

ON-LINE TAXES, INC.

# OLTPro Professional Tax Software

---

2011 User Guide



This page left intentionally blank.

# Contents

<b>Desktop User Guide .....</b>	<b>7</b>
<b>Chapter One: Getting Started .....</b>	<b>8</b>
Who We Are.....	8
System Requirements (Desktop) .....	8
Quick Reference Guide .....	9
<b>Chapter Two: OLTPro Desktop Setup .....</b>	<b>11</b>
OLTPro Desktop Installation .....	11
Using the Auto-Update Feature.....	16
Setting up your Software .....	18
Downloading Account Information.....	20
Creating a New Account.....	21
Creating Admin Preparer .....	22
Updating Firm Information .....	23
Updating Pricing Information.....	24
Adding a New Preparer / Editing Preparer Privileges.....	25
Importing Prior Year Clients.....	26
Individual Returns .....	26
Business Returns .....	28
Setting up the Appointment Scheduler .....	30
Custom Configuration .....	31
Default all Returns to 1040 .....	31
Switching to Interview Input.....	32
EIN Database.....	33
<b>Chapter Three: Network Installation Guide.....</b>	<b>35</b>
Determining Server Computer Name .....	35
Sharing Server Directories .....	36
Running the 'Server' Computer Software.....	38
Work Station Installation .....	39
Alternative Networking Option 1.....	41
Alternative Networking Option 2.....	42
<b>Chapter Four: Preparing a Tax Return .....</b>	<b>43</b>
Creating a New 1040 Return.....	43
Creating 1040/1040-SS/1040X/1040NR Returns.....	43

Creating a New Business / Corporate Return .....	44
Adding Personal Information .....	45
Adding Additional Forms.....	45
Understanding the Direct Input Layout .....	46
Additional Features – Direct Input.....	47
Customizing the Direct Input Layout .....	48
Work Pad.....	49
Override Feature .....	49
Starting a State Return.....	50
Allocating Between Multiple States.....	51
Running a Return Diagnostic and Completing a Return .....	52
Using the Interview Input .....	54
Editing an Existing Return .....	57
Deleting a Tax Return.....	58
Amending an Accepted Return .....	60
Printing a Tax Return.....	62
Printing All Forms at One Time. ....	63
Printing Individual Forms .....	63
Batch Printing of Returns .....	65
<b>Chapter Five: E-File Management .....</b>	<b>66</b>
E-File Preparation.....	66
Making a Payment for a Return .....	67
Selecting Transmission Type .....	69
Getting E-File Acknowledgements.....	70
E-File Acknowledgement from Client Manager .....	70
Get E-File Status from E-File Tab.....	71
Rejected Returns.....	72
Resubmitting a Rejected Return – Client Manager .....	73
Removing a Return from Queue .....	74
<b>Chapter Six: Using the OLTPro Features .....</b>	<b>75</b>
Scheduler .....	75
Letters .....	76
Client Organizer .....	76
Standard Letters.....	77

Creating Custom Letters .....	78
Quick Estimator.....	79
MFJ vs. MFS Comparison Chart.....	80
Document Manager .....	81
Changing Themes.....	83
<b>Chapter Seven: OLTPro Desktop Reports .....</b>	<b>84</b>
Client Data Report.....	84
E-File Data Report .....	85
Office Revenue Report.....	86
<b>Chapter Eight: Fee-Collect Options .....</b>	<b>87</b>
Processing a Bank Product Return .....	87
Bank Product Reporting.....	89
Bank Product Partners .....	89
<b>OnLine User Guide .....</b>	<b>90</b>
<b>Chapter Nine: Setting Up Online Software .....</b>	<b>91</b>
Creating an Account.....	91
Creating Admin Preparer .....	94
Updating Firm Information .....	95
Updating Pricing Information.....	96
Adding a New Preparer/ Editing Preparer Privileges.....	97
Importing Prior Year Clients.....	99
Setting up your Appointment Scheduler .....	100
Setting the IP Security.....	101
Viewing and Deleting IP Addresses.....	102
Enabling/Disabling IP Security .....	102
<b>Chapter Ten: Preparing a Tax Return .....</b>	<b>103</b>
Creating a New Return.....	103
Understanding Layout and Input Options.....	104
Using Navigation Tabs.....	105
Using Section Checklists.....	105
Starting a State Return.....	107
Adding Additional States.....	108
Reviewing Forms for a Federal and/or State Return .....	109

Completing a Return .....	110
Understanding the Client Manager .....	111
Client Manager Tabs: .....	112
Editing an Existing Return .....	113
Deleting a Tax Return.....	114
Amending an Accepted Return .....	115
Alternative Amending Option .....	116
Viewing and Printing a Tax Return.....	117
<b>Chapter Eleven: E-File Management .....</b>	<b>119</b>
E-File Preparation: Marking a Return Complete.....	119
Making a Payment for the Return.....	120
E-Filing from E-File Tab .....	123
Removing a Return from Queue .....	124
Resubmitting a Rejected Return .....	126
<b>Chapter Twelve: Features.....</b>	<b>127</b>
Scheduler .....	127
Letters .....	128
Letter Settings.....	128
Creating a Custom Letter .....	128
Printing Standard and Custom Letters.....	130
Printing the Client Organizer.....	131
Quick Estimator.....	132
MFJ vs. MFS Comparison Chart.....	134
Preparer’s Login Report .....	135
<b>Chapter Thirteen: Reports .....</b>	<b>136</b>
Standard Reports .....	136
Custom Report .....	137
Office Revenue Report.....	138
<b>Chapter Fourteen: Fee-Collect Options .....</b>	<b>139</b>
Processing a Bank Product Return.....	139
Bank Product Partners .....	142
<b>Chapter Fifteen: OLTPro Professional Tax Software Support.....</b>	<b>143</b>
Bank Product Partners .....	143
<b>Chapter Sixteen: Glossary.....</b>	<b>144</b>



# **OLTPro Professional Tax Software**

## **Desktop User Guide**

## Chapter One: Getting Started

OLTPro is designed to Maximize Your Bottom Line by offering an efficient, affordable, and reliable professional tax software for any type of tax office. We offer comprehensive, user-friendly tax software for CPAs and Tax Professionals that is sure to increase revenue and efficiency to help grow your tax business!

### Who We Are

On-Line Taxes, Inc. provides federal and state preparation and electronic filing for professional tax preparers, serving thousands of customers throughout the United States. Responsible for filing more than one million returns to date, On-Line Taxes, Inc. offers comprehensive tax services to meet the needs and demands of today's tax preparer.

On-Line Taxes, Inc. was founded in 1999 by the late William White, an entrepreneur with more than two decades of experience in both computer programming and public accounting. The company's president, Premkumar John, joined On-Line Taxes, Inc. in 2002. John's experience includes eight years at Cerner Corp., the world's leading supplier of health care information technology. On-Line Taxes, Inc. is based in St. Joseph, MO.

### System Requirements (Desktop)

**Computer:** IBM or compatible Pentium processor (1.0GHz and above)

**Operating System:** XP, XP PRO, Vista, Windows 7

**Memory:** Minimum 2GB of RAM

**Monitor:** Supports SVGA color monitors (high-color 16 bit) 1024x768 screen resolution recommended.

**CD ROM Drive:** 2X CD-ROM minimum 4X CD-ROM or DVD R/W

**Internet Connection:** 28.8 Kbps or faster modem or direct Internet connection required to obtain updates, complete electronic filing, or access customer service.

**Third Party Software:** Microsoft Internet Explorer 7.0 (or higher), Mozilla Firefox 3.7 (or higher), Adobe Acrobat 8.0 (or higher)

**Printer:** Works with any windows compatible inkjet or laser printer with 1 MB or more memory.

## Quick Reference Guide

The **Quick Reference Guide** is used for short-cuts when utilizing the **Direct Input Mode** of the software.

DESIRED ACTION	KEYBOARD KEYS
Move cursor forward one field	[Tab] or [↓]
Move cursor back one field	[Shift] + [Tab] or [↑]
Move cursor within a field	[←] or [→]
Delete character behind the cursor	[Backspace]
Delete character before the cursor	[Delete]
Go to the first position in a data entry field	[Home]
Go to the last position in a data entry field	[End]
Select entire characters in a data entry field	[Shift] + [Home] or [Shift] + [End]
Access view/print mode	[Ctrl] + [P]
Access tree view list panel	[Ctrl] + [Shift] + [T]
Access show return links panel	[Ctrl] + [Shift] + [S]
Access Refund Meter panel	[Ctrl] + [Shift] + [R]
Access help browser panel	[Ctrl] + [Shift] + [H]
Access override summary link	[Ctrl] + [F2]
Access change preparer link	[Ctrl] + [F3]
Access update return status link	[Ctrl] + [F4]
Access backup return link	[Ctrl] + [F6]

### Pro screen hot keys:

DESIRED ACTION	KEYBOARD KEYS
Open return	[Ctrl] + [O]
New Return	[Ctrl] + [N]
Manage Return	[Ctrl] + [M]

### Data Entry hot keys:

DESIRED ACTION	KEYBOARD KEYS
For field help during data entry	[F1]
Do Override (To call override form)	[F8]
Undo Override (Delete override entry in particular field)	[Shift] + [F8]
Toggle between federal and state tabs	[Ctrl] + [F]
View/Print Return	[Ctrl] + [P]
Open help system	[Ctrl] + [F1]
Access to Clients Query	[Ctrl] + [Q]
Delete Record in multiple entry form/ Delete a data entry screen	[Ctrl] + [D]
Delete All Record in multiple entry pop-up screen	[Ctrl] + [Shift] + [D]
Edit Record in multiple entry form	[Ctrl] + [E]
Add Record in multiple entry form	[Ctrl] + [A]
Save the screen	[Ctrl] + [S]
Reset the screen	[Ctrl] + [U]
Cancel entry	[Ctrl] + [L]
Access work pad	[Ctrl] + [W]
Activate the calculator	[F5]
Exit pop-up screen	[Esc]

Add notes	[Ctrl] + [R]
Open or Locate form	[F9]
Manage Panels (Form list tree, Refund Meter, Show return, Show help)	[Ctrl] + [M]
Close client return	[F10]
Next control navigation	[Ctrl] + [→]
Previous control navigation	[Ctrl] + [←]
First control navigation	[Ctrl] + [Shift] + [←]
Last control navigation	[Ctrl] + [Shift] + [→]
View all forms list in tree view	[Ctrl] + [Shift] + [A]
View filed forms list in tree view	[Ctrl] + [Shift] + [C]
View Related Forms list	[Ctrl] + [Shift] + [F]
Access tree view list panel	[Ctrl] + [Shift] + [T]
Access show return links panel	[Ctrl] + [Shift] + [S]
Access Refund Meter panel	[Ctrl] + [Shift] + [R]
Access help browser panel	[Ctrl] + [Shift] + [H]

**NOTE:** You can also use your mouse to position your cursor in desired field

**Frequently used codes:**

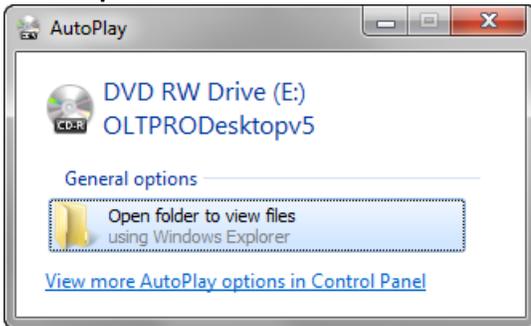
<b>CODE</b>	<b>APPLICATION</b>
<b>P</b>	Data will be assigned to primary taxpayer. The program will default to “P”
<b>S</b>	Data will be assigned to spouse.
<b>J</b>	Data will be assigned to both the taxpayer and spouse

## Chapter Two: OLTPro Desktop Setup

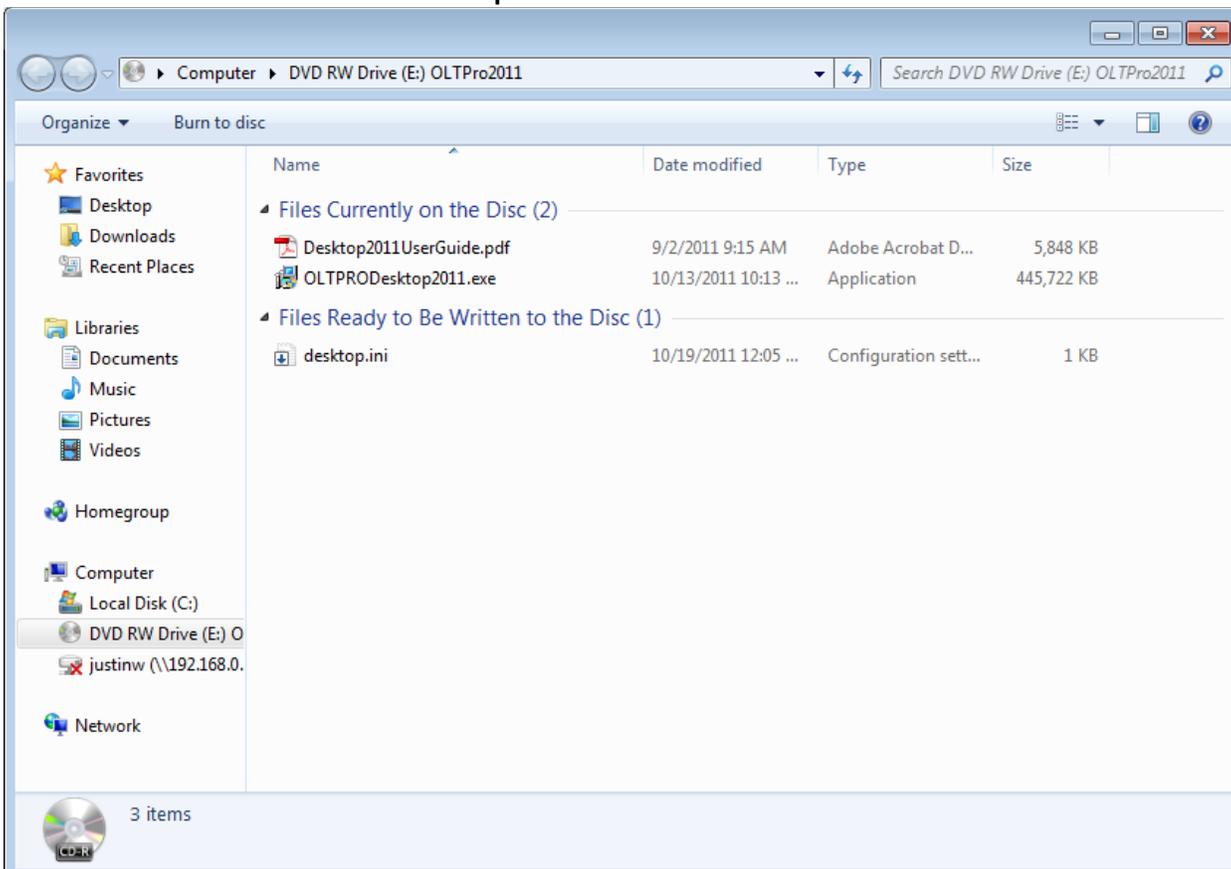
### OLTPro Desktop Installation

Insert the OLTPro Desktop 2011 Disc into your disc drive.

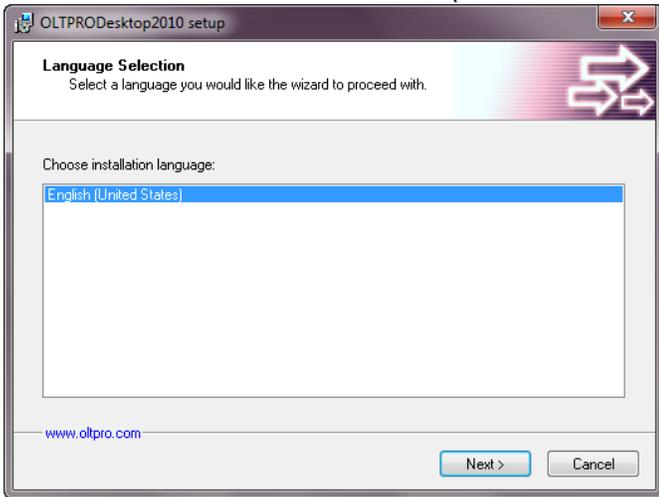
Click <Open folder to view files>.



Double-click on the Icon <OLTPRODesktop2011>.



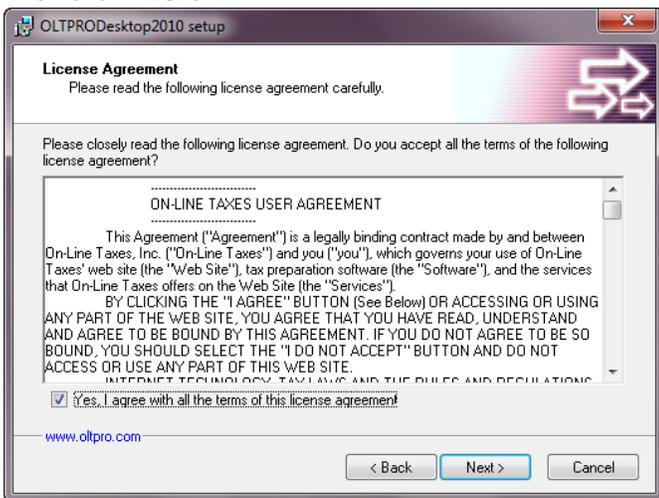
Follow the instructions on the screen (See attached images). Click **<Next>**. To **cancel** the installation, click **<Cancel>**.



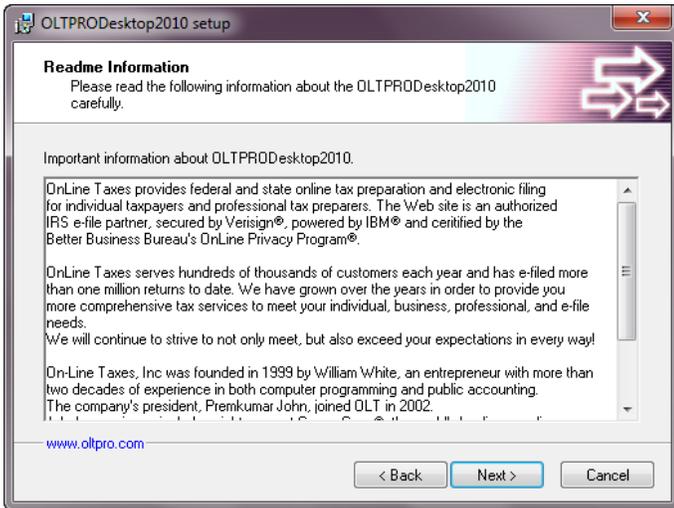
Click **<Next>** to start the **<Installation Wizard>**



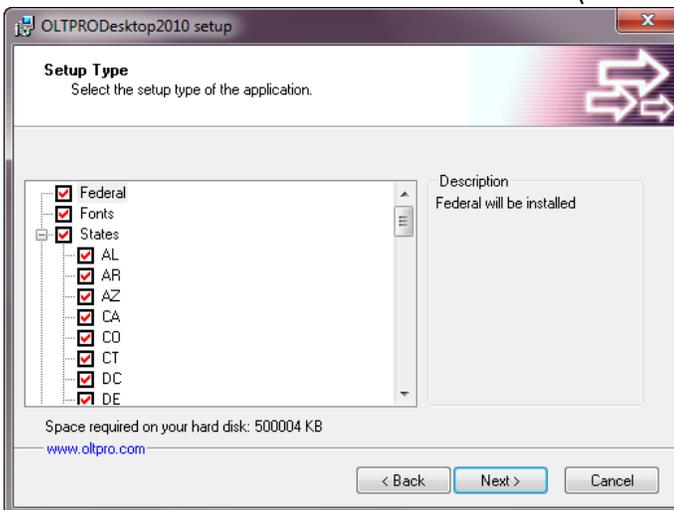
After reviewing the **User Agreement**, select the checkbox  "Yes, I agree with all the terms of this license agreement." Then click **<Next>**.



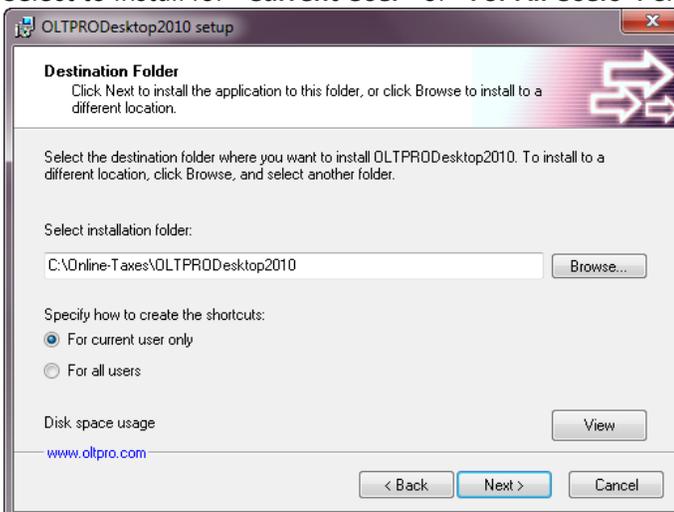
Click <Next>.



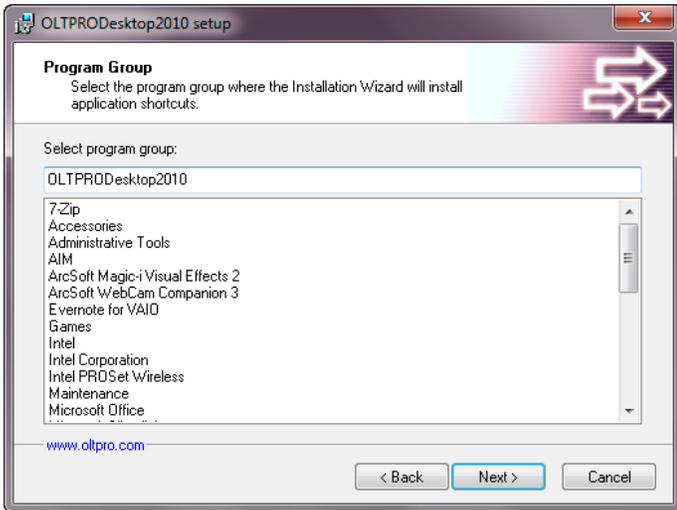
Click <Next> to Install the Federal and All States (**NOTE: You must install ALL STATES**).



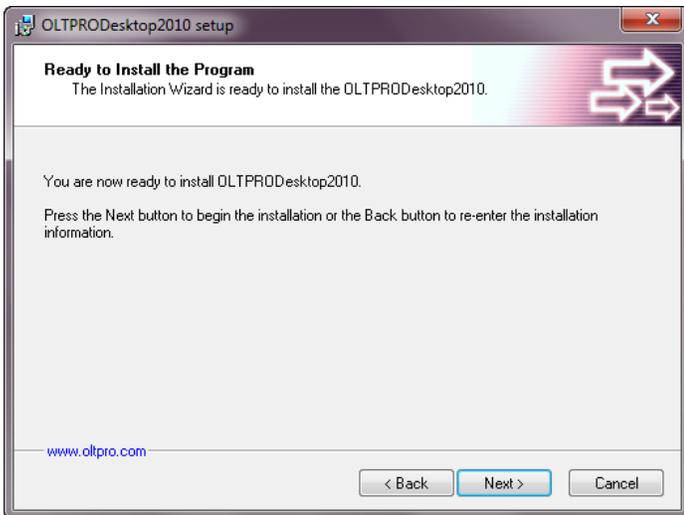
Select to Install for <Current User> or <For All Users>. Click <Next>.



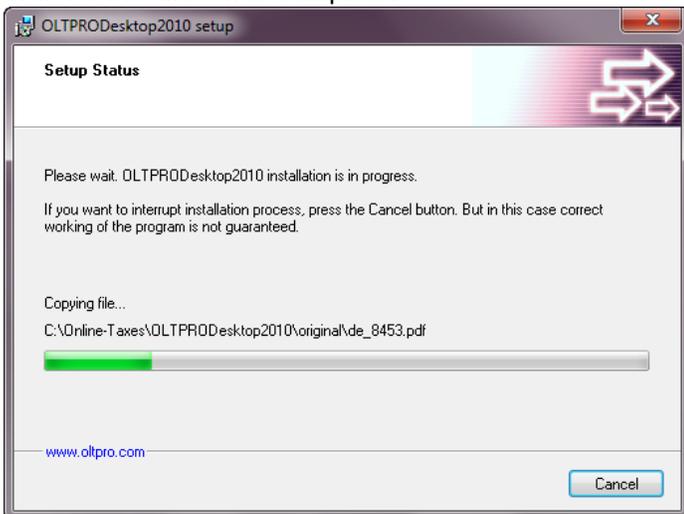
Click <Next>.



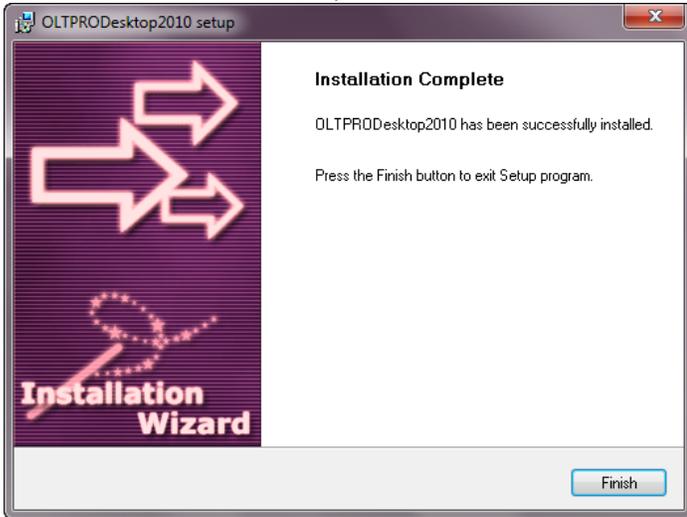
Click <Next>.



Wait for installation to complete.



Once the Installation is complete, click **<Finish>**

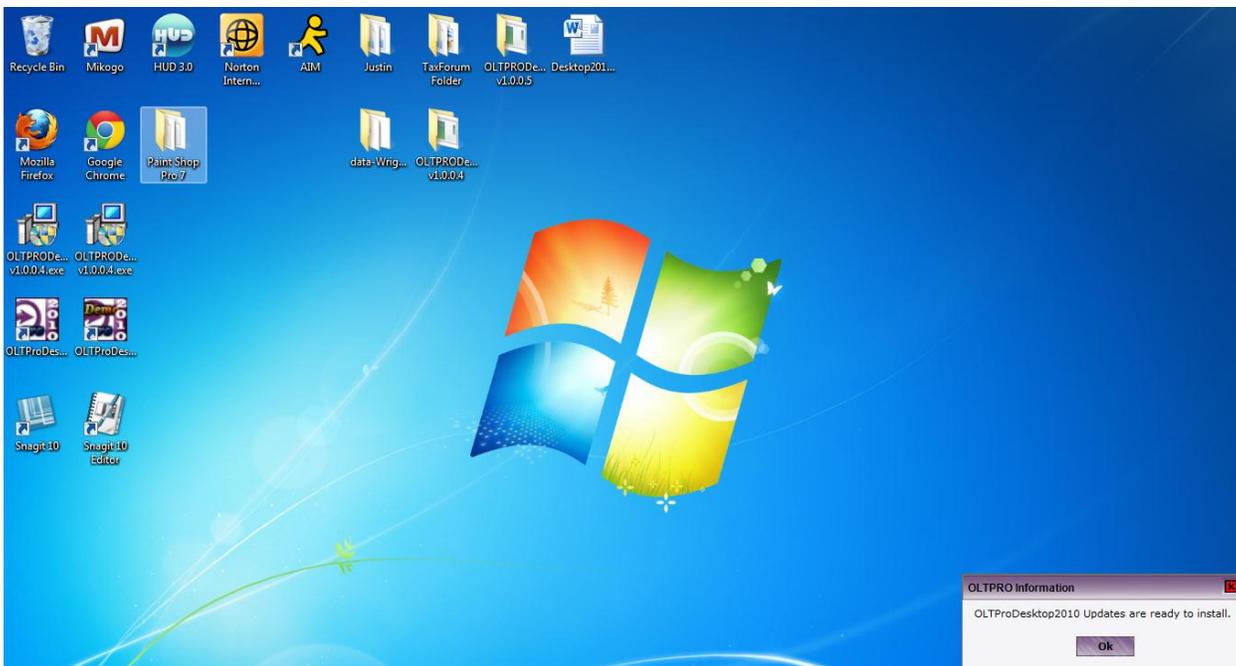
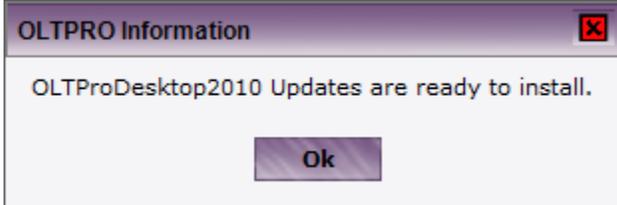


## Using the Auto-Update Feature

The OLTPRO Live Updater is a feature that will automatically install any updates that are available to your OLTPRO Desktop Software. Updates to the program are common throughout the tax season and are essential to ensure that OLTPRO always has the latest forms and instructions from the IRS.

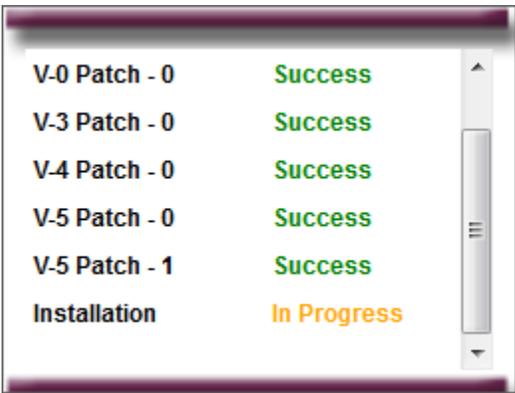
There may be updates available when you install the software. If so, the following steps will help you to ensure your program is up to date.

When a new update is available, a pop up will display:

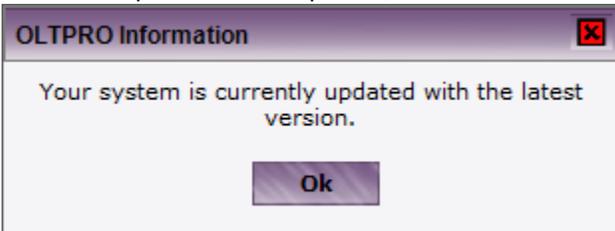


Before running the **Automatic** Updater, close the OLTPRO Desktop Program. Click **<Ok>**.

The following screen will show stating the progress of the update:



Once the Update has completed, click **<Ok>** to finish.



## Setting up your Software

After completion of the installation process, double-click on the OLTProDesktop Icon that has installed on your computer.



The following steps will guide you through the basic setup of the software. The default installation will be for **<Stand Alone Computer>**.

**NOTE:** For **<Network Installation>**, install the **Server Computer** as **Stand Alone**.

**NOTE:** For adding **Workstations** to the **Network Installation**, see **Chapter Three: Network Installation Guide**.

A screenshot of the 'Product Configuration' dialog box. The title bar says 'Product Configuration'. The main heading is 'Product Configuration'. Below it, there is explanatory text: 'This setup option determines where the application accesses and stores the data files. The Configuration area is used to tell the application what kind of setup the computer is running. There is an option for every scenario. Choose the appropriate configuration setting based on the installation method used to install the application. These settings should not be changed during the season.' A section titled 'Select your product' contains two radio button options: 'Stand alone Computer (no Network)' (selected) and 'Network Software'. The 'Stand alone Computer' option has links for 'Generate Server Configuration' and 'Get Server Configuration'. The 'Network Software' option has descriptive text and a red warning: 'In Network software, Data, Images, Backup Data, Documents, Signpad and Downloads folders in the Server machine need to be shared manually with all File permissions (Read, Write, Delete)'. Below this is a note: 'The data folder path must not be a mapped path. It should contain full machine name e.g ( \\machine name\.)'. A table of input fields follows, with columns for labels, text boxes, and 'Browse' buttons. The text boxes contain the following paths: 'SERVERCOMPUTERNAME', '\\192.168.0.1\DATA', '\\192.168.0.1\IMAGES', '\\192.168.0.1\BACKUP DATA', '\\192.168.0.1\DOCUMENTS', '\\192.168.0.1\SIGNPAD', and '\\192.168.0.1\DOWNLOADS'. At the bottom, there are two checkboxes: 'Check here for multiple instances (For Citrix Server Only)' and 'Check here if you have Dialup Connection'. Finally, there are 'Save Configuration' and 'Close' buttons.

If you have prior year information to pull-forward, select <Yes> otherwise select <No> then <Save & Continue>

The screenshot shows a software window titled "OLTProDesktop 2011 V1.0.0.0". The main content area is titled "STEP 2: Prior Year Data Conversion" and "Prior Year Data Conversion". It contains the following elements:

- A message: "You have used 'OLTProDesktop2010' last year"
- A question: "Do you want to import your 2010 tax year Account and Preparer details?"
- Two radio buttons: "Yes" (selected) and "No".
- A label: "Select the data path of OLTProDesktop2010"
- A text input field containing "C:\ONLINE-TAXES\OLTPRODESKTOP2010\DATA" and a browse button "...".
- Two text input fields labeled "Admin Account Name" and "Password".
- A "Save & Continue" button at the bottom right.
- A "Note" box at the bottom left: "Note: Select 'Yes' if you wish to set the data path to your prior year data and login using the Username and Password set for the prior year data. Alternatively, click 'No' to create a new account."

## Downloading Account Information

If you already have account information setup through [www.oltpro.com](http://www.oltpro.com), you can download that information in this screen, otherwise select **<No, I want to set up new administrator account information now>** and create a new account.

The screenshot shows a software installation window titled "OLTProDesktop 2010 V1.0.0.5". The window is at "STEP 3 : Download account information". The instructions state: "Select 'Yes' if you wish to download your account information from the OLTPRO.com website, if not, select the 'No' option and click 'Save and Continue' to create a new desktop account." Below this is a section titled "Determining Site Account Details" with a grey background box containing the text: "If you currently have an online account at www.OLTPRO.com and you want to use the same 'Administrator Account' information to access this desktop product, please follow the steps below :". A red heading asks "Do you want to use account information you have already setup?". There are two radio buttons: "Yes" (which is selected) and "No, I want to set up new administrator account information now.". A red warning message states: "\*In order to download your 'Administrator Account' information from OLTPRO.com your system must be connected to the 'internet'. Please verify your 'internet' connection before continuing with your account download.". Below the warning is a form with four input fields: "Site Account Name \*", "Site Password \*", "Site Firm Name \*", and "Account ID \*". A red note below the fields says "\* fields are mandatory". At the bottom right of the window, there is a "Download Site Configuration" button, which is highlighted with a red arrow.

**NOTE:** If you have account information already setup, it will be listed on your **'Shipping Statement'** that was mailed with your software.

## Creating a New Account

Once you have created your Account Name, Password and Firm Name, click <Create Account>

OLTPProDesktop 2010 V1.0.0.5

**STEP 4 : Administrator Account Information**

Enter an account name of your preference. All information in this page is to be filled. Account name once saved cannot be changed. Click "Create Account" once you are done.

---

**Administrator Account Information**

**In order to create an 'Administrator Account' this system needs to be connected with the 'Internet'. Please verify the Internet connection before you create an account.**

**Account Name**  (Must be at least six characters, no spaces)

**Password**  (Min 6, max 25 Characters)

**Confirm Password**

**Password Hint**

**E-mail Address**

**Firm Name**

( Note : Enter your last name if a firm name does not exist )

Check here, if you are self-employed

 **Create Account**

## Creating Admin Preparer

The next step is to setup your Admin Preparer. Enter the required Information and click **<Update>**

Account ID : AETA29971RC  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776) ACCOUNT CREATE

Welcome TESTING  
LOGOUT  
Mode: Direct Input

Individual Business Setup

Preparer Firm Pricing Settings EIN DataBase ZIP Code DataBase Backup

### Preparer / User Management

**Preparer Login Information** [Click here to change Password](#)

Account Name: CREATEACCOUNT  
Password: \*\*\*\*\*  
Confirm Password: \*\*\*\*\*  
Password Hint: REVERSE

**Preparer Information**

First Name: TESTING Initial: Initial Last Name: PREPARER  
Paid Preparer Information (generated on all tax forms)  
 PREPARER ID  FIRM ID  
SSN: 123-44-5555  
PTIN: P 12555555  
LTP/LTC Number (Oregon state Preparers Only)  
NYTPRIN (For NY State Tax Preparers only)  
PIN Signature Number: 10555  
E-Mail Address: OLTPRO@OLT.COM  
Number of Years as CPA: 5 Ph No: (265)365-5555

**Power Of Attorney Information**

Preparer Designation: [Dropdown]  
CAF Number: [Text]  
Jurisdiction: [Text]

**Address Information**

Preparer's Address: 12 STREET  
Preparer's City: NEW YORK  
Preparer's State: NY Zip Code: 10101  
Fax Number: [Text]

**Privileges**

- Select All
- Disable this Account
- Show All Clients to Preparer
- Client Manager
- Efile
- Scheduler
- Letters
- Bank
- Check Printing
- Reports
- Forms
- Tools
- Support
- Delete Client Records
- Delete Firm Records
- Modify Invoice Pricing
- File Amended
- Remove Print

**SSN Setting**  
NONE

**Note**

- \* In order to create 'Preparer / User Account' this system should be connected to the Internet.
- \* Please verify the Internet connection before you create an account.
- \* Check (Uncheck) the "Delete Client Records", "Delete Firm Records" to enable (disable) delete privilege option

Reset **Update**

You can now add additional **Sub-Preparers** if you would like, or click **<Save & Continue>**

## Updating Firm Information

The **Firm Information** will need to be updated next. Once complete, click **<Save & Continue>**

OLTPProDesktop 2010 V1.0.0.5

**STEP 6 : Firm Information**

Enter your Firm Information and click update. For self-employed users Firm EFIN Number, alone is mandatory. Select the "Yes" option in the Service Bureau to enter your master EFIN.

**Firm Information**  Check Here if you are self employed

**Firm Address Information**

Contact Person's Name	PREPARER ACCOUNT
Firm / Business Name	ACCOUNT CREATE
Firm's Address	12 STREET
Firm's City	NEW YORK
Firm's State	NY
Zip Code	10101 -
E-mail Address	OLTPRO@OLT.COM

**Firm Information**

Federal EIN	125555555
State ID Number	
Firm EFIN Number	125555 <a href="#">Change EFIN</a>
Firm's DCN Start Number	<a href="#">Update DCN Start</a>
Phone Number	(365)365-5555
Firm Fax Number	

**Service Bureau Information**

Is firm associated with Service Bureau?  Yes  No

 **Save & Continue**

## Updating Pricing Information

The **Pricing Information** can be updated here. This will be the fee's that you charge to your taxpayers and while it is not required that you setup this information now, it is recommended.

