Canada's Tax Software

User Guide

Version 1.1
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Government Approvals

Canada Revenue Agency and the relevant provincial ministries (Alberta Treasury Board and Revenue Quebec) have approved the format and bar code format only of TaxTron pages for submission of tax returns in "prescribed form." You must follow proper procedures and guidelines when preparing and assembling a return.

Canada Revenue Agency and Revenue Quebec have certified TaxTron Individual and the Canada Revenue Agency has certified TaxTron Corporate for use in electronic filing of tax returns (EFile, NetFile,and TP1 Internet, and Corporate Internet Filing).

These approvals are reissued on a periodic basis, and carry a limited period of certification. Before use you should verify that the copy you are using is appropriate to the year or fiscal year of your return.

Disclaimer

You are now the owner of a sophisticated software package that simplifies the task of preparing your Canadian income tax returns. To use TaxTron successfully, you need to:

- know how to operate the computer itself
- have a reasonable understanding of income tax return preparation
- have access to Canada Revenue Agency and Revenue Quebec tax guides

TaxTron accurately models the calculations of income tax returns. To develop a valid return, you must enter information correctly in TaxTron dialogues and forms. If you are a new user, we recommend that you verify the calculations to understand how TaxTron operates and become confident that the auto- matic calculation features of the program are satisfactory.

Any claims made in filing federal or provincial returns using TaxTron remain entirely the responsibility of the person filing the income tax return.

Welcome to TaxTron

TaxTron is a powerful program that simplifies preparing Canadian income tax returns. Use TaxTron to prepare single or linked spousal returns or federal/provincial returns, tailored for residents in any prov- ince or territory. You can even model different tax scenarios to determine how to maximize income tax savings.

TaxTron provides software in personal and professional editions for both Macintosh and Windows computers. All our software is fully bilingual in English and French.

To complete a TaxTron return, you enter taxpayer information into easy-to-use dialogues and pages that look like the actual tax forms. TaxTron takes care of all the calculations and transferal of data to the appropriate lines. When you are ready to submit a return, TaxTron prepares an electronic copy for NetFile submission or prints the package for paper delivery — complete with all necessary schedules and forms — in government-approved format and sequence.

What's Included

Every TaxTron package is provided as a downloadable file or is shipped on CD-ROM. The contents will differ depending on which of the packages you purchased. Please read the license agreement before use.

TaxTron provides software for the preparation of Canadian individual tax returns, the T1 and TP1, as well as Canadian corporate tax returns, the T2. Personal editions as well as professional editions are supplied. The contents of each package differ but the operation, look and feel of the software are essentially identical.

Registering With TaxTron

Prior to being able to print or to file any tax returns you will be required to activate your usage of the product. Returns may be prepared and saved prior to activation but cannot be prepared for transmission without activation.

Activation may be done in one of several ways: on a prompt on first starting the program; using the command in the Tools menu of the package; or on being prompted prior to printing or NetFiling a return. Users of the personal editions are required to enter a license number before activation can be completed.

Depending on the product and the size of a tax return you may also be required to register a license against a return. Licenses are required for any return prepared with the Corporate Mini and LE editions, and are required for all personal tax returns with income in excess of $30,000.

Registering a license for a return, "consumes" one license, reducing the number of available licenses you have purchased.

Registering a license can be done using the Registration command in the Tools menu, or when prompted prior to first printing or preparing a NetFile version of the return. Once registered, the return can be printed or prepared for NetFile as many times as you require. Once registered you can also prepare both federal and Quebec versions of the return without further licensing.

In addition, CRA imposes a limit on the number of returns that can be prepared with the personal edition of the T1 product. No more than 20 returns can be prepared using any one installed copy of the software. This limit is enforced by TaxTron. You can view your consumption of this limit using the "License usage" command in the Tools menu. If you attempt to exceed this limit, you will be notified when trying to print or NetFile the return. This is not a limit on the number of returns you can prepare: just on the number of returns prepared for transmission.

TaxTron Assistance

TaxTron offers full bilingual technical support by both phone and email throughout the year, on all our products. You can reach us by phone at (416) 491-0333, or by email at support@taxtron.ca.

The TaxTron Family

For individual returns, T1 and TP1:

TaxTron Personal	Macintosh and Windows, approved each year for paper and Net-File usage.
TaxTron Professional	Macintosh and Windows, approved each year for paper and Net-File usage.

