has a check mark in it, the program excludes its corresponding item from the reports.

SELECTING A FONT FOR THE PRINTED REPORTS

You can use any font loaded for your printer to print the reports. Your font selection controls the appearance of the printed reports including the labels on the graph. The font used for printing the reports does not need to be the same as the font used to view the worksheets on-screen while you enter client data into the analysis. The selected font, including point size and style, is used for the entire printed report (excluding the client letter).

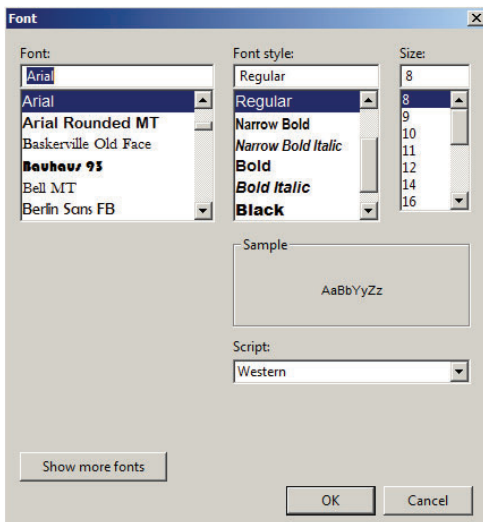
Note. If you will not be printing the reports on your usual printer, you should specify the printer using the **Print Setup** dialog (accessed through the **Printer** command on the **Print** dialog) before you complete the Font options. This is because the fonts that are available on one printer may not be available on another.

ACCESSING THE FONT DIALOG

Specify the **Font** selection in the **Font** dialog:

1. Access the **Font** dialog in one of the following ways:
 - a. Select **Page Setup** from the File menu, then click the **Font** button.
 - b. Select Font from the **Print Preview** window, or
 - c. Select Setup from the **Print** dialog, then click the **Font** button.

The **Font** dialog will open. (This dialog operates in the same manner as the **Font** dialogs in other Windows applications. See your Windows manual for information concerning specific items in this dialog.)



2. Scroll through the items in the **Font** list box. Click a font name to select the font. (The fonts listed in this box will vary depending upon what fonts you have loaded for your printer.) A sample of the font will display in the Sample area of the dialog.
3. Click the desired font style and/or size to change these selections.
4. Click **OK** to accept your changes or **Cancel** to reject any changes. The **Font** dialog closes.

INCLUDING TOTAL AND SUBTOTAL LINES ON THE REPORTS

As an initial default, the program includes single and double underlines for totals, subtotals, and sections on the printed reports. You can change this default to not print the underlines for a particular print run or change the default for new analyses.

To change the current handling of underlining on the reports:

1. Open the **Page Setup** dialog. See **Accessing the Page Setup dialog** on page 287.
2. Click the Underlines item to remove the check mark from the check box or to place a check mark in the check box.
3. To save the change as a revised default for new analyses, click the **Save as Default** button in the **Page Setup** dialog.

Otherwise, click **OK** to accept your changes and close this dialog.

PRINTING MULTIPLE REPORTS OR ONE REPORT PER PAGE

As an initial default, the program places multiple worksheets on each page of the printed reports whenever possible. You can change this default to print one report on each page using a command on the **Page Setup** dialog.

To change the handling of the number of reports per printed page:

1. Open the **Page Setup** dialog. See **Accessing the Page Setup dialog** on page 287.
2. Click the **One worksheet per page** item to remove the check mark from the check box or to place a check mark in the check box.
3. To save the change as a revised default for new analyses, click the **Save as Default** button in the **Page Setup** dialog.

Otherwise, click **OK** to accept your changes and close this dialog.

Note. Even when this command is not selected, the program will never start printing a worksheet in the middle of a page unless the entire worksheet will fit on that page.

INCLUDING CENTS OR PRINTING DOLLAR-ROUNDED AMOUNTS

As an initial default, the program displays dollar-rounded amounts on-screen. The program prints the amounts on the reports according to whether you have the cents displayed on-screen or not.

To display and print cents in the amounts on the reports:

1. Select **Calculations** on the Options menu. The **Calculation Options** dialog appears.
2. Click the **Display Cents** item to place a check mark in the check box.

When this check box contains a check mark, cents will be included in the amounts. When the check box is empty, the amounts will be dollar-rounded.