OLTProDesktop 2010 V1.0.0.5

**STEP 7 : Pricing Information**

Enter Pricing information and Discount and Additional for both Individual Federal and State and Business Federal and State. Pricing Information can be imported or exported for Federal Individual and State.

### Pricing Setup - Individual

**Pricing Setup**  
Individual  
1120  
1120S  
1065  
2290  
1041  
990  
720  
706  
709  
5500  
8849

**Discount and Additional charges**  
Federal  
State

**Federal payment settings**  
 Set price manually after every return  
 Fixed Rate for all returns \$ 0  
 Set price as Per Form, Item, and Property  
Main Forms Worksheets Forms starts with  
Schedules Others 1 2 3 4 5 6 7 8 9 Show All

**State payment settings**  
 Set price manually after every state return  
 Fixed Rate for all state returns \$ 0  
 Set price for each State  
 Set price for all Forms in each State, Select State

**Basic Information Warning**  
Do you want to setup pricing now?  
Yes No

Form Name	Per Form	Per Item
-----------	----------	----------

Form Name	Amount
-----------	--------

Update Update

Login As Administrator

## Adding a New Preparer / Editing Preparer Privileges

Under the <Setup> Tab, you will see the option that says <Preparer> and you can add your **Sub-Preparer's** information. You can also edit the privileges of your sub-preparers using the **Privileges** Section.

Account ID : AETA23971RC  
Customer Support 1-877-OLI-4-PRO (1-877-658-4776) ACCOUNT CREATE

Welcome TESTING  
LOGOUT  
Mode: Direct Input

Individual Business Setup

Preparer Firm Pricing Settings EIN DataBase ZIP Code DataBase Backup

### Preparer / User Management

#### Preparer Login Information

Account Name  (min 6, max 25 Char)  
Password  (min 6, max 25 Char)  
Confirm Password   
Password Hint

#### Preparer Information

First Name  Initials  Last Name

Paid Preparer Information  
(generated on all tax forms)  
 PREPARER ID  FIRM ID

SSN   
PTIN   
LTP/LTC Number   
(Oregon state Preparers Only)  
NYTPRIN   
(For NY State Tax Preparers only)  
PIN Signature Number   
E-Mail Address   
Number of Years as CPA  Ph No

#### Power Of Attorney Information

Preparer Designation   
CAF Number   
Jurisdiction

#### Privileges

Select All  
 Disable this Account  
 Show All Clients to Preparer  
 Client Manager  
 Efile  
 Scheduler  
 Letters  
 Bank  
 Check Printing  
 Reports  
 Forms  
 Tools  
 Support  
 Delete Firm Records  
 Modify Invoice Pricing  
 File Amended  
 Remove Print

#### SSN Setting

NONE

#### User / Preparer Account Summary

S. No	Account Name
1	CREATEACCOUNT (ADMIN)

#### Note

\* In order to create 'Preparer / User Account' this system should be connected to the Internet.  
\* Please verify the Internet connection before you create an account.  
\* Check (Uncheck) the "Delete Client Records", "Delete Firm Records" to enable (disable) delete privilege option

Reset Add Preparer

**NOTE:** When selecting **PREPARER ID** or **FIRM ID**, the following will show:

**PREPARER ID:** Shows the specific preparer information on the bottom of the 1040.

**FIRM ID:** Shows the firm information at the bottom of the 1040.

**NOTE:** A preparer must have a valid PTIN to be entered as a preparer.

## Importing Prior Year Clients

### Individual Returns

You can pull forward your prior year clients from the prior year database. To do so, click **Letters > Client Organizer** then click **2010 Year Clients** from the left column.

The screenshot shows the OLTProDesktop 2011 V1.0.0.0 interface. The top navigation bar includes 'My Office Manager', 'Client Manager', 'E-File', 'Scheduler', 'Letters', 'Bank', 'Check Printing', 'Reports', 'Forms', 'Tools', and 'Support'. The 'Letters' menu is open, showing 'Client Organizer', 'Print Letters', and 'Mailing Labels'. A red arrow points from the 'Client Organizer' menu item to the 'Client Organizer' button in the main interface. Another red arrow points from the '2010 Year Clients' link in the left sidebar to the client list table.

Account ID : AETA29971RC  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776) ACCOUNT CREATE  
Welcome TESTING LOGOUT  
Mode: Direct Input

Individual Business Setup  
Client Organizer

TY 2010 Data Path C:\ONLINE-TAX\NDATA Change Path Import to Organizer

Preparer Preferences Sort by Primary First Name A-Z Z-A Print Preview Print Organizer Select All Select All Pages Clear All

2010 Year Clients (1 to 11) of 11 Clients Include Preseason Letter

	Name	SSN	Filing Status	Prepared By	Availability Status
<input type="checkbox"/>	NEWYORK.TESTING	111-11-1111	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	MISSOURI.TESTING	222-22-2222	hoh	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	COLORADO.TESTING	333-33-3333	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	GEORGIA.TESTING	444-44-4444	joint	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	MICHIGAN.TESTING	555-55-5555	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	MARYLAND.TESTING	888-88-8888	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	NONRESIDENT.TESTING	111-22-3333	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	DUBUSEVEN.TESTING	955-00-1001	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	NEWJERSEY.TESTING	777-77-7777	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	.	222-33-4444		TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	.	955-00-1001		TESTING PREPARER	Ready to Convert

**Search By**  
SSN  
Value  
Show All Search

**Type of Import**  
 Simple  
 Comprehensive

**\*\*Simple Import:**  
Will not pull forward prior year amounts or calculation from Forms W-2, 1099, Sch. C, etc.

**\*\*Comprehensive Import:**  
Will pull forward prior year amounts and calculations from Forms W-2, 1099, Sch. C, etc.

Now select the clients you wish to pull forward and click <Import to Client Manager>.

**NOTE:** There are two **Types of Import**, be sure to indicate the type you wish to use.

Account ID : AFTA29971RC  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776) ACCOUNT CREATE  
Welcome TESTING  
LOGOUT  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

2011 Organizer  
Blank Organizer  
Report  
New Clients  
Returning Clients  
2010 Organizer  
2010 Year Clients

Search By  
SSN  
Value  
Show All Search

Type of Import  
 Simple  
 Comprehensive

\*\*Simple Import:  
Will not pull forward prior year amounts or calculation from Forms W-2, 1099, Sch. C, etc.

\*\*Comprehensive Import:  
Will pull forward prior year amounts and calculations from Forms W-2, 1099, Sch. C, etc.

Client Organizer  
TY 2010 Data Path C:\ONLINE-TAXES\OLTPRODESKTOP2010\DATA Change Path Import to Organizer

Preparer Preferences Sort by Primary First Name A-Z Z-A Print Preview Print Organizer Select All Select All Pages Clear All

Showing [1 to 11] of 11 Clients  Include Preseason Letter

	Name	SSN	Filing Status	Prepared By	Availability Status
<input checked="" type="checkbox"/>	NEWYORK,TESTING	111-11-1111	single	TESTING PREPARER	Ready to Convert
<input checked="" type="checkbox"/>	MISSOURI,TESTING	222-22-2222	hoh	TESTING PREPARER	Ready to Convert
<input checked="" type="checkbox"/>	COLORADO,TESTING	333-33-3333	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	GEORGIA,TESTING	444-44-4444	joint	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	MICHIGAN,TESTING	555-55-5555	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	MARYLAND,TESTING	888-88-8888	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	RESIDENT,TESTING	111-22-3333	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	DUBUSEVEN,TESTING	955-00-1001	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	NEWJERSEY,TESTING	777-77-7777	single	TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	.	222-33-4444		TESTING PREPARER	Ready to Convert
<input type="checkbox"/>	.	955-00-1001		TESTING PREPARER	Ready to Convert

Delete Sort by : Primary First Name - Import to Client Manager

**NOTE:** You may also choose to leave the clients in the **Client Organizer**, then go to **Client Manager > New Return** and enter the SSN. Now you will have the option to <Import> and select the **Import Type**.

Client Return

**Basic Information Warning!**  
111-11-1111 already exists in prior year database. Click <IMPORT> to pull forward prior year data.

BACK  Simple  Comprehensive IMPORT

## Business Returns

To import **Business Returns**, go to **Business > Tools > Business Client Organizer**.

The screenshot shows the OLTProDesktop 2011 V1.0.0 interface. At the top, there is a header with the OLTPro logo, account information (Account ID: AETA29971RC, Customer Support 1-877-OLT-4-PRO (1-877-658-4776)), and a 'Welcome TESTING' message with a 'LOGOUT' link. Below the header are tabs for 'Individual', 'Business', and 'Setup'. A menu bar contains '1120', '1120S', '1065', '1041', '990', '720', '706', '2290', '709', '5500', '8849', 'E-File', 'Tools', 'Settings', and 'Forms'. The 'Tools' menu is open, showing 'Business Client Organizer', 'Calculator', and 'Batch Printing Returns'. A red arrow points to 'Business Client Organizer'. Below the menu, the 'Client Organizer' section displays 'TY 2010 Data Path' as 'C:\ONLINE-TAXES\OLTPRODESKTOP2010\DA' and a dropdown menu set to '1120S'. There is an 'Import to Organizer' button. On the left, there is a search area with 'Search By' (EIN / SSN), 'Value' (empty), and 'Show All' and 'Search' buttons. Below the search area, it says 'Showing [1 to 1] of 1 Client'. A table lists the client information:

	Name	SSN/EIN	Return Type	Prepared By	Availability Status
<input type="checkbox"/>	TESTING S CORP	125515151	1120S	TESTING PREPARER	Ready to Convert

At the bottom, there are 'Delete' and 'Import to Client Manager' buttons.

Now select the **Return Type** from the **Drop-Down Menu**. Then select the **Business Returns to Import**. Click **<Import to Client Manager>**.

Account ID : AETA2997IRC  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776) ACCOUNT CREATE  
Welcome TESTING LOGOUT

Individual Business Setup

1120 1120S 1065 1041 990 720 706 2290 709 5500 8849 E-File Tools Settings Forms

Client Organizer

TY 2010 Data Path: C:\ONLINE-TAXES\VOLTPRODESKTOP2010\DATA Change Path 1120S Import to Organizer

Select All Select All Pages Clear All

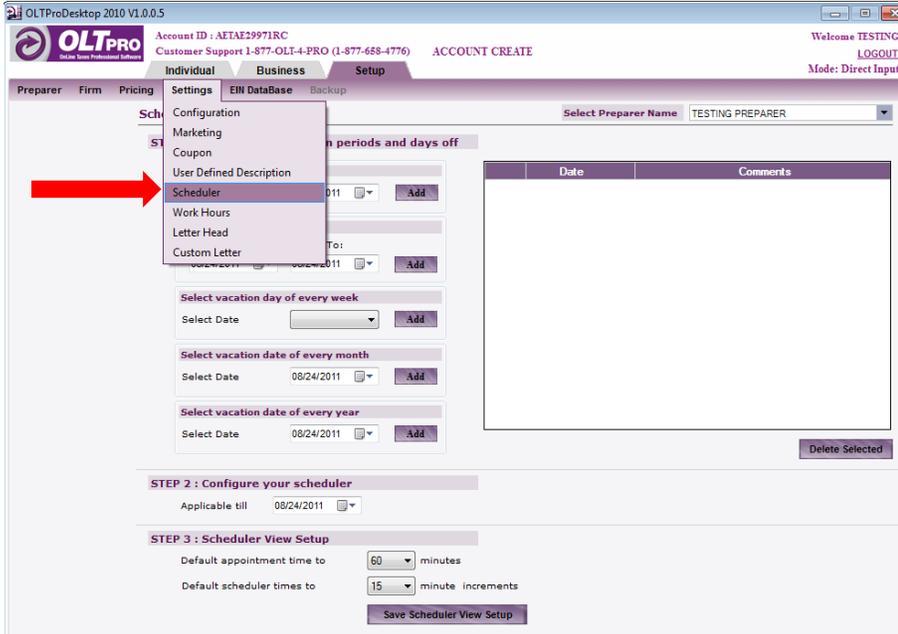
Showing [1 to 1] of 1 Client

	Name	SSN/EIN	Return Type	Prepared By	Availability Status
<input type="checkbox"/>	TESTING S CORP	125515151	1120S	TESTING PREPARER	Ready to Convert

Delete Import to Client Manager

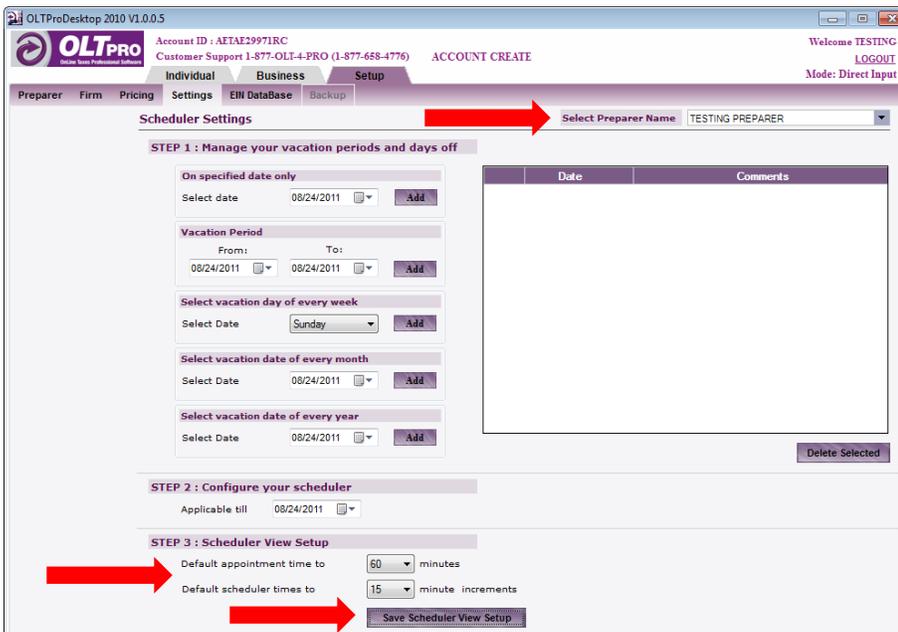
## Setting up the Appointment Scheduler

Under the <Setup> tab, select <Settings> then click <Scheduler>.



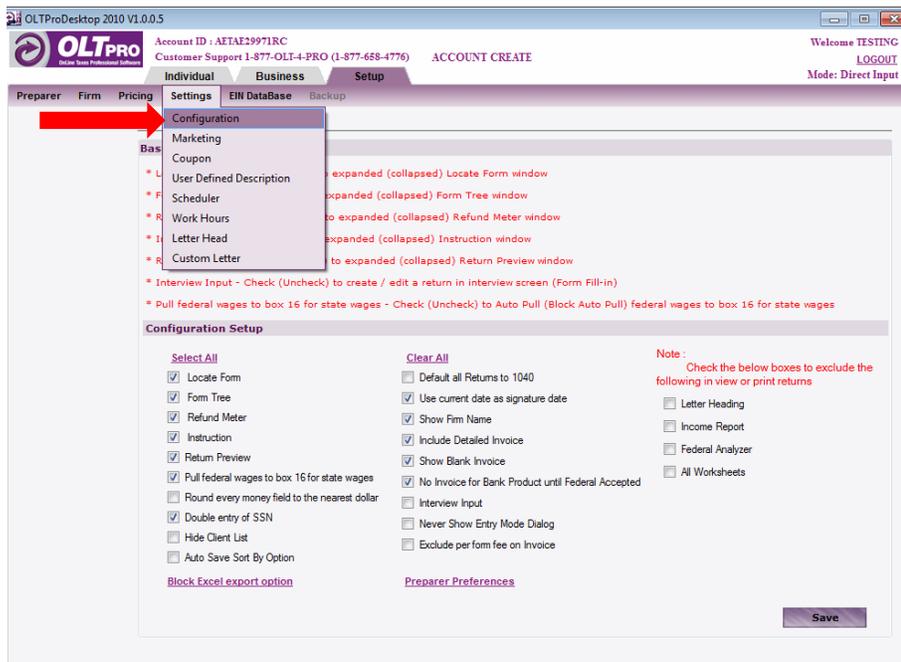
Setup your **Work Days** and set your **Default Appointment** and **Default Scheduler Times**, then click <Save Scheduler>

**NOTE:** Repeat steps for all preparers by selecting **Preparer Name** from the **Select Preparer Name** drop-down menu.



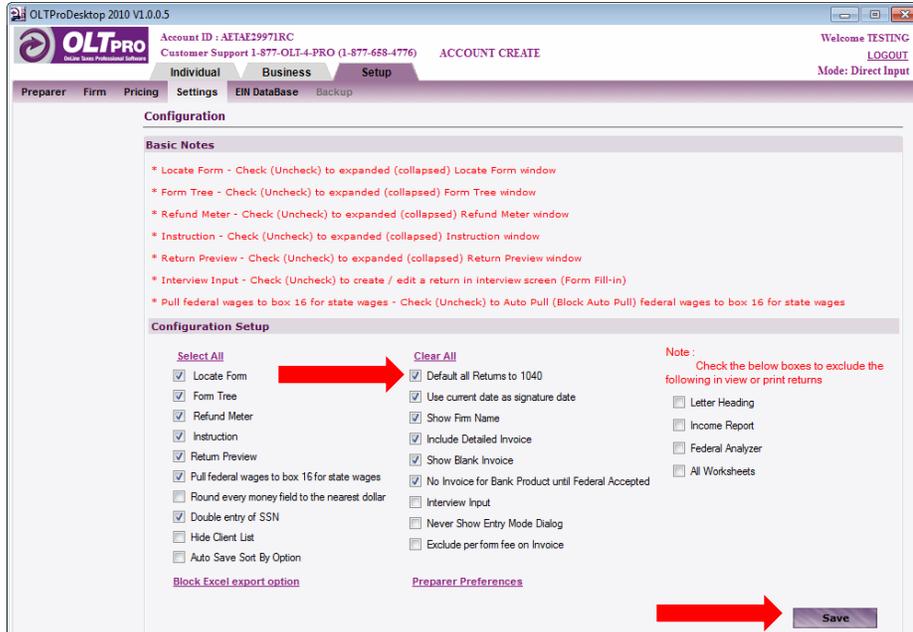
## Custom Configuration

To update the **Custom Configuration** of your OLTPro Software, navigate to **Setup > Settings > Configuration**. There are many customizable configurations available to set as default.



## Default all Returns to 1040

To generate each return on a 1040, click **<Default all Returns to 1040>** then click **<Save>**.



## Switching to Interview Input

To switch all **Individual Returns** to the **Interview Input**, check the box indicating **<Interview Input>** then click **<Save>**.

OLTProDesktop 2010 V1.0.0.5

Account ID : AETA29971RC  
Customer Support 1-877-OLL-4-PRO (1-877-668-4776) ACCOUNT CREATE

Welcome TESTING  
LOGOUT  
Mode: Direct Input

Individual Business Setup

Preparer Firm Pricing Settings EIN DataBase Backup

### Configuration

#### Basic Notes

- \* Locate Form - Check (Uncheck) to expanded (collapsed) Locate Form window
- \* Form Tree - Check (Uncheck) to expanded (collapsed) Form Tree window
- \* Refund Meter - Check (Uncheck) to expanded (collapsed) Refund Meter window
- \* Instruction - Check (Uncheck) to expanded (collapsed) Instruction window
- \* Return Preview - Check (Uncheck) to expanded (collapsed) Return Preview window
- \* Interview Input - Check (Uncheck) to create / edit a return in interview screen (Form Fill-in)
- \* Pull federal wages to box 16 for state wages - Check (Uncheck) to Auto Pull (Block Auto Pull) federal wages to box 16 for state wages

#### Configuration Setup

Select All	Clear All	Note :
<input checked="" type="checkbox"/> Locate Form	<input checked="" type="checkbox"/> Default all Returns to 1040	Check the below boxes to exclude the following in view or print returns
<input checked="" type="checkbox"/> Form Tree	<input checked="" type="checkbox"/> Use current date as signature date	<input type="checkbox"/> Letter Heading
<input checked="" type="checkbox"/> Refund Meter	<input checked="" type="checkbox"/> Show Firm Name	<input type="checkbox"/> Income Report
<input checked="" type="checkbox"/> Instruction	<input checked="" type="checkbox"/> Include Detailed Invoice	<input type="checkbox"/> Federal Analyzer
<input checked="" type="checkbox"/> Return Preview	<input checked="" type="checkbox"/> Show Blank Invoice	<input type="checkbox"/> All Worksheets
<input checked="" type="checkbox"/> Pull federal wages to box 16 for state wages	<input checked="" type="checkbox"/> No Invoice for Bank Product until Federal Accepted	
<input type="checkbox"/> Round every money	<input checked="" type="checkbox"/> Interview Input	
<input checked="" type="checkbox"/> Double entry of SSN	<input type="checkbox"/> Never Show Entry Mode Dialog	
<input type="checkbox"/> Hide Client List	<input type="checkbox"/> Exclude per form fee on Invoice	
<input type="checkbox"/> Auto Save Sort By Option		

[Block Excel export option](#)      [Preparer Preferences](#)

**Save**

## EIN Database

To access the **EIN Database**, navigate to the **Setup Tab**, then **EIN Database**. Any EIN that is entered within the software will automatically be added to the **EIN Database**.

Account ID : AETAE2997IRC  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776) ACCOUNT CREATE  
Welcome TESTING LOGOUT  
Mode: Direct Input

Preparer Firm **EIN Database** Backup

### Edit EIN Database

Search By: Business Name  
Value:   
Show All Search

EIN Starts with:  
01-10  
11-20  
21-30  
31-40  
41-50  
51-60  
61-70  
71-80  
81-90  
91-100

Note:  
> To Edit EIN Database please click the record

Employer's name, address, City, State and ZIP

Employer Name:   
Employer identification number:   
Employer Address:   
City, State:    
Zip Code:

Add Delete Reset All

Employers Summary Showing [ 1 to 4 ] of 4 Employer Details

EIN	Business Name	Address	City	State	Zip Code
125551515	BANK CO		ATLANTA	GA	30303
125555555	BUSINESS	12 STREET	LOVELAND	CO	80538
125515151	EMPLOYER	12 STREET	ATLANTA	GA	30303
122222222	TEST CO	12 STREET	SAINT JOSEPH	MO	64501

To add a new EIN to the **EIN Database**, enter the **Employer Information** as requested, then click **<Add>**.

Account ID : AETAE2997IRC  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776) ACCOUNT CREATE  
Welcome TESTING LOGOUT  
Mode: Direct Input

Preparer Firm Pricing Settings **EIN Database** Backup

### Edit EIN Database

Search By: Business Name  
Value:   
Show All Search

EIN Starts with:  
01-10  
11-20  
21-30  
31-40  
41-50  
51-60  
61-70  
71-80  
81-90  
91-100

Note:  
> To Edit EIN Database please click the record

Employer's name, address, City, State and ZIP

Employer Name:   
Employer identification number:   
Employer Address:   
City, State:    
Zip Code:

Add Delete Reset All

Employers Summary Showing [ 1 to 4 ] of 4 Employer Details

EIN	Business Name	Address	City	State	Zip Code
125551515	BANK CO		ATLANTA	GA	30303
125555555	BUSINESS	12 STREET	LOVELAND	CO	80538
125515151	EMPLOYER	12 STREET	ATLANTA	GA	30303
122222222	TEST CO	12 STREET	SAINT JOSEPH	MO	64501

To edit an EIN in the **EIN Database**, use the links to the left to find the **EIN**. Click on the specific **Employer**. Edit the **EIN** in the field above and click **<Save>**.

The screenshot shows the OLTPro Desktop 2010 V1.0.0.5 interface. At the top, there is a navigation bar with tabs for 'Individual', 'Business', and 'Setup'. Below this is a menu with 'Preparer', 'Firm', 'Pricing', 'Settings', 'EIN Database', and 'Backup'. The 'EIN Database' tab is active, and the page title is 'Edit EIN Database'. On the left side, there is a search section with a dropdown menu for 'Business Name', a 'Value' input field, and 'Show All' and 'Search' buttons. Below the search section is a list of EIN ranges: 01-10, 11-20, 21-30, 31-40, 41-50, 51-60, 61-70, 71-80, 81-90, and 91-100. A red arrow points to the '41-50' range. Below the list is a 'Note:' section with the text: '> To Edit EIN Database please click the record'. The main area of the screen is a form for editing an EIN. It has a header 'Employer's name, address, City, State and Zip Code'. The form contains fields for 'Employer Name' (EMPLOYER), 'Employer identification number' (12-5515151), 'Employer Address' (12 STREET), 'City, State' (ATLANTA, GA), and 'Zip Code' (30303). There are 'Save', 'Delete', and 'Reset All' buttons at the bottom of the form. Below the form is an 'Employers Summary' section with a table showing 4 employer details. A red arrow points to the '125515151' EIN in the table. The table has columns for EIN, Business Name, Address, City, State, and Zip Code.

EIN	Business Name	Address	City	State	Zip Code
125515151	BANK CO		ATLANTA	GA	30303
125555555	BUSINESS	12 STREET	LOVELAND	CO	80538
125515151	EMPLOYER	12 STREET	ATLANTA	GA	30303
122222222	TEST CO	12 STREET	SAINT JOSEPH	MO	64501

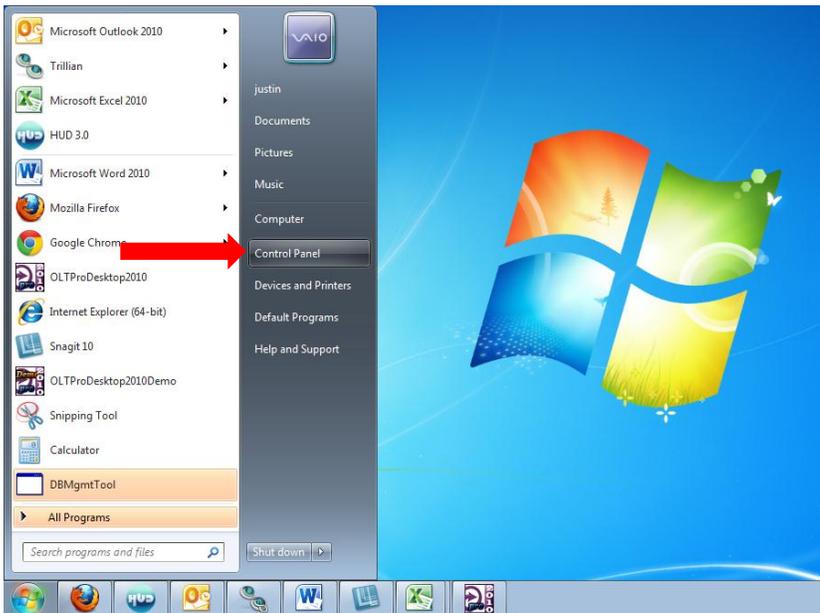
## Chapter Three: Network Installation Guide

**NOTE:** The **Server Computer** should already have **OLTPro Professional Tax Software INSTALLED** and **SET-UP** as a **Stand-Alone Computer** before beginning the installation on the workstation(s).

**NOTE:** The first two steps should be completed **BEFORE** installation begins on the workstations.

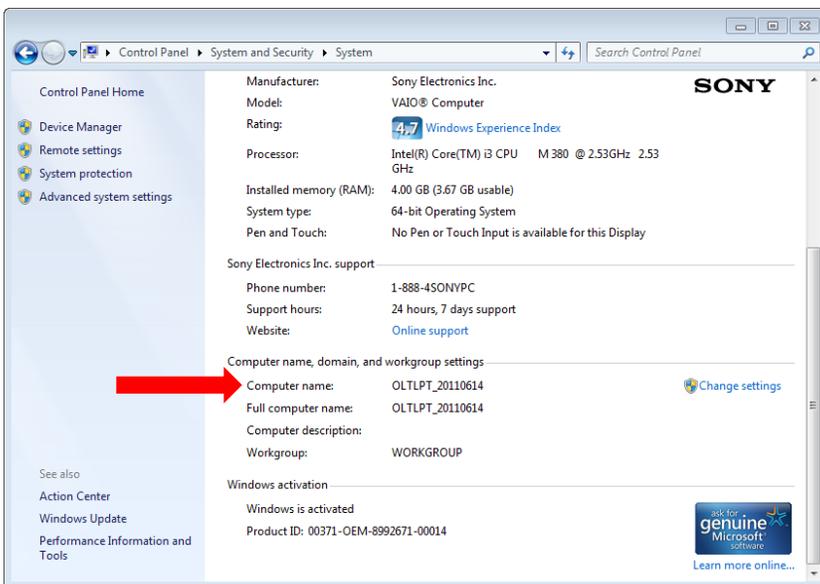
### Determining Server Computer Name

If the **<Computer Name>** of the **SERVER COMPUTER** is unknown, click the **<Start Button>** and open the **<Control Panel>** on the **SERVER COMPUTER**.



Click **<System>** then find the **Computer Name**.

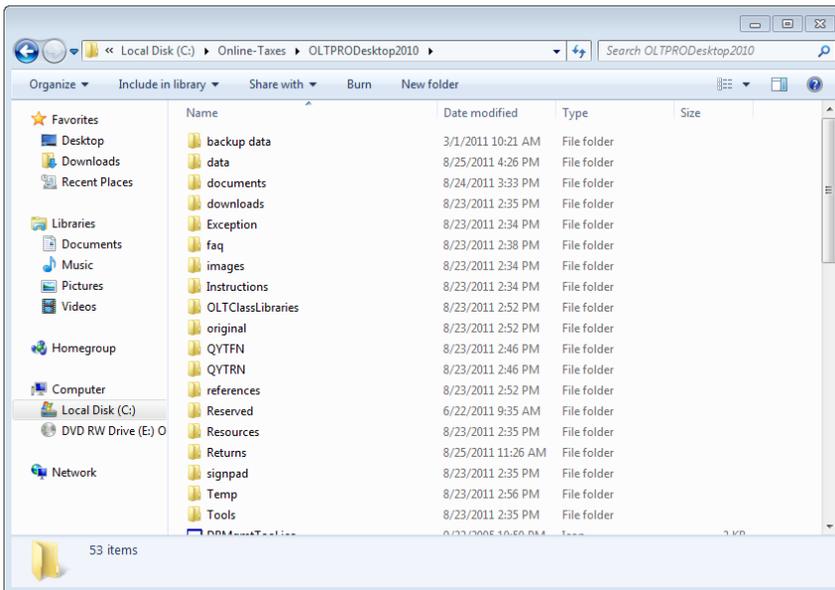
**NOTE:** The **Computer Name** should be wrote down and saved for later.



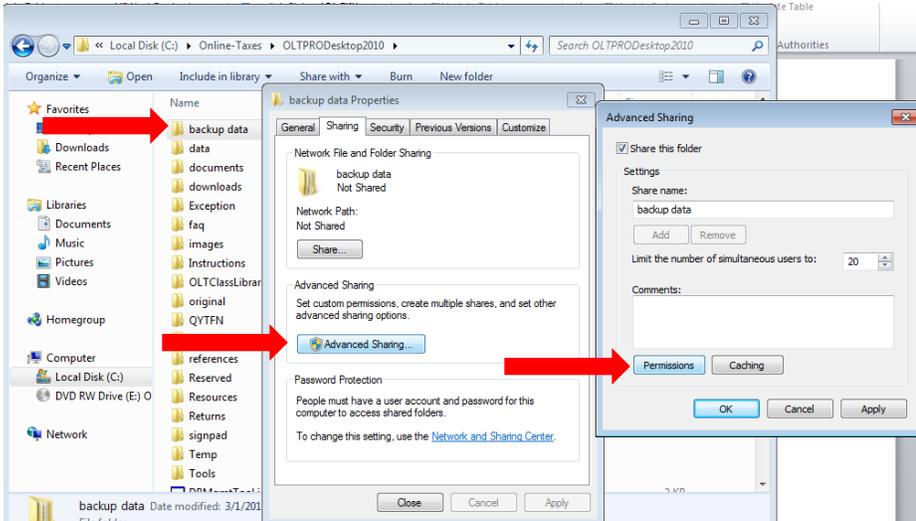
## Sharing Server Directories

From the **SERVER COMPUTER**, navigate to the following location:

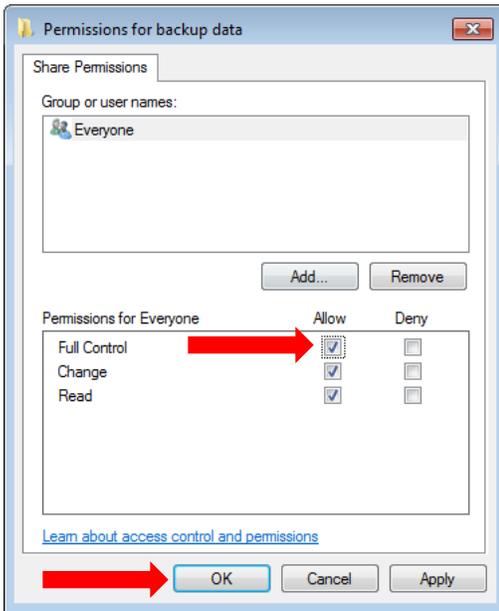
'C:\Online-Taxes\OLTPRODesktop2011'



To share a directory, **right-click** on the folder and select **properties**. Click the tab **Sharing > Advanced Sharing >** check the box **<Share this folder>** > **Permissions**.



Last, click **Full Control > Allow**. Click **<OK>** to finish sharing this directory.



**NOTE:** This must be done for all six directories listed below.

1. Data
2. Images
3. Backup Data
4. Documents
5. Signpad
6. Downloads

## Running the 'Server' Computer Software

Before setting up your 'Workstation' computers, ensure that your server computer is set as **Stand Alone Computer**.

Then click '**Generate Server Configuration**' to initialize the software for **Network Installation**.

Click <**Save Configuration**> and finish the server setup.

**Product Configuration**

This setup option determines where the application accesses and stores the data files. The Configuration area is used to tell the application what kind of setup the computer is running. There is an option for every scenario. Choose the appropriate configuration setting based on the installation method used to install the application.

**These settings should not be changed during the season.**

**Select your product**

**Stand alone Computer (no Network)** [Generate Server Configuration](#) [Get Server Configuration](#)

Choose this option if the software was installed to the hard drive of this computer, and this computer is not on a network.

**Network Software**

Choose this option if this computer's access data files are stored on another computer. This option enables the Indicated Server Drive Letter for Sharing Data Files selection. Select the drive letter of the computer storing the shared data files.

**In Network software, Data, Images, Backup Data, Documents, Signpad and Downloads folders in the Server machine need to be shared manually with all File permissions (Read, Write, Delete)**

**The data folder path must not be a mapped path. It should contain full machine name e.g ( \\machine name\.)**

Enter the Server Name	<input type="text" value="SERVERCOMPUTERNAME"/>
Select the DATA folder in the network	<input type="text" value="\\192.168.0.1\DATA"/> <input type="button" value="Browse"/>
Select the IMAGES folder in the network	<input type="text" value="\\192.168.0.1\IMAGES"/> <input type="button" value="Browse"/>
Select the BACKUP DATA folder in the network	<input type="text" value="\\192.168.0.1\BACKUP DATA"/> <input type="button" value="Browse"/>
Select the DOCUMENTS folder in the network	<input type="text" value="\\192.168.0.1\DOCUMENTS"/> <input type="button" value="Browse"/>
Select the SIGNPAD folder in the network	<input type="text" value="\\192.168.0.1\SIGNPAD"/> <input type="button" value="Browse"/>
Select the DOWNLOADS folder in the network	<input type="text" value="\\192.168.0.1\DOWNLOADS"/> <input type="button" value="Browse"/>

**Check here for multiple instances (For Citrix Server Only)**

**Check here if you have Dialup Connection**

## Work Station Installation

Now, install **OLTPro** on each workstation. After launching software, go to **Product Configuration** screen.

Click '**Get Server Configuration**'.

OLTProDesktop 2011 V1.0.0.0

**STEP 1: Select your Mode of Configuration**

Select your product configuration type from the two options given below.  
Note :  
\* Make sure to have a LAN connection if you opt for the "Network Software" mode.

**Product Configuration**

This setup option determines where the application accesses and stores the data files.  
The Configuration area is used to tell the application what kind of setup the computer is running. There is an option for every scenario.  
Choose the appropriate configuration setting based on the installation method used to install the application.  
**These settings should not be changed during the season.**

**Select your product**

Stand alone Computer (no Network)  
Choose this option if the software was installed to the hard drive of this computer, and this computer is not on a network.

Network Software  
Choose this option if this computer's access data files are stored on another computer. This option enables the Indicated Server Drive Letter for Sharing Data Files selection. Select the drive letter of the computer storing the shared data files.  
**In Network software, Data, Images, Backup Data, Documents, Signpad and Downloads folders in the Server machine need to be shared manually with all File permissions (Read, Write, Delete)**  
**The data folder path must not be a mapped path. It should contain full machine name e.g (\\machine nameL.)**

Enter the Server Name

Select the DATA folder in the network

Select the IMAGES folder in the network

Select the BACKUP DATA folder in the network

Select the DOCUMENTS folder in the network

Select the SIGNPAD folder in the network

Select the DOWNLOADS folder in the network

Check here for multiple instances (For Citrix Server Only)

Check here if you have Dialup Connection

Enter requested information and click **<Ok>**.

Product Configuration

**Product Configuration**

This setup option determines where the application accesses and stores the data files.  
The Configuration area is used to tell the application what kind of setup the computer is running. There is an option for every scenario.  
Choose the appropriate configuration setting based on the installation method used to install the application.  
**These settings should not be changed during the season.**

**Select your product**

Stand alone Computer (no Network)  
Choose this option if the software was installed to the hard drive of this computer, and this computer is not on a network.

Network Software  
Choose this option if this computer's access data files are stored on another computer. This option enables the Indicated Server Drive Letter for Sharing Data Files selection. Select the drive letter of the computer storing the shared data files.  
**In Network software, Data, Images, Backup Data, Documents, Signpad and Downloads folders in the Server machine need to be shared manually with all File permissions (Read, Write, Delete)**  
**The data folder path must not be a mapped path. It should contain full machine name e.g (\\machine nameL.)**

Enter the Server Name

Select the DATA folder in the network

Select the IMAGES folder in the network

Select the BACKUP DATA folder in the network

Select the DOCUMENTS folder in the network

Select the SIGNPAD folder in the network

Select the DOWNLOADS folder in the network

Check here for multiple instances (For Citrix Server Only)

Check here if you have Dialup Connection

**Server Configuration**

Enter Server Name.....