On the Macintosh, both TaxTron editions are provided in multiple jurisdiction versions to enable filing where taxes are due to more than one province. At this time, this option is not yet enabled in Windows.

For Corporate returns, T2 and AT1:

TaxTron Mini	Macintosh, for small corporations and limited return capability.
TaxTron Limited Edition	Macintosh, no multiple jurisdiction but full tax return capability.
TaxTron Corporate	Macintosh and Windows, for all corporations except banks, and insurance corporations.

All corporate products prepare federal returns for all provinces, and the provincial AT1 for Alberta resident corporations. Quebec CO-17 capability is not provided at this time. Our T2 products are updated twice a year consistent with revisions introduced by CRA.

Note: The software described in this guide is our current Windows product, Professional edition.

Our Corporate and Macintosh products will conform to the features and functionality described here but not at the current time.

Getting Started

TaxTron System Requirements

Microsoft Windows Platform:

- Windows XP, Windows 2000, Windows Vista Home Basic/Home Premium/Ultimate (32 or 64 bit), Windows 7 Home Premium/Professional/Ultimate (32 or 64 bit),
- 512 Megabytes of dedicated System RAM
- Intel Pentium 4, 1 GHz or faster compatible processor
- 1024 x 768 screen resolution or greater
- 100 MB of free Hard Drive space (not including saved tax return files)
- Microsoft .NET Framework version 2 or higher required (built in to Vista and Windows 7, Windows XP and Windows 2000 users must install separately)
- Connection to the Internet including dial-up.

Macintosh:

- OS X 10.4.11 and later.
- Installation uses about 70Mb of space.
- Connection to the Internet including dial-up.

Installing TaxTron

Windows

Launch the TaxTron Installer and follow its instructions. By default TaxTron will be installed in the Programs directory. If you want to install it somewhere else, choose to do so when prompted.

When installation is complete, a short cut will be placed on your desktop, and you can ask the installer to launch the program directly.

Managing TaxTron Files

Each TaxTron return can be saved as a file containing the data of a single return (two in the case of a linked return). The extension of these files identify the program and year for which they were created and saved. Thus the extension T10 a T1 file of a 2010 return. Corporate returns use the extension Cxx, where C identifies the return as a corporate return.

When you create an electronic copy of your return for NetFile, a different, separate file is created. The extension of a file for NetFile purposes is .TAX, .EOL or .XML depending on how the file was created. The extension XML will replace use of .TAX and .EOL for 2011 returns and later. You can choose where you will save your files. By default TaxTron proposes:

My Documents\TaxTron\TaxPilot\yyyy

Where yyyy is the year of the returns. Within this directory, separate directories are maintained for your tax return files (T10), federal NetFile files (DotTAX), Quebec NetFile files (MRQFile), professional EOL files (EFile), and any pdf print files you have generated of your returns (PDF).