CUSTOMIZING THE SECURITY TRANSACTION ANALYZER RESULTS

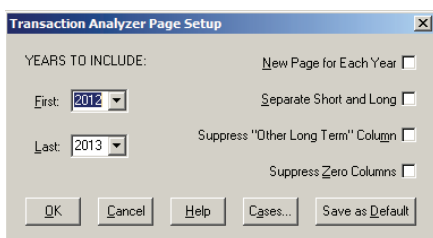
Using the **Transaction Analyzer Page Setup** dialog, you can set up a report format suitable for presenting security transaction results to your clients. You can set up and/or change the printed report's appearance for a single session or save the settings as the default for future sessions.

Note. The items on the program's **Page Setup** dialog, such as font, margins, and headers and footers, are also used to format the printed **Security Transaction Analyzer** report.

To access the **Transaction Analyzer Page Setup** dialog:

- Open the **Print** dialog. (If the **Security Transaction Analyzer** window is open, select the **Print** command on the menu bar. Otherwise, select **Print** on the File menu.) Then click the **Analyzer Setup** button.
- Or, from the **Print Preview** window, click the **Analyzer Setup** button on the button bar.

The **Transaction Analyzer Page Setup** dialog appears:



CHANGING THE YEARS INCLUDED ON THE ANALYZER REPORT

From the list boxes, select the first and last year(s) that you want included on the printed report. The printed report will include all years within this range. The program defaults to the first and last years of the analysis.

SORTING TRANSACTIONS BY YEAR SOLD

As an initial default, the program includes the transactions from all years together on the printed report. You can choose to have the transactions sorted by year sold, starting a new page for each year.

To change the current handling of years on the report, click the **New Page for Each Year** item.

If you select this option, the program will print all transactions for each year sold on a separate page. If you do not select this option, the program will print all years together on the report in chronological order by date sold.

SORTING TRANSACTIONS BY HOLDING PERIOD

As an initial default, the program includes the transactions from all holding periods together on the printed report, sorted by date sold. You can choose to have the transactions sorted by holding period, printing the short- and long-term transactions separately.

To change the current handling of the holding period sort on the report, click the Separate Short and Long item.

If you select this option, the program prints all short-term transactions on the report before printing the long-term transactions.

SELECTING THE COLUMNS INCLUDED ON THE REPORT

As an initial default, the printed report includes the following gain/loss columns:

- Total Short-Term
- Total Long-Term
- 28% Rate Long-Term
- 5-Year Gain Purchased Before 2001
- Other Long-Term

Select the **Suppress “Other” Column** item to exclude the Other Long-Term column from the printed report. The Total Long-Term column is the sum of the 28% Rate Long-Term, 5-Year Gain Purchased Before 2001, and the Other Long-Term columns.

MODIFYING THE REPORT TO RESEMBLE SCHEDULE D

If you select all the options listed below, the printed report will most closely resemble the federal Form 1040, Schedule D:

- New Page for Each Year
- Separate Short and Long for Each Year
- Suppress “Other” Column

REMOVING NONESSENTIAL COLUMNS FROM THE REPORT

As an initial default, the printed report includes the following gain/loss columns:

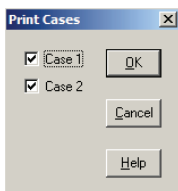
- Total Short-Term
- Total Long-Term
- 28% Rate Long-Term
- 5-Year Gain Purchased Before 2001
- Other Long-Term

Select the **Suppress Zero Columns** item to exclude columns containing only zeroes from the printed report.

SPECIFYING CASES TO PRINT ON THE REPORT

As an initial default, the program includes all transactions for all cases on the printed report. You can choose to print transactions or not, depending upon which cases are selected for printing.

To change the current handling of cases on the report, click the **Cases** button. The **Print Cases** dialog opens.



Those cases with check marks will print. If all cases are selected to print, even those transactions with **None** specified for **Include in Case** will print.

PRINT DEFAULTS

HEADERS AND FOOTERS

As an initial default, the header and footers are blank. To save header and/or footer entries as the default for new analyses:

1. Enter the desired default in the **Header & Footer Lines** dialog. For more information, see **Including Headers or Footers** on page 292.
2. Select **Save as Default** on the **Header & Footer Lines** dialog. The program will issue a message indicating that the changes were saved to the initialization file. Then the dialog closes, returning the focus to the **Page Setup** dialog.