Server User Name.....

Server Password.....

If entered correctly, the required paths will auto-fill.

**Product Configuration**

This setup option determines where the application accesses and stores the data files. The Configuration area is used to tell the application what kind of setup the computer is running. There is an option for every scenario. Choose the appropriate configuration setting based on the installation method used to install the application.

**These settings should not be changed during the season.**

**Select your product**

Stand alone Computer (no Network) [Get Server Configuration](#)

Choose this option if the software was installed to the hard drive of this computer, and this computer is not on a network.

Network Software

Choose this option if this computer's access data files are stored on another computer. This option enables the Indicated Server Drive Letter for Sharing Data Files selection. Select the drive letter of the computer storing the shared data files.

**In Network software, Data, Images, Backup Data, Documents, Signpad and Downloads folders in the Server machine need to be shared manually with all File permissions (Read, Write, Delete)**

**The data folder path must not be a mapped path. It should contain full machine name e.g ( \\machine name\.)**

Enter the Server Name	<input type="text" value="SERVERCOMPUTERNAME"/>
Select the DATA folder in the network	<input type="text" value="\\192.168.0.1\DATA"/> <input type="button" value="Browse"/>
Select the IMAGES folder in the network	<input type="text" value="\\192.168.0.1\IMAGES"/> <input type="button" value="Browse"/>
Select the BACKUP DATA folder in the network	<input type="text" value="\\192.168.0.1\BACKUP DATA"/> <input type="button" value="Browse"/>
Select the DOCUMENTS folder in the network	<input type="text" value="\\192.168.0.1\DOCUMENTS"/> <input type="button" value="Browse"/>
Select the SIGNPAD folder in the network	<input type="text" value="\\192.168.0.1\SIGNPAD"/> <input type="button" value="Browse"/>
Select the DOWNLOADS folder in the network	<input type="text" value="\\192.168.0.1\DOWNLOADS"/> <input type="button" value="Browse"/>

Check here for multiple instances (For Citrix Server Only)

Check here if you have Dialup Connection

## Alternative Networking Option 1

Now, install **OLTPro** on each workstation. After launching software, go to **Product Configuration** screen.

OLTPProDesktop 2011 V1.0.0.0

**STEP 1: Select your Mode of Configuration**

Select your product configuration type from the two options given below.  
Note :  
\* Make sure to have a LAN connection if you opt for the "Network Software" mode.

**Product Configuration**

This setup option determines where the application accesses and stores the data files.  
The Configuration area is used to tell the application what kind of setup the computer is running. There is an option for every scenario.  
Choose the appropriate configuration setting based on the installation method used to install the application.  
**These settings should not be changed during the season.**

**Select your product**

Stand alone Computer (no Network) [Get Server Configuration](#)  
Choose this option if the software was installed to the hard drive of this computer, and this computer is not on a network.

Network Software  
Choose this option if this computer's access data files are stored on another computer. This option enables the Indicated Server Drive Letter for Sharing Data Files selection. Select the drive letter of the computer storing the shared data files.  
**In Network software, Data, Images, Backup Data, Documents, Signpad and Downloads folders in the Server machine need to be shared manually with all File permissions (Read, Write, Delete)**  
**The data folder path must not be a mapped path. It should contain full machine name e.g ( \\machine nameL.)**

Enter the Server Name

Select the DATA folder in the network  **Browse**

Select the IMAGES folder in the network  **Browse**

Select the BACKUP DATA folder in the network  **Browse**

Select the DOCUMENTS folder in the network  **Browse**

Select the SIGNPAD folder in the network  **Browse**

Select the DOWNLOADS folder in the network  **Browse**

Check here for multiple instances (For Citrix Server Only)

Check here if you have Dialup Connection

**Save & Continue**

Use the following path `\\YOURCOMPUTERNAME\` then complete the requested folder name. Once completed, click **<Save Configuration>**.

OLTPProDesktop 2011 V1.0.0.0

**STEP 1: Select your Mode of Configuration**

Select your product configuration type from the two options given below.  
Note :  
\* Make sure to have a LAN connection if you opt for the "Network Software" mode.

**Product Configuration**

This setup option determines where the application accesses and stores the data files.  
The Configuration area is used to tell the application what kind of setup the computer is running. There is an option for every scenario.  
Choose the appropriate configuration setting based on the installation method used to install the application.  
**These settings should not be changed during the season.**

**Select your product**

Stand alone Computer (no Network) [Get Server Configuration](#)  
Choose this option if the software was installed to the hard drive of this computer, and this computer is not on a network.

Network Software  
Choose this option if this computer's access data files are stored on another computer. This option enables the Indicated Server Drive Letter for Sharing Data Files selection. Select the drive letter of the computer storing the shared data files.  
**In Network software, Data, Images, Backup Data, Documents, Signpad and Downloads folders in the Server machine need to be shared manually with all File permissions (Read, Write, Delete)**  
**The data folder path must not be a mapped path. It should contain full machine name e.g ( \\machine nameL.)**

Enter the Server Name

Select the DATA folder in the network  **Browse**

Select the IMAGES folder in the network  **Browse**

Select the BACKUP DATA folder in the network  **Browse**

Select the DOCUMENTS folder in the network  **Browse**

Select the SIGNPAD folder in the network  **Browse**

Select the DOWNLOADS folder in the network  **Browse**

Check here for multiple instances (For Citrix Server Only)

Check here if you have Dialup Connection

**Save & Continue**

**NOTE:** You must complete this step for each computer that will be attached to the network.

## Alternative Networking Option 2

Rather than use the **SERVER COMPUTER NAME**, the **IP ADDRESS** of the **SERVER COMPUTER** can be used as well.

**NOTE:** Click <Save Configuration> when complete.

**NOTE:** Replace \\192.168.0.1\ with the **IP Address** of your **SERVER COMPUTER**.

OLTProDesktop 2011 V1.0.0.0

**STEP 1 : Select your Mode of Configuration**

Select your product configuration type from the two options given below.  
Note :  
\* Make sure to have a LAN connection if you opt for the "Network Software" mode.

**Product Configuration**

This setup option determines where the application accesses and stores the data files.  
The Configuration area is used to tell the application what kind of setup the computer is running. There is an option for every scenario.  
Choose the appropriate configuration setting based on the installation method used to install the application.

**These settings should not be changed during the season.**

**Select your product**

Stand alone Computer (no Network) [Get Server Configuration](#)  
Choose this option if the software was installed to the hard drive of this computer, and this computer is not on a network.

Network Software  
Choose this option if this computer's access data files are stored on another computer. This option enables the Indicated Server Drive Letter for Sharing Data Files selection. Select the drive letter of the computer storing the shared data files.  
**In Network software, Data, Images, Backup Data, Documents, Signpad and Downloads folders in the Server machine need to be shared manually with all File permissions (Read, Write, Delete)**  
**The data folder path must not be a mapped path. It should contain full machine name e.g ( \\machine name\.)**

Enter the Server Name	<input type="text" value="SERVERCOMPUTERNAME"/>	
Select the DATA folder in the network	<input type="text" value="\\192.168.0.1\DATA"/>	<input type="button" value="Browse"/>
Select the IMAGES folder in the network	<input type="text" value="\\192.168.0.1\IMAGES"/>	<input type="button" value="Browse"/>
Select the BACKUP DATA folder in the network	<input type="text" value="\\192.168.0.1\BACKUP DATA"/>	<input type="button" value="Browse"/>
Select the DOCUMENTS folder in the network	<input type="text" value="\\192.168.0.1\DOCUMENTS"/>	<input type="button" value="Browse"/>
Select the SIGNPAD folder in the network	<input type="text" value="\\192.168.0.1\SIGNPAD"/>	<input type="button" value="Browse"/>
Select the DOWNLOADS folder in the network	<input type="text" value="\\192.168.0.1\DOWNLOADS"/>	<input type="button" value="Browse"/>

Check here for multiple instances (For Citrix Server Only)

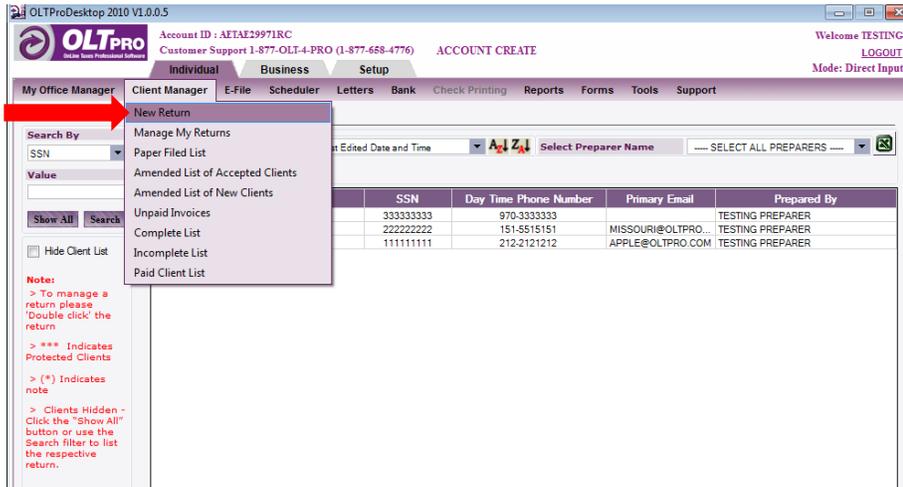
Check here if you have Dialup Connection

**NOTE:** You must complete this step for each computer that will be attached to the network.

## Chapter Four: Preparing a Tax Return

### Creating a New 1040 Return

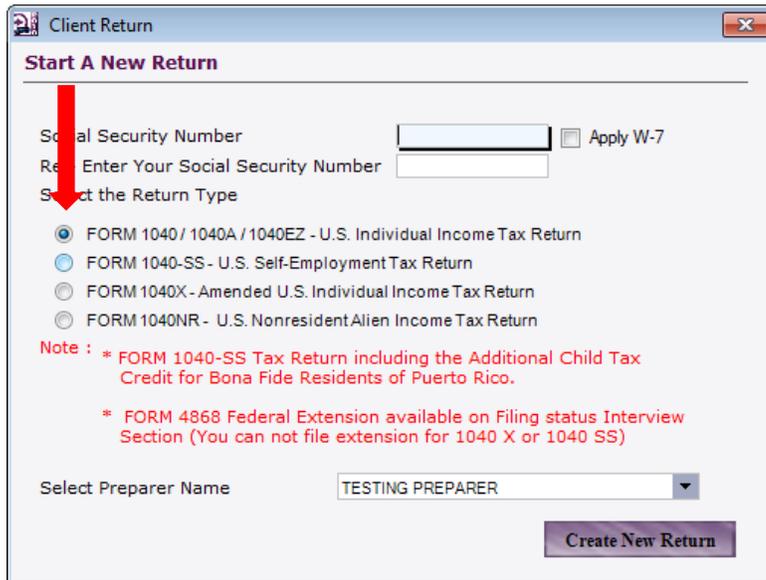
To create a new return, simply click <Client Manager> and click the option <New Return>.



### Creating 1040/1040-SS/1040X/1040NR Returns

You then have the option to select what type of return you wish to create.

**NOTE:** Double-entry of the **Social Security Number** is required.



## Creating a New Business / Corporate Return

To create a **Business / Corporate Return**, click on the **<Business>** Tab then select which type of return to create.

Account ID : TTHGI4962RW  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776)

Welcome JUSTIN  
LOGOUT

Individual Business Setup

1120 1120S 1065 1041 990 720 706 2290 709 5500 8849 Efile Scheduler Tools Settings Forms

New Return  
Manage My Return

EIN Value

Show All Search

Hide Client List

> To manage a return please 'Double click' the return  
> \*\*\* Indicates Protected Clients  
> (\*) Indicates note  
> Clients Hidden - Click the "Show All" button or use the Search filter to list the respective return.

Preparer Preferences Sort by C Corporate Name A-Z Z-A Select Preparer Name --- SELECT ALL PREPARERS ---

Showing [1 to 1] of 1 Client

C Corporate Name	EIN	PhoneNo	Prepared By
BASIC CORP	12 - 3123123	122-5542123	JUSTIN WRIGHT

Enter the **EIN**, then click **<Create New Return>**.

Client Return

Start A New Return

Employer Identification Number 12-5515151

FORM 1120S - U.S. Corporation Income Tax Return  
 FORM 1120S - Amended U.S. Corporation Income Tax Return

Select Preparer Name TESTING PREPARER

Create New Return

## Adding Personal Information

Once the return has been selected, you will be prompted to enter all **Personal Information**.

**Personal Information**

**Primary Taxpayer Information**

First Name: TESTING Initial: [ ] Last Name: CALIFORNIA Suffix: [ ]  
 SSN or ITIN: 876-76-5654 Apply W-7: [ ]  
 Date of Birth (MM-DD-YYYY): 02 / 02 / 1970  
 Occupation: TESTING  
 Theft Identification Pin (NOT MANDATORY): [ ]  
 ( Note - This pin is different from your self select pin. )

Disabled  Blind  Deceased  Student [ ]  
 U.S. Armed Forces  Surviving Spouse  Presidential Campaign  
 Claiming Exemption

Filing Status: Married Filing Jointly

**Spouse Information**

First Name: WIFE Initial: [ ] Last Name: CALIFORNIA Suffix: [ ]  
 SSN or ITIN: 765-76-5765 Apply W-7: [ ]  
 Date of Birth (MM-DD-YYYY): 02 / 02 / 1972  
 Occupation: TESTING  
 Disabled  Blind  Deceased  Student [ ]  
 U.S. Armed Forces  Surviving Spouse  Presidential Campaign  
 Claiming Exemption

Check here if foreign Address (State and Country)

**Federal Tax Summary**

Total Income	\$ 0
Adjustments	\$ 0
Total AGI	\$ 0
Deduction	\$ 11,600
Taxable Income	\$ 0
Total Tax	\$ 0
Tax Credits	\$ 0
Net Tax	\$ 0
EIC	\$ 0
Total Payments	\$ 0
<b>Refund</b>	<b>\$ 0</b>

Name: CALIFORNIA, TESTING      SSN : 876-76-5654      Mode: Direct Input

## Adding Additional Forms

To add any additional forms, use the **Forms Tree** from the left column and select the form you would like to add. You can also add forms from the links within the 1040 Screens.

**Form 1040 - Page 1**

**Income**

Wages, salaries, tips, etc. [All Related Forms](#) \$ [ ] 0.00

8a Taxable interest [Schedule B 1099 Int 1099 OID 1099SE](#) \$ [ ] 0.00

b Tax-exempt interest \$ [ ] 0.00

9a Ordinary dividends [1099 DIV](#) \$ [ ] 0.00

b Qualified dividends \$ [ ] 0.00

10 Taxable refunds, credits or offsets of state and local income taxes [Taxable Refunds](#) \$ [ ] 0.00

11 Alimony received [Alimony Received](#) \$ [ ] 0.00

12 Business income or (loss) [Schedule C](#) \$ [ ] 0.00

13 Capital gain or (loss) [Schedule D](#) \$ [ ] 0.00

14 Other gains or (losses) [Form 4797](#) \$ [ ] 0.00

15a IRA distributions \$ [ ] 0.00 b Taxable amount [1099 R](#) \$ [ ] 0.00

16a Pensions and annuities \$ [ ] 0.00 b Taxable amount [1099 R](#) \$ [ ] 0.00

17 Rental real estate, royalties, partnerships, S corporations, trusts, etc. [Schedule E Page 1](#) \$ [ ] 0.00

18 Farm income or (loss) [Schedule F](#) \$ [ ] 0.00

19 Unemployment compensation [1099 G](#) \$ [ ] 0.00

20a Social security benefits \$ [ ] 0.00 b Taxable amount [SSA 1099](#) \$ [ ] 0.00

21 Other income [All Related Forms](#) \$ [ ] 0.00

22 Total income \$ [ ] 0.00

**Adjusted Gross Income**

23 Educator expenses [Educator Expenses](#) \$ [ ] 0.00

24 Certain business expenses of reservists, performing artists, and fee-basis government officials [Form 2106](#) \$ [ ] 0.00

25 Health savings account deduction [Form 8889](#) \$ [ ] 0.00

**Wages, Salaries, Tips, etc. (Line 7)**

Enter the total of your wages, salaries, tips, etc. If a joint return, also include your spouse's income. For most people, the amount to enter on this line should be shown in box 1 of their Form(s) W-2. But the following types of income must also be included in the total on line 7.

- Wages received as a household employee for which you did not receive a Form W-2 because your employer paid you less than \$1,700 in 2009. Also, enter "HSH" and the amount not reported on Form W-2 on the dotted line next to line 7.
- Tip income you did not report to your employer. Also include allocated tips above.

**Federal Forms**

- [Form 1040EZ](#)
- [Income Report Summary](#)

Name: CALIFORNIA, TESTING      SSN : 876-76-5654      Mode: Direct Input

## Understanding the Direct Input Layout

When using the **Direct Input** option, you will notice that any forms generated will be located in the lower right corner, all **Instructions** for the specific return will show in the right-hand column and a **Refund Meter** in the lower left corner. The **Forms Tree** has all available forms to the left.

The screenshot displays the 'Schedule C Summary' form within a tax software application. The interface is divided into several key sections:

- Top Toolbar:** Contains various utility icons such as 'Complete', 'Change', 'Query', 'Rejected', 'SignPad', 'Assets', 'Credits', 'Overrides', 'MFJ/MFS', 'DM Docs', 'Library', 'Backup', and 'Marketing'.
- Left Sidebar (Forms Tree):** Lists available forms under 'Federal' and 'State' categories. 'Schedule C / C-EZ' is highlighted.
- Central Form Area:** Displays the 'Schedule C Summary' table with columns for 'Principal Business Product', 'Gross Sales', 'Total Expenses', and 'Net Profit / Loss'. Below the table are 'Total Amounts' and 'Add', 'Edit', and 'Delete' buttons.
- Right Sidebar:** Contains instructions for 'Business or Professional Activity - (Line A)' and a 'Federal Forms' section with links to 'Form 1040' and 'Income Report Summary'.
- Bottom Section:** Includes a 'Federal Tax Summary' on the left with a 'Refund' field showing '\$0', and status information at the bottom: 'Name: CALIFORNIA, TESTING', 'SSN: 876-76-5654', and 'Mode: Direct Input'.

**NOTE:** If you do not have these sections, please see <Understanding the Direct Input Layout>.

## Additional Features – Direct Input

The screenshot shows a software interface with a menu bar at the top containing: Complete, Change, Query, Rejected, SignPad, Assets, Credits, Overrides, MFJ/MFS, OH Doc, Library, Backup, Marketing, Search, Help, CSR, Close. Below the menu bar is a 'Locate' section with a list of forms: Federal Tax Summary, Schedule A, Schedule B, Schedule C, C-EZ, Schedule D, Schedule E, Schedule F, Schedule G, Schedule H, Schedule I, Schedule J, Schedule K, Schedule L, Schedule M, Schedule N, Schedule O, Schedule P, Schedule Q, Schedule R, Schedule S, Schedule T, Schedule U, Schedule V, Schedule W, Schedule X, Schedule Y, Schedule Z. The main area displays a 'Schedule C Summary' table with columns: Principal Business, Product, Gross Sales, Total Expenses, Net Profit / Loss. Below the table are fields for State (MO), Whose Income (F), and Force to Long Form (Schedule C). The form includes sections A through I for business information. On the right, there is a 'Business or Profession Activity' section with a text area and a 'Federal Forms' section with links to Form 1040 and Income Report Summary. Red arrows point to the following features: 1. Change Preparer (Change menu), 2. Search another SSN to switch to that return (Search menu), 3. Asset Manager / Depreciation Summary (Assets menu), 4. Credits Summary (Credits menu), 5. Override Summary (Overrides menu), 6. MFJ v. MFS Comparison Chart (MFJ/MFS menu), 7. Forms Library (Library menu), 8. Search FAQ's (Search menu), 9. Help (Help menu), 10. Customer Service Contact (CSR menu).

1. Change Preparer
2. Search another SSN to switch to that return.
3. Asset Manager / Depreciation Summary
4. Credits Summary
5. Override Summary
6. MFJ v. MFS Comparison Chart
7. Forms Library
8. Search FAQ's
9. Help
10. Customer Service Contact

## Customizing the Direct Input Layout

Click on the **Manage Panels** button in the upper right corner to open each of the above listed options. By unselecting a box, that respective **Panel** will not show. Each **Panel** can also be expanded or compressed by resizing the **Panel**.

The screenshot displays the tax software interface for a client return. The main window is titled "Client Return - 876-76-5654 - CALIFORNIA, TESTING". The interface includes a top menu bar with options like "Complete", "Change", "Query", "Rejected", "SignPad", "Assets", "Credits", "Overrides", "MFJ/MFS", "DM Docs", "Library", "Backup", and "Marketing". A "Locate" bar is visible at the top left. The main content area is divided into several sections:

- Schedule C Summary:** A table showing business information for "TESTING CALIFORNIA... TAX PREP, TAX PREP".
- Reportable To:** A list of links for "1040 Page 1", "Form 8582", and "Minister Tax Free Income".
- Business or Professional Activity (Line A):** A panel with instructions for describing the business or professional activity.
- Employer Identification Number (EIN) - (Line D):** A section for entering the EIN.
- Federal Forms:** A section with links for "Form 1040" and "Income Report Summary".

The "Manage Panels" dialog box is open, allowing users to customize the layout. It includes checkboxes for "Locate Form", "Instruction", "Form Tree", "Return Preview", and "Refund Meter". The "Refund Meter" checkbox is currently checked. The dialog also has "Cancel" and "Save" buttons.

At the bottom of the window, the status bar shows "Name: CALIFORNIA, TESTING", "SSN: 876-76-5654", and "Mode: Direct Input".

## Work Pad

The **Work Pad** allows for itemization of a specific field that is auto-calculated by the software. The **Work Pad** will display with the **Federal Forms** when ready to print.

**NOTE:** Double-click on the **Work Pad** icon to open the **Work Pad Screen**.

The screenshot shows the 'Advertising - (Line 8)' section. A table lists advertising expenses:

Description	Amount (\$)
1 TV	500.00
2 RADIO	250.00
3 NEWSPAPER	750.00
* 4	0.00

The total amount is \$1,500.00. A red arrow points to the 'Advertising' table. Another red arrow points to the 'Work Pad' link in the bottom right corner of the interface.

## Override Feature

The **Override Feature** allows for overriding of a calculated field. To enable this feature, click on the **Override** button and enter the value.

The screenshot shows the 'Car and Truck Expenses - (Line 9)' section. A table lists car and truck expenses:

Description	Amount (\$)
8 Advertising	1,500.00
9 Car and Truck Expenses	0.00
10 Commissions and fees	0.00
11 Contract labor	250.00
12 Depletion	0.00
13 Depreciation and section 179 expense deduction	0.00
14 Employee benefit programs	0.00
15 Insurance (other than health)	0.00
16 Interest	0.00
17 Legal and professional services	0.00
18 Office expense	0.00
19 Reasonable profit share	0.00
20	0.00
21	0.00
22	0.00
23	0.00
24	0.00
25 Utilities	0.00
26 Wages (less Employment Credits)	0.00
30 Expenses for business use of your home	0.00

A pop-up window titled 'Car and truck expenses' is open, showing 'Current Value' as \$0 and 'Override Value' as \$0. A red arrow points to the 'Override Value' field. Another red arrow points to the 'Car and Truck Expenses' table.

# Starting a State Return

To start a New State Return, select the State Tab to the left.

Client Return - 876-76-5654 - CALIFORNIA, TESTING

Complete Change Query Rejected SignPad Assets Credits Overrides MFJ/MFS DM Docs Library Backup Marketing Search Help CSR Close

Locate: [Go] [Back] [Forward] [Print] [Info]

**Federal**

- All
- By Section
- Filed Forms
- Personal Info
- Dependent Info
- 1040 Page 1**
- 1040 NR Page 1
- 1040 NR Page 2
- 1040 NR Page 3(Sch A)
- 1040 NR Page 4
- 1040 NR Page 5
- 1040 NR Payments
- 1040SS
- 1040SS Other Income
- 1040ES
- 1045
- FEC
- W2
- W2G
- W2GU

**Federal Tax Summary**

Total Income \$ 2,750  
 Adjustments \$ 194  
 Total AGI \$ 2,556  
 Deduction \$ 11,600  
 Taxable Income \$ 0  
 Total Tax \$ 0  
 Tax Credits \$ 0  
 Net Tax \$ 338  
 EIC (0) \$ 197  
 Total Payments \$ 197  
**Amount You Owe (\$ 141)**

**Form 1040 - Page 1**

**Income**

7 Wages, salaries, tips, etc. [All Related Forms](#) \$ 0.00

8a Taxable interest [Schedule B](#) [1099 Int](#) [1099 OID](#) [1099SE](#) \$ 0.00

b Tax-exempt interest \$ 0.00

9a Ordinary dividends [1099 DIV](#) \$ 0.00

b Qualified dividends \$ 0.00

10 Taxable refunds, credits or offsets of state and local income taxes [Taxable Refunds](#) \$ 0.00

11 Alimony received [Alimony Received](#) \$ 0.00

12 Business income or (loss) [Schedule C](#) \$ 2,750.00

13 Capital gain or (loss) [Schedule D](#) \$ 0.00

14 Other gains or (losses) [Form 4797](#) \$ 0.00

15a IRA distributions \$ 0.00 b Taxable amount [1099 R](#) \$ 0.00

16a Pensions and annuities \$ 0.00 b Taxable amount [1099 R](#) \$ 0.00

17 Rental real estate, royalties, partnerships, S corporations, trusts, etc. [Schedule E Page 1](#) \$ 0.00

18 Farm income or (loss) [Schedule F](#) \$ 0.00

19 Unemployment compensation [1099 G](#) \$ 0.00

20a Social security benefits \$ 0.00 b Taxable amount [SSA 1099](#) \$ 0.00

21 Other income [All Related Forms](#) \$ 0.00

22 Total income \$ 2,750.00

**Adjusted Gross Income**

23 Educator expenses [Educator Expenses](#) \$ 0.00

24 Certain business expenses of reservists, performing artists, and fee-basis government officials [Form 2106](#) \$ 0.00

25 Health savings account deduction [Form 8889](#) \$ 0.00

**Federal Forms**

- Form 1040
- Schedule C-EZ
- Schedule SE
- Form 1040V
- Form 8867
- Federal Worksheet
- Income Report Summary
- Work Pad

Name: CALIFORNIA, TESTING SSN : 876-76-5654 Mode: Direct Input

Then click on the State you wish to complete.

Client Return - 876-76-5654 - CALIFORNIA, TESTING

Complete Change Query Rejected SignPad Assets Credits Overrides MFJ/MFS DM Docs Library Backup Marketing Search Help CSR Close

**Federal**

**State**

**States to File [Individuals]**

AK	Alaska	[Not Installed]	MS	Mississippi	
AL	Alabama		MT	Montana	
AR	Arkansas		NC	North Carolina	
AS	American Samoa	[Not Installed]	ND	North Dakota	
AZ	Arizona		NE	Nebraska	
CA	California		NH	New Hampshire	[Not Installed]
CO	Colorado		NJ	New Jersey	
CT	Connecticut		NM	New Mexico	
DC	District of Columbia		NV	Nevada	[Not Installed]
DE	Delaware		NY	New York	
FL	Florida	[Not Installed]	OH	Ohio	
GA	Georgia		OK	Oklahoma	
HI	Hawaii		OR	Oregon	
IA	Iowa		PA	Pennsylvania	
ID	Idaho		RI	Rhode Island	
IL	Illinois		SC	South Carolina	
IN	Indiana		SD	South Dakota	[Not Installed]
KS	Kansas		TN	Tennessee	[Not Installed]
KY	Kentucky		TX	Texas	[Not Installed]
LA	Louisiana		UT	Utah	

Name: CALIFORNIA, TESTING SSN : 876-76-5654 Mode: Direct Input

All **State Returns** have the same layout and are linked from the **Forms Tree** or within the return.

Client Return - 876-76-5654 - CALIFORNIA, TESTING

Complete Change Query Rejected SignPad Assets Credits Overrides MFJ/MFS DM Docs Library Backup Marketing Search Help CSR Close

Locate: 66

**General Information**  
**Form 540**  
 Form 540NR  
 Form 540X  
 Schedule CA 540  
 Schedule CA 540NR Pg 1  
 Schedule CA 540NR Pg 2  
 Schedule D  
 Schedule P  
 Schedule P NR Pg1  
 Schedule P NR Pg2  
 Schedule RDP  
 Schedule HOH  
 Schedule S  
 CA Form 3800  
 CA Form 3803  
 CA 592B  
 CA Form 3805E  
 CA Form 3805P  
 CA Form 3885A  
 CA Form 3501

**CA State Tax Summary**  
 Total AGI \$ 2556  
 Deductions \$ 7340  
 Taxable Income \$ 0  
 Total Tax \$ 0  
 Tax Credits \$ 0  
 Total Payments \$ 0  
 Contributions \$ 0  
**Refund**  
 \$ 0

**CA 540 - California Resident Income Tax Return 2010.**

**Taxable Income Section.**

12	State wages from your Form(s) W-2, box 16 or CA Sch W-2, line C.....	\$ 0.00
13	Enter the Federal Adjusted Gross Income.....	\$ 2556.00
14	California adjustments - subtractions.....	\$ 0.00
16	California adjustments - additions.....	\$ 0.00
18	Enter the larger of California Itemized/Standard deductions.....	\$ 7340.00

**Tax, Special Credits and Other Taxes Section.**

32	Exemption credits Amount.....	\$ 198.00
34	Tax from Schedule-G1 / FTB 5870A.....	\$ 0.00
46	Nonrefundable renter's credit.....	\$ 0.00
61	Alternative minimum tax. Attach Schedule P (540).....	\$ 0.00
62	Mental Health Services Tax.....	\$ 0.00
63	Other taxes and credit recapture.....	\$ 0.00

**Payments Section.**

71	California income tax withheld.....	\$ 0.00
72	2010 CA estimated tax and other payments.....	\$ 0.00

**California - Estimated Tax Payments**

S.NO	Payment Date	Payment Amount	Add	Edit	Delete

73 Real estate and other withholding, Forms 592-B, 593-B, and 594..... \$ 0.00  
 74 Excess SDI..... \$ 0.00  
 78 Child and Dependent Care Expenses Credit amount..... \$ 0.00

**#12 - State wages from your Forms W2 box 16 or CA Sch W2 line C:**  
 Enter the total amount of your state wages from all states from each of your Forms W2 Wage and Tax Statement. This amount appears on Form W2 box 16.

**#13 - Enter the Federal Adjusted Gross Income:**  
 Same-sex married couples SSMCs or RDPs who file a California tax return as married/RDP filing jointly and have no SSMC adjustments or RDP adjustments between federal and California combine their

**California Filed Forms**  
 - Form CA 540  
 - CA Form 8453

Name: CALIFORNIA, TESTING SSN : 876-76-5654 Mode: Direct Input

## Allocating Between Multiple States

To allocate information between multiple states, click the **<Allocate your Federal Income & Adjustments to States>** at the bottom of the **State Tab**.

Client Return - 876-76-5654 - CALIFORNIA, TESTING

Complete Change Query Rejected SignPad Assets Credits Overrides MFJ/MFS DM Docs Library Backup Marketing Search Help CSR Close

**State**

CT Connecticut	NM New Mexico
DC District of Columbia	NV Nevada [Not Installed]
DE Delaware	NY New York
FL Florida [Not Installed]	OH Ohio
GA Georgia	OK Oklahoma
HI Hawaii	OR Oregon
IA Iowa	PA Pennsylvania
ID Idaho	RI Rhode Island
IL Illinois	SC South Carolina
IN Indiana	SD South Dakota [Not Installed]
KS Kansas	TN Tennessee [Not Installed]
KY Kentucky	TX Texas [Not Installed]
LA Louisiana	UT Utah
MA Massachusetts	VA Virginia
MD Maryland	VI U.S. Virgin Islands [Not Installed]
ME Maine	VT Vermont
MI Michigan	WI Wisconsin
MN Minnesota	WV West Virginia
MO Missouri	WY Wyoming [Not Installed]

**Allocate your Federal Income & Adjustments to States >>**

Name: CALIFORNIA, TESTING SSN : 876-76-5654 Mode: Direct Input

## Running a Return Diagnostic and Completing a Return

Once you have completed the return, click the **<Complete>** button at the top of any page to start the **Diagnostic Process**.

Client Return - 876-76-5654 - CALIFORNIA, TESTING

Complete Change Query Rejected SignPad Assets Credits Overrides MFJ/MFS DM Docs Library Backup Marketing Search Help CSR Close

By Section Filed Forms

Personal Info

Dependent Info

1040 Page 1

1040 Page 2

1040 NR Page 1

1040 NR Page 2

1040 NR Page 3(Sch A)

1040 NR Page 4

1040 NR Page 5

1040 NR Payments

1040SS

1040SS Other Income

1040ES

1045

FEC

W2

W2G

W2GU

Federal Tax Summary

Total Income	\$ 2,750
Adjustments	\$ 194
Total AGI	\$ 2,556
Deduction	\$ 11,600
Taxable Income	\$ 0
Total Tax	\$ 0
Tax Credits	\$ 0
Net Tax	\$ 338
EIC (0)	\$ 197
Total Payments	\$ 197

Amount You Owe (\$ 141)

Personal Information

Primary Taxpayer Information

First Name Initial Last Name Suffix

TESTING CALIFORNIA

SSN or ITIN 876-76-5654 Apply W-7

Date of Birth (MM-DD-YYYY) 02 02 1970

Occupation TESTING

Theft Identification Pin (NOT MANDATORY)

( Note : This pin is different from your self select pin. )

Disabled  Blind  Deceased  Student

U.S. Armed Forces  Surviving Spouse  Presidential Campaign

Claiming Exemption

Filing Status Married Filing Jointly

Spouse Information

First Name Initial Last Name Suffix

WIFE CALIFORNIA

SSN or ITIN 765-76-5765 Apply W-7

Date of Birth (MM-DD-YYYY) 02 02 1972

Occupation TESTING

Disabled  Blind  Deceased  Student

U.S. Armed Forces  Surviving Spouse  Presidential Campaign

Claiming Exemption

Check here if foreign Address (State and Country)

First Name

Enter the first name of the primary taxpayer.

Initial

Enter the middle initial of the primary taxpayer.

Last Name

Enter the last name of the primary taxpayer.

Suffix

Federal Forms

- Form 1040
- Schedule C-EZ
- Schedule SE
- Form 1040V
- Form 8867
- Federal Workshe
- Income Report S
- Work Pad

Name : CALIFORNIA, TESTING SSN : 876-76-5654 Mode : Direct Input

If there are any issues with the return, a display box will show with any errors that must be corrected before the return can be **<Marked Complete>**. You should either **<Click Here to Fix>** (if available) or **<Close and Correct Errors>**.

Messages

Federal and State Messages Print Preview Print this page

Name GEORGIA, TESTING SSN 444444444

Please correct the following error(s) in this return:

FEDERAL PAPER FILING REASON

\* Practitioner PIN (Form 8879) is required for e-filing. [Click Here to Fix](#)

Spouse PIN information is not available in Form 8879 [Click Here to Fix](#)

Ignore & Continue (Not recommended) Close & Correct Errors

**NOTE:** You have the option to **<Ignore & Continue>**, however it is **NOT RECOMMENDED**.

Once the diagnostic has completed, you will have the option to <Complete> the return. Click <Save>.

**Complete Return**

Are you ready to Mark the Return as Completed?

Yes 

No

**Review Return**

Are you ready to Mark the Return as reviewed?

Yes

No

**File Return**

File this return as ?

Paper File

Electronically

**Note:**

- \* If you want to Paper file both federal and all the states of this return, please select Paper File Option else select Electronically file option
- \* You can select State(s) to paper file only when the File Return option is elected as "Electronically"

**Select State(s) to Paper file**

State Name	Description
<input type="checkbox"/> State GA	Ready to set as paper file
<input type="checkbox"/> State KY	Ready to set as paper file

 **Save**

You are now ready to close the return. To do so, click the <Close> in the upper right corner.

Client Return - 876-76-5654 - CALIFORNIA, TESTING

Complete Change Query Rejected SignPad Assets Credits Overrides MFJ/MFS DM Docs Library Backup Marketing

Search Help OKR Close 

Locate:  Go

**Personal Information**

**Primary Taxpayer Information**

First Name Initial Last Name Suffix  
TESTING CALIFORNIA

SSN or ITIN 876-76-5654 Apply W-7

Date of Birth (MM-DD-YYYY) 02 02 1970

Occupation TESTING

Theft Identification Pin (NOT MANDATORY)

( Note - This pin is different from your self select pin.)

Disabled  Blind  Deceased  Student

U.S. Armed Forces  Surviving Spouse  Presidential Campaign

Claiming Exemption

Filing Status Married Filing Jointly

**Spouse Information**

First Name Initial Last Name Suffix  
WIFE CALIFORNIA

SSN or ITIN 765-76-5765 Apply W-7

Date of Birth (MM-DD-YYYY) 02 02 1972

Occupation TESTING

Disabled  Blind  Deceased  Student

U.S. Armed Forces  Surviving Spouse  Presidential Campaign

Claiming Exemption

Check here if foreign Address (State and Country)

**Federal Tax Summary**

Total Income	\$ 2,750
Adjustments	\$ 194
Total AGI	\$ 2,556
Deduction	\$ 11,600
Taxable Income	\$ 0
Total Tax	\$ 0
Tax Credits	\$ 0
Net Tax	\$ 338
EIC (0)	\$ 197
Total Payments	\$ 197

**Amount You Owe**  
(\$ 141)

**Federal Forms**

- Form 1040
- Schedule C-EZ
- Schedule SE
- Form 1040V
- Form 8867
- Federal Worksh...
- Income Report S...
- Work Pad

Name : CALIFORNIA, TESTING SSN : 876-76-5654 Mode : Direct Input

## Using the Interview Input

To navigate the **Interview Input** of an Individual 1040 return, simply complete the requested information screen and click **<Save & Continue Return>**. OLTPro **Interview Input** will guide you through the **Federal Return** before prompting you to create any **State Return**.

TY 2010 Client Return - 66666666

Mode : Interview Input  
SSN : 666666666

Review Documents Backup this return Clients Query SignPad Search  
Forms & Instructions Rejected (View Errors) Marketing Search Tips Customer Service Live Help

Personal Information Income Adjustments Deductions Taxes Credits Other Taxes Payments Miscellaneous Tax Summary

Refund \$0

Federal Forms  
Income Report Summary

Personal Information Check List

- Taxpayer Information - Taxpayer Name, SSN, Date of Birth, and Occupation.
- Address Information - Taxpayer Home Address and Resident State.
- Filing Status - Under what status will you be filing your tax return? (ex: Single, Married, etc.)
- Dependents - List children and other qualifying individuals.