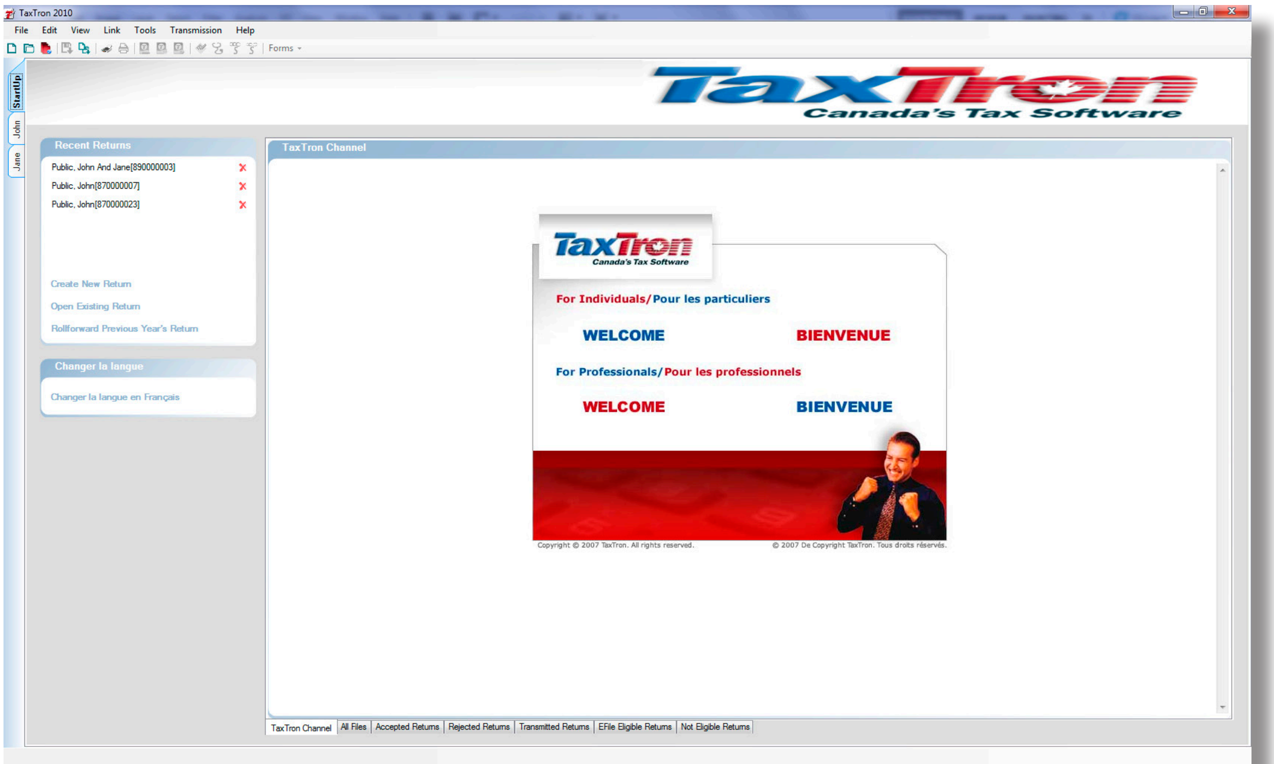
Using Online Help

Help is available online to enable you to get the best usage of TaxTron. The Help menu provides access to the help, as well as use of the F1 key. Help provides information on the usage of the product, guidance on completion of a tax return and information on the government's tax regulations.

TaxTron Reference

Launching TaxTron

The installation provides a short cut on the desktop. Double clicking this will launch the program. The first time you launch TaxTron, you will be presented with the following window:



There are three active panes in this window:

Recent Returns	Shows a list of recently active returns, empty on first starting.
TaxTron Channel	Presents a portal to the TaxTron web site.
Changer la langue / Switch Language	Provides a rapid way of changing the language of presentation between English and French.

At the foot of the Recent Returns pane, are three short cut action buttons: Create New Return, Open Existing Return, and Roll Forward Previous Year's Return.

Clicking on Create New Return will enable you to start work with TaxTron.

If your PC is connected to the internet, then clicking on the Welcome buttons in the TaxTron Channel will present further pages from our web site.

Underneath the TaxTron Channel pane, there is a tab-bar geared to tax professionals. It has additional options to allow them to view and print lists of their prepared returns, check the status of the returns and can also send returns through CRA's EOLPlus service.

What is a TaxTron Return

A TaxTron return is a collection of tax forms that constitute your return. The collection of forms is just that set of pages required to meet the conditions of your return. TaxTron includes all the forms re- quired to model the most complex of Canadian returns.

TaxTron provides several different ways of looking at your return. It also provides ways of adding forms and deleting forms to and from your return as your tax situation changes based on the responses you give and your elections as you prepare it.

Each return is a separate item that you can work on, save, re-open subsequently, print and prepare the electronic copy for filing over the internet. When saved, each return is a separate file on your hard disk, that you can use in any of the ways that Windows Explorer allows.

Application modes

TaxTron provides two ways of looking at the content of your returns: Steps mode and Forms mode. Once a return is open, you can use either Steps mode, Forms mode, or a combination of the two.

Note: Steps mode is not available in the Corporate products.

Steps Mode

In Steps mode we provide a guided process for the completion of your return. Through the presentation of a defined sequence of panels, the data necessary to complete your return is solicited. When you follow the sequence from beginning to end, your return will be complete and ready to be filed.

You can enter Steps mode, using the “Steps mode” command in the View menu, choosing “Steps Mode” in the mode tool in the tool bar, or switching into Steps mode by clicking in its window.

The first Steps mode window looks like this:

The tabs along the top indicate the major steps you will take in preparing your tax return.

You will begin in the Identification section, and then based on your responses, proceed through the Income, RRSPs, Deductions, Provincials, Review and Print & File steps.

Once you have been through the steps, under our guidance, you can then jump back to steps you have completed, and forward as you wish.

The arrows in the lower right corner, enable you to proceed through the steps. You can only leave a screen when you have completed the entries satisfactorily. For instance, without clicking on either Yes or No in this first screen, the forward arrow will not allow you to proceed.