To restore the headers and footers for a client file to the default headers and footers, click on the Restore Default button in the **Header & Footer Lines** dialog. This will return the text in the header and footer lines to the most recent default settings.

PAGE SPECIFICATIONS

As an initial default, the page specifications are:

- Print current date and time
- Print page number
- Print underlines
- Print notes

- Print Table of Contents and Index
- Don't print empty rows and worksheets
- Print multiple worksheets per report page

To save page specification entries as the default for new analyses:

1. Enter the desired default(s) on the **Page Setup** and **Page Style** dialogs. For more information, see **How to Customize the Printed Reports** on page 291.
2. Select **Save as Default** on the **Page Setup** and **Page Style** dialogs. The program will issue a message indicating that the changes were saved to the initialization file. Then the dialog will close.

Note. The font selection is also saved as the default along with the other **Page Setup** items.

MARGINS

As an initial default, the margin settings for the printed reports are blank. To save margin entries as the default for new analyses:

1. Enter the desired default in the **Margins** dialog. For more information, see **Changing the Report Margins** on page 299.
2. Select **Save as Default** on the **Margins** dialog. The program issues a message indicating that the changes were saved to the initialization file. Then the dialog closes, returning the focus to the **Page Setup** dialog or **Print Preview** window.

COLUMN WIDTHS

The width of the columns (and the space between the columns) is determined by:

- whether the amounts include cents or are dollar-rounded (selected on the **Calculation Options** dialog accessed from the Options menu)
- the number of dollar digits selected (selected on the **Calculation Options** dialog accessed from the Options menu)
- the size of the printer font (selected on the **Font** dialog accessed from the **Page Setup** command on the File menu)

To save the first two settings above as the default for new analyses, click **Save as Default** on the **Calculation Options** dialog.

To save the last setting above as the default for new analyses, click **Save as Default** on the **Page Setup** dialog.

FONTS

To save printer font entries as the default for new analyses:

1. Enter the desired default(s) in the **Font** dialog. For more information, see **Selecting a Font for the Printed Reports** on page 304.
2. Click **OK** to close the **Font** dialog.
3. The focus will either return to the **Page Setup** dialog or the **Print Preview** window. If the focus returns to the **Print Preview** window, click the **Setup** button.
4. Select **Save as Default** on the **Page Setup** dialog. The program will issue a message indicating that the changes were saved to the initialization file. Then the dialog will close.

PRINTER

The default printer is changed each time you select a different printer. This printer selection may also change the default printer for other Windows programs.

To change the default printer, see **Selecting a Different Printer** on page 280.

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KEYBOARD SHORTCUTS

FILE

Command	Shortcut
Open File Menu	Alt+F
New Client File	Alt+F, N
Open Client File	Alt+F, O
Merge Client File	Alt+F, M
Save Client File	Alt+F, S
Save Client File As	Alt+F, A
New Client Letter	Alt+F, W
Open Letter Template	Alt+F, L
Save Letter Template As	Alt+F, R
Page Setup	Alt+F, T
Print Preview	Alt+F, V
Print	Alt+F, P
Send as PDF Attachment	Alt+F, D, P
Send as IT Attachment	Alt+F, D, I
Erase Worksheets	Alt+F, E
Exit (Close Program)	Alt+F, X

EDIT

Command	Shortcut	Alternate Shortcut
Open Edit Menu	Alt+E	
Undo Last Entry	Ctrl+Z	Alt+E, U
Show Undo List (Prior Entries)	Alt+E, N	
Copy	Ctrl+C	Alt+E, C
Paste	Ctrl+V	Alt E, P
Paste Link	Alt+E, L	
Select All	Alt E, S	
Edit Cell	F2	Alt+E, E
Auto Copy Within A Case	A	Alt+E, W
Auto Copy Same Year	Shift+A	Alt+E, Y
Auto Copy All Columns	Ctrl+A	Alt+E, A
Clear or Restore Prior Value	C	Alt+E, V
Increase by Constant or %	I	Alt+E, Shift+5
Kill Subworksheet	K	Alt+E, B
Zap Custom Worksheet	Z	Alt+E, T
Open Math Calculator	M	Alt+E, H
Repeat Previous Cell Value	R	Alt+E, R
Spread Annualization	S	Alt+E, Z
Open Case Titles	Ctrl+E	Alt+E, T
Move Case	Ctrl+M	Alt+E, V
Hide Columns	Ctrl+H	Alt+E, D
Protect Columns	Ctrl+L	Alt+E, M
View Dynamic Data Exchange Links	Alt+E, X	
Add or Edit a Note	Ctrl+N	Alt+E, O