Select Preparer Name TESTING PREPARER

Save & Continue Return

Each tab has a **Checklist** to select what forms to add to the return.

Client Return - 666-66-6666 - WASHINGTON, TESTING

Mode : Interview Input  
SSN : 666666666  
Name : WASHINGTON, TESTING

Review Documents Backup this return Clients Query SignPad Search  
Forms & Instructions Rejected (View Errors) Marketing Search Tips Customer Service Live Help

Personal Information Income Adjustments Deductions Taxes Credits Other Taxes Payments Miscellaneous Tax Summary

Refund \$0

Federal Forms  
Form 1040  
Income Report Summary

Income check List

- Wages, Salaries, Tips, etc. - W-2, W-2G, Other Wages, Scholarship Income
  - W-2 - W-2 Information
  - Foreign Employer Compensation - Compensation not reported in W-2
  - Gambling Winnings Information - W-2G
  - Other Wages, Salaries, Tips - Scholarship / Household / Penal / Deferred
- Interest and Dividend Income - 1099-INT, 1099-SF, 1099-OID, 1099-DIV, Form 8814, Form 8815
- Investment Income - 1099-B, 1099-S, Form 2439, Form 6781, Schedule K-1s
- Retirement Fund and Pension Income - 1099-R, CSA-1099-R, RRB-1099, RRB-1099-R, SSA-1099
- Miscellaneous Income - 1099-MISC
- Business, Rental/Royal and Farm Income - Schedule C, Schedule E, Schedule F, Form 4835
- Depreciation and Amortization - Form 4562
- Other Investment Income - 1099-A, 1099-C, Form 4797, Form 6252, Form 4684, Form 8824
- Unemployment Compensation - 1099-G
- Guam Wage and Tax Statement - W-2GU
- Other Income - Form 2555, Taxable Refunds, Alaska Permanent Fund, Alimony, etc.,.

<< Back Save & Continue Return

Click **<Add>** to enter a new form. Once all forms have been added, click **<Save & Continue Return>**.

Client Return - 666-66-6666 - WASHINGTON, TESTING

Mode : Interview Input  
SSN : 666666666  
Name : WASHINGTON, TESTING

Review Documents Backup this return Clients Query SignPad Search  
Forms & Instructions Rejected (View Errors) Marketing Search Tips Customer Service Live Help

Federal

Personal Information Income Adjustments Deductions Taxes Credits Other Taxes Payments Miscellaneous Tax Summary

Refund \$967

Federal Forms  
Form 1040  
Schedule M  
Federal Worksheet  
Income Report Summary

W-2 Summary

Employee Name	Employer Name	Withheld	Wages
TESTING WASHINGTON	TESTING ORG	2500	25000

Add Edit Delete

<< Back Save & Continue Return

To add a **State Return**, select the required state. Then click **<Prepare New State Return>**. Once all states are complete, click **<Save & Continue Return>**.

Client Return - 666-66-6666 - WASHINGTON, TESTING

Mode : Interview Input  
SSN : 666666666  
Name : WASHINGTON, TESTING

Review Documents Backup this return Clients Query SignPad Search  
Forms & Instructions Rejected (View Errors) Marketing Search Tips Customer Service Live Help

Federal State

General Information

Select 'Prepare New State Return' for the state you want to file.

Click 'Edit' to correct that state's information.

Click 'Delete' to remove the corresponding state.

Click 'View' to view the filed return.

State Information

You are a resident of State with no State Income Tax. You don't need to Prepare a resident state return. If you want to prepare another state's income tax return click 'Prepare New State Return'.

To Prepare a state return

Please Select New State

- GEORGIA
- HAWAII
- IOWA
- IDAHO
- ILLINOIS
- INDIANA
- KANSAS
- KENTUCKY

Prepare New State Return

Save & Continue Return

To mark the return **Complete**, click **<Yes>**. To finish the return, click **<Save & Continue Return>**.

Client Return - 666-66-6666 - WASHINGTON, TESTING

Mode : Interview Input    Review Documents    Backup this return    Clients Query    SignPad    Search    GO    X

SSN : 666666666    Forms & Instructions    Rejected (View Errors)    Marketing    Search Tips    Customer Service Live Help

Name : WASHINGTON, TESTING

Federal    State    **File My Return**

**Verify and File My Return**

**Complete Return**

Are you ready to Mark the Return as Completed?

Yes 

No

**Review Return**

Are you ready to Mark the Return as reviewed?

Yes

No

**File Return**

Paper File

Electronically

**Note: If you want to Paper file both federal and all the states of this return, please select Paper File Option else select Electronically file option**  
**You can select State(s) to paper file only when the File Return option is elected as "Electronically"**

Select State(s) to set Paper file    \* No states were filed

State Name	Description
------------	-------------

 **Save & Continue Return**

## Editing an Existing Return

To edit an existing return that's already in your database, simply click on the <Client Manager> and select <Manage My Returns> then **double-click** on the taxpayer name. Lastly, click the <Edit> button.

OLTProDesktop 2011 V1.0.0.0

Account ID : TTHG14962RW  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776)

Welcome JUSTIN  
[LOGOUT](#)  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Edit View/Print Coupon Delete View Input PW Protect DM Docs Prior Year Letters Print Label Notes Appointments Backup

Client : CALIFORNIA, TESTING Preparer : JUSTIN WRIGHT

**Personal Details**

Primary Spouse  
Name : TESTING CALIFORNIA WIFE CALIFORNIA  
SSN : 876-76-5654 765-76-5765  
DOB : 02-02-1970 02-02-1972  
Filing Status : joint

**Address Details**

Address : 123 STREET  
City : SAINT JOSEPH  
State, Zip : MO 64501  
Phone No : HOME 234-234-2342  
Resident State : Missouri

**Income Info**

AGI : \$2,556.00  
Taxable Income : \$0.00  
EIC : \$197.00  
Computed Tax : \$0.00  
Tax Withheld : \$0.00  
Forms & Schedules : [View Forms List](#)

**Federal, State, Extension and SBBT Details** Double click to view the Paper Filing Reason [Send to Tech Support](#)

Federal/State	Status	DCN	Comment	Refund or (Owe)	Refund Status
Federal	PAPER FILED		Filed Form - 1040	(\$141.00)	
State CA	NOT FILED		Direct State	neither OWE TAX no...	
Fed-Ext (4868)	NOT FILED				

**Payment Details** [Receive Latest Checks](#)

**Invoicing** **E-File** **Bank Product**

Make a Payment/Invoice Ready to E-File Checks Printed  
View/Print Existing Invoice Get Status Authorized Checks

**Return History** (Note: Showing Last 2 Actions)

Date & Time	IP	Actions
10/19/2011 12:09:24 PM	192.168.0.27	Edit Return by JUSTIN WRIGH...
10/14/2011 12:24:51 PM	192.168.0.27	Return was imported from prior...

## Deleting a Tax Return

To Delete a tax return, double-click on the taxpayer name to be deleted. Then click the link to <Delete Return>.

OLTProDesktop 2011 V1.0.0.0

Account ID : TTHGI4962RW  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776)

Welcome JUSTIN  
LOGOUT  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Edit View/Print Coupon Delete View Input PW Protect DM Docs 2010 Info Letters Print Label Notes Appointments Backup

Client : CALIFORNIA, TESTING Preparer : JUSTIN WRIGHT

**Personal Details**

Primary Spouse  
Name : TESTING CALIFORNIA WIFE CALIFORNIA  
SSN : 876-76-5654 765-76-5765  
DOB : 02-02-1970 02-02-1972  
Filing Status : joint

**Address Details**

Address : 123 STREET  
City : SAINT JOSEPH  
State, Zip : MO 64501  
Phone No : HOME 234-234-2342  
Phone No : - -  
Resident State : Missouri

Electronic File Mark Incomplete  
Paper File Mark Complete

**Income Info**

AGI : \$2,556.00  
Taxable Income : \$0.00  
EIC : \$197.00  
Computed Tax : \$0.00  
Tax Withheld : \$0.00  
Forms & Schedules : [View Forms List](#)

**Federal, State, Extension and SBBT Details** Double click to view the Paper Filing Reason [Send to Tech Support](#)

Federal/State	Status	DCN	Comment	Refund or (Owe)	Refund Status
Federal	PAPER FILED		Filed Form - 1040	(\$141.00)	
State CA	NOT FILED		Direct State	neither OWE TAX no...	
Fed-Ext (4868)	NOT FILED				

**Payment Details** Receive Latest Checks

Invoicing	E-File	Bank Product
Make a Payment/Invoice	Ready to E-File	Checks Printed
View/Print Existing Invoice	Get Status	Authorized Checks

**Return History** (Note: Showing Last 2 Actions)

Date & Time	IP	Actions
10/19/2011 12:09:24 PM	192.168.0.27	Edit Return by JUSTIN WRIGH...
10/14/2011 12:24:51 PM	192.168.0.27	Return was imported from prior...

Click <Yes> to confirm the deletion of the tax return.

Account ID : TTHGI4962RW  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776)

Welcome JUSTIN  
LOGOUT  
Mode: Direct Input

Client : CALIFORNIA, TESTING  
Preparer : JUSTIN WRIGHT

**Personal Details**

**Primary**  
Name : TESTING CALIFORNIA  
SSN : 876-76-5654  
DOB : 02-02-1970  
Filing Status : joint

**Spouse**  
Name : WIFE CALIFORNIA  
SSN : 765-76-5765  
DOB : 02-02-1972

**Address Details**  
Address : 123 STREET  
City : SAINT JOSEPH  
State, Zip : MO 64501  
Phone No : HOME 234-234-2342

**Income Info**  
AGI : \$2,556.00  
Taxable Income : \$0.00  
EIC : \$197.00  
Computed Tax : \$0.00  
Tax Withheld : \$0.00  
Forms & Schedules : [View Forms List](#)

**Dependency Info**  
1040 : 0  
2441 : 0  
EIC : 0  
CTC : 0

**OLTPRO DELETE CONFIRMATION**  
Are you sure you want to delete this return?  
Yes No

**Federal, State, Extension and SBBT Details**

Federal/State	Status	Comments	Refund or (Owe)	Refund Status
Federal	PAPER FILED	Filed Form - 1040	(\$141.00)	
State CA	NOT FILED	Direct State	neither OWE TAX no...	
Fed-Ext (4868)	NOT FILED			

**Payment Details**

**Invoicing**  
Make a Payment/Invoice  
View/Print Existing Invoice

**E-File**  
Ready to E-File  
Get Status

**Bank Product**  
Checks Printed  
Authorized Checks

**Return History** (Note: Showing Last 2 Actions)

Date & Time	IP	Actions
10/19/2011 12:09:24 PM	192.168.0.27	Edit Return by JUSTIN WRIGH...
10/14/2011 12:24:51 PM	192.168.0.27	Return was imported from prior...

**NOTE:** Returns that are Accepted, Rejected, Transmitted or Marked Paid CANNOT be deleted.

## Amending an Accepted Return

Amending a previously **Accepted Return** can be done by clicking on the **Client Manager > Manage My Returns >** then **double-clicking** on the clients name that needs to be **Amended**. There is an **<Amended>** button at the top center of the Client Manager.

Account ID : TTHGI4962RW  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776)

Welcome JUSTIN  
LOGOUT  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Edit View/Print Coupon Delete View Input PW Protect **Amended** DM Docs Prior Year Letters Print Label Notes Appointments Backup

Client : CALIFORNIA, TESTING Preparer : JUSTIN WRIGHT

**Personal Details**

Primary Spouse  
Name : TESTING CALIFORNIA WIFE CALIFORNIA  
SSN : 876-76-5654 765-76-5765  
DOB : 02-02-1970 02-02-1972  
Filing Status : joint

**Address Details**

Address : 123 STREET  
City : SAINT JOSEPH  
State , Zip : MO 64501  
Phone No : HOME 234-234-2342  
Resident State : Missouri

**Income Info**

AGI : \$50,556.00  
Taxable Income : \$31,556.00  
EIC : \$0.00  
Computed Tax : \$3,886.00  
Tax Withheld : \$5,700.00  
Forms & Schedules : [View Forms List](#)

**Federal, State, Extension and SBBT Details**

Federal/State	Status	DCN	Comment	Refund or (Owe)	Refund Status
Federal	PAPER FILED		Filed Form - 1040	\$1,476.00	<a href="#">Where's my Refund?</a>
State CA	PAPER FILED		Direct State	(\$820.00)	
Fed-Ext (4868)	NOT FILED				

**Payment Details**

Invoicing E-File Bank Product  
Make a Payment/Invoice Ready to E-File Checks Printed  
View/Print Existing Invoice Get Status Authorized Checks  
Payment Summary  
Payment made on 10/19/2011 01:21:48 PM by Cash

**Return History** (Note: Showing Last 7 Actions)

Date & Time	IP	Actions
10/19/2011 1:22:58 PM	192.168.0.27	Elected for Paper File by JUST...
10/19/2011 1:22:52 PM	192.168.0.27	Return removed from Queue b...
10/19/2011 1:22:04 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:21:48 PM	192.168.0.27	Payment Made by JUSTIN WR...
10/19/2011 1:21:37 PM	192.168.0.27	Marked As Return Completed ...
10/19/2011 1:21:32 PM	192.168.0.27	Marked as Return Completed
10/19/2011 1:21:32 PM	192.168.0.27	Elected for E-File

## Alternative Amending Option

A previously **Accepted Return** can also be amended by navigating to the **<E-File>** tab, then selecting **Get EFile Status**. Then click on the link to the left reading **<Accepted Returns>**.

Account ID : AETA239971RC  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776) ACCOUNT CREATE

Welcome TESTING  
LOGOUT  
Mode: Interview Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Get current  
Ready to Transmit  
Ready to Transmit Extension  
Get E-File Status  
Advanced Get E-File Status  
Extension Status  
Get Bank Disbursement Details  
Get Check Details  
Federal Error Code  
State Error Code

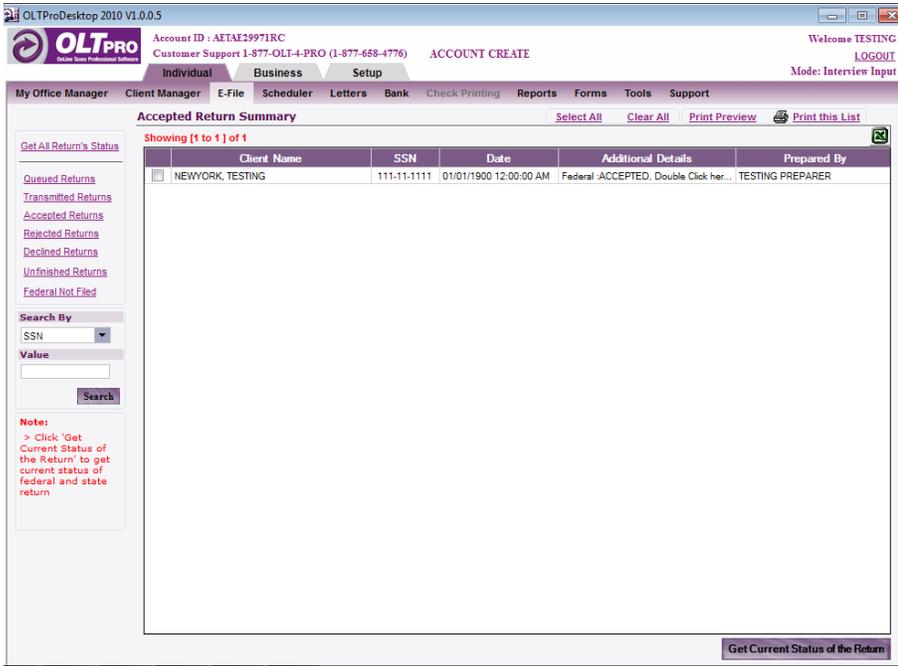
Get All Return's Status Showing 11 to

Queued Returns	Transmitted Returns	Accepted Returns	Rejected Returns	Declined Returns	Unfinished Returns	Federal Not Filed
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEORG	NEWYO					

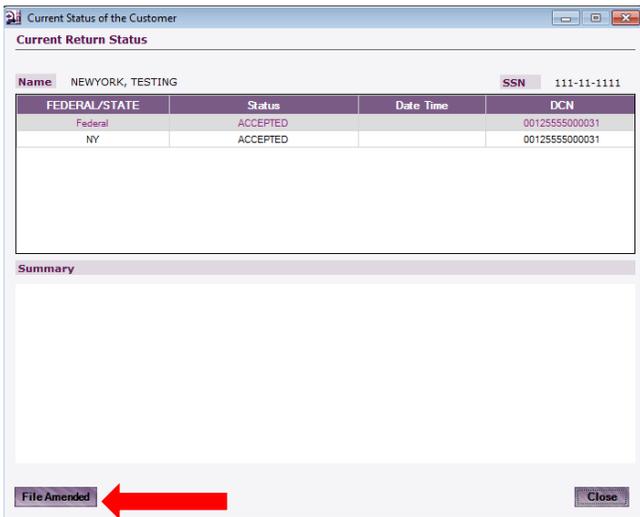
Search By  
SSN  
Value  
Search

Notes  
> Click 'Get Current Status of the Return' to get current status of federal and state return

A list of all **Accepted Returns** are now displaying. **Double-click** on the taxpayer that needs to be **Amended**.



**Double-click** on the taxpayer name and click the **<File Amended>** button. Follow the on-screen instructions to complete the **<Amended Return>**.



## Printing a Tax Return

To **print** an existing return that's already in your database, simply click on the <Client Manager> and select <Manage My Returns> and **double-click** on taxpayer name. Then select the option <View/Print Return>.

Account ID : TTHG14962RW  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776)

Welcome JUSTIN  
LOGOUT  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Edit View/Print Coupon Delete View Input PW Protect Amended DM Docs Prior Year Letters Print Label Notes Appointments Backup

Client: CALIFORNIA, TESTING Preparer: JUSTIN WRIGHT

**Person Details**

Primary Spouse  
Name: TESTING CALIFORNIA WIFE CALIFORNIA  
SSN: 876-76-5654 765-76-5765  
DOB: 02-02-1970 02-02-1972  
Filing Status: joint  
Dependency Info  
1040: 0 EIC: 0  
2441: 0 CTC: 0

**Address Details**

Address: 123 STREET  
City: SAINT JOSEPH  
State, Zip: MO 64501  
Phone No: HOME 234-234-2342  
Phone No: -  
Resident State: Missouri

Electronic File  Mark Incomplete  
Paper File  Mark Complete

**Income Info**

AGI: \$50,556.00  
Taxable Income: \$31,556.00  
EIC: \$0.00  
Computed Tax: \$3,886.00  
Tax Withheld: \$5,700.00  
Forms & Schedules: [View Forms List](#)

**Federal, State, Extension and SBBT Details** [Send to Tech Support](#)

Federal/State	Status	DCN	Comment	Refund or (Owe)	Refund Status
Federal	PAPER FILED		Filed Form - 1040	\$1,476.00	<a href="#">Where's my Refund?</a>
State CA	PAPER FILED		Direct State	(\$820.00)	
Fed-Ext (4868)	NOT FILED				

**Payment Details** [Receive Latest Checks](#)

**Invoicing** **E-File** **Bank Product**

[Make a Payment/Invoice](#) Ready to E-File Checks Printed  
[View/Print Existing Invoice](#) Get Status Authorized Checks

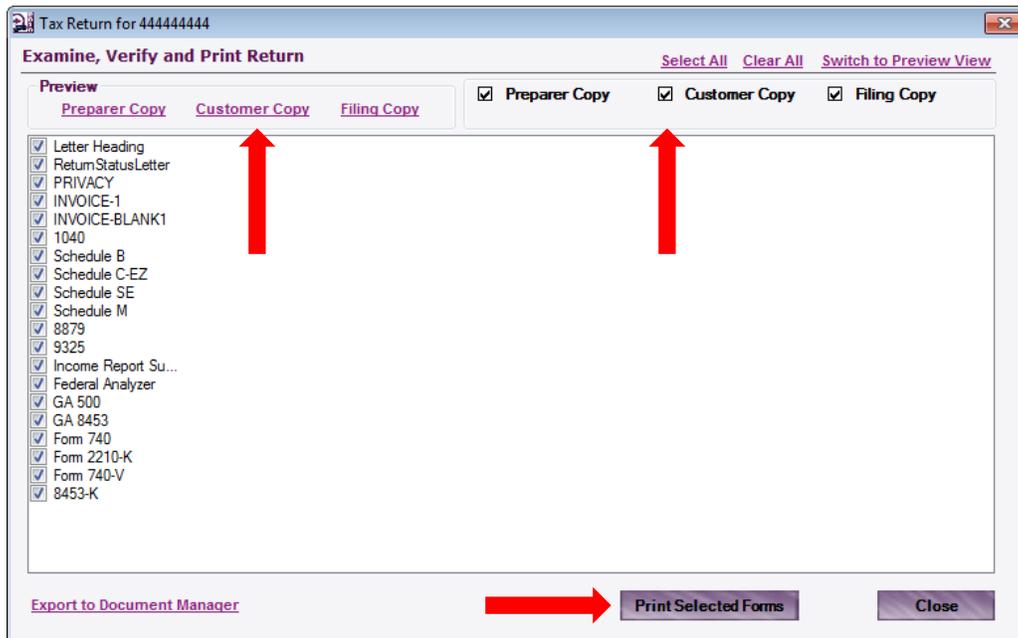
**Payment Summary**  
Payment made on 10/19/2011 01:21:48 PM by Cash

**Return History** (Note: Showing Last 7 Actions) [View Full History](#)

Date & Time	IP	Actions
10/19/2011 1:22:58 PM	192.168.0.27	Elected for Paper File by JUST...
10/19/2011 1:22:52 PM	192.168.0.27	Return removed from Queue b...
10/19/2011 1:22:04 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:21:48 PM	192.168.0.27	Payment Made by JUSTIN WR...
10/19/2011 1:21:37 PM	192.168.0.27	Marked As Return Completed ...
10/19/2011 1:21:32 PM	192.168.0.27	Marked as Return Completed
10/19/2011 1:21:32 PM	192.168.0.27	Elected for E-File

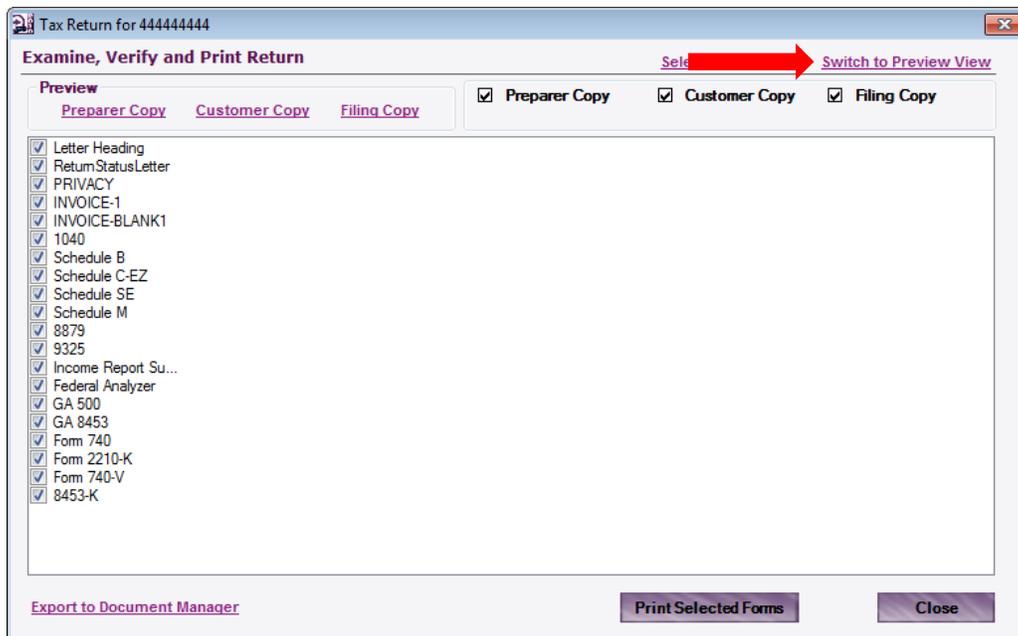
## Printing All Forms at One Time.

Now you can preview the forms by selecting the box for the appropriate copy then clicking the corresponding link to the left. When ready to **Print**, click the **<Print Selected Forms>** button.

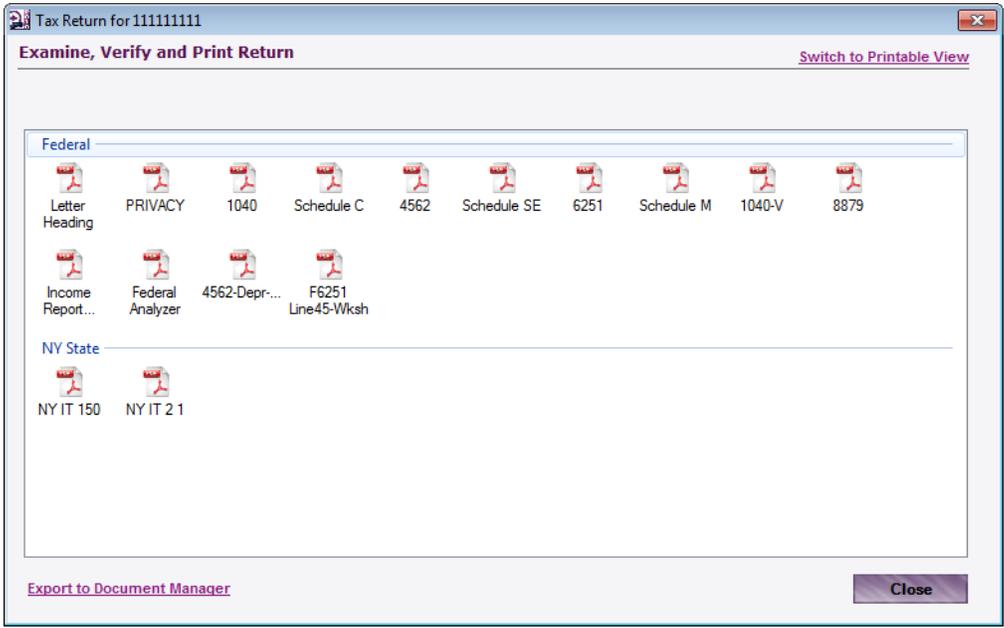


## Printing Individual Forms

To print individual forms, click the link to **Switch to Preview View**.



Now you will just click on the form(s) that you need to view and print that form.



## Batch Printing of Returns

To **Batch Print** returns, navigate to **Tools > Batch Printing Returns**.

The screenshot shows the OLTPro Desktop 2010 V1.0.0.5 interface. The 'Tools' menu is open, displaying various options. The 'Batch Printing Returns' option is highlighted, and a red arrow points to it. The main window displays a table of client returns.

Primary Name	SSN	Day Time	Phone Number	Prepared By
GEORGIA.TESTING	444444444	122-2121212		
NEWYORK.TESTING	111111111	212-2121212		AP
COLORADO.TESTING	333333333	970-3333333		
MISSOURI.TESTING	222222222	151-5515151		MI

Next, select the returns you wish to **Print**, then click **<Generate & Print Returns>**

The screenshot shows the OLTPro Desktop 2010 V1.0.0.5 interface in the 'Batch Printing' screen. The 'Generate & Print Returns' button is highlighted, and a red arrow points to it. The main window displays a table of client returns with checkboxes for selection.

Client Name	SSN	Prepared By
<input type="checkbox"/> COLORADO.TESTING	333333333	TESTING PREPARER
<input type="checkbox"/> GEORGIA.TESTING	444444444	TESTING PREPARER
<input type="checkbox"/> MISSOURI.TESTING	222222222	TESTING PREPARER
<input type="checkbox"/> NEWYORK.TESTING	111111111	TESTING PREPARER

# Chapter Five: E-File Management

## E-File Preparation

To e-file a tax return, the return must be <Marked Complete> and selected for <Electronic File>.

Account ID : TTHGI4962RW  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776)

Welcome JUSTIN  
LOGOUT  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Client : CALIFORNIA, TESTING Preparer : JUSTIN WRIGHT

**Personal Details**

Primary Spouse  
Name : TESTING CALIFORNIA WIFE CALIFORNIA  
SSN : 876-76-5654 765-76-5765  
DOB : 02-02-1970 02-02-1972  
Filing Status : joint  
Dependency Info  
1040 : 0 EIC : 0  
2441 : 0 CTC : 0

**Address Details**

Address : 123 STREET  
City : SAINT JOSEPH  
State, Zip : MO 64501  
Phone No : HOME 234-234-2342  
Phone No : - -  
Resident State : Missouri

**Income Info**

AGI : \$50,556.00  
Taxable Income : \$31,556.00  
EIC : \$0.00  
Computed Tax : \$3,886.00  
Tax Withheld : \$5,700.00  
Forms & Schedules : [View Forms List](#)

**Federal, State, Extension and SBBT Details** [Send to Tech Support](#)

Federal/State	Status	DCN	Comment	Refund or (Owe)	Refund Status
Federal	NOT FILED		Filed Form - 1040	<b>\$1,476.00</b>	<a href="#">Where's my Refund?</a>
State CA	NOT FILED		Direct State	<b>(\$820.00)</b>	
Fed-Ext (4868)	NOT FILED				

**Payment Details** [Receive Latest Checks](#)

**Invoicing** **E-File** **Bank Product**

[Make a Payment/Invoice](#) [Ready to E-File](#) Checks Printed  
[View/Print Existing Invoice](#) Get Status Authorized Checks  
Payment Summary  
Payment made on 10/19/2011 01:21:48 PM by Cash

**Return History** (Note: Showing Last 7 Actions) [View Full History](#)

Date & Time	IP	Actions
10/19/2011 1:26:08 PM	192.168.0.27	Elected for E-File by JUSTIN W...
10/19/2011 1:22:58 PM	192.168.0.27	Elected for Paper File by JUST...
10/19/2011 1:22:52 PM	192.168.0.27	Return removed from Queue b...
10/19/2011 1:22:04 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:21:48 PM	192.168.0.27	Payment Made by JUSTIN WR...
10/19/2011 1:21:37 PM	192.168.0.27	Marked As Return Completed ...
10/19/2011 1:21:32 PM	192.168.0.27	Marked as Return Completed

## Making a Payment for a Return

After completing a return and before electronically filing the return, you must indicate how the taxpayer will pay for the return by clicking the link **<Make a Payment/Invoice>**.

OLTProDesktop 2011 V1.0.0.0

Account ID : TTHG14962RW  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776)

Welcome JUSTIN  
LOGOUT  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Edit View/Print Coupon Delete View Input PW Protect DM Docs Prior Year Letters Print Label Notes Appointments Backup

Client : CALIFORNIA, TESTING Preparer : JUSTIN WRIGHT

**Personal Details**

**Primary**  
Name : TESTING CALIFORNIA  
SSN : 876-76-5654  
DOB : 02-02-1970  
Filing Status : joint

**Spouse**  
Name : WIFE CALIFORNIA  
SSN : 765-76-5765  
DOB : 02-02-1972

**Dependency Info**

1040 : 0	EIC : 0
2441 : 0	CTC : 0

**Address Details**

Address : 123 STREET  
City : SAINT JOSEPH  
State, Zip : MO 64501  
Phone No : HOME 234-234-2342  
Resident State : Missouri

Electronic File  Mark Incomplete  
 Paper File  Mark Complete

**Income Info**

AGI : \$50,556.00  
Taxable Income : \$31,556.00  
EIC : \$0.00  
Computed Tax : \$3,886.00  
Tax Withheld : \$5,700.00  
Forms & Schedules : [View Forms List](#)

**Federal, State, Extension and SBBT Details** [Send to Tech Support](#)

Federal/State	Status	DCN	Comment	Refund or (Owe)	Refund Status
Federal	NOT FILED		Filed Form - 1040	<b>\$1,476.00</b>	<a href="#">Where's my Refund?</a>
State CA	NOT FILED		Direct State	<b>(\$820.00)</b>	
Fed-Ext (4868)	NOT FILED				

**Payment Details** [Receive Latest Checks](#)

**Invoicing** [Make a Payment/Invoice](#) [View/Print Existing Invoice](#)

**E-File** [to E-File](#) [Get Status](#)

**Bank Product** [Checks Printed](#) [Authorized Checks](#)

**Payment Summary**  
Payment made on 10/19/2011 01:21:48 PM by Cash

**Return History** (Note: Showing Last 7 Actions) [View Full History](#)

Date & Time	IP	Actions
10/19/2011 1:26:08 PM	192.168.0.27	Elected for E-File by JUSTIN W...
10/19/2011 1:22:58 PM	192.168.0.27	Elected for Paper File by JUST...
10/19/2011 1:22:52 PM	192.168.0.27	Return removed from Queue b...
10/19/2011 1:22:04 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:21:48 PM	192.168.0.27	Payment Made by JUSTIN WR...
10/19/2011 1:21:37 PM	192.168.0.27	Marked As Return Completed ...
10/19/2011 1:21:32 PM	192.168.0.27	Marked as Return Completed

If necessary, enter the <Manual Rate> or verify the calculated charges. You can <Modify> Federal or State Charges. When finished, click <Calculate>.

The screenshot shows the 'Payments - Summary Of Charges' window. At the top, there are radio buttons for 'Federal and State' (selected), 'Federal Only', and 'State Only'. Below this is a table with columns 'FedStateProduct' and 'Payment Type'. The rows are: FEDERAL (Manual Rate, \$75), GA (Manual Rate, \$15), and KY (Manual Rate, \$15). To the right of this table is a 'Charges' section with two sub-sections: 'Federal Charges' and 'State Charges'. Both show 'Total payable' as \$0, 'Discount' as \$0, and 'Additional' as \$0. There are 'Modify' links for each. A large red arrow points from the 'Calculate' button at the bottom right towards the 'Federal and State' radio button. Another red arrow points from the 'Calculate' button towards the 'Federal Charges' section. A third red arrow points from the 'Calculate' button towards the 'State Charges' section.

FedStateProduct	Payment Type	Charges
FEDERAL	Manual Rate	\$75
GA	Manual Rate	\$15
KY	Manual Rate	\$15

**Charges Summary:**

Category	Total payable	Discount	Additional
Federal Charges	\$ 0	\$ 0	\$ 0
State Charges	\$ 0	\$ 0	\$ 0

**Account Summary:**

Item	Amount
Net Federal Charges	\$ 0
Net State Charges	\$ 0
Net Preparer Fee's	\$ 0
<b>Total Amount to be Paid</b>	<b>\$ 0</b>

**Non Banking:** You are not enrolled with a bank to offer bank products. Amount Paid: \$0. Payment Method:  Cash,  Check,  Money Order.

**Payment Invoice Option:**  Make Payment now,  Invoice Only. **Do You Want to E-File this return now?**  Yes,  No.

Select which **Payment Type** and whether to **Make Payment Now** or **Invoice Only**. Then select **Yes** to **E-File this return now**. Click <Update Payment>.

The screenshot shows the 'Payments - Summary Of Charges' window after calculation. The 'Charges' section now shows 'Total payable' as \$75 for Federal and \$30 for State. The 'Account Summary' shows 'Net Federal Charges' as \$75, 'Net State Charges' as \$30, and 'Net Preparer Fee's' as \$105. The 'Total Amount to be Paid' is now \$105. The 'Non Banking' section shows 'Amount Paid' as \$105 and 'Cash' selected. The 'Payment Invoice Option' section shows 'Make Payment now' selected. The 'Do You Want to E-File this return now?' section shows 'Yes' selected. A red arrow points from the 'Update Payment' button towards the 'Yes' radio button.

FedStateProduct	Payment Type	Charges
FEDERAL	Manual Rate	\$75
GA	Manual Rate	\$15
KY	Manual Rate	\$15

**Charges Summary:**

Category	Total payable	Discount	Additional
Federal Charges	\$ 75	\$ 0	\$ 0
State Charges	\$ 30	\$ 0	\$ 0

**Account Summary:**

Item	Amount
Net Federal Charges	\$ 75
Net State Charges	\$ 30
Net Preparer Fee's	\$ 105
<b>Total Amount to be Paid</b>	<b>\$ 105</b>

**Non Banking:** You are not enrolled with a bank to offer bank products. Amount Paid: \$105. Payment Method:  Cash,  Check,  Money Order.

**Payment Invoice Option:**  Make Payment now,  Invoice Only. **Do You Want to E-File this return now?**  Yes,  No.

## Selecting Transmission Type

Next, select how to transmit the returns. OLTPro offers the option to file in the following methods: **Federal with State**; **Federal-Only**; or **State-Only**. After selecting the type of transmission, click the button **<Transmit Now>**.

The screenshot shows a software window titled "Payments - Summary Of Charges" with a sub-header "E-File Transmission". Underneath, it says "Select your E-File Transmission Option". There are three radio button options: "Federal with State" (which is selected), "Federal - Only", and "State - Only". Below these is a "Select PiggyBackState" dropdown menu currently set to "GA". There are four columns of state selection boxes: "Available States" (containing GA, KY), "Direct States" (empty), "Paper File States" (empty), and "Unselect the state(s), which you won't transmit now?" (containing GA, KY, with GA highlighted in blue). A red note states: "Note: Only selected states will be queued for transmission". At the bottom, there are two buttons: "Transmit NOW" and "Add to Queue". A red arrow points to the "Transmit NOW" button.

**NOTE:** Selecting the option **<Add to Queue>** will move the specific return to the location **E-File > Ready to Transmit**.

## Getting E-File Acknowledgements

### E-File Acknowledgement from Client Manager

To get E-File Acknowledgements, there are two options available. The first is from within the <Client Manager>. Click the link to <Get Status> to see the latest status of the tax return.