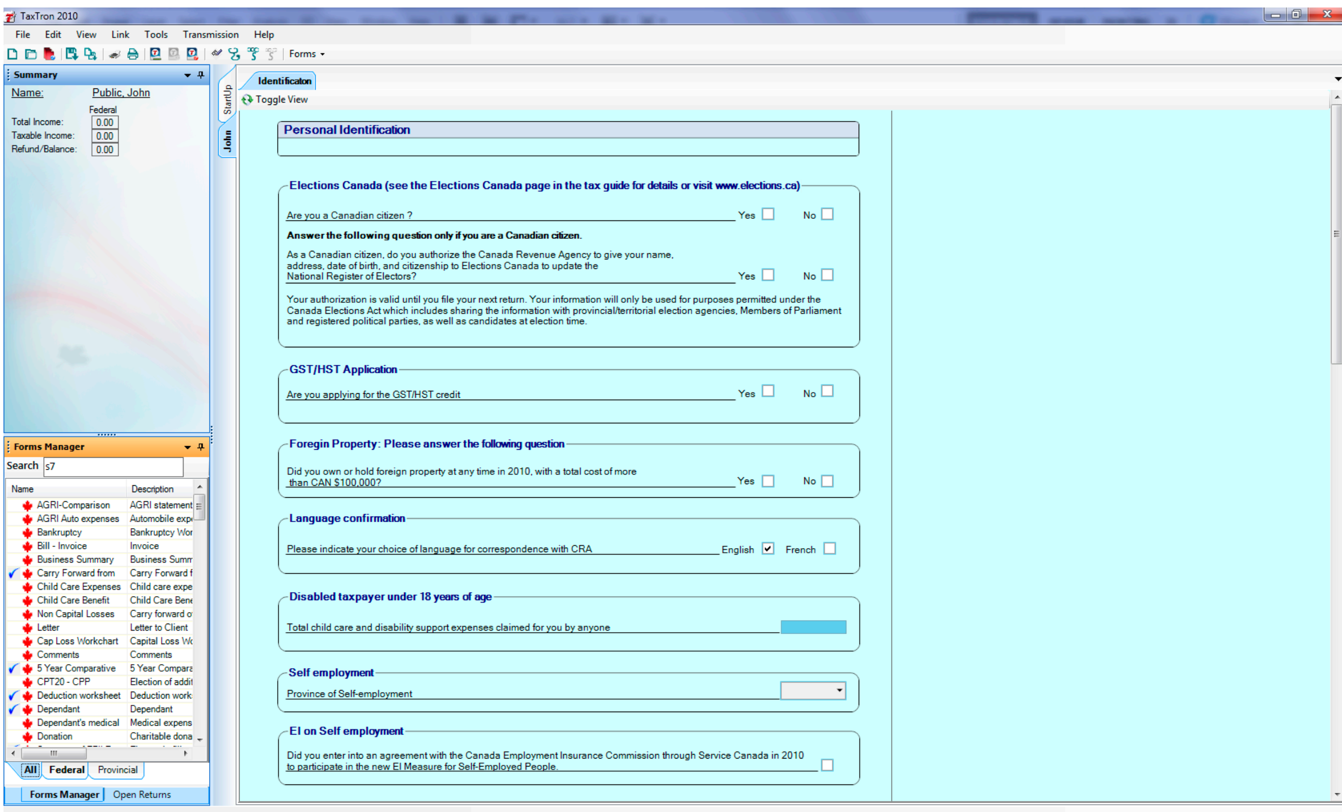
You can resize the Step mode pane, and all the active buttons remain visible.

Forms Mode

In Forms mode we provide you with a presentation sequence of your own choice. You are able to select at random which forms you look at, which forms you enter data into, and which forms you add or delete to and from your return.

You can enter Form mode, using the "Form mode" command in the View menu, choosing "Form Mode" in the mode tool in the tool bar, or switching into Form mode by clicking in its window.