ASSUMPTIONS DIALOG

Command	Shortcut
Annualization Analysis On/Off	Alt+A
Minor Child Analysis On/Off	Alt+M
Change Case Titles	Alt+T
Enter Client Address	Alt+S
Choose Resident State	Alt+R
Choose Nonresident State	Alt+N

WORKSHEETS

Command	Shortcut	Alternate Shortcut
Hide/Show Worksheet List	Ctrl+W	Alt+W, K
Open Worksheet	Alt+W, K, O	
Close Worksheet	Alt+W, K, C	
Kill Worksheet	Alt+W, K, K	
Zap Custom Worksheet	Alt+W, K, Z	
Print Worksheet	Alt+W, K, P	
Sort Worksheet List	Alt+W, K, S	
Help For Worksheet List	Alt+W, K, H	
Go to Subworksheet	W, or double-click row (see Types of Rows on page 20)	Alt+W, G
Cascade	Alt+W, D	
Tile Horizontally	Alt+W, H	
Tile Vertically	Alt+W, V	
Tile Optimally	Alt+W, O	
Arrange Icons (minimized worksheets)	Alt+W, N	
Close On Escape	Alt+W, L	
Minimize On Escape	Alt+W, Z	
Use Same Window	Alt+W, U	
Batch Input	B	Alt+W,
Individual Activities	Alt+W, I	
Summary Report	X	Alt+W,
Present Value	Alt+W, P	
W-4 Worksheet	Alt+W, W	
W-4 Form	Alt+W, F	
Alternative Capital Gains Tax	Alt+W, A	
Security Transaction Analyzer	Alt+W, T	
Watch Window	Alt+W, W	
1040-ES Payment Vouchers	Alt+W, M	
Close All Subworksheets	Alt+W, C	
View Federal Worksheets	Alt+W, F	
View Resident State Worksheets	Alt+W, R	
View NY Nonresident State Worksheets	Alt+W, N	
View Other Nonresident State Worksheets	Alt+W, O	
Leave a Worksheet	Esc	

CUSTOM WORKSHEETS

Command	Shortcut
Create a Custom Worksheet	W, or double-click any input row (see Types of Rows on page 20)
Insert a Row	Ctrl+I
Delete a Row	Ctrl+D
Designate as Title Row (inserts a blank row below title row)	Ctrl+T
Designate as Subtotal Row	Ctrl+S

OPTIONS

Command	Shortcut	Alternate Shortcut
Auto Backup	Alt+O, A	
Calculations	Alt+O, C	
Colors	Alt+O, L	
Default Directory	Alt+O, D	
Deactivate Program	Alt+O, G	
Link Options	Alt+O, K	
Password Protect	Alt+O, P	
Screen Font	Alt+O, F	
Resident State Specifications	Alt+O, R	
Nonresident State Specifications	Alt+O, N	
Calculations On/Off	Alt+C	Alt+O, O
Save Desktop	Alt+O, S	
View Filename	Alt+O, M	
View Toolbar	Alt+O, V	
View Tabs Top	Alt+O, T	
View Tabs Bottom	Alt+O, B	
View Worksheet List Left	Alt+O, E	
View Worksheet List Right	Alt+O, I	
View Worksheet Row Numbers	Alt+O, U	

GRAPH & CLIENT LETTER

Command	Shortcut
Open Graph	Alt+G
Open Client Letter	Alt+L

HELP

Command	Shortcut	Alternate Shortcut
Show Help Contents	Alt+H, C	
Search For Help On...	Alt+H, S	
Help For Current Row	F1	Alt+H, H
Tax Reference Guide	Alt+H, R	
Operations Guide	Alt+H, O	
Tutorial	Alt+H, T	
Merge Conflict Log	Alt+H, M	
Web Update	Alt+H, W	
Go To Updates Web Site	Alt+H, G	
About Income Tax Planner	Alt+H, A	

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B

PROGRAM FILES

<<desktop program edition only>>

This appendix is provided for users who may be interested in the program files on your hard drive. The program files are in **[local drive]:\ITWIN**, and are listed below, sorted first by extension and then by file name.