Client : CALIFORNIA, TESTING      Preparer : JUSTIN WRIGHT

**Personal Details**

Primary      Spouse  
**Name :** TESTING CALIFORNIA      WIFE CALIFORNIA  
**SSN :** 876-76-5654      765-76-5765  
**DOB :** 02-02-1970      02-02-1972  
**Filing Status :** joint

**Dependency Info**

1040 : 0      EIC : 0  
 2441 : 0      CTC : 0

**Address Details**

**Address :** 123 STREET  
**City :** SAINT JOSEPH  
**State , Zip :** MO 64501  
**Phone No :** HOME 234-234-2342  
**Phone No :** - -  
**Resident State :** Missouri

**Income Info**

**AGI :** \$50,556.00  
**Taxable Income :** \$31,556.00  
**EIC :** \$0.00  
**Computed Tax :** \$3,886.00  
**Tax Withheld :** \$5,700.00  
**Forms & Schedules :** [View Forms List](#)

**Federal, State, Extension and SBBT Details**

Federal/State	Status	DCN	Comment	Refund or (Owe)	Refund Status
Federal	QUEUED FOR TRANSMISSION		Filed Form - 1040	<b>\$1,476.00</b>	<a href="#">Where's my Refund?</a>
State CA	QUEUED FOR TRANSMISSION		Direct State	<b>(\$820.00)</b>	
Fed-Ext (4868)	NOT FILED				

**Payment Details**      Receive Latest Checks

**Invoicing**      **E-File**      **Bank Product**

[Make a Payment/Invoice](#)      Ready to E-File      Checks Printed  
[View/Print Existing](#)      [Get Status](#)      Authorized Checks

**Payment Summary**

Payment made on 10/19/2011 01:21:48 PM by Cash

**Return History** (Note: Showing Last 7 Actions)      [View Full History](#)

Date & Time	IP	Actions
10/19/2011 1:27:33 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:26:08 PM	192.168.0.27	Elected for E-File by JUSTIN W...
10/19/2011 1:22:58 PM	192.168.0.27	Elected for Paper File by JUST...
10/19/2011 1:22:52 PM	192.168.0.27	Return removed from Queue b...
10/19/2011 1:22:04 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:21:48 PM	192.168.0.27	Payment Made by JUSTIN WR...
10/19/2011 1:21:37 PM	192.168.0.27	Marked As Return Completed ...

The window that opens will have the latest **Return Status**.

Current Status of the Customer

**Current Return Status**

**Name :** GEORGIA, TESTING      **SSN :** 444444444

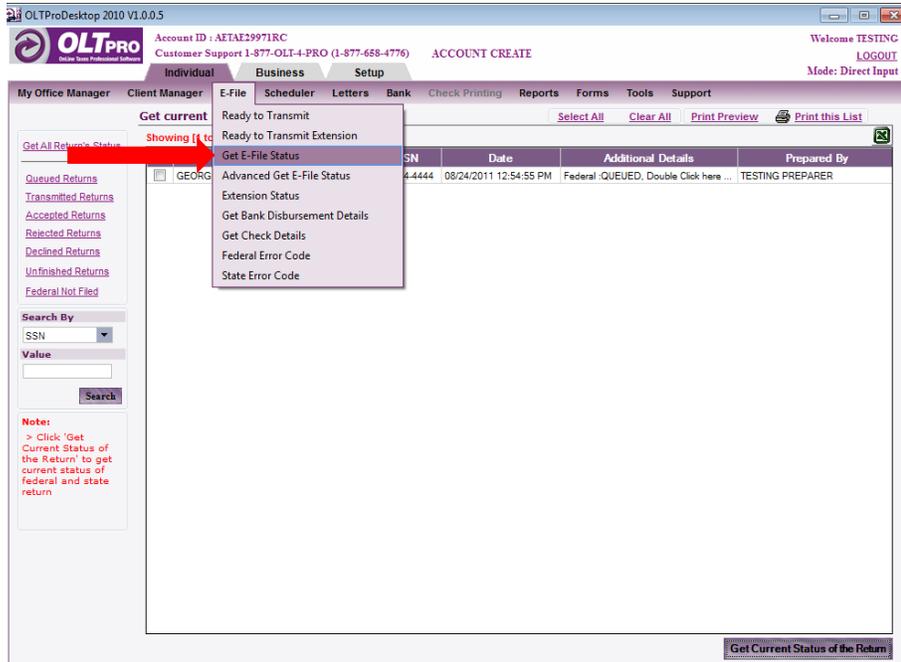
FEDERAL/STATE	Status	Date Time	DCN
Federal	QUEUED	8/24/2011 12:54:55 PM	00125555000011
GA	QUEUED	8/24/2011 12:54:55 PM	00125555000011
KY	QUEUED	8/24/2011 12:54:55 PM	00125555000021

**Summary**

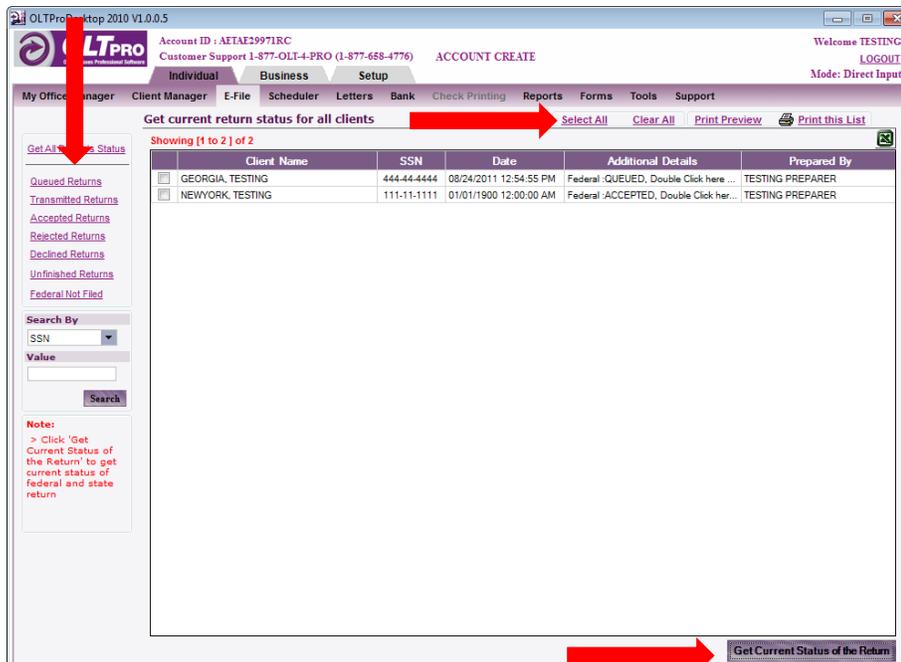
[Remove From Queue](#)      [For Edit](#)      [For Retransmission](#)      [Close](#)

## Get E-File Status from E-File Tab

Click <E-File> then <Get E-File Status>.



You can **Double-Click** on each individual name to get the latest **Status**. You can also click the link <Select All> and then click the button <Get Current Status of the Return> to get the **Status** of all returns. There are options to sort each of the **Status's** by selecting the links on the left.



## Rejected Returns

To view **Rejected Returns**, navigate to **E-File > Get E-File Status** and click **<Rejected Returns>**. Then either **Double-Click** on the client name or click **<Select All>** and click the button **<Get Current Status of the Return>** to get all return status's.

The screenshot shows the OLTPro Desktop 2010 V1.0.0.6 interface. The top navigation bar includes 'My Office Manager', 'Client Manager', 'E-File', 'Scheduler', 'Letters', 'Bank', 'Check Printing', 'Reports', 'Tools', and 'Support'. The 'Reports' menu is expanded, showing 'Rejected Return Summary'. A red arrow points to the 'Rejected Returns' link in the left sidebar. The main content area displays a table with one row for 'GEORGIA, TESTING'. A red arrow points to the 'Get Current Status of the Return' button at the bottom right.

Client Name	SSN	Date	Additional Details	Prepared By
GEORGIA, TESTING	444-44-4444	08/26/2011 12:45:51 PM	Federal:REJECTED, Double Click her...	TESTING PREPARER

A window will show with the details of the **Rejection**.

The screenshot shows the 'Current Status of the Customer' window. The 'Current Return Status' section displays the following table:

FEDERAL/STATE	Status	Date Time	DCN
Federal	REJECTED	8/26/2011 12:45:51 PM	00125555000011
GA	REJECTED		00125555000011
KY	REJECTED		00125555000021

Below the table is the 'Federal Rejection Summary' section, which includes the following text:

**Reject Code :0503**  
Secondary SSN (SEQ 0030) and Spouse's Name Control (SEQ 0055) of the Tax Form must match data from the IRS Master File or If filing status (SEQ 0130) equals "4" and Exempt Spouse (SEQ 0163) equals "X", then the Secondary SSN (SEQ 0030) and Exempt Spouse Name Control (SEQ 0165) must match data from the IRS Master File.

**Reject Code :0502**  
Employer Identification Number (SEQ 0040) of Form W-2 or Payer Identification Number (SEQ 0026) of Form W-2G, and Payer Identification Number (SEQ 0050) of Form 1099-R, Company or Trust Identification Number (SEQ 0120) of Form 2439, and Employer EIN (SEQ 0200) of 499R-2/W-2PR Record must match data from the IRS Master File.

\* Note: Form 1099-R is ONLY required when federal income tax is withheld.

A red arrow points to the 'Edit Return' button at the bottom left.

After viewing the **Rejection**, click **<Edit Return>**.

## Resubmitting a Rejected Return – Client Manager

After the **Rejected Return** has been corrected, the return can be resubmitted from the **Client Manager** and clicking on the **Rejected Return**. Then click **'Ready to E-File'**.

Account ID : AETA29971RC  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776) ACCOUNT CREATE

Welcome TESTING  
LOGOUT  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Client : GEORGIA, TESTING Preparer : TESTING PREPARER [Back](#)

Electronic File  Mark Incomplete  
 Paper File  Mark Complete

[Protect this return](#) [Edit Return](#) [View / Print Return](#) [Manage Letters](#) [Print Mailing Label](#) [Backup this return](#)  
[Document Manager](#) [Delete Return](#) [Manage Appointment](#) [Manage Notes](#) [View client data](#) [Coupon](#)

Personal Details		Address Details		Time Spent(H:M:S)	
<b>Primary</b>	<b>Spouse</b>	<b>Address</b> :	12 STREET	<b>00:42:50</b>	
<b>Name</b> :	TESTING GEORGIA	<b>City</b> :	ATLANTA	<b>Income Info</b>	
<b>SSN</b> :	444-44-4444	<b>State, Zip</b> :	GA 30303	<b>AGI</b> :	\$42,372.00
<b>DOB</b> :	12-15-1970	<b>Phone No</b> :	HOME (122)212-1212	<b>Taxable Income</b> :	\$23,672.00
<b>Filing Status</b> :	joint	<b>Phone No</b> :	-	<b>EIC</b> :	\$0.00
<b>Dependency Info</b>		<b>Resident State</b> :	Georgia	<b>Computed Tax</b> :	\$2,714.00
<b>1040</b> :	0			<b>Tax Withheld</b> :	\$4,800.00
<b>2441</b> :	0			<b>Forms &amp; Schedules</b> :	<a href="#">View Forms List</a>
<b>EIC</b> :	0				
<b>CTC</b> :	0				

Federal, State, Extension and SBBT Details						
Federal/State	Status	DCN	Comment	Refund or (Owe)	Refund Status	
Federal	REJECTED	00-125555-00001-1	Filed Form - 1040	<b>\$2,533.00</b>	<a href="#">Where's my Refund?</a>	
State GA	REJECTED	00-125555-00001-1	Elected as Piggybackstate	<b>\$1,973.00</b>	<a href="#">Where's my GA's Refund?</a>	
State KY	REJECTED	00-125555-00002-1		<b>(\$2,105.00)</b>		
Fed-Ext (4868)	NOT FILED					

Payment Details		Return History (Note: Showing Last 7 Actions)	
<b>Invoicing</b>	<b>E-File</b>	<b>Date &amp; Time</b>	<b>IP</b>
<a href="#">Make a Payment</a>	<a href="#">Ready to E-File</a>		<b>Actions</b>
<a href="#">View/Print Existing Invoice</a>	<a href="#">Get Status</a>	09/05/2011 10:33:48 AM	10.0.1.2
<b>Bank Product</b>		08/25/2011 9:37:48 AM	192.168.0.17
Checks Printed		08/24/2011 12:55:29 PM	192.168.0.17
Authorized Checks		08/24/2011 12:55:29 PM	192.168.0.17
		08/24/2011 12:55:28 PM	192.168.0.17
		08/24/2011 12:52:46 PM	192.168.0.17
		08/24/2011 12:37:18 PM	192.168.0.17
<b>Payment Summary</b>			
Payment made on 08/24/2011 12:37:18 PM by Cash			

## Removing a Return from Queue

To remove a return from Queue, click the link to <Get Status>.

Account ID : TTHG14962RW  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776)

Welcome JUSTIN  
LOGOUT  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Edit View/Print Coupon Delete View Input PW Protect DM Docs Prior Year Letters Print Label Notes Appointments Backup

Client : CALIFORNIA, TESTING Preparer : JUSTIN WRIGHT

**Personal Details**

<b>Primary</b>	<b>Spouse</b>
<b>Name :</b> TESTING CALIFORNIA	WIFE CALIFORNIA
<b>SSN :</b> 876-76-5654	765-76-5765
<b>DOB :</b> 02-02-1970	02-02-1972
<b>Filing Status :</b> joint	

**Address Details**

**Address :** 123 STREET

**City :** SAINT JOSEPH  
**State , Zip :** MO 64501  
**Phone No :** HOME 234-234-2342  
**Phone No :** - -  
**Resident State :** Missouri

**Income Info**

**AGI :** \$50,556.00  
**Taxable Income :** \$31,556.00  
**EIC :** \$0.00  
**Computed Tax :** \$3,886.00  
**Tax Withheld :** \$5,700.00  
**Forms & Schedules :** [View Forms List](#)

**Federal, State, Extension and SBBT Details**

Federal/State	Status	DCN	Comment	Refund or (Owe)	Refund Status
Federal	QUEUED FOR TRANSMISSION		Filed Form - 1040	<b>\$1,476.00</b>	<a href="#">Where's my Refund?</a>
State CA	QUEUED FOR TRANSMISSION		Direct State	<b>(\$820.00)</b>	
Fed-Ext (4868)	NOT FILED				

**Payment Details** Receive Latest Checks

**Invoicing** **E-File** **Bank Product**

[Make a Payment/Invoice](#) Ready to E-File Checks Printed

[View/Print Existing](#) **Get Status** Authorized Checks

Payment Summary  
Payment made on 10/19/2011 01:21:48 PM by Cash

**Return History** (Note: Showing Last 7 Actions) [View Full History](#)

Date & Time	IP	Actions
10/19/2011 1:27:33 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:26:08 PM	192.168.0.27	Elected for E-File by JUSTIN W...
10/19/2011 1:22:58 PM	192.168.0.27	Elected for Paper File by JUST...
10/19/2011 1:22:52 PM	192.168.0.27	Return removed from Queue b...
10/19/2011 1:22:04 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:21:48 PM	192.168.0.27	Payment Made by JUSTIN WR...
10/19/2011 1:21:37 PM	192.168.0.27	Marked As Return Completed ...

You will now have the option to **Remove From Queue** for **Editing** or **Retransmission** at a later date.

Current Status of the Customer

**Current Return Status**

**Name** CALIFORNIA, TESTING **SSN** 876765654

FEDERAL/STATE	Status	Date Time	DCN
Federal	QUEUED		
CA	QUEUED		

**Summary** [Print this page](#)

**Remove From Queue**  
[For Edit](#) [For Retransmission](#) [Close](#)

## Chapter Six: Using the OLTPro Features

### Scheduler

The **Scheduler** is a feature that allows you to manage your existing or prospective customer's appointment schedule. Daily reports are available as well as customizable work hours and meeting durations.

OLTProDesktop 2010 V1.0.0.5

Account ID : AETA2997IRC  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776) ACCOUNT CREATE

Welcome TESTING  
LOGOUT  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Appointment Scheduler for New Client Select Preparer Name TESTING PREPARER

**New Appointment**

Select Date and Time

Date: 08/31/2011 Time: 07:00 AM Duration: 60 min Purpose: REVIEW

Check for availability

Name: NAME APPOINTMENT  
SSN: 888-88-8888  
E-Mail: TESTING@OLTPRO.COM  
Phone Number: (814)581-5818

Comments

Reset Make Appointment

**Appointment Details on 08/31/2011**

Date	Time	Client Name	Purpose
08/31/2011	08:00 AM - 09:00 AM	TEST APPOINTMENT	ANOTHER REVIEW

Select Date to Show Appointments

August, 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

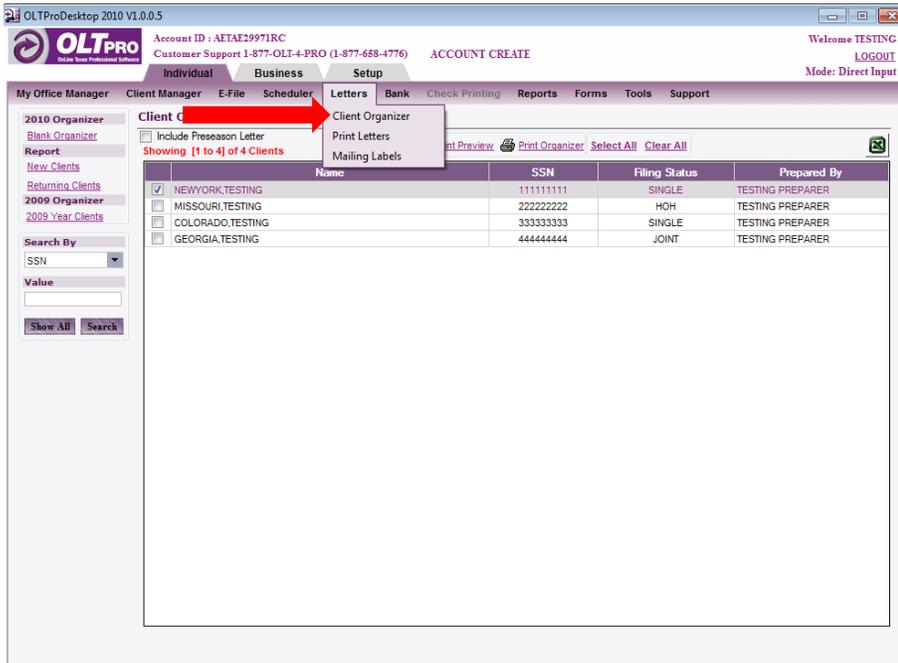
Today: 8/24/2011

Show All Appointments Delete

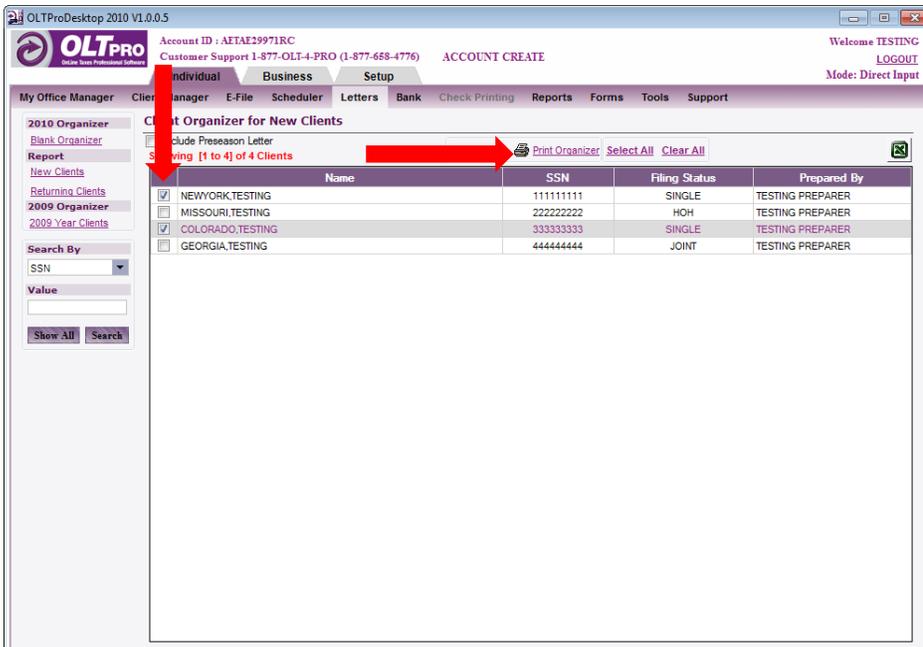
# Letters

## Client Organizer

To access the **Client Organizer**, click **Letters > Client Organizer**.

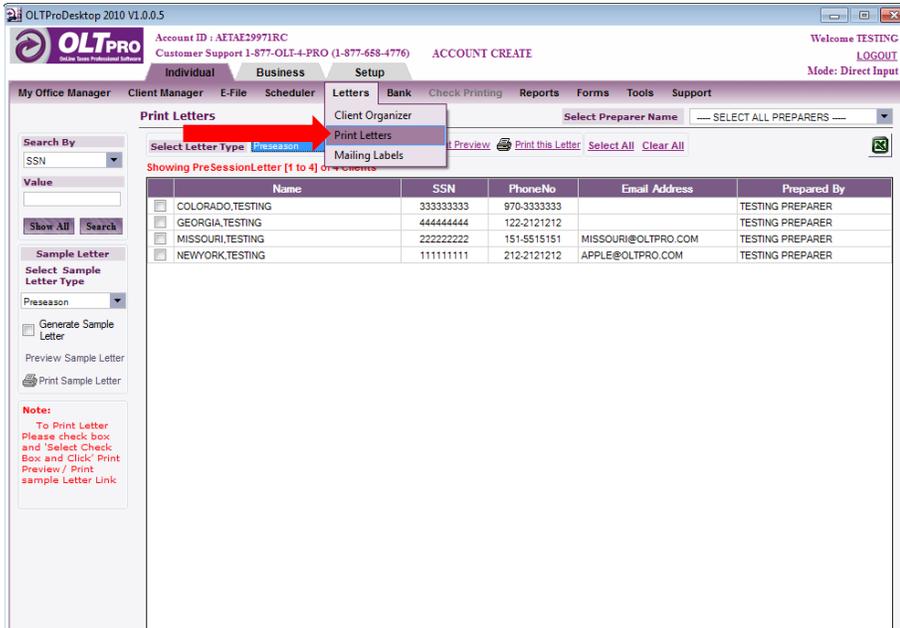


To **Print a Client Organizer**, click the box(es) for the customers and click **<Print Organizer>**.



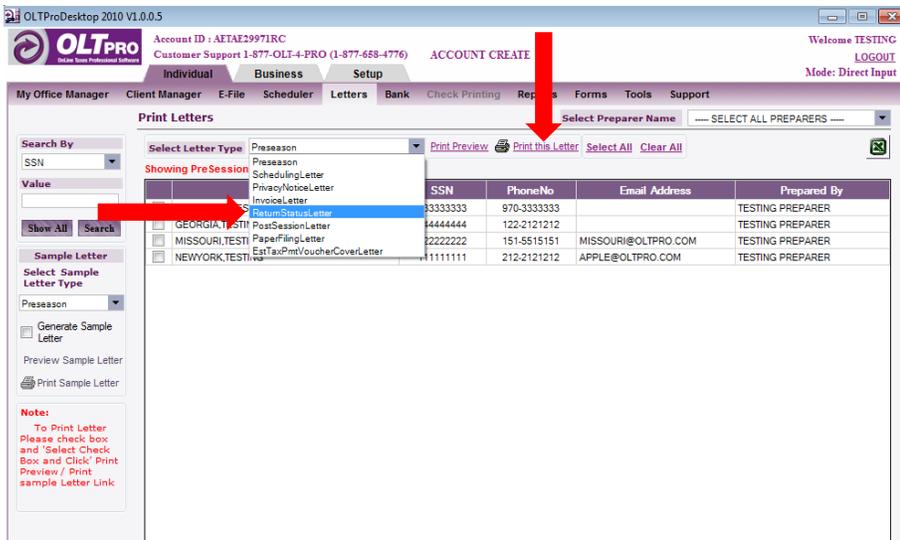
## Standard Letters

To access the **Standard Letters**, click **Letters > Print Letters**.



OLTPro provides 8 **Standard Letters** that you can print for the taxpayer.

To print all taxpayer letters at one time, select the **Letter Type** from the **Drop Menu**, then check the box(es) next to the taxpayer name. Click **<Print This Letter>**.



## Creating Custom Letters

To create a Custom Letter, go to the **Setup Tab > Settings > Custom Letter**.

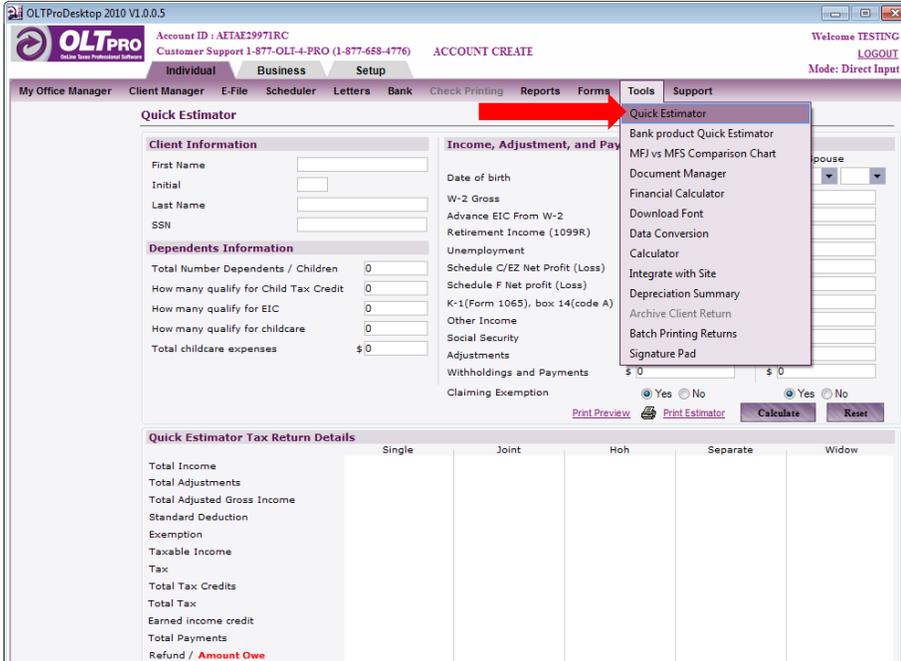
To create a **Custom Letter**, name the letter and enter the information to generate the letter. There are **Custom Fields** that can be auto-inserted into the letter by clicking the preferred field and clicking the button >>. Once the letter is complete, click <**Save Letter**>.

**NOTE:** Check the box reading <**Check here to show letter on view or print**> to include with **Standard Letters**.

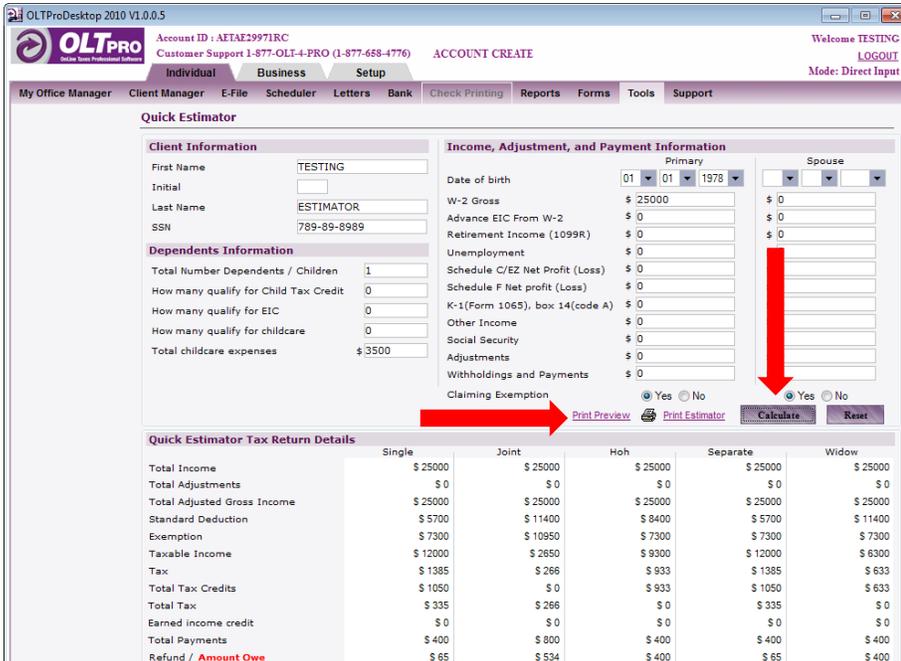
After the letter is created, it will be now listed with the **Standard Letters**.

# Quick Estimator

To access the Quick Estimator, click **Tools > Quick Estimator**.

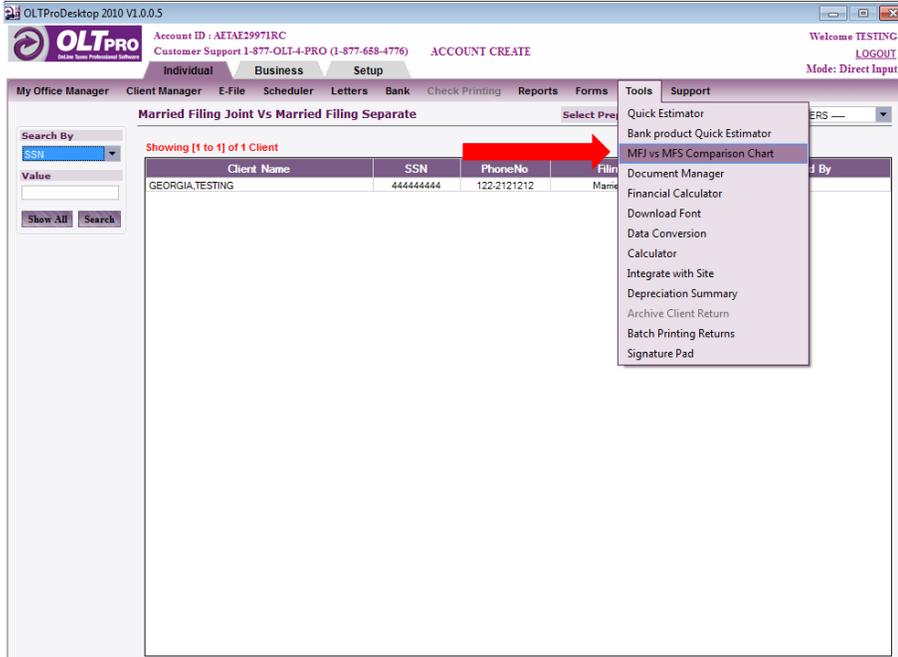


The **Quick Estimator** will generate a basic estimation of the anticipated Refund or Amount Due. Enter as much information as the taxpayer gives, then click the button **<Calculate>**. The **Quick Estimator** can be **Printed** using the **<Print>** link.



## MFJ vs. MFS Comparison Chart

The MFJ vs. MFS Comparison Chart can be accessed by going to **Tools > MFJ vs. MFS Comparison Chart**.



Double-Click on a taxpayer's name to open the chart. The chart will show the breakdown between the two filing status's.

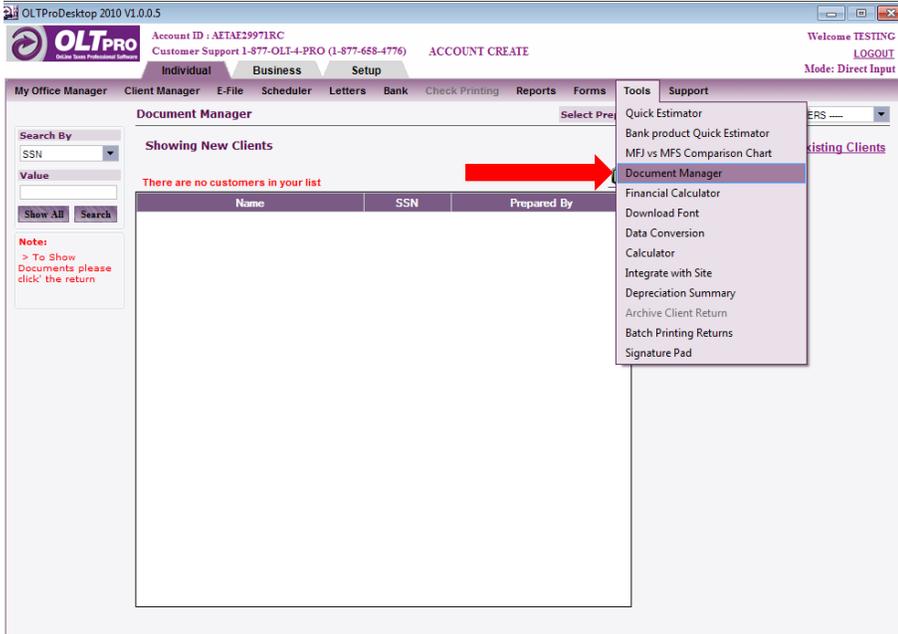
Client Return

**Married Filing Joint Vs Married Filing Separate**

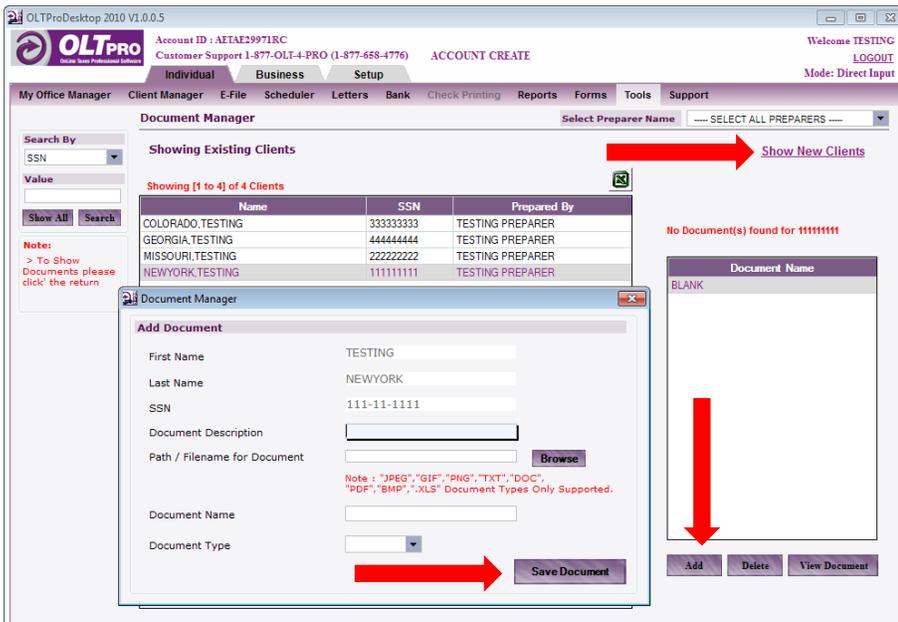
	joint	separate
Total Income	\$ 42549	\$ 42549
Total Adjustment	\$ 177	\$ 177
Total Adjusted Gross Income	\$ 42372	\$ 42372
Deduction (Standard / <b>Itemized</b> )	\$ 11400	\$ 5700
Exemption	\$ 7300	\$ 3650
Taxable Income	\$ 23672	\$ 33022
Tax	\$ 2714	\$ 4535
Alternative minimum tax	\$ 0	\$ 0
Total Credits	\$ 0	\$ 0
Total Tax	\$ 3067	\$ 4888
Total Payments	\$ 5600	\$ 5200
Refund / <b>Amount Owe</b>	\$ 2533	\$ 312

# Document Manager

To access the OLTPro Desktop Document Manager, click **Tools > Document Manager**.



To add a document, click **<Show Existing Clients>**, then double-click on a taxpayer name. Then click the **<Add>** button and complete the requested information. Once complete, click **<Save Document>**.



The saved document will be accessible both here as well as within the **Client Manager**. Click **<DM Docs>** to view the files.