The first Form mode window may look like this (it will vary depending on the province of the return, and will differ on reopening a return):



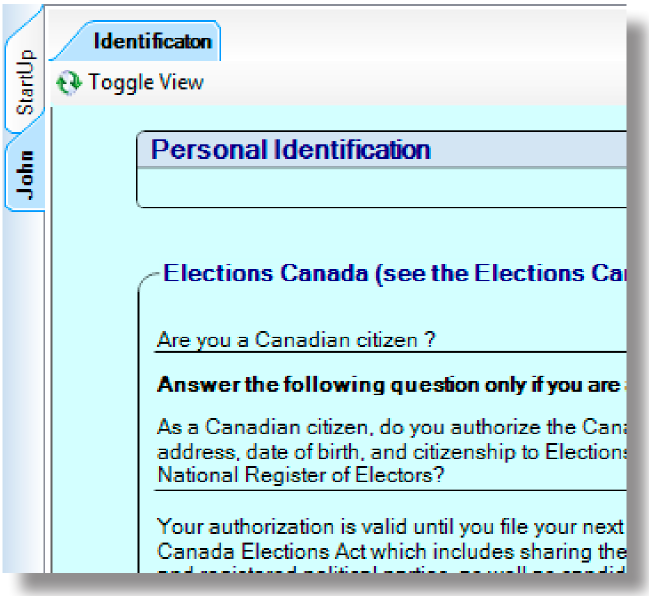
In this view, the window contains one form of the tax return. The tabs at the top of the window, name the forms, and, once several forms are displayed, provide a means of selecting a form. The highlighted tab indicates which page is currently selected and displayed.

The vertical tabs, StartUp and John, enable access to the StartUp screen, and provide a quick return to the tax return for "John".

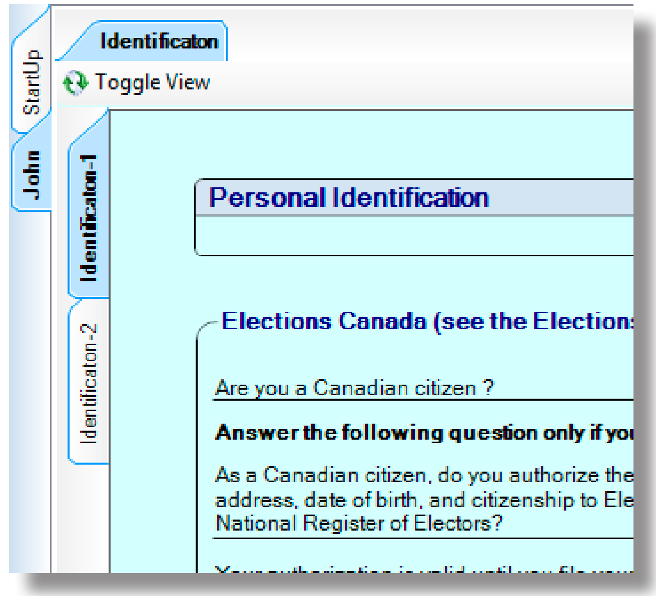
The scroll bar on the right, enables scrolling through the contents of the selected form.

The button, "Toggle View", appears whenever a form contains several pages. In Untoggled view, you can scroll through all pages using the scroll bar. In toggled view, additional tabs are provided that allow jumping directly to a specific page of the form. Scrolling is then through that one page on its own.

The difference between the display of a form, toggled and untoggled is:



Untoggled View



Toggled View

The additional vertical tabs identify the pages of the form, the currently selected page is indicated by the high-lighting, and clicking on a tab enables direct access to the content of that page without scrolling.

Moving around a return

Whenever a return is open, and selected, three additional floating/dockable windows are provided:

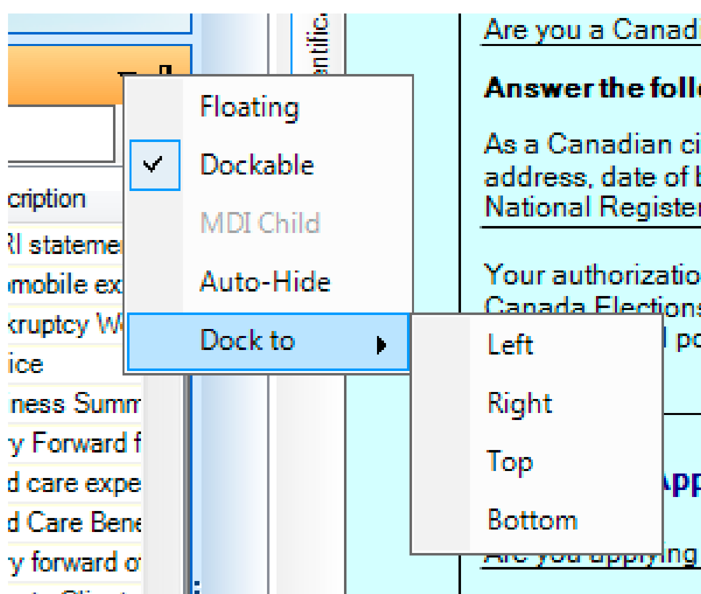
Summary	provides a numerical summary of the tax return,
Open Returns	lists the currently open returns, and
Form Manager	lists all the forms available for the current return.