Extension	File Name	Description
CHM	ITHELP.CHM	Help file
CONFIG	ITWIN.EXE.config	CONFIG file
DAT	blm.dat	BLM Client Data file
DAT	Update.dat	TrueUpdate Client Data file
DLL	asycfilt.dll	VB6 System file
DLL	atx45ole.dll	Bennet-Tec AllText 4.5 Support file
DLL	atx45PIC.dll	Bennet-Tec AllText 4.5 Support file
DLL	BLM.DLL	BLM Client
DLL	comcat.dll	VB6 runtime files
DLL	gsjpg32.dll	Graphics Serve Support file
DLL	gswag32.dll	Graphics Serve Support file
DLL	gswdll32.dll	Graphics Serve Support file
DLL	ISLICENSE50.dll	BLM License Module
DLL	ITUTIL32.DLL	General Purpose Utility Support file
DLL	mfc42.dll	Ocx dependency files
DLL	msvbvm60.dll	VB6 runtime files
DLL	msvcrt.dll	VB6 runtime files
DLL	oleaut32.dll	VB6 runtime files

Extension	File Name	Description
DLL	olepro32.dll	VB6 runtime files
EXE	BLMITPActivationTool.exe	Program Activation Tool
EXE	BLMITPDeactivationTool.exe	Program Deactivation Tool
EXE	gsw32.exe	Graphics Server
EXE	Itwin.exe	Program executable file
EXE	Update.exe	TrueUpdate Client
ICO	FEDERAL.ICO	Program icon <<Federal edition only>>
ICO	STATE.ICO	Program icon << Income Tax Planner with Fifty States only>>
INI	it.ini	Program Initialization/settings file
IT	SAMPLE.IT	Sample client plan file
ITL	SAMPLE.ITL	Sample letter template file
NDX	ITBATCH.NDX	Batch Input Worksheet Index file
NR	*.NR	Nonresident state specification files
OCX	atx45.ocx	Bennet-Tec AllText 4.5 Control
OCX	COMDLG32.ocx	CMDialog ActiveX Control file
OCX	fpSPR80.ocx	FarPoint Spread Control (OLEDB) file
OCX	graphs32.ocx	Graphics Server Control file
OCX	Tab32x30.ocx	FarPoint TabPro ActiveX Control file
OCX	threed20.ocx	Sheridan ActiveThreed Control file
OCX	TList8.ocx	Bennet-Tec TList ActiveX Control file
PDF	1040-ES	1040-ES form
PDF	1041-ES	1041-ES form
PDF	W4_CURRENTYEAR	W-4 form
PDF	W4_FUTUREYEAR	W-4 form
RND	ITCAP.RND	Program caption support file
RND	ITWINMSG.RND	Program message file
ST	*.ST	Resident state specification files
TLB	stdole2.tlb	VB6 runtime files
TXT	Income Tax Planner Update Log.txt	TrueUpdate Log file
TXT	ITLICENS.TXT	License Agreement
WMF	1040*.WMF	ES1040 Voucher Meta file
WMF	1041*.WMF	ES1041 Voucher Meta file
WMF	W4_1	W-4 Meta file

Extension	File Name	Description
WMF	W4_2	W-4 Meta file
XML	PAYMENTVOUCHER_FIELD-KEYS.XML	XML document
XML	W4_FIELDKEYS.XML	XML document

Within the **ITWIN** folder is a subfolder called **Module Retargetable Folder** containing the following files:

Extension	File Name
DLL	Microsoft.InteropFormTools.dll
DLL	O2S.Components.PDF4NET.dll
DLL	O2S.Components.PDFRender4NET.dll
DLL	O2S.Components.PDFView4NET.dll
DLL	Pdf4VBControl.dll
TLB	Microsoft.InteropFormTools.tlb
TLB	Pdf4VBControl.tlb

The program also uses:

- **IT.INI** (initialization file). It is located in **[local drive]:\Users\[user name]\AppData\Local\Bloomberg Tax Technology\Income Tax Planner**.
- **blm.dat** file. In the network program editions, this file is located in **[local drive]:\itwin**. In the stand-alone program editions, it is located in **[local drive]:\Users\[user name]\AppData\Local\Bloomberg Tax Technology\Income Tax Planner**.
- **blmac.dat** file. It is located in **[local drive]:\Users\[user name]\AppData\Local\VirtualStore\ProgramData\Bloomberg Tax Technology\Income Tax Planner\Income Tax Planner Federal and 50 States**.

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