OLTProDesktop 2011 V1.0.0.0

Account ID : TTHG14962RW  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776)

Welcome JUSTIN  
[LOGOUT](#)  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Edit View/Print Coupon Delete View Input PW Protect **DM Docs** Prior Year Letters Print Label Notes Appointments Backup

Client : CALIFORNIA, TESTING Preparer : JUSTIN WRIGHT

**Personal Details**

**Primary**  
Name : TESTING CALIFORNIA  
SSN : 876-76-5654  
DOB : 02-02-1970  
Filing Status : joint

**Spouse**  
WIFE CALIFORNIA  
765-76-5765  
02-02-1972

**Dependency Info**  
1040 : 0  
2441 : 0

EIC : 0  
CTC : 0

**Address Details**

Address : 123 STREET  
City : SAINT JOSEPH  
State , Zip : MO 64501  
Phone No : HOME 234-234-2342  
Phone No : -  
Resident State : Missouri

Electronic File  Mark Incomplete  
 Paper File  Mark Complete

**Income Info**

AGI : \$50,556.00  
Taxable Income : \$31,556.00  
EIC : \$0.00  
Computed Tax : \$3,886.00  
Tax Withheld : \$5,700.00  
Forms & Schedules : [View Forms List](#)

**Federal, State, Extension and SBBT Details** [Send to Tech Support](#)

Federal/State	Status	DCN	Comment	Refund or (Owe)	Refund Status
Federal	QUEUED FOR TRANSMISSION		Filed Form - 1040	<b>\$1,476.00</b>	<a href="#">Where's my Refund?</a>
State CA	QUEUED FOR TRANSMISSION		Direct State	<b>(\$820.00)</b>	
Fed-Ext (4868)	NOT FILED				

**Payment Details** [Receive Latest Checks](#)

**Invoicing**  
[Make a Payment/Invoice](#)  
[View/Print Existing Invoice](#)  
Payment Summary  
Payment made on 10/19/2011 01:21:48 PM by Cash

**E-File**  
Ready to E-File  
[Get Status](#)

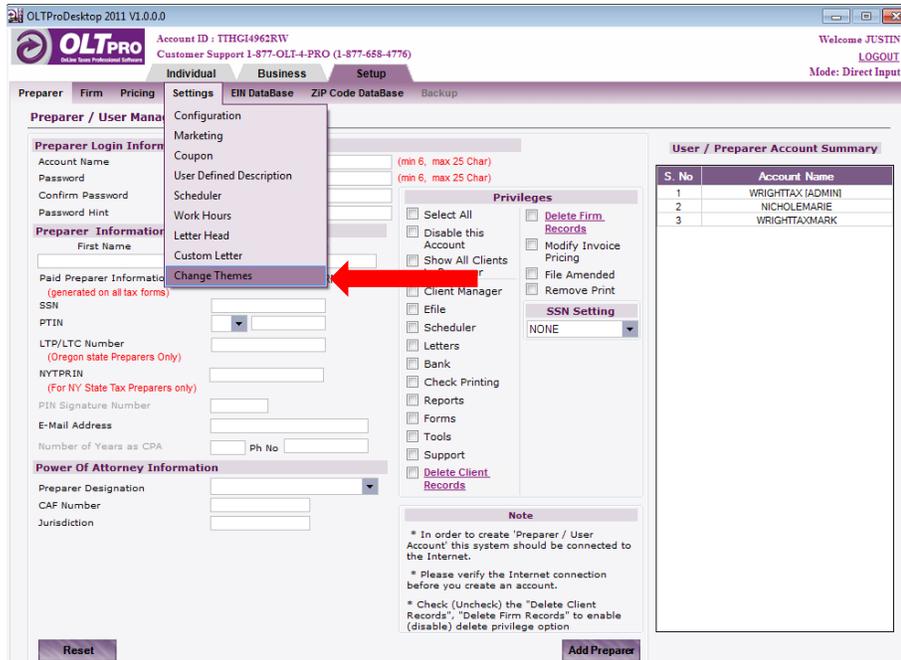
**Bank Product**  
Checks Printed  
Authorized Checks

**Return History** (Note: Showing Last 7 Actions) [View Full History](#)

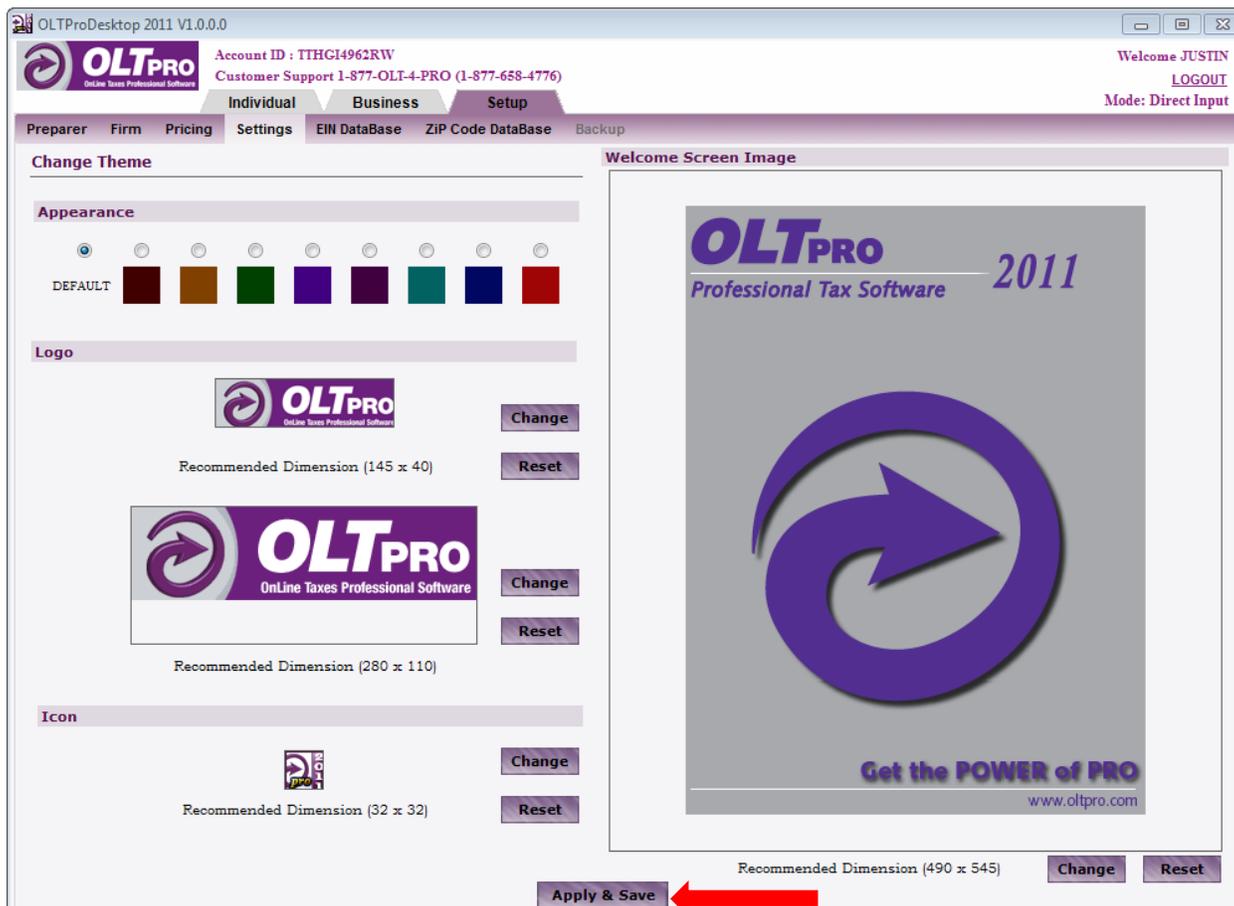
Date & Time	IP	Actions
10/19/2011 1:27:33 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:26:08 PM	192.168.0.27	Elected for E-File by JUSTIN W...
10/19/2011 1:22:58 PM	192.168.0.27	Elected for Paper File by JUST...
10/19/2011 1:22:52 PM	192.168.0.27	Return removed from Queue b...
10/19/2011 1:22:04 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:21:48 PM	192.168.0.27	Payment Made by JUSTIN WR...
10/19/2011 1:21:37 PM	192.168.0.27	Marked As Return Completed ...

## Changing Themes

To change the color scheme (theme) of OLTPRO Desktop, click **Setup > Settings > Change Themes**.



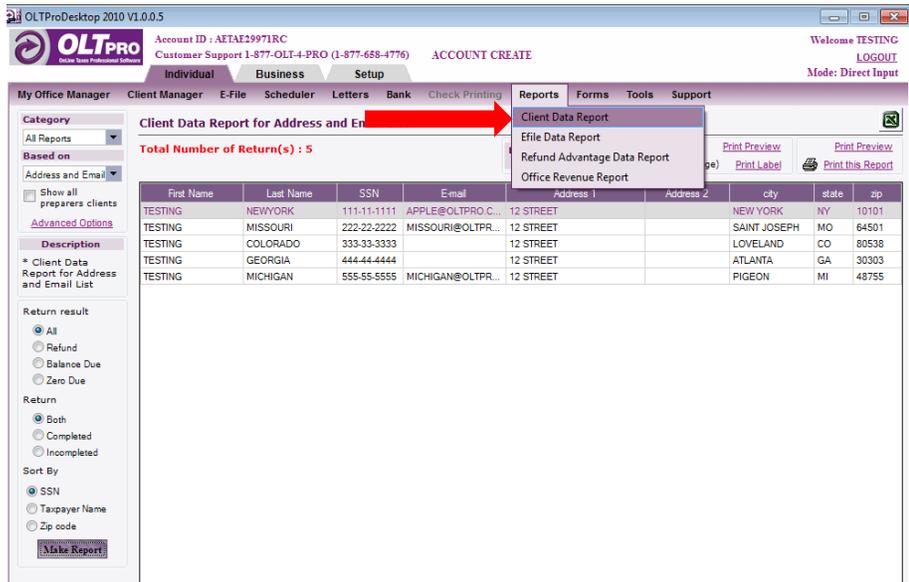
Now, you can upload your logo in the **Recommended Dimensions** and change the color scheme. Click **Apply & Save**.



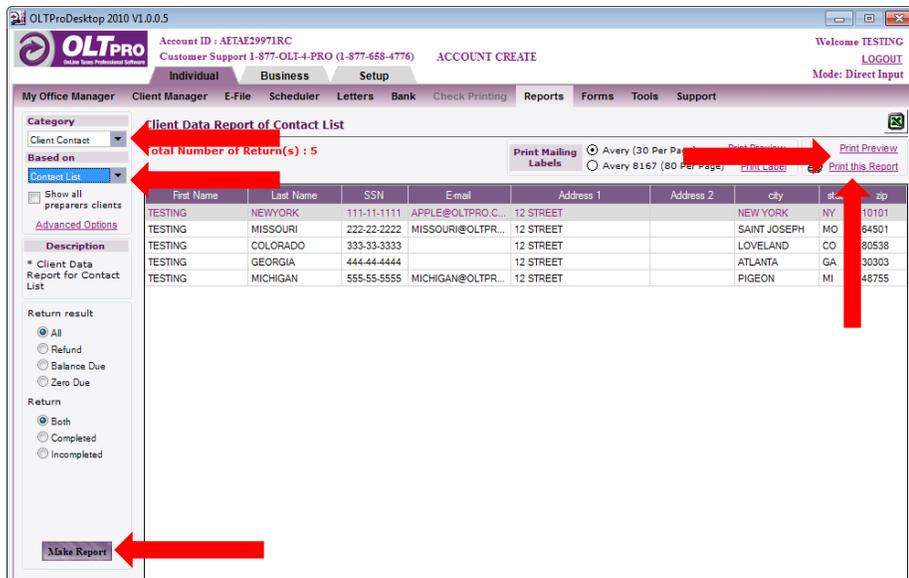
# Chapter Seven: OLTPRO Desktop Reports

## Client Data Report

To access Client Data Reports, navigate to **Reports > Client Data Report**.

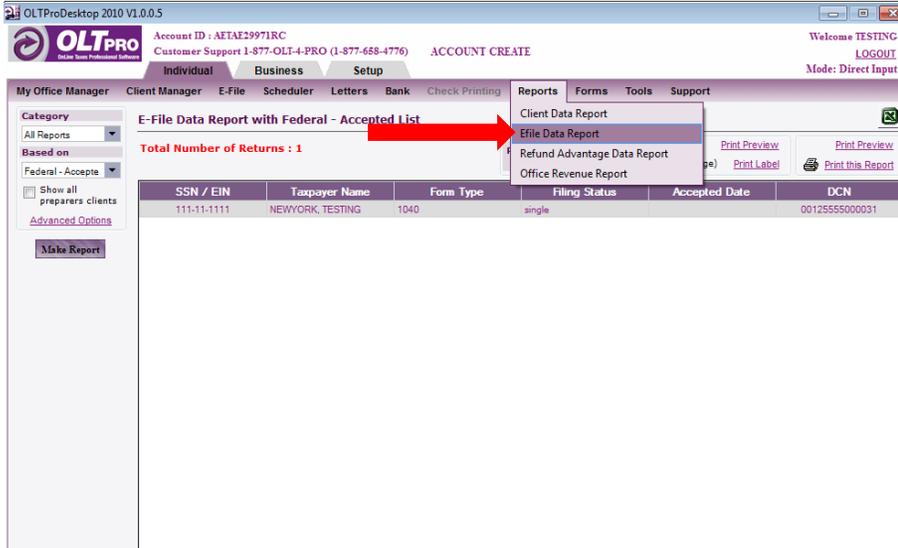


Next, click on the drop down menu for the **Category of Report** you wish to generate. Then specify how to sort the **Report** by selecting from the **Based On** drop down menu. Once the report has been selected, click the button **<Make Report>**. After the report has been generated, the options of **Printing, Exporting to Excel, or Previewing** are available.



## E-File Data Report

To access the **E-File Data Report**, navigate to **Reports > E-File Data Report**.

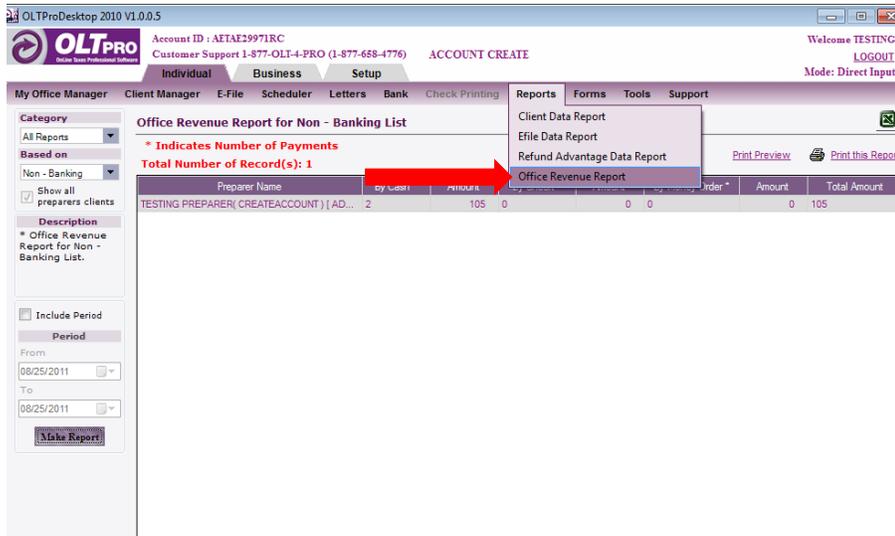


Next, click on the drop down menu for the **Category of Report** you wish to generate. Then specify how to sort the **Report** by selecting from the **Based On** drop down menu. Once the report has been selected, click the button **<Make Report>**. After the report has been generated, the options of **Printing, Exporting to Excel, or Previewing** are available.

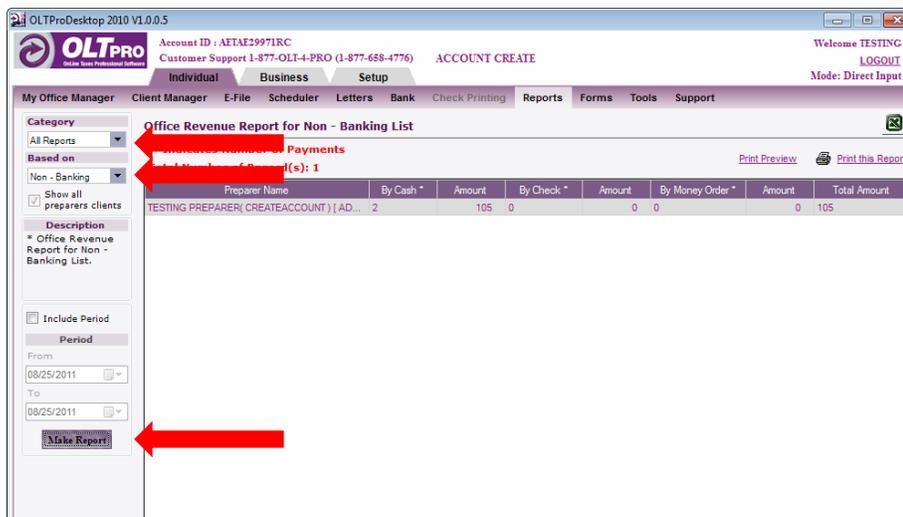


# Office Revenue Report

To access the Office Revenue Report, navigate to Reports > Office Revenue Report.



Next, click on the drop down menu for the **Category** of Report you wish to generate. Then specify how to sort the Report by selecting from the **Based On** drop down menu. Once the report has been selected, click the button **<Make Report>**. After the report has been generated, the options of **Printing**, **Exporting to Excel**, or **Previewing** are available.



## Chapter Eight: Fee-Collect Options

### Processing a Bank Product Return

For Fee-Collect options, OLTPro offers many partners. In order to access this payment option from within the tax return, you must have the return **Marked Complete** and selected for **Electronic Filing**. Then click **<Make a Payment/Invoice>**.

**NOTE:** You must **REGISTER AND BE APPROVED** by an **OLTPro Bank Partner** before this option will be available.

Account ID : TTHGI4962RW  
Customer Support 1-877-OLT-4-PRO (1-877-658-4776)

Welcome JUSTIN  
LOGOUT  
Mode: Direct Input

Individual Business Setup

My Office Manager Client Manager E-File Scheduler Letters Bank Check Printing Reports Forms Tools Support

Edit View/Print Coupon Delete View Input PW Protect DM Docs Prior Year Letters Print Label Notes Appointments Backup

Client : CALIFORNIA, TESTING Preparer : JUSTIN WRIGHT

**Personal Details**

Primary Spouse  
Name : TESTING CALIFORNIA WIFE CALIFORNIA  
SSN : 876-76-5654 765-76-5765  
DOB : 02-02-1970 02-02-1972  
Filing Status : joint

**Address Details**

Address : 123 STREET  
City : SAINT JOSEPH  
State , Zip : MO 64501  
Phone No : HOME 234-234-2342  
Resident State : Missouri

**Income Info**

AGI : \$50,556.00  
Taxable Income : \$31,556.00  
EIC : \$0.00  
Computed Tax : \$3,886.00  
Tax Withheld : \$5,700.00  
Forms & Schedules : [View Forms List](#)

**Federal, State, Extension and SBBT Details**

Federal/State	Status	DCN	Comment	Refund or (Owe)	Refund Status
Federal	QUEUED FOR TRANSMISSION		Filed Form - 1040	<b>\$1,476.00</b>	<a href="#">Where's my Refund?</a>
State CA	QUEUED FOR TRANSMISSION		Direct State	<b>(\$820.00)</b>	
Fed-Ext (4868)	NOT FILED				

**Paymer Details**

Receive Latest Checks

Invoice	E-File	Bank Product
<a href="#">Make a Payment/Invoice</a>	Ready to E-File	Checks Printed
<a href="#">View/Print Existing Invoice</a>	<a href="#">Get Status</a>	Authorized Checks

Payment Summary  
Payment made on 10/19/2011 01:21:48 PM by Cash

**Return History** (Note: Showing Last 7 Actions) [View Full History](#)

Date & Time	IP	Actions
10/19/2011 1:27:33 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:26:08 PM	192.168.0.27	Elected for E-File by JUSTIN W...
10/19/2011 1:22:58 PM	192.168.0.27	Elected for Paper File by JUST...
10/19/2011 1:22:52 PM	192.168.0.27	Return removed from Queue b...
10/19/2011 1:22:04 PM	192.168.0.27	Return Transmitted by JUSTIN ...
10/19/2011 1:21:48 PM	192.168.0.27	Payment Made by JUSTIN WR...
10/19/2011 1:21:37 PM	192.168.0.27	Marked As Return Completed ...

After clicking <Calculate>, the option to select the **Fee Collect Product** that you have successfully registered for will now be available.

Payments - Summary Of Charges

Federal and State  Federal Only  State Only

FedStateProduct	Payment Type	Charges
FEDERAL	Manual Rate	\$75
MO	Manual Rate	\$25

Federal Charges [Modify](#) State Charges [Modify](#)

Total payable \$ 75 Total payable \$ 25  
Discount \$ 0 Discount \$ 0  
Additional \$ 0 Additional \$ 0

**Calculate**

**Account Summary**

Net Federal Charges \$ 75 Net Preparer Fee's \$ 100  
Net State Charges \$ 25

**Total Amount to be Paid**  
**\$ 100**

**Non Banking** **Refund Advantage** ←

Amount Paid \$ 100

Cash  
 Check  
 Money Order

Payment Invoice Option  Make Payment now  Invoice Only  
Do You Want to E-File this return now?  Yes  No

**Update Payment**

After clicking on the tab of your **Bank Partner**, you will have the option to select any and all products offered by that **Bank Partner**. Complete the **required** information, select <Yes> to E-File this return, and select <Update Payment>.

Payments - Summary Of Charges

Federal and State  Federal Only  State Only

FedStateProduct	Payment Type	Charges
FEDERAL	Manual Rate	\$75
MO	Manual Rate	\$25

Federal Charges [Modify](#) State Charges [Modify](#)

Total payable \$ 75 Total payable \$ 25  
Discount \$ 0 Discount \$ 0  
Additional \$ 0 Additional \$ 0

**Calculate**

**Account Summary**

Net Federal Charges \$ 75 Net Preparer Fee's \$ 100  
Net State Charges \$ 25

**Total Amount to be Paid**  
**\$ 100**

**Non Banking** **Refund Advantage**

RA - ER  RA - RAL

Check  
 Debit Card  
 Direct Deposit  
 Check here for SRT (State Refund Transfer) ←

Payment Invoice Option  Make Payment now  Invoice Only  
Do You Want to E-File this return now?  Yes  No

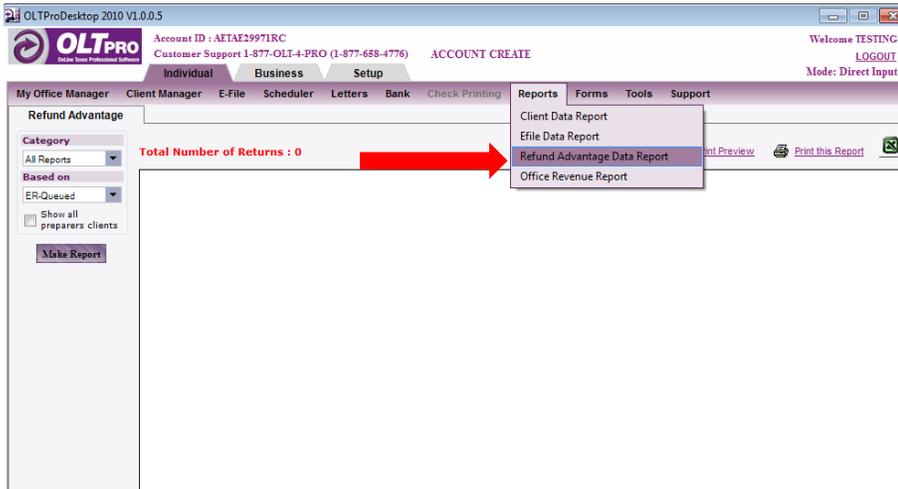
**Update Payment**

The screens that follow will guide you through generating the necessary documents and provide all disclosure documents before allowing e-filing of the tax return.

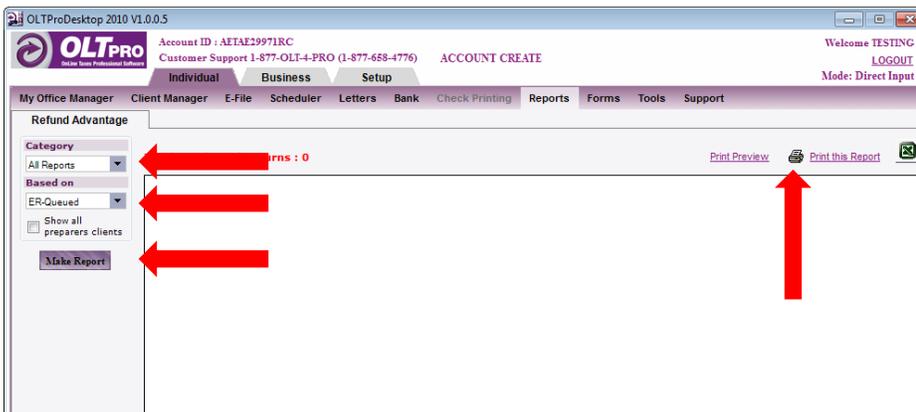
## Bank Product Reporting

To access **Bank Product Reports**, navigate to **Reports > [Bank Partner] Data Report**.

**NOTE:** The name of the **Registered Bank** will be displayed.



Next, click on the drop down menu for the **Category** of **Report** you wish to generate. Then specify how to sort the **Report** by selecting from the **Based On** drop down menu. Once the report has been selected, click the button **<Make Report>**. After the report has been generated, the options of **Printing**, **Exporting to Excel**, or **Previewing** are available.



## Bank Product Partners

Bank Products allow the taxpayer to pay the ERO fee's out of the refund and receive the refund disbursement after all fees have been deducted.

All OLTPro Bank Product Partners can be found at <http://www.oltpro.com/main/pro/bank.asp>.

## **OLTPro Professional Tax Software**

### **OnLine User Guide**

## Chapter Nine: Setting Up Online Software

### Creating an Account

From OLTPRO.com homepage, select <Create an Account>.

Click <Create Web Account>

The screenshot shows the OLT PRO website homepage. At the top, there is a purple header with the OLT PRO logo and the tagline "OnLine Taxes Professional Software". To the right of the logo, it says "Toll-Free Sales: 1-877-OLT-4-PRO" and "Get the POWER of PRO". Below the header is a navigation menu with links for Home, About Us, Products, Customer Service, States, and Tax Corner.

The main content area is titled "OnLine Taxes Professional Tax Preparation Software". It features a central box with the heading "ONLINE TAXES PROFESSIONAL EVALUATION RETURNS" and three bullet points:

- Thank you for your interest in OLT PRO, OnLine Taxes Professional Software. Our online evaluation account is FREE and will allow you to prepare and e-file up to 5 returns! This includes prep software for both individual 1040 returns and all states that require a tax return to be filed.
- An EFIN (Electronic Filer Identification Number) is required to e-file tax returns through our software.
- Don't have an EFIN? You will need to complete IRS [Form 8633](#), Application to Participate in the IRS e-file Program. For more information on Form 8633 and becoming an ERO please visit [www.irs.gov](http://www.irs.gov)

At the bottom of this central box are two buttons: "Request Demo CD" and "Create Web Account". A red arrow points from the "Create Web Account" button to the "Quick Links" section on the right.

The "Quick Links" section on the right contains the following links:

- OLT PRO Accounts**
  - [Create an Account](#)
  - [Login to my Account](#)
  - [Purchase Software](#)
  - [Renew for 2011TY](#)
  - [Download ProDesktop Updates](#)
- Supported Forms**
  - [Federal Forms List](#)
  - [State Tax Forms Forms List](#)
- Questions**
  - [Why IRS E-File?](#)
  - [Form 8633 FAQs](#)
- More Information**
  - [OnLine Taxes Guarantee](#)
  - [Privacy/Security](#)
  - [Site Limitations](#)

Input your basic information and click <Continue>.

## OnLine Taxes Professional Tax Preparation Software

Please enter your information below and click 'Continue' to receive your FREE 2011 OLTpro Professional Tax Software Evaluation Kit!

First Name:  \*

Last Name:  \*

Company Name:  \*

Address:  \*

City:  \*

State:  ▼

Zip code:  \*

Phone number  \* -  \*

Fax Number:  -

Email:  \*

Do you have an EFIN (Electronic Filers Identification Number)?  Yes  No \*

Number of e-filed returns last year  \*

Do you offer Bank Products?  Yes  No

Are you a Service Bureau?  Yes  No

What software do you currently use?:  \*

How did you learn about us?  \*



Create your login information for the **Administrator Account** and click **<Create Account>**.

**ACCOUNT INFORMATION**

---

**STEP 1: ACCOUNT INFORMATION**

**Account Name:**  ?  
(Must be at least 6 characters, no spaces)

**Password:**  ?  
(Must be at least 6 characters)

**Confirm Password:**   
(Retype your password)

**Password Hint:**  ?  
(ex: favorite pet's name, highschool name, etc.)

**Email Address:**  ?  
(Must be a valid address)

**Firm Name :**  ?  
(Note : Enter your last name if a firm name does not exists)

**STEP 2: CODE VERIFICATION**

To ensure the security, we are asking you to type your code in the text box.

**Your Code:** a e 0 c d 2

**Enter the code:**  ?  
(This prevents automated registrations)

 **Create Account**

Agree to the terms of software usage in order to continue.

ON-LINE TAXES PRO USER AGREEMENT

This Agreement ("Agreement") is a legally binding contract made by and between On-Line Taxes, Inc. ("On-Line Taxes", "We", "we", "Us", or "us") and you ("You", "you", "Your", or "your"), which governs your use of On-Line Taxes' web site (the "Web Site"), OLT Pro tax preparation software (the "Software"), and the services that we offer on our Web Site (the "Services").

BY CLICKING THE "I AGREE" BUTTON (See Below) OR ACCESSING OR USING ANY PART OF THE WEB SITE, THE SOFTWARE, OR THE SERVICES YOU AGREE THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THIS AGREEMENT AND FURTHER THAT YOU HAVE TAKEN ALL ACTIONS REQUIRED OF YOU PRIOR TO USING THE WEB SITE, THE SOFTWARE, OR THE SERVICES ON BEHALF OF YOURSELF AND ON BEHALF OF ANY THIRD-PARTIES. IF YOU DO NOT AGREE TO BE SO BOUND, OR YOU HAVE NOT TAKEN SUCH ACTION, YOU SHOULD SELECT THE "I DO NOT ACCEPT" BUTTON AND DO NOT ACCESS OR USE ANY PART OF THIS WEB SITE, OR THE SOFTWARE, OR THE SERVICES.

INTERNET TECHNOLOGY, TAX LAWS, AND THE RULES AND REGULATIONS OF TAXING AUTHORITIES CHANGE FREQUENTLY. ACCORDINGLY, ON-LINE TAXES RESERVES THE RIGHT TO MAKE CHANGES TO THIS AGREEMENT.

YOU MAY OBTAIN A COPY OF THIS AGREEMENT EITHER THROUGH OUR WEBSITE, OLT.COM, OR BY SENDING A FORMAL REQUEST WITH THE SUBJECT LINE "PLEASE SEND ON-LINE TAXES

 **Agree** **Disagree** **Print**

Follow the on-screen instructions to complete your registration.

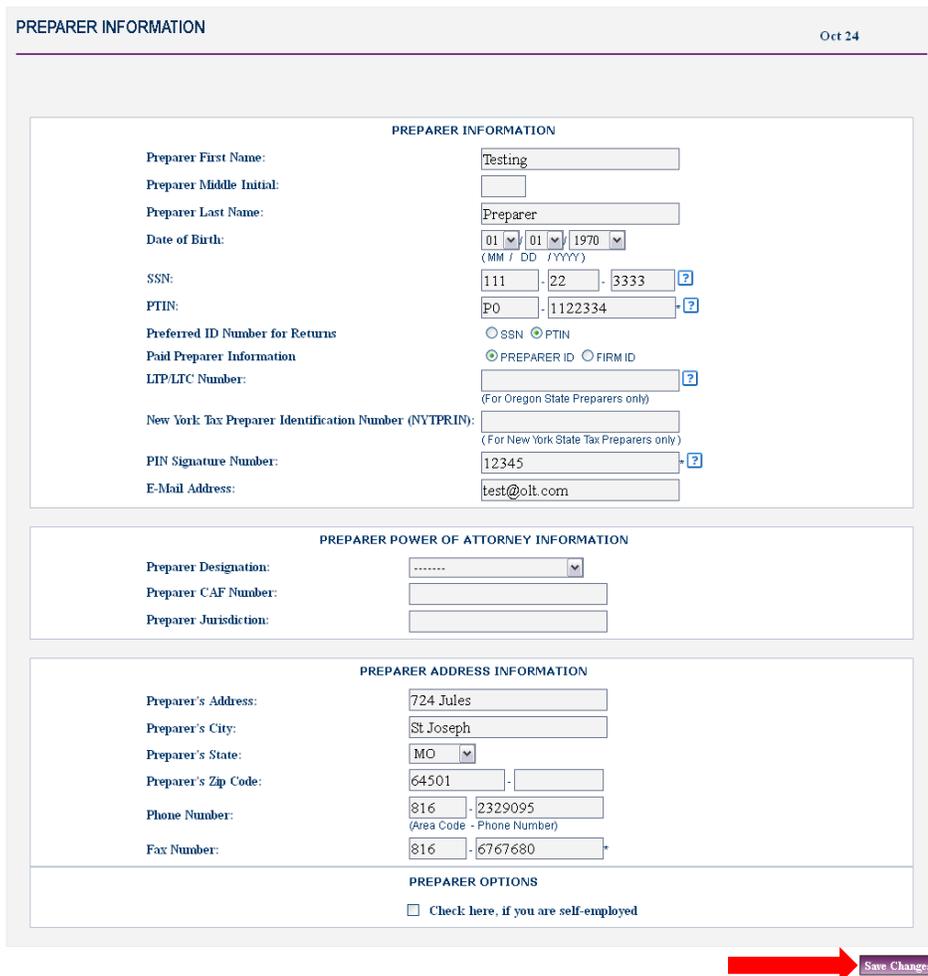
## Creating Admin Preparer

From the <Setup Tab> select <Preparer Info>.



A screenshot of a software menu titled 'Setup'. The menu items are: Preparer Info, Firm Info, Preferred ID, Account Info, Pricing, Pricing Details, Add New IP Security, View All IP, Enable/Disable IP Security, Preparer's Login, and Summary. A red arrow points to the 'Preparer Info' option.

Click <Create New Preparer> and input the Admin Preparer Information.



A screenshot of a web form titled 'PREPARER INFORMATION' with a date 'Oct 24' in the top right corner. The form is divided into three main sections: 'PREPARER INFORMATION', 'PREPARER POWER OF ATTORNEY INFORMATION', and 'PREPARER ADDRESS INFORMATION'. Below the address section is a 'PREPARER OPTIONS' section with a checkbox for 'Check here, if you are self-employed'. A red arrow points to a 'Save Changes' button at the bottom right of the form.

**PREPARER INFORMATION**

Preparer First Name: Testing  
Preparer Middle Initial:   
Preparer Last Name: Preparer  
Date of Birth: 01 / 01 / 1970 (MM / DD / YYYY)  
SSN: 111 - 22 - 3333  
PTIN: PO - 1122334  
Preferred ID Number for Returns:  SSN  PTIN  
Paid Preparer Information:  PREPARER ID  FIRM ID  
LTP/LTC Number:   
New York Tax Preparer Identification Number (NYTPRIN):   
PIN Signature Number: 12345  
E-Mail Address: test@olt.com

**PREPARER POWER OF ATTORNEY INFORMATION**

Preparer Designation: .....  
Preparer CAF Number:   
Preparer Jurisdiction:

**PREPARER ADDRESS INFORMATION**

Preparer's Address: 724 Jules  
Preparer's City: St. Joseph  
Preparer's State: MO  
Preparer's Zip Code: 64501 -   
Phone Number: 816 - 2329095 (Area Code - Phone Number)  
Fax Number: 816 - 6767680

**PREPARER OPTIONS**

Check here, if you are self-employed

Save Changes

Then click <Save Changes>.

**NOTE:** Check the box if you are self-employed; this will eliminate the need for a Firm EIN.

## Updating Firm Information

We will prompt you now to input your Firm's Information.

Update the Firm's Information and click **<Save Changes>** when completed.

FIRM INFORMATION		Oct 25
<b>FIRM ADDRESS INFORMATION</b>		
Contact Person's Name:	<input type="text" value="Firm Contact"/> ?	
Firm Name:	<input type="text" value="Firm Name"/>	
Firm's Address:	<input type="text" value="724 JULES"/>	
Firm's City:	<input type="text" value="ST JOSEPH"/>	
Firm's State:	<input type="text" value="MO"/> ▼	
Firm's Zip Code:	<input type="text" value="64501"/> - <input type="text"/>	
Firm's E-Mail Address:	<input type="text" value="test@olt.com"/>	
<b>FIRM INFORMATION</b>		
Firm's Federal EIN:	<input type="text"/> ?	
Firm's State ID Number:	<input type="text"/> ?	
Firm's EFIN Number:	<input type="text" value="123456"/> ?	
Firm's DCN Start Number:	<input type="text"/> ?	
Firm's Phone Number:	<input type="text" value="816"/> - <input type="text" value="2329095"/>	
Firm's Fax Number:	<input type="text" value="816"/> - <input type="text" value="6767680"/>	
<b>SERVICE BUREAU INFORMATION</b>		
Is firm associated with Service Bureau?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
		 <input type="button" value="Save Changes"/>

## Updating Pricing Information

From the <Setup Tab> select <Pricing>

This pricing setup will determine the fee's that you charge to your taxpayers. This setup is not required to start a tax return but must be setup in order to file a client tax return. We recommend this information be setup now.

Select which pricing you will set first, then click <Save and Continue>.

PRICING INFORMATION Oct 25

---

Pricing Options:

- Set Price for Federal Return  
 - Set Price for State Return

Discount & Additional Charges :

- Set Discount Amount  
 - Set Additional Charges

**Save and Continue**

Determine your price setting and click <Save and Continue>.

Set pricing as a **Fixed Rate** for all returns, to **Manually Set** pricing within each return, or to set a **Price Per Filed Form**.

The pricing can be edited at any time from this Setup Tab.

PRICING INFORMATION Oct 25

---

Pricing Options for Federal:

- Fixed Rate for all returns  
 - Set price as Per Form  
 - Set price manually after every return

**Save and Continue**

Follow these steps for setting **Federal Pricing**, **State Pricing**, and any **Discounts or Additional Charges** for your pricing structure.

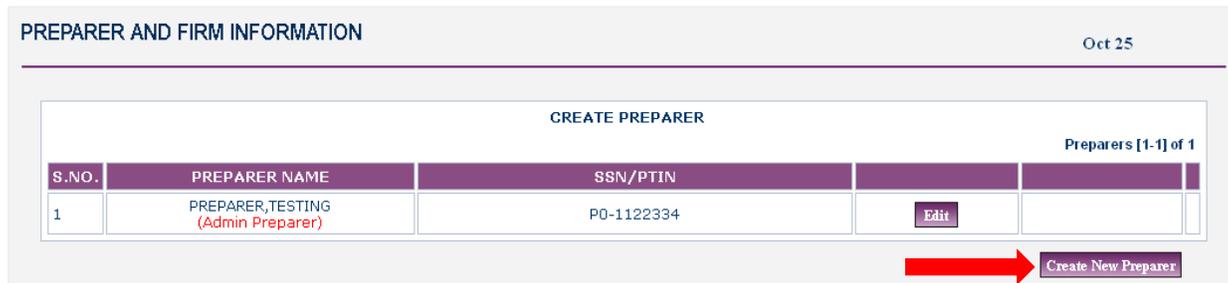
## Adding a New Preparer/ Editing Preparer Privileges

Under the <Setup> Tab, select the option for <Preparer Info>.

From this tab you can add your Sup-Preparers and edit their privileges.

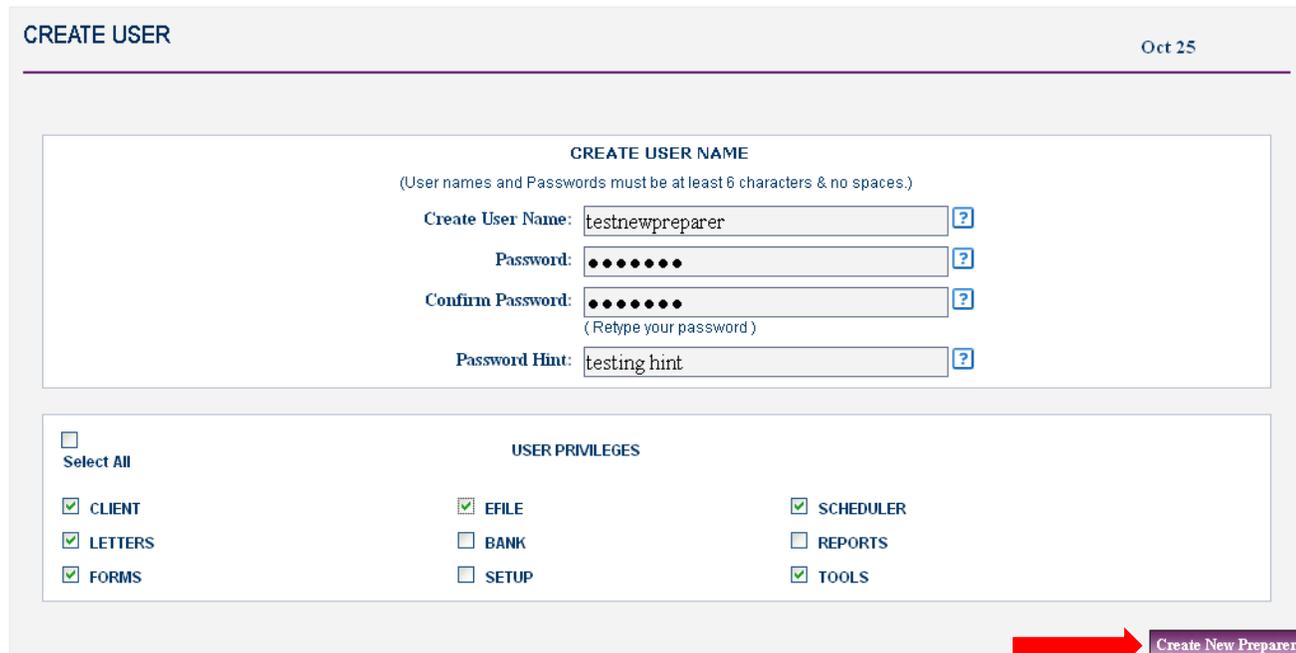


Click <Create New Preparer>.



Create the preparer login information and set allowed privileges.

Click <Create New Preparer>.



Enter the preparer information and determine their delete/modify privileges.

Click <Save and Continue>.

PREPARER INFORMATION Oct 25

---

**PREPARER INFORMATION**

Preparer First Name:

Preparer Middle Initial:

Preparer Last Name:

SSN:  -  -  ?

PTIN:  -  ?

Preferred ID Number for Returns   
 Paid Preparer Information   
 LIP/LTC Number:  ?  
(For Oregon State Preparers only)

New York Tax Preparer Identification Number (NYTPRIN):   
(For New York State Tax Preparers only)

E-Mail Address:

Phone Number:  -   
(Area Code - Phone Number)

**PREPARER OPTIONS**

Do you want to list all the users to this preparer?  Yes  No

Preparer privileges

- Delete Client Records
- Delete Firm Records
- Modify Invoice Pricing

 **Save and Continue**

**NOTE:** Each preparer must have a valid PTIN to be entered as a preparer.

### Preparer ID vs. Firm ID

**Preparer ID:** Displays the specific preparer information on the bottom of the 1040.

**Firm ID:** Shows the firm and preparer information on the bottom of the 1040.

## Importing Prior Year Clients

To import your prior year clients, navigate to **Tools > Import 2010 Client Data**. Click **Show All** or search for the clients you wish to pull forward.

The screenshot shows the 'LAST YEAR RETURNS LIST' interface. At the top, there is a navigation menu with options: Office Manager, Client Manager, e-file, Scheduler, Letters, Bank, Reports, Forms, Setup, Tools, and Support. The 'Tools' menu is open, showing options like Quick Estimator, Bank Product Quick Estimator, MFJ Vs. MFS, Financial Calculator, Depreciation Schedule, Depreciation Summary, **Import 2010 Client data**, Federal Reject Codes, State Reject Codes, and ABC Voice. A red arrow points to the 'Import 2010 Client data' option. Below the menu is a search bar with columns for SEARCH BY (SSN), OPERATOR (LIKE), and VALUE. A 'ShowAll' button is visible at the bottom right of the search area.

Select the clients you wish to **Import** and click **<Select Return to Import List>** or click **<Import Data>** to import single returns.

The screenshot shows the search results for 'LAST YEAR RETURNS LIST'. The search bar is filled with 'SSN' and 'LIKE'. Below the search bar, there is a 'SEARCH RESULT' section with the text 'Clients [1-10] of 88'. A table lists the search results with columns for S.NO., NAME, SSN, and PREPARER. The first row is selected, and a red arrow points to the 'Import Data' button for that row. Another red arrow points to the 'Select Return to Import List' button at the top left of the results section.

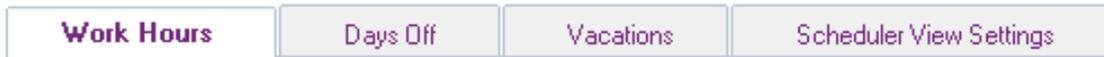
S.NO.	NAME	SSN	PREPARER	Import Data
1	<a href="#">AQUICK RAL TESTING</a>	564-56-4564	SADHISH	Import Data
2	<a href="#">ARETURN TESTING</a>	565-65-6546	SADHISH, PRABHU E	Import Data
3	<a href="#">AGE PRE CAL RAADV</a>	355-55-5555	ANAND, SENGOL	Import Data
4	<a href="#">AMEND TEST</a>	121-21-6066	SADHISH, PRABHU E	Import Data
5	<a href="#">AMENDEO TEST</a>	400-00-1230	SADHISH, PRABHU E	Import Data

## Setting up your Appointment Scheduler

From the <Scheduler> Tab, select <Settings>.



Within the Scheduler Settings:



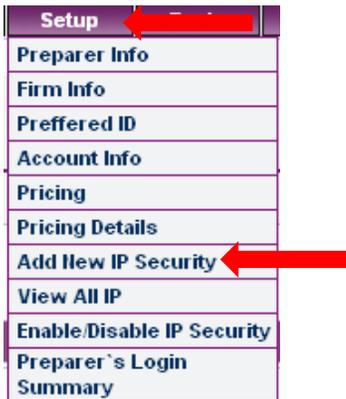
- Set the office **Work Hours**
- Indicate the office **Days Off**
- Schedule **Vacation Days**
- Set **Scheduler View Settings** to determine default schedule time slot settings.

Click <Save and Continue> for each tabbed setting.

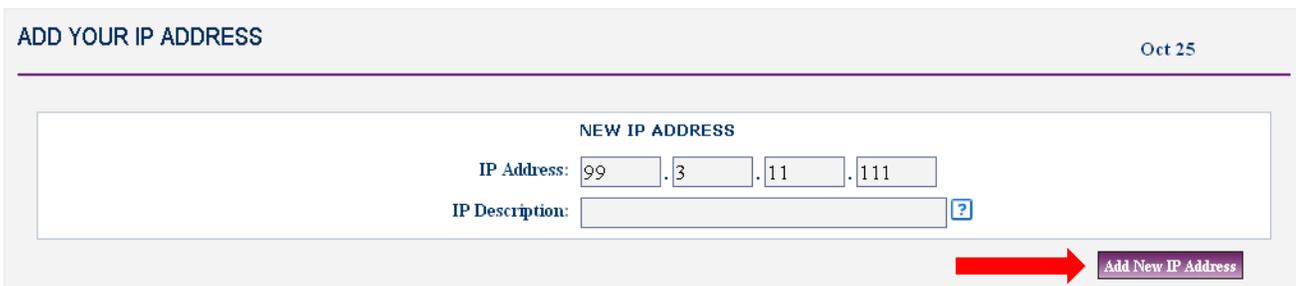
## Setting the IP Security

Ensure reliable security by setting a specific allowed IP address for preparer logins.

From the <Setup> Tab, select <Add New IP Security>.

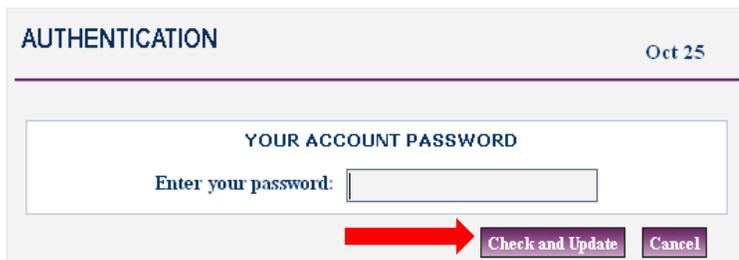


The software, by default, will identify the current IP of the computer you are logged in to. Verify the IP, enter a description and click <Add New IP Address>.

A screenshot of a web form titled 'ADD YOUR IP ADDRESS' with a date of 'Oct 25'. The form contains a section for 'NEW IP ADDRESS' with two input fields: 'IP Address' and 'IP Description'. The IP Address field is pre-filled with '99', '3', '11', and '111' in separate boxes. The IP Description field is empty and has a help icon. A red arrow points to the 'Add New IP Address' button at the bottom right.

Input the **Administration Login** password to authenticate the IP setting.

Click <Check and Update>.

A screenshot of a web form titled 'AUTHENTICATION' with a date of 'Oct 25'. The form contains a section for 'YOUR ACCOUNT PASSWORD' with a label 'Enter your password:' and an empty input field. A red arrow points to the 'Check and Update' button at the bottom.

**NOTE:** You can add as many IP addresses as needed to the software.

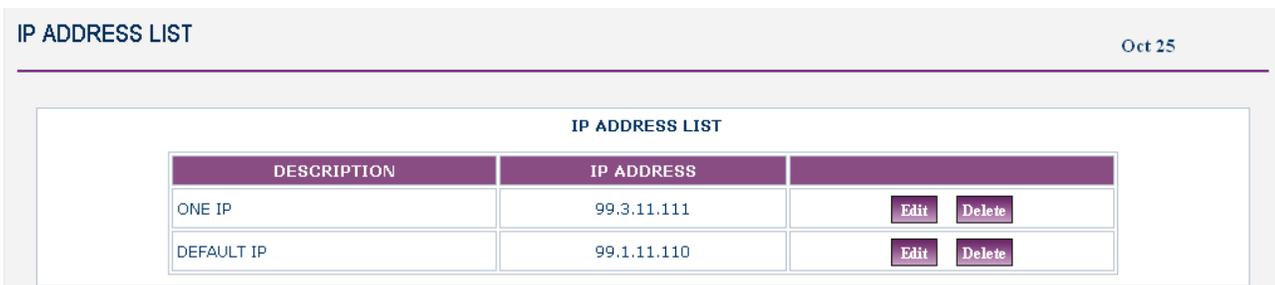
## Viewing and Deleting IP Addresses

From the <Setup> Tab, select <View All IP>.



Setup
Preparer Info
Firm Info
Preferred ID
Account Info
Pricing
Pricing Details
Add New IP Security
View All IP
Enable/Disable IP Security
Preparer's Login Summary

Here you can edit/delete an already setup IP Address.



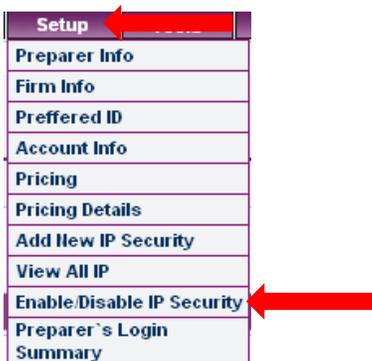
IP ADDRESS LIST Oct 25

IP ADDRESS LIST		
DESCRIPTION	IP ADDRESS	
ONE IP	99.3.11.111	<a href="#">Edit</a> <a href="#">Delete</a>
DEFAULT IP	99.1.11.110	<a href="#">Edit</a> <a href="#">Delete</a>

**NOTE:** To EDIT or DELETE an existing IP Address, the Admin Preparer Password must be entered to confirm the edit or delete.

## Enabling/Disabling IP Security

From the <Setup> Tab, select <Enable/Disable IP Security>.



Setup
Preparer Info
Firm Info
Preferred ID
Account Info
Pricing
Pricing Details
Add New IP Security
View All IP
Enable/Disable IP Security
Preparer's Login Summary

Click to either <Enable IP Security> or <Disable IP Security>.

**NOTE:** When enabling or disabling IP Security, the Admin Preparer Password must be entered to confirm the setting.

## Chapter Ten: Preparing a Tax Return

### Creating a New Return

To create a new return, click the <Client Manager> Tab and select <New Return>.

Office Manager	Client Manager	e-file	Scheduler	Letters	Bank	Reports	Forms	Setup	Tools	Support
IN		New Return								
	Manage Return									
	File Prior Year Return									
	Amended Return									
	Paper Filed List									
	Mark Return As Paper File									
	Completed List									
	Incomplete List									
	PRO Verified Customer List									
										<input checked="" type="checkbox"/> Same as Admin Preparer

Input the Primary Taxpayer SSN (Double entry required).

Click <Save and Continue>

**CREATE NEW RETURN** Oct 25

---

**ENTER YOUR SSN**

Taxpayer SSN     -  -

Reenter SSN     -  -

 **Save and Continue**

The next input page will prompt the Primary Taxpayer's Personal and Address Information.

You will also select the return "Type" to be completed.

**SELECT THE RETURN TYPE**

- FORM 1040 / 1040A / 1040EZ** - U.S. Individual Income Tax Return
- FORM 1040X** - Amended U.S. Individual Income Tax Return
- FORM 1040NR** - U.S. Nonresident Alien Income Tax Return
- FORM 1040SS** - U.S. Self-Employment Tax Return (Including the Additional Child Tax Credit for Bona Fide Residents of Puerto Rico)

## Understanding Layout and Input Options

The online interview provides navigation tabs that run across the top of the tax return.

**1 - Navigation Tabs:** Once all Primary Information is entered, these tabs and sub-tabs can be used to navigate the software to specific pages.

**2 - Additional Information:** Each page provides guided links, examples, and glossary items to assist you in determining information within that page.

**3 - Saving your Entries:** To ensure the client information is saved, you must click **<Save & Continue Return>** on each input page.

Simple :: Fast :: Accurate

[Back to OLTPRO](#)

Tax Year - 2011

**Primary Information** | [Deductions](#) | [Taxes](#) | [Credits](#) | [Other Taxes](#) | [Payments](#) | [Miscellaneous](#) | [Tax Summary](#)

Primary Information Checklist

Contact Information

Primary Taxpayer Information

Address Information

Filing Status

Dependents

Exemptions

Prior year Information

Extension

**Default filing status: Single**

Please select your appropriate filing status.

What filing status will you use?

Single

Married filing joint return

Married filing separate return

Head of Household with qualifying dependent

Qualifying Widow(er) with dependent

[Back](#) [Save & Continue Return](#)

**GUIDE ME**

[Can I use filing status Single?](#)

[Can I use filing status Married Filing Jointly?](#)

[Can I use filing status Married Filing Separately?](#)

[Can I use filing status Head of Household?](#)

[Can I use filing status Qualifying Widow\(er\) with Dependent?](#)

**EXAMPLES**

[Examples](#)

**GLOSSARY**

[Single](#)

[Married Filing Jointly](#)

[Married Filing Separately](#)

[Head of Household](#)

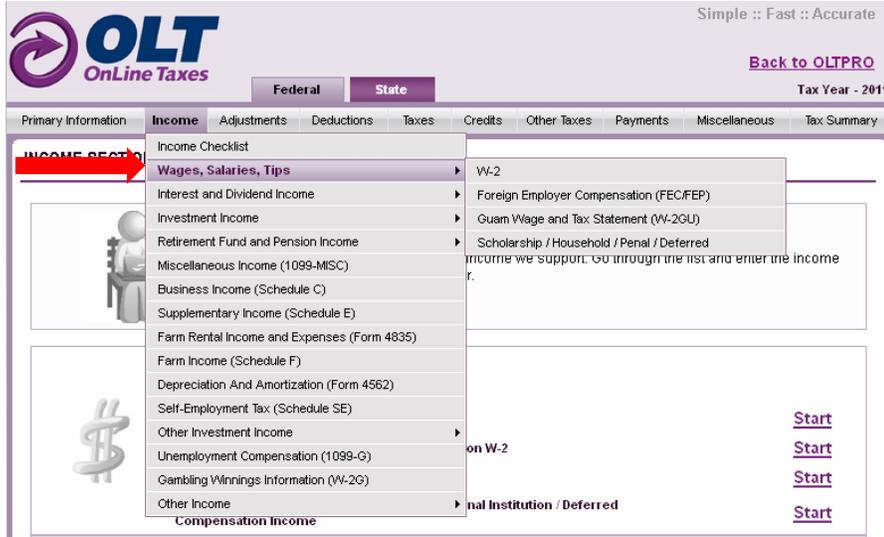
[Qualifying Widow\(er\)](#)

[Eight Facts About Filing Status](#)

## Using Navigation Tabs

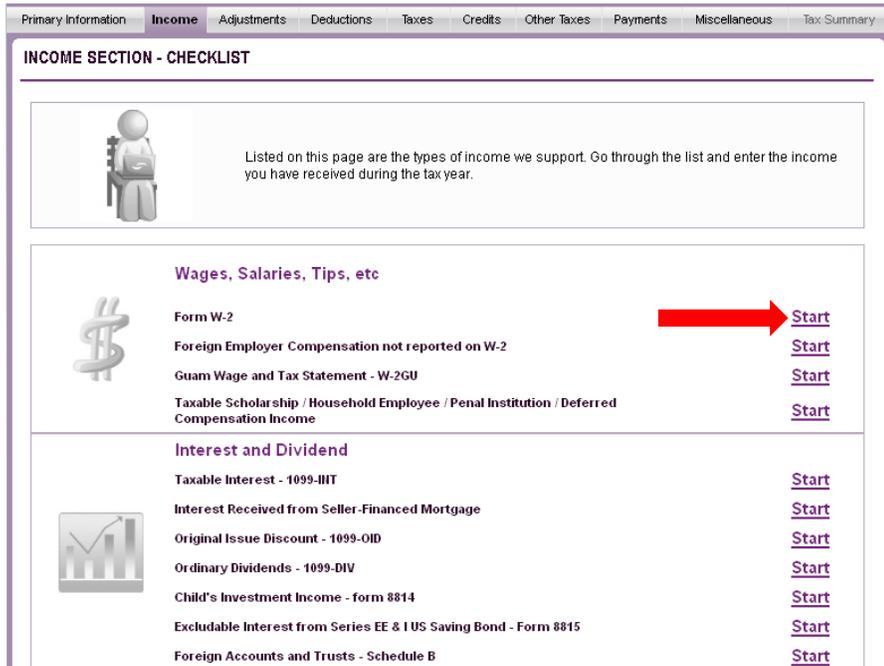
When navigating the software, to access a certain form by using your navigation tabs, mouse-over the primary tab and sub-tabs to make the form selection.

**Example:** To navigate to the W-2 entry page using the navigation tabs, mouse-over the <INCOME> Tab, curse down to **Wages, Salaries, Tips**, and select **W-2** from the sub-menu. The software will bring you directly to the W-2 page.



## Using Section Checklists

If you choose not to use the Drop-down sub tabs as shown above, you can make entries based on each section's checklist:



To use the checklists, simply choose to <Start> next to the needed item to input information for that form.

When done with all forms for this section, click <Done with Section>.

<b>Other Types of Income</b>		
	<b>Unemployment Compensation -1099-G</b>	\$ 1300 <a href="#">Revisit</a>
	<b>Taxable Refunds from State or Locality</b>	<a href="#">Start</a>
	<b>Alimony Income Received</b>	<a href="#">Start</a>
	<b>Foreign Earned Income - Form 2555</b>	<a href="#">Start</a>
	<b>Adjustments to Earned Income</b>	<a href="#">Start</a>
	<b>Qualified State Tuition Program Earnings - Form 1099-Q</b>	<a href="#">Start</a>
	<b>Minister Tax Free Income</b>	<a href="#">Start</a>
	<b>Alaska Permanent Fund</b>	<a href="#">Start</a>
	<b>Other Income not Entered Elsewhere</b>	<a href="#">Start</a>

 [Done with Income Section](#)

## Starting a State Return

To start a New State Return, either navigate through the Federal input pages or click on the <State> Tab.

The software will pull any state that is affected by income or resident entries.

To start the listed state, click <Start> next to that state.

To file another state return not listed on this page, click <Start a New State Return>.

Filing a state return is not required. If no state will be filed, click <Save & Continue Return> and <Agree> to not file the state.

The screenshot shows the OLT OnLine Taxes interface. At the top left is the OLT logo with the tagline 'OnLine Taxes'. To the right, it says 'Simple :: Fast :: Accurate'. Below the logo are two tabs: 'Federal' and 'State'. A link 'Back to OLTPRO' and the text 'Tax Year - 2011' are also visible. The main section is titled 'STATE INFORMATION'. It contains a 3D figure of a person sitting at a desk with a computer. Below the figure, there is a text box that says 'Start your state return by clicking Start on the state line.' Below this, there is a checkbox that is checked, with the text 'State with  will be filed. If you do not want to file that particular state at this time, uncheck the box.' Below the checkbox, there is a table with three columns: 'Missouri', 'Haven't started', and 'Start'. A red arrow points down to the 'Start' button. Below the table, there is a text box that says 'To file another State Return, Click Start a New State Return'. At the bottom left, there is a 'Back' button. At the bottom right, there is a 'Save & Continue Return' button with a red arrow pointing to it.

**NOTE:** Navigation/Input options for State are the same the Federal return.

## Adding Additional States

Once a state return is completed, the software will navigate back to the State Information page allowing you to start a new state return. Click the link **<Start a New State Return>**. After all states are completed, **<Save & Continue Return>**.

Simple :: Fast :: Accurate

**OLT**  
OnLine Taxes

Federal State

[Back to OLTPRO](#)

Tax Year - 2011

### STATE INFORMATION



- ▶ Start your state return by clicking [Start](#) on the state line.
- ▶ To make changes on your state return, click [Revisit](#) on the state line.
- ▶ State return with the box checked will be filed. If you unchecked the box, that state will not be filed.

State with  will be filed. If you do not want to file that particular state at this time, uncheck the box.

<input checked="" type="checkbox"/>	<b>Missouri</b> ▶ You have filed MO return as Full-Year Resident ▶ You are due a refund of \$195.	Prepared	<a href="#">Revisit</a>	<a href="#">Delete</a>
-------------------------------------	---	----------	-------------------------	------------------------

To file another State Return, Click [Start a New State Return](#)

[Back](#) [Save & Continue Return](#)

Customer Service | Privacy/Security | Disclaimer/Terms Of Use | Customer Service Live Help | My Preferences

**NOTE:** Any changes made to the Federal inputs after a state has been completed will require the state to be edited.

## Reviewing Forms for a Federal and/or State Return

After reviewing the Tax Summary Tab for Federal and State, click to **<Save & Continue Return>**. The software will display all PDF Forms for the return to review and/or print.

Primary Information | Income | Adjustments | Deductions | Taxes | Credits | Other Taxes | Payments | Miscellaneous | **Tax Summary**

### REVIEW AND PRINT YOUR TAX FORMS



- ▶ Your "prepared tax forms" are listed below.
- ▶ Click on each form to review that all information is correct.
- ▶ You may print a copy for your records (you can also do this later).
- ▶ **Important!** You still need to complete the filing process by clicking "Save and Continue Return".
- ▶ [Having problems with viewing or printing your forms?](#)

FEDERAL RETURN	
FEDERAL FORMS & SCHEDULES	STATEMENTS & WORKSHEETS
<ul style="list-style-type: none"><li>• <a href="#">1040EZ</a></li><li>• <a href="#">1040V</a></li><li>• <a href="#">Form 8879</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Carryover Worksheet Information</a></li></ul>

STATE RETURN	
MISSOURI - STATE	
STATE FORMS & SCHEDULES	STATEMENTS
<ul style="list-style-type: none"><li>• <a href="#">MO 1040</a></li><li>• <a href="#">MO 8453</a></li></ul>	N.A.

[Back](#) [Save & Continue Return](#)

**NOTE:** Pop-up blocker must be disabled and Adobe Reader installed to view forms.

## Completing a Return

By saving from the State Return Tab, the final page of the return inputs is to mark the return as **Complete**.

Simple :: Fast :: Accurate

Back to OLTPRO

Tax Year - 2011

Federal State

OLTPRO - COMPLETE RETURN

▶ Mark this return as completed and ready for efile

OLTPRO - COMPLETE RETURN

Are you ready to Mark the Return as Completed?

Yes  No

FILE RETURN

File this return as ?

Paper File  Electronically

REVIEW RETURN

Are you ready to Mark the Return as reviewed?

Yes  No

Back Save & Continue Return

Indicate that **'Yes'** the return is **Complete**. Then indicate how you are filing the return (**Paper File** or **Electronically**), and that you have reviewed the forms.

Click **<Save & Continue Return>**.

## Understanding the Client Manager

The Client Manager will be used to:

- Access any existing client return
- Edit and complete an existing client return
- Viewing client forms
- Marking a return as paid
- Amending a return already filed through the software

From the <Client Manager> Tab, select <Manage Return>.

The screenshot shows the OLT PRO Professional Tax Software interface. At the top, there is a navigation bar with the OLT PRO logo and account information: AccountID: GNITS70281ET, My Office Manager, and Return availability Status. Below this is a menu bar with options: Client Manager, e-file, Scheduler, Letters, Bank, Reports, Forms, Setup, Tools, and Support. The 'Client Manager' menu is expanded, showing options: New Return, Manage Return (highlighted with a red arrow), File Prior Year Return, Amended Return, Paper Filed List, Mark Return As Paper File, Completed List, and Incomplete List. Below the menu is a 'FIND/SEARCH' section with a search box containing 'SSN', an operator dropdown set to 'LIKE', and a 'VALUE' input field. There are 'Search' and 'ShowAll' buttons. A date 'Oct 27' is displayed in the top right corner.

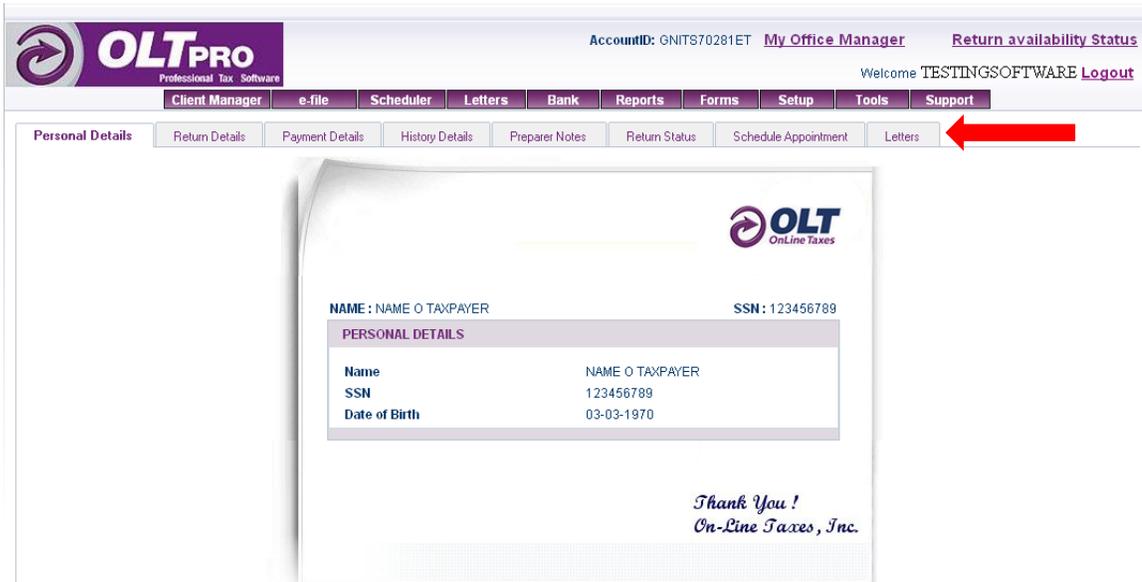
Search for a client by using the <Search> Box, or select to <Show All> client returns.

Once the client return information is searched, to access the Client Manager, click <Manage>.

The screenshot shows the OLT PRO Professional Tax Software interface after a search. The top navigation bar is the same as in the previous screenshot. The 'Client Manager' menu is selected, and the 'MANAGE RETURNS' section is active. Below this is a 'FIND/SEARCH' section with a search box containing 'SSN', an operator dropdown set to 'LIKE', and a 'VALUE' input field. There are 'Search' and 'ShowAll' buttons. Below the search section is a 'SEARCH RESULT' section with a table of results. The table has columns: S.NO., NAME, SSN, FILING STATUS, RETURN TYPE, REFUND/OWE, STATUS, PHONE, PREPARER, and an action column. The first row shows a client with S.NO. 1, NAME TAXPAYER, NAME, SSN 123-45-6789, FILING STATUS SINGLE, RETURN TYPE 1040EZ, REFUND/OWE (\$149), STATUS Incomplete, and PHONE (816)-2329095. The PREPARER is TESTING, and there is a red arrow pointing to a 'Manage' button in the action column. A date 'Oct 25' is displayed in the top right corner.

S.NO.	NAME	SSN	FILING STATUS	RETURN TYPE	REFUND/OWE	STATUS	PHONE	PREPARER	
1	TAXPAYER, NAME	123-45-6789	SINGLE	1040EZ	(\$149)	Incomplete	(816)-2329095	TESTING	Manage

The Client Manager is listed with Sub-Tabs for accessing certain data.



## Client Manager Tabs:

### Personal Details

- Primary Taxpayer Name
- SSN
- Date of Birth

### Return Details

- Edit/Complete Return
- File Amended Return
- Delete Return
- File another State
- View/Print Forms

### Payment Details

- Select how the taxpayer will pay for your service

### History Details

- Displays history of payment and e-file for the return

### Preparer Notes

- Edit, review, make notes on the tax return

### Return Status

- Display of the current status of the tax return

### Schedule Appointment

### View/Print Letters for this tax return

## Editing an Existing Return

To edit an existing return that is already within your database, click on the <Client Manager> Tab, select <Manage Return> then once you have searched for this client, select <Manage> to the right of the client information.

Navigate to the <Return Details> Tab.

Click <Edit/Complete Return>.

The screenshot displays the OLT OnLine Taxes software interface. At the top, there is a navigation bar with tabs: Client Manager, e-file, Scheduler, Letters, Bank, Reports, Forms, Setup, Tools, and Support. Below this, a secondary navigation bar shows tabs for Personal Details, Return Details (highlighted with a red arrow), Payment Details, History Details, Preparer Notes, Return Status, Schedule Appointment, and Letters. The main content area features the OLT OnLine Taxes logo and two buttons: 'Mark Return Complete' and 'Select To Paper File'. Below these, the taxpayer information is shown: 'NAME : NAME O TAXPAYER' and 'SSN : 123456789'. A section titled 'FEDERAL TAX SUMMARY' includes a 'Print' link and a table with the following data:

Return Marked	Incomplete
Return Selected For	Electronic File
Return Status	Federal return not yet completed.

Below the table, there are several links: 'Edit/Complete Return' (highlighted with a red arrow), 'Delete Return', 'File Prior Year Return', 'Mark return Complete', 'Mark Return Reviewed', 'View/Print Forms', and 'Uploaded Documents'. A 'STATE TAX SUMMARY' section is also visible, with a 'File The State Return' link. At the bottom right, there is a 'Thank You!' message from 'On-Line Taxes, Inc.'

## Deleting a Tax Return

To Delete a Tax Return, from the **Client Manager > Return Details Tab**, click on the option to **<Delete Return>**.

The screenshot displays the OLT Client Manager interface. At the top, there is a navigation bar with tabs: Client Manager, e-file, Scheduler, Letters, Bank, Reports, Forms, Setup, Tools, and Support. Below this, a secondary navigation bar shows tabs for Personal Details, Return Details (highlighted with a red arrow), Payment Details, History Details, Preparer Notes, Return Status, Schedule Appointment, and Letters. The main content area features the OLT logo and two buttons: 'Mark Return Complete' and 'Select To Paper File'. Below these, the taxpayer information is shown: 'NAME: NAME O TAXPAYER' and 'SSN: 123456789'. A section titled 'FEDERAL TAX SUMMARY' includes a 'Print' link and a table with the following data:

Return Marked	Incomplete
Return Selected For	Electronic File
Return Status	Federal return not yet completed.

Below the table are several links: 'Edit/Complete Return', 'Delete Return' (highlighted with a red arrow), 'View/Print Forms', 'File Prior Year Return', 'Uploaded Documents', 'Mark return Complete', and 'Mark Return Reviewed'. A 'STATE TAX SUMMARY' section is also visible, with a 'File The State Return' link. The page concludes with the text 'Thank You! On-Line Taxes, Inc.'

**NOTE:** In order to have the ability to delete a tax return, the return must be marked **<Incomplete>**, not be marked as paid, and not transmitted at ANY time.

## Amending an Accepted Return

Amending a previously Accepted Return filed through the software can be done by going to the **Client Manager Tab > Manage Return**. After searching for the client, choose **Manage** on the right of the client data.

Navigate to the **Return Details Tab** and select your link to **<File Amended Return>**.

The screenshot displays the OLT PRO Professional Tax Software interface. At the top, the account ID is GNITS70281ET, and the user is logged in as 'My Office Manager'. The 'Return availability Status' is shown. The main navigation bar includes 'Client Manager', 'e-file', 'Scheduler', 'Letters', 'Bank', 'Reports', 'Forms', 'Setup', 'Tools', and 'Support'. The 'Return Details' tab is selected, showing a list of tabs: 'Personal Details', 'Return Details', 'Payment Details', 'History Details', 'Preparer Notes', 'Return Status', 'Schedule Appointment', and 'Letters'. The 'Return Details' tab is highlighted with a red arrow. The main content area shows the 'FEDERAL TAX SUMMARY' for 'NAME O TAXPAYER' with SSN: 123456789. The summary includes fields for 'Return Marked' (Completed), 'Return Selected For' (Electronic File), 'Form Type' (1040EZ), 'Total Income' (\$27300), 'Total Adjusted Gross Income' (\$27300), 'Standard Deduction' (\$5800), 'Taxable income' (\$17800), 'Total Credits' (\$0), 'Total Tax' (\$2249), 'Total Payments' (\$2100), and 'Amount Owe' (\$149). The 'Return Status' is 'Owe tax of \$149. Federal e-file return has been accepted.' A red arrow points to the 'File Amended Return' link. Below the federal summary is the 'STATE TAX SUMMARY' for Missouri, showing 'State Return Type' as 'FULL YEAR RESIDENT' and 'MO State Return Status' as 'Due a MISSOURI state refund of \$195. MISSOURI e-file has been accepted.' A red arrow points to the 'File Amended Return' link in the state summary section.

FEDERAL TAX SUMMARY <a href="#">Print</a>	
Return Marked	Completed
Return Selected For	Electronic File
Form Type	1040EZ
Total Income	\$27300
Total Adjusted Gross Income	\$27300
Standard Deduction	\$5800
Taxable income	\$17800
Total Credits	\$0
Total Tax	\$2249
Total Payments	\$2100
Amount Owe	\$149
Amount Owe Type	Pay with a check to the IRS directly by Mail
Return Status	Owe tax of \$149. Federal e-file return has been accepted.
<a href="#">File Amended Return</a>	<a href="#">Return Status</a>
<a href="#">File Prior Year Return</a>	<a href="#">View/Print Forms</a>
<a href="#">File Estimated Payment Voucher</a>	<a href="#">View Input Details</a>
<a href="#">Edit State Information In Federal</a>	<a href="#">Uploaded Documents</a>

STATE TAX SUMMARY	
State	MISSOURI
State Return Type	FULL YEAR RESIDENT <a href="#">More details</a> <a href="#">File Amended Return</a> <a href="#">State forms</a>
MO State Return Status	Due a MISSOURI state refund of \$195. MISSOURI e-file has been accepted.
<a href="#">File Another State Return</a>	

## Alternative Amending Option

Amending a previously accepted return can also be initiated from the <E-File> Tab.

From the E-file Tab, select **Get E-File Status**.

Select the option for <All Accepted>.

Choose to <Amend> from the right of the listed return.

The screenshot displays the OLT PRO Professional Tax Software interface. At the top, the 'e-file' tab is selected in the navigation bar. The 'GET EFILE STATUS' page is active, showing a search filter section with 'SSN' selected for 'SEARCH BY', 'LIKE' for 'OPERATOR', and 'QUEUED' for 'STATUS'. Below the search filters, the 'All Accepted' filter is selected. The search results table shows one entry with the 'Amend' button highlighted by a red arrow.

S.NO.	NAME	SSN	CREATED_DATE	Get Status	Amend
1	TAXPAYER, NAME O	123-45-6789	10-25-2011	Get Status	Amend

## Viewing and Printing a Tax Return

To view or print forms for a client already in your database, go to your **Client Manager Tab > Manage Return**; once you have pulled up the client details, choose to **Manage**.

Navigate to the **<Return Details Tab>** and click to **<View/Print Forms>**.

**OLT PRO**  
Professional Tax Software

AccountID: GNITS70281ET [My Office Manager](#) [Return availability Status](#)

Welcome TESTINGSOFTWARE [Logout](#)

[Client Manager](#) [e-file](#) [Scheduler](#) [Letters](#) [Bank](#) [Reports](#) [Forms](#) [Setup](#) [Tools](#) [Support](#)

[Personal Details](#) **[Return Details](#)** [Payment Details](#) [History Details](#) [Preparer Notes](#) [Return Status](#) [Schedule Appointment](#) [Letters](#)

**OLT**  
OnLine Taxes

**NAME:** NAME O TAXPAYER **SSN:** 123456789

**FEDERAL TAX SUMMARY** [Print](#)

<b>Return Marked</b>	Completed
<b>Return Selected For</b>	Electronic File
<b>Form Type</b>	1040EZ
<b>Total Income</b>	\$27300
<b>Total Adjusted Gross Income</b>	\$27300
<b>Standard Deduction</b>	\$5800
<b>Taxable income</b>	\$17800
<b>Total Credits</b>	\$0
<b>Total Tax</b>	\$2249
<b>Total Payments</b>	\$2100
<b>Amount Owe</b>	\$149
<b>Amount Owe Type</b>	Pay with a check to the IRS directly by Mail
<b>Return Status</b>	<b>Owe tax of \$149.</b> Federal e-file return has been <b>accepted.</b>

[File Amended Return](#) [Return Status](#)

[File Prior Year Return](#)  [View/Print Forms](#)

[File Estimated Payment Voucher](#) [View Input Details](#)

[Edit State Information In Federal](#) [Uploaded Documents](#)

**STATE TAX SUMMARY**

Displayed will be all forms and schedules related to the tax return to view and/or print.

**Print All Option** – Will print all forms, schedules, worksheets, letters, and bank documents for the Client, Preparer, and Filing copy.

**OR**

Check the needed boxes to print multiple forms and click **<Print Selected Forms>**.

COMPUTED FORMS & SCHEDULES

PRINT ALL

CLIENT COPY     INCLUDE LETTERS     INCLUDE BANK DOCUMENTS  
 PREPARER COPY  
 FILING COPY

**FEDERAL RETURN**

FEDERAL FORMS & SCHEDULES	STATEMENTS & WORKSHEETS
<input type="checkbox"/> <a href="#">1040EZ</a> <input type="checkbox"/> <a href="#">1040V</a> <input type="checkbox"/> <a href="#">Form 8879</a> <input type="checkbox"/> <a href="#">Form 9325</a>	<input type="checkbox"/> <a href="#">Carryover Worksheet Information</a>

**STATE RETURN**

MISSOURI - STATE

STATE FORMS & SCHEDULES	STATEMENTS
<input type="checkbox"/> <a href="#">MO 1040</a> <input type="checkbox"/> <a href="#">MO 8453</a>	N.A.

**PRINT SELECTED FORMS**

PRINT TAX SUMMARY ONLY

<a href="#">FEDERAL TAX SUMMARY</a>
<a href="#">MO TAX SUMMARY</a>

To view a selected form, or to print a single form, click on the underlined form name which is a hyperlink.

The form will display in PDF Format for viewing, printing or saving.

**NOTE:** Pop-Up's **MUST** be enabled to view forms.

## Chapter Eleven: E-File Management

### E-File Preparation: Marking a Return Complete

To electronically file a return, the return must be marked as **<Complete>** and selected for **<Electronic File>**.

During the tax return inputs, the final page of the interview allows you to make this selection.

The screenshot shows the OLT OnLine Taxes interface for marking a return complete. The header includes the OLT logo, the text "Simple :: Fast :: Accurate", a "Back to OLTPRO" link, and "Tax Year - 2011". Below the header are "Federal" and "State" tabs. The main content area is titled "OLTPRO - COMPLETE RETURN" and contains three sections:

- OLTPRO - COMPLETE RETURN**: A section with a person icon and the instruction "Mark this return as completed and ready for efile".
- OLTPRO - COMPLETE RETURN**: A section titled "Are you ready to Mark the Return as Completed?" with radio buttons for "Yes" (selected) and "No". A red arrow points to the "Yes" button.
- FILE RETURN**: A section titled "File this return as ?" with radio buttons for "Paper File" and "Electronically" (selected). A red arrow points to the "Electronically" button.

At the bottom, there is a "REVIEW RETURN" section titled "Are you ready to Mark the Return as reviewed?" with radio buttons for "Yes" and "No" (selected). Below this are "Back" and "Save & Continue Return" buttons. A red arrow points to the "Save & Continue Return" button.

Click **<Save & Continue Return>** on this page.

Our software will bring you to the **Client Manager > Payment Details** Tab to mark the return as paid and to electronically file.

## Making a Payment for the Return

Click <Make Payment>.

AccountID: GNITS70281ET [My Office Manager](#) [Return availability Status](#)  
Welcome TESTINGSOFTWARE [Logout](#)

[Client Manager](#) [e-file](#) [Scheduler](#) [Letters](#) [Bank](#) [Reports](#) [Forms](#) [Setup](#) [Tools](#) [Support](#)

[Personal Details](#) [Return Details](#) **[Payment Details](#)** [History Details](#) [Preparer Notes](#) [Return Status](#) [Schedule Appointment](#) [Letters](#)

**NAME:** TESTING ANOTHER **SSN:** 234567890

**PAYMENT SUMMARY**

**MASTER PAYMENT**

Amount to be paid for Federal Return	\$50.00
Amount Paid	\$0.00
Payment Status	<a href="#">Invoice</a>

 [Make Payment](#)

*Thank You!*  
*On-Line Taxes, Inc.*

**NOTE:** The software will auto-fill the pricing details based on your **Pricing Settings**.

Select to **<Pay Fed Only>**, **<Pay State Only>**, or **<Pay Federal & State>**.

To add additional fees or discounts, select to **Modify Charges**.

CLIENT PAYMENT DETAILS Oct 26

---

**SUMMARY OF CHARGES - TESTING ANOTHER (234567890) MASTER PAYMENT**

FEDERAL	
Total amount for Federal Return:	\$50

STATE	
MO	\$0

TOTAL	
Total amount for both Federal & State:	\$50

---

**Account Summary**

Total filing amount	\$50
<hr/>	
Preparer Fee's (Amount to be Paid)	\$50
Preparer's Federal Discount	\$0
Preparer's State Discount	\$0
Preparer's Total Discount	\$0
Federal Additional Charges	\$0
State Additional Charges	\$0
Total Additional Charges	\$0
Amount Already Paid	\$0

Pay Fed Only     Pay State Only

Pay Federal&State

[MODIFY CHARGES](#)

---

**Payment Option**

Non Banking

Banking

Amount to be Paid : \$

[Continue](#)

Choose how the taxpayer will make payment, **Non-Banking** or through a Bank Product (**Banking**).

Click **<Continue>**.

Select the form of payment made.

Click <YES> to E-File the return **now**, then <Save and Continue>.

**NOTE: To E-File the return at a later time, select NO to E-File.** At any time by using the **E-File Tab > Queue for Transmit**, you can E-file this return. *See Filing from E-File Tab below.*

AccountID: GNITS70281ET My Office Manager Return availability Status  
Welcome TESTINGSOFTWARE Logout

Client Manager e-file Scheduler Letters Bank Reports Forms Setup Tools Support

### CLIENT PAYMENT DETAILS

Oct 26

**PAYMENT OPTION**

Make Payment Now  
 Invoice Only  
 BY CASH  
 CHECK  
Enter the amount paid : \$ 50  
Enter the Check No : 1223  
 MONEYORDER

Do You Want to Efile this return now?  Yes  No

Save and Continue

Check the box to **Federal E-File** or check to file the **State-Only E-File**.

If filing Federal and State together, verify the state that will **Piggyback** (E-file with) Federal.

Click <Save and Continue> and this tax return will be Queued for Transmission to the IRS.

AccountID: GNITS70281ET My Office Manager Return availability Status  
Welcome TESTINGSOFTWARE Logout

Client Manager e-file Scheduler Letters Bank Reports Forms Setup Tools Support

### TRANSMIT RETURNS

Oct 26

**EFILE TRANSMISSION**

<b>FEDERAL EFILE</b> <input checked="" type="checkbox"/> 1040	<b>STATE PIGGYBACK EFILE</b> MO
<b>State-Only e-file</b> <input type="checkbox"/> MO	

Save and Continue

## E-Filing from E-File Tab

Returns marked as **<Complete>** and **<Paid>** are eligible for e-file and will display within the **E-File > Queue for Transmit** section of the software.

This step can be used for two reasons:

- 1) If you want to electronically file multiple returns at the same time instead of e-filing returns individually.
- 2) If the tax return has been rejected, you will re-file the return from this tab as you will not need to go through the payment section again.

Within the Payments Details page, select NO for the question: "Do you want to e-file this return now".

To E-file the return(s) go to your **e-File Tab > Queue for Transmit**.

The screenshot shows the OLT PRO software interface. At the top, there is a navigation menu with the following items: Client Manager, e-file, Scheduler, Letters, Bank, Reports, Forms, Setup, Tools, and Support. The 'e-file' tab is selected. Below the navigation menu, there is a section titled 'SELECT RETURN FOR EFILE' with a date of 'Oct 26'. A dropdown menu is open under 'e-file', showing options: Queue For Transmit, Get e-file Status, Get Extensions Status, and Get State Extensions Status. Below this is a 'FIND/SEARCH' section with a search bar containing 'SSN' and a dropdown menu set to 'LIKE'. There are 'Search' and 'ShowAll' buttons. Below the search bar is a 'SEARCH RESULT' section. It starts with a checkbox labeled 'Select All for Transmission' and a 'Transmit Selected Return' button. Below this is a table with the following data:

S.NO.	NAME	SSN	FILING	STATUS	
1	ANOTHER, TESTING	234-56-7890	Federal/State	<a href="#">View e-file Status</a>	Transmit
2	TAXPAYER, NAME O	123-45-6789	Federal/State	<a href="#">View e-file Status</a>	Transmit

Either check the box to the right of the client information to transmit a single return or **<Select All for Transmission>** and choose to **<Transmit Selected Returns>**.

## Removing a Return from Queue

To remove a return from Queue, go to the <E-File> Tab and select <Get E-File Status>.

Select <All Queued>

The screenshot shows the OLT PRO software interface. At the top, there is a navigation bar with the OLT PRO logo and account information: AccountID: GNITS70281ET, My Office Manager, and Return availability Status. Below the navigation bar, there are several tabs: Client Manager, e-file, Scheduler, Letters, Bank, Reports, Forms, Setup, Tools, and Support. The 'e-file' tab is selected, and a dropdown menu is open, showing options: Queue For Transmit, Get e-file Status, Get Extensions Status, and Get State Extensions Status. A red arrow points to 'Get e-file Status'. Below the menu, there is a 'GET EFILE STATUS' section with a date 'Oct 26'. Underneath, there is a 'FIND/SEARCH' section with a table of search filters:

SEARCH BY	OPERATOR	STATUS	VALUE	
SSN	LIKE	QUEUED		Search ShowAll

Below the search filters, there are several buttons: All Queued, All Accepted, All Rejected, All Transmitted, and All Unfiled. A red arrow points to the 'All Queued' button.

Select the option to the right of the return details to <Remove>.

The screenshot shows the OLT PRO software interface with the search results displayed. The 'GET EFILE STATUS' section is visible, and the search filters are the same as in the previous screenshot. Below the search filters, there is a 'SEARCH RESULT' section with a table of results:

S.NO.	NAME	SSN	CREATED DATE		
1	ANOTHER, TESTING	234-56-7890	10-25-2011	Get Status	Remove

A red arrow points to the 'Remove' button in the search results table.

Leave the transmissions **UNCHECKED** to indicate the removal of these returns and click **<Save and Continue>**.

**OLT PRO**  
Professional Tax Software

AccountID: GNITS70281ET [My Office Manager](#) [Return availability Status](#)  
Welcome TESTINGSOFTWARE [Logout](#)

[Client Manager](#) [e-file](#) [Scheduler](#) [Letters](#) [Bank](#) [Reports](#) [Forms](#) [Setup](#) [Tools](#) [Support](#)

**E-FILE STATUS - QUEUED RETURN** Oct 26

**E-FILE TRANSMISSION**

<b>FEDERAL E-FILE</b> <input type="checkbox"/> 1040	<b>STATE PIGGYBACK E-FILE</b> <input type="checkbox"/> MO
<b>STATE-ONLY E-FILE</b> <input type="checkbox"/> MO	

[Save and Continue](#)

## Resubmitting a Rejected Return

After a **Rejected Return** has been corrected and **<Marked Complete>**, you can resubmit the return by navigating to **E-File > Queue For Transmit**. Now click **<Transmit>** next to the customer name that you need to resubmit.

Client Manager	e-file	Scheduler	Letters	Bank	Reports	Forms	Setup	Tools	Support
----------------	--------	-----------	---------	------	---------	-------	-------	-------	---------

**Queue For Transmit** (indicated by a red arrow)

Get e-file Status

Get Extensions Status

Get State Extensions Status

### SELECT RETURN FOR EFILE S

Nov 02

#### FIND/SEARCH

SEARCH BY	OPERATOR	VALUE	
SSN	LIKE		<input type="button" value="Search"/> <input type="button" value="ShowAll"/>

#### SEARCH RESULT

Select All for Transmission

S.NO.	NAME	SSN	FILING	STATUS	
1	GEORGIA, TESTING	444-44-4444	Federal/State	<a href="#">View e-file</a>	<input type="button" value="Transmit"/> (indicated by a red arrow)

[Customer Service](#) | [user manual](#) | [IRS Website](#) |

© OnLine Taxes, Inc.  
Ph: 1-877-658-4776 | Fax: 1-816-232-1591  
Reference : P2-p2-p2

## Chapter Twelve: Features

### Scheduler

The **Scheduler** is a feature that allows you to manage your existing or prospective customer's appointments.

**NOTE:** The Scheduler Settings must be set in order to schedule appointments.

Use Tabs for **New Client**, **Returning Client** or **Existing Client** to set appointment.

Input the appointment information and click **<Make Appointment>**.

Client Manager e-file Scheduler Letters Bank Reports Forms Setup Tools Support

New Client Returning Client Existing Client

APPOINTMENT SCHEDULER Oct 26

APPOINTMENT SCHEDULER

Date: 10/26/2011 Time: 11:15 AM

SSN: 234 - 45 - 1234 Duration: 15 min

Preparer: TESTING PREPARER

Name: First Client

E-Mail: email@email.com

Phone: 816 - 2223333

Purpose: First Review

Comments: Collect and review documents

October 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Show Appointments on 10/26/2011

Make Appointment

**NOTE:** Repeat steps for all preparers by selected **Preparer Name** for the **Preparer** drop-down menu.

## Letters

### Letter Settings

Within <Letter Settings>, set default positions for preparer and client information to appear on the letterhead and upload the company logo.

You can preview your letter setting. <Save Changes> when complete.

Client Manager e-file Scheduler Letters Bank Reports Forms Setup Tools Support

Letter Head Custom Letters

Letters  
Client Organizer  
Mailing Labels  
Settings

LETTERHEAD SETUP Oct 26

POSITION OF PREPARER ADDRESS IN LETTERHEAD

LETTER HEAD INFORMATION

- Preparer Name
- Firm City,State,Zip
- Firm Name
- Preparer E-Mail Address
- Firm Address
- Preparer Phone Number

LETTER SIGNATURE INFORMATION

- Preparer
- Firm

PREPARER INFORMATION POSITION

- Top-Left Corner of the Letter
- Top-Middle of the Letter
- Top-Right Corner of the Letter

PREPARER LOGO POSITION

- Top-Left Corner of the Letter
- Top-Right Corner of the Letter

LOGO IN LETTER HEAD

Path/Filename for Logo:  Browse...

Upload Logo

Preview Letter

Save Changes

### Creating a Custom Letter

Create a Custom Letter from the **Letter > Settings** tab.

Click to <Open Letter>.

Client Manager e-file Scheduler Letters Bank Reports Forms Setup Tools Support

Letter Head Custom Letters

Letters  
Client Organizer  
Mailing Labels  
Settings

CUSTOMIZING LETTER STYLES Oct 26

LETTER TYPES

Select the appropriate letter that you want to customize

Blank Letter

Restore All Letters Delete Selected Letter

Open Letter

Name the Letter and select if you want to base the letter off a current **Letter Type** in the software.

You can type any script within the letter. Also, use the Default Labels to the right to pull client specific data into the letter.

When complete, click **<Save Letter>**.

Client Manager e-file Scheduler Letters Bank Reports Forms Setup Tools Support

Letter Head Custom Letters

### CUSTOM LETTER SETUP Oct 26

**CUSTOM LETTERS**

Letter Name:

Letter Type: ESTIMATION LETTER

**Bold** **Italic** **Underline**

LETTER - MESSAGE	DEFAULT LABELS
	TAXPAYER NAME
	TAXPAYER SSN
	TAXPAYER ADDRESS
	TAXPAYER CITY STATE ZIP
	TAXPAYER PHONE
	TAXPAYER EMAIL
	SPOUSE NAME
	SPOUSE SSN
	PREPARER NAME
	PREPARER SSN
	PREPARER PHONE
	PREPARER E-MAIL
	FIRM NAME
	FIRM ADDRESS
	FIRM CITY STATE ZIP
	FIRM PHONE
	Info About the Labels

**Bold** **Italic** **Underline** **Preview Letter**

**Don't Save and Open Another Letter** **Save Letter**

## Printing Standard and Custom Letters

Within the **Letters Tab**, click <Letters>.

Print Standard or already created Custom Letters for your clients from this tab. Select the letter, click <Save and Continue>.

The screenshot shows the 'Letters' tab selected in the top navigation bar. A red arrow points to the 'Letters' menu item. Below the navigation bar, there are tabs for 'Standard Letters' and 'Custom Letters'. The main content area is titled 'LETTERS SELECTION' and includes a date 'Oct 26'. Under the heading 'LETTER TYPES', there is a text box with the instruction 'Select the appropriate letter you want to send to Client' and a list of letter types: PreSessionLetter, SchedulingLetter, PrivacyNoticeLetter, InvoiceLetter, and ReturnStatusLetter. A red arrow points to the 'Save and Continue' button at the bottom right.

Click <Show Letter> next to the client needed.

The screenshot shows the 'LETTERS' screen with a date 'Oct 26'. It features a 'FIND/SEARCH' section with a table for search criteria:

SEARCH BY	OPERATOR	VALUE	
SSN	LIKE		Search ShowAll

Below the search section is a 'SEARCH RESULT' table with the following data:

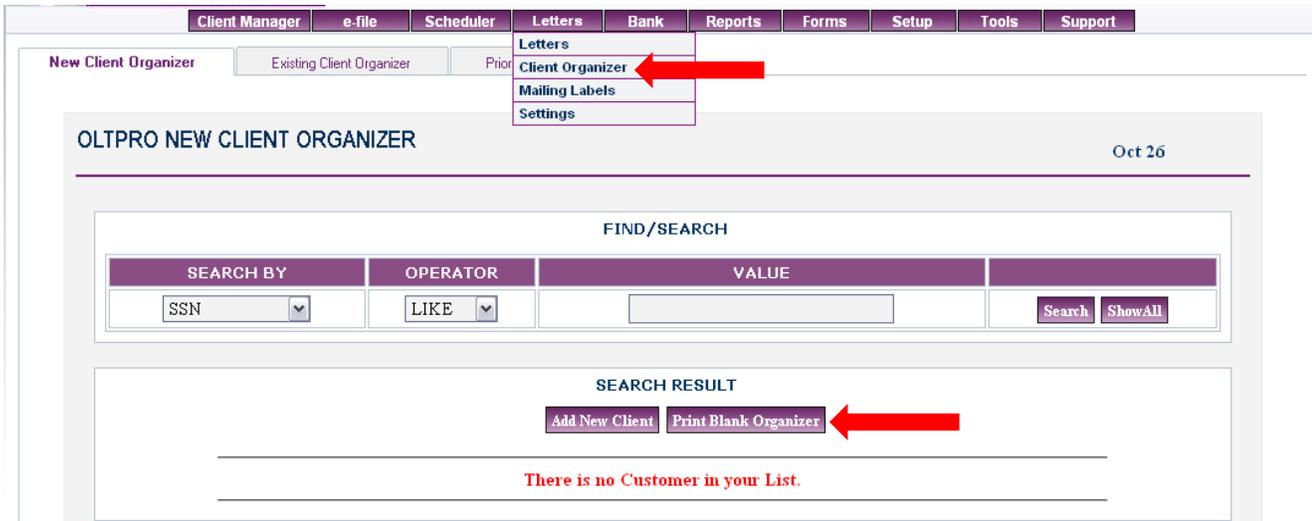
S.NO.	NAME	SSN	CREATED DATE	Client [1-2] of 2
1	ANOTHER, TESTING	234-56-7890	10-25-2011	Show Letter
2	TAXPAYER, NAME	123-45-6789	10-25-2011	Show Letter

A red arrow points to the 'Show Letter' button for the first client entry.

The letter will display and be available to print or email to your client.

## Printing the Client Organizer

Select **Letters > Client Organizer** to display **Client Organizers**.



Client Manager e-file Scheduler Letters Bank Reports Forms Setup Tools Support

New Client Organizer Existing Client Organizer Prior Year Client Organizer

Letters  
Client Organizer ←  
Mailing Labels  
Settings

OLTPRO NEW CLIENT ORGANIZER Oct 26

FIND/SEARCH

SEARCH BY	OPERATOR	VALUE	
SSN	LIKE		Search ShowAll

SEARCH RESULT

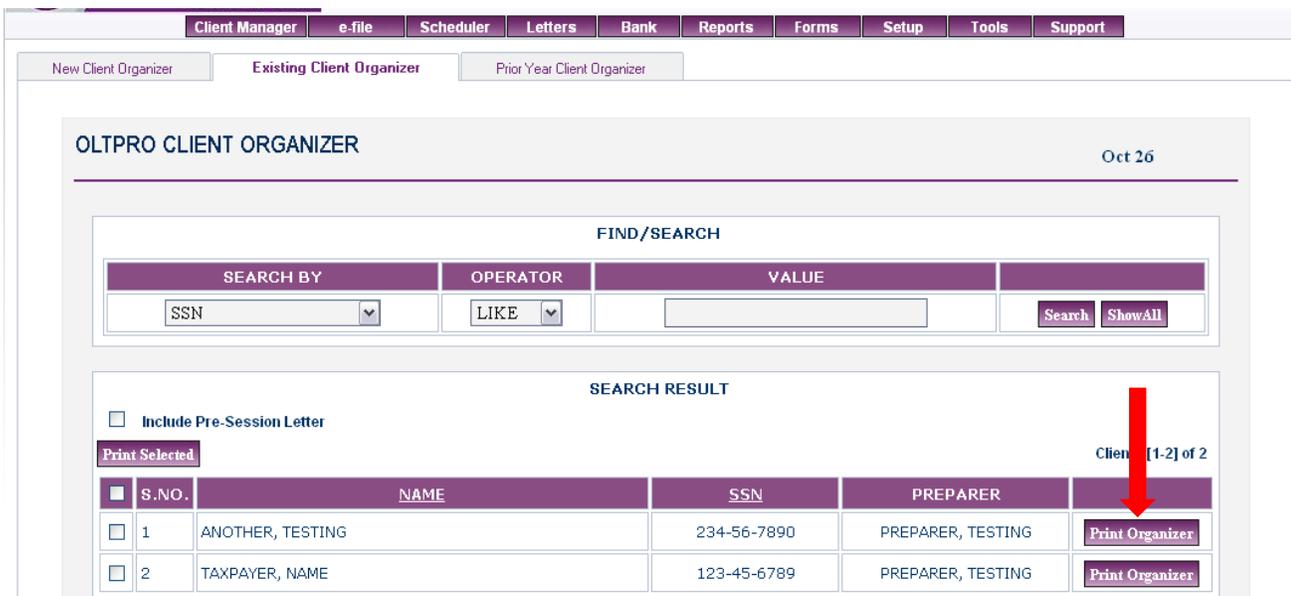
Add New Client Print Blank Organizers ←

There is no Customer in your List.

Print a Client Organizer for New Clients, Existing Clients or Prior Year Clients.

**NOTE:** Printing a blank organizer is also available by clicking <Print Blank Organizer>.

Printing an organizer for an existing client allows you to select a client and print the organizer with their general data.



Client Manager e-file Scheduler Letters Bank Reports Forms Setup Tools Support

New Client Organizer Existing Client Organizer Prior Year Client Organizer

OLTPRO CLIENT ORGANIZER Oct 26

FIND/SEARCH

SEARCH BY	OPERATOR	VALUE	
SSN	LIKE		Search ShowAll

SEARCH RESULT

Include Pre-Session Letter

Print Selected Client [1-2] of 2

<input type="checkbox"/>	S.NO.	NAME	SSN	PREPARER	
<input type="checkbox"/>	1	ANOTHER, TESTING	234-56-7890	PREPARER, TESTING	Print Organizer
<input type="checkbox"/>	2	TAXPAYER, NAME	123-45-6789	PREPARER, TESTING	Print Organizer

## Quick Estimator

From the <Tools> Tab, select <Quick Estimator>.

Input taxpayer information and click <Save and Continue>.

Client Manager e-file Scheduler Letters Bank Reports Forms Setup **Tools** Support

QUICK ESTIMATOR

**CUSTOMER INFORMATION**

Taxpayer SSN  -  -

Taxpayer First Name

Middle Initial

Last Name

**Dependents Information**

Total Number Dependents/Children

How many qualify for Child Tax Credit

How many qualify for EIC

How many qualify for childcare

Total childcare expenses \$

**Income, Adjustment, and Payment Information**

Description	Primary	Spouse
Birth Date	<input type="text" value="..."/> / <input type="text" value="..."/> / <input type="text" value="....."/>	<input type="text" value="..."/> / <input type="text" value="..."/> / <input type="text" value="....."/>
W-2 Gross	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Advance EIC From W-2	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Retirement Income (1099R)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Unemployment	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Other Income	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Social Security	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Deductions	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Withholdings and Payments	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Claiming Exemption	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Save and Continue**

The Quick Estimator will generate a basic estimation of the anticipated refund or amount owed based on the information entered.

### QUICK ESTIMATOR

NAME: TESTING QUICKESTIMATOR

SSN: 456789012

QUICK ESTIMATOR TAX RETURN DETAILS:					
DESCRIPTION	SINGLE	JOINT	HOH	SEPARATE	WIDOW
TOTAL INCOME	10000	19000	10000	10000	10000
TOTAL ADJUSTMENT	0	0	0	0	0
TOTAL ADJUSTED GROSS INCOME	10000	19000	10000	10000	10000
STANDARD DEDUCTION	5800	11600	8500	5800	11600
EXEMPTION	7400	11100	7400	7400	7400
TAXABLE INCOME	0	0	0	0	0
TAX	0	0	0	0	0
TOTAL TAX CREDITS	0	0	0	0	0
TOTAL TAX	0	0	0	0	0
EIC	3094	3094	3094	0	3094
TOTAL PAYMENTS	3894	4344	3894	800	3894
REFUND	3894	4344	3894	800	3894
AMOUNT YOU OWE	0	0	0	0	0

Go Back Print

## MFJ vs. MFS Comparison Chart

The MFJ vs. MFS Comparison Chart is located from the <Tools> Tab.

Click <Compare> after searching the needed client return.

The screenshot shows the software's navigation menu with 'Tools' selected. A dropdown menu lists various tools, with 'MFJ vs. MFS' highlighted. Below the menu is a search interface with the following details:

- SEARCH BY:** SSN
- OPERATOR:** LIKE
- VALUE:** (empty)

The search results table is as follows:

S.NO.	NAME	SSN	PHONE	EMAIL	
1	TAXPAYER, NAME O	123-45-6789	816-2329095	Email@olt.com	<a href="#">Compare</a>

The Comparison Chart can be used for already input MFJ or MFS tax returns. This chart will breakdown the difference between the two filing status' based on the current tax return inputs.

### MARRIED FILING JOINT AND MARRIED FILING SEPARATE RETURN COMPARISON

NAME : NAME O TAXPAYER      SSN : 123-45-6789

MARRIED FILING JOINT AND MARRIED FILING SEPARATE RETURN COMPARISON			
If Return filed as MARRIED FILING SEPARATELY		If Return filed as MARRIED FILING JOINTLY	
Total Income	\$27300	Total Income	\$27300
Total Adjustment	\$0	Total Adjustment	\$0
Adjusted Gross Income	\$27300	Adjusted Gross Income	\$27300
Deduction	\$5800	Deduction	\$11600
Exemption	\$3700	Exemption	\$7400
Taxable Income	\$17800	Taxable Income	\$8300
Tax	\$2249	Tax	\$833
Tax Credits	\$0	Tax Credits	\$0
Net Tax	\$2249	Net Tax	\$833
Total Payments and Credits	\$2100	Total Payments and Credits	\$2100
Amount You Owe	\$149	Refund	\$1267

[Print](#)

## Preparer's Login Report

From the <Setup> Tab, select <Preparer's Login Summary>

Run a report on your Preparer's Logging into the software either for a single day, or customize your report.

Click <View Logon Report> once all the Date Information has been selected.

AccountID: GNITS70281ET My Office Manager Return availability Status  
Welcome TESTINGSOFTWARE Logout

Client Manager e-file Scheduler Letters Bank Reports Forms Setup Tools Support

PREPARER'S LOGIN REPORT

Preparer Info  
Firm Info  
Preferred ID  
Account Info  
Pricing  
Pricing Details  
Add New IP Security  
View All IP  
Enable/Disable IP Security  
Preparer's Login Summary

Oct 26

DATE INFORMATION

SELECT PREPARER ACCOUNT PREPARER\_TESTING (TEST)

Yesterday  Today  
 Last week  This week  
 Last month  This month  
 Custom

From: 10/26/2011 MM/DD/YYYY  
To: 10/26/2011 MM/DD/YYYY

View Logon Report

Information given within the report is:

- Login Date and Time
- From what IP Address
- Time spent in each login
- Total time for the listed report

## Chapter Thirteen: Reports

OLTPRO Software has many Standard Reports based on Client and E-file data as well as Office Revenue Reports.

If our Standard or Office Revenue Reports do not have the reporting needs you are looking for, we also have a Custom Report option allowing you to specify the exact needed reporting information.

### Standard Reports

Reports can be run based on **Client** or **E-File Data** from the Standard Reports page.

Select a Category and Name for the report and click to **<View & Print Report>**.

The screenshot shows the OLTPRO Professional Tax Software interface. At the top, the account ID is GNITS70281ET, and the user is logged in as My Office Manager. The navigation menu includes Client Manager, e-file, Scheduler, Letters, Bank, Reports, Forms, Setup, Tools, and Support. The Reports menu is expanded, showing Standard Reports, Custom Reports, and Office Revenue Reports. A red arrow points to the Reports menu. Below the navigation, there are tabs for Client Return Data and EFile Data. The main content area is titled STANDARD REPORT and shows a date of Oct 26. The STANDARD REPORT section includes a Category dropdown menu set to All Reports, a Name of Report dropdown menu set to Address and Email List, and a CUSTOM section with radio buttons for Return result (All, Refund, Balance Due, Zero Due), Review (Both, Reviewed, Not Reviewed), and Sort By (SSN/EIN, Taxpayer Name, Zip code). A red arrow points to the View & Print Report button at the bottom.

## Custom Report

Create a **Custom Report** based on **Client Return** or **Client E-File Data**.

Name the report, choose how to sort the report, select filters, and indicate column's within the report.

Click to **<View & Print Report>** then **<Save Report>** when complete.

Client Manager e-file Scheduler Letters Bank Reports Forms Setup Tools Support

Client Return Data Client Efile Data

Standard Reports  
Custom Reports  
Office Revenue Reports

### CUSTOM REPORT - CLIENT RETURN DATA

Oct 26

#### CUSTOM REPORT - CLIENT RETURN DATA

**REPORT DETAILS**

Report Title:

Sort By:   Ascending  Descending

**FILTER**

Condition	Criteria	Operator	Selection Data
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SELECT REPORT COLUMNS**

Available Columns:

- FIRST NAME
- LAST NAME
- AGE
- BIRTHDATE
- W2 WAGES
- W2 FED W/H
- W2 SS WAGES
- W2 SS W/H

Selected Report Columns:

- SSN/EIN
- FULL NAME
- FORM TYPE
- PHONE NUMBER
- EMAIL

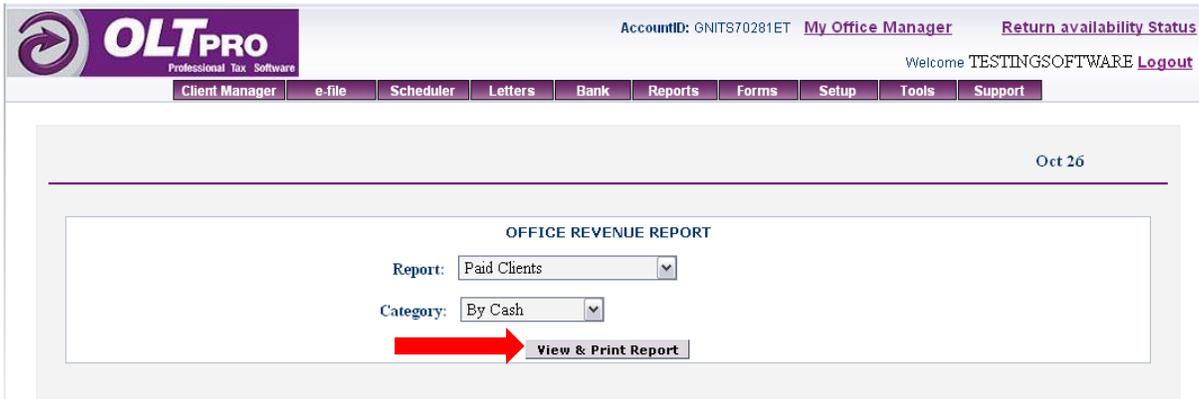
Add >> << Remove Remove All Set Default

View & Print Report Save Report

## Office Revenue Report

Run a report based on the office revenue.

Choose the Report and Category. Click **<View & Print Report>**.



The screenshot displays the OLT PRO Professional Tax Software interface. At the top left is the OLT PRO logo. The top right shows the account ID: GNITS70281ET, a link to My Office Manager, and a link to Return availability Status. Below this is a navigation bar with buttons for Client Manager, e-file, Scheduler, Letters, Bank, Reports, Forms, Setup, Tools, and Support. The main content area is titled OFFICE REVENUE REPORT and contains two dropdown menus: Report (set to Paid Clients) and Category (set to By Cash). A red arrow points to the View & Print Report button. The date Oct 26 is displayed in the top right corner of the main area.

AccountID: GNITS70281ET [My Office Manager](#) [Return availability Status](#)  
Welcome TESTINGSOFTWARE [Logout](#)

Client Manager e-file Scheduler Letters Bank Reports Forms Setup Tools Support

Oct 26

OFFICE REVENUE REPORT

Report: Paid Clients

Category: By Cash

 **View & Print Report**

## Chapter Fourteen: Fee-Collect Options

### Processing a Bank Product Return

For Fee-Collect options, OLTPRO offers many partners. In order to access this payment option from within a client tax return, you must mark the return as **<Complete>** and select the return for **<Electronic Filing>**.

From within the client inputs, once you save from the Mark Complete page, OLTPRO will bring you to the **Client Manager > Payment Details Tab**.

Click to **<Make Payment>**.

**NOTE:** You must **REGISTER AND BE APPROVED** by an **OLTPRO Bank Partner** before this option will be available.

The screenshot shows the OLTPRO Professional Tax Software interface. The top navigation bar includes the OLTPRO logo, account information (AccountID: GNITS70281ET), and user options (My Office Manager, Return availability Status). Below this is a secondary navigation bar with tabs for Client Manager, e-file, Scheduler, Letters, Bank, Reports, Forms, Setup, Tools, and Support. The main content area has a sub-navigation bar with tabs for Personal Details, Return Details, Payment Details (selected), History Details, Preparer Notes, Return Status, Schedule Appointment, and Letters. The central content area displays a document titled 'PAYMENT SUMMARY' for 'NAME: TESTING ANOTHER' with SSN: 234567890. The summary includes a 'MASTER PAYMENT' section with the following details:

Amount to be paid for Federal Return	\$50.00
Amount Paid	\$0.00
Payment Status	<a href="#">Invoice</a>

A red arrow points to the [Make Payment](#) button. At the bottom right of the document, it says 'Thank You! On-Line Taxes, Inc.'

Verify pricing and click <Banking> from the **Payment Option** section of the page.

Click to <Continue>.

CLIENT PAYMENT DETAILS Oct 26

---

**SUMMARY OF CHARGES - TESTING EICHOH (121212121) MASTER PAYMENT**

FEDERAL	
Total amount for Federal Return:	\$150

STATE	
VA	\$75
CA	\$75

TOTAL	
Total amount for both Federal & State:	\$300

Account Summary	
Total filing amount	\$300
Preparer Fee's (Amount to be Paid)	\$300
Preparer's Federal Discount	\$0
Preparer's State Discount	\$0
Preparer's Total Discount	\$0
Federal Additional Charges	\$0
State Additional Charges	\$0
Total Additional Charges	\$0
Amount Already Paid	\$0

Pay Fed Only     Pay State Only  
 Pay Federal&State

[MODIFY CHARGES](#)

Payment Option	
<input type="radio"/> Non Banking	
<input checked="" type="radio"/> Banking	

Amount to be Paid : \$

[Continue](#)

Select the product you will use through the listed **Bank Partner**.

**NOTE:** For Direct Deposit, the Direct Deposit information must be input within the tax return inputs and will be pulled to the bank product section for the taxpayer.

Click **<Save and Continue>**.

The screenshot shows a software interface for 'CLIENT PAYMENT DETAILS' dated 'Oct 26'. The main section is titled 'Banking - RCB (River City Bank) PAYMENT'. It contains two columns of radio button options: 'RCB - ERC/RET' (selected) and 'RCB - RAL'. Under 'RCB - ERC/RET', there are three checkboxes: 'CHECK (ERC)', 'DIRECT DEPOSIT (RET)' (selected), and 'State ERC.RET'. Under 'RCB - RAL', there are two checkboxes: 'CHECK' and 'State ERC.RET'. Below the form, there is a question 'Do You Want to Efile this return now?' with 'Yes' (selected) and 'No' radio buttons. A 'Save and Continue' button is located at the bottom right. Red arrows point to the selected radio buttons, the 'DIRECT DEPOSIT (RET)' checkbox, the 'Yes' radio button, and the 'Save and Continue' button.

Input the information required for the Bank Partner you are working with.

Click <Save and Continue>.

**NOTE:** After this page, all necessary documents and disclosure documents will be presented for review/signatures before e-filing the return.

<a href="#">Client Manager</a>	<a href="#">e-file</a>	<a href="#">Scheduler</a>	<a href="#">Letters</a>	<a href="#">Bank</a>	<a href="#">Reports</a>	<a href="#">Forms</a>	<a href="#">Setup</a>	<a href="#">Tools</a>	<a href="#">Support</a>
--------------------------------	------------------------	---------------------------	-------------------------	----------------------	-------------------------	-----------------------	-----------------------	-----------------------	-------------------------

RCB ( River City Bank ) PRIMARY APPLICATION INFORMATION Oct 26

---

**RCB (River City Bank) TRANSMISSION INFORMATION**

**Warning : The information given below is required for transmission. If you skip this page you cannot efile this return .**

**PRIMARY ID INFORMATION**

Primary Application ID # :

Primary Application ID Type :

Primary Application ID State :

Primary Application ID Issue Date :

Primary Application ID Expiry Date :

**FEES DETAILS**

Preparer's E-File fee \$

Preparer's filing fee #1 \$

Preparer's filing fee #2 \$

Transmitter Fee \$

**OTHER DETAILS**

Taxpayer is a service member  Yes  No

Bypass withholding limit  Yes  No

Nearest relative's phone number :  -  (Area Code - Phone Number)

Credit Check Authorization PIN :



## Bank Product Partners

Bank Products allow the taxpayer to pay the ERO fee's out of the refund and receive the refund disbursement after all fees have been deducted.

All OLTPro Bank Product Partners can be found at <http://www.oltpro.com/main/pro/bank.asp>.

## **Chapter Fifteen: OLTPro Professional Tax Software Support**

We pride ourselves in offering fast and dependable customer and technical support. Our experienced customer support team is readily available to assist your needs all year long!

- Toll Free Customer Support Line
- Live Chat
- E-Mail
- Knowledge Base
- Helpful Links / Tools within the Software
- Customer Support is Always FREE

### **Bank Product Partners**

Bank Products allow the taxpayer to pay the ERO fee's out of the refund and receive the refund disbursement after all fees have been deducted.

All OLTPro Bank Product Partners can be found at <http://www.oltpro.com/main/pro/bank.asp>.

## Chapter Sixteen: Glossary

**Accepted Return** – A tax return that has been **Accepted** by the IRS.

**Forms Tree** – The forms tree is the list of all available forms within the **Direct Input** preparation screen.

**Queued Return** – A tax return that has been sent to OLTPro but not yet sent to the IRS.

**Piggyback State** – A state return that will transmit along with the Federal Return.

**Rejected Return** – A tax return that has been rejected by the IRS.

**Transmitted Return** – A tax return that has been sent to the IRS and is awaiting an acknowledgement.