Each of these windows is separately floatable and dockable and may be presented as follows:

This shows all three windows docked together. The dotted line separators can be used to change the depth of each window: just click, hold and drag to the depth you require.

Dragging any one window by its title bar, will move that window from being docked to being floatable, and it can be positioned anywhere on screen.

The reveal triangle in the title bar (or with a right click when pointing at any one of the title bars), shows a dock menu that can be used to alter the positioning of the three floatable/dockable windows:



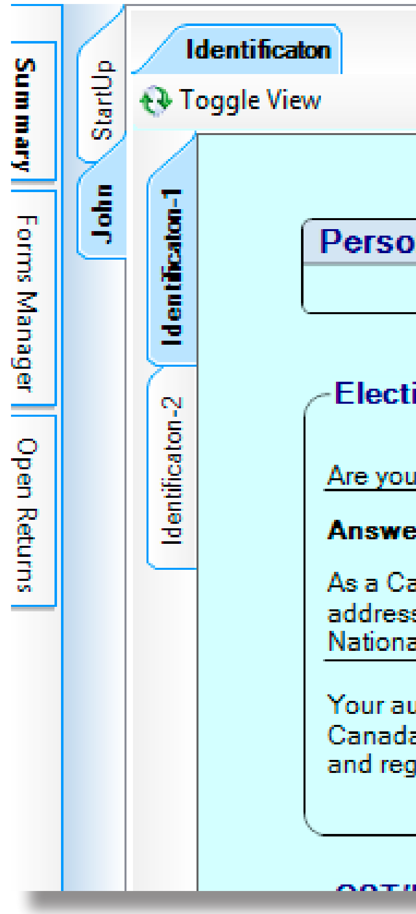
In this menu:

Floating Use to change the status of a window from docked to floating. Once floated, the title bar can be dragged anywhere on screen.

Dockable Use to change the status of the window to dockable. Once dockable, and then dragged, other icons appear on screen, onto which the window can be dropped to declare its docked postion.

Auto-Hide Equivalent to clicking on the pin icon.

Dock To short cut command to declare location of the window when docked.



Pinned Window Panes

The “pin” icon can be used to hide the window. When hidden in this way, a new tab bar will be presented:

Floating the mouse over the individual tab buttons will reveal the full window.

Clicking again on the pin icon will restore its dock status.

The default is to dock the windows on the left hand side. However, all three windows can be “docked” to any one of the four sides. When hidden (“pinned”), the tab bar will appear on that side of the window to which they are docked.

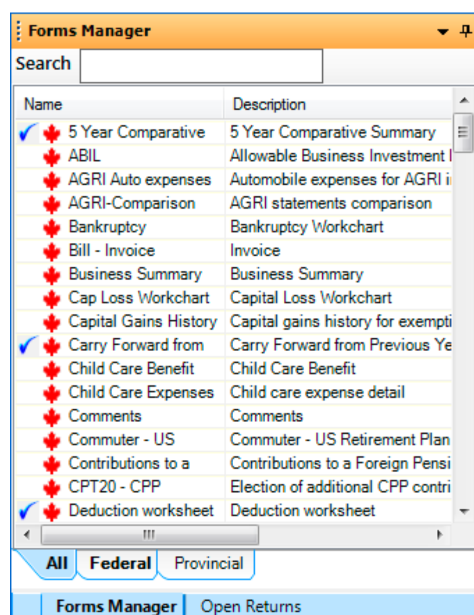
Summary Window

Position this window and watch as your refund or balance due changes while you complete your return.

Open Returns Window

Listed in this window will be all currently open returns. The format uses a reveal button to show all forms currently part of the return. Clicking on a form will present that form in the Forms mode window, and will switch the display to that form.

You can browse the contents of your return in this way, checking into what pages are in your return, and looking at the forms as you wish.



Form Manager

The form manager lists all forms that may be part of your current return. Forms are assembled in the Form Manager according to the province of your return, so that not all forms present in TaxTron will be revealed at any one time; just those that are relevant in the current context.

(This picture of the Form Manager shows all three of the float- ing windows “pinned together”. Clicking on any of the tabs at the bottom reveals that window.)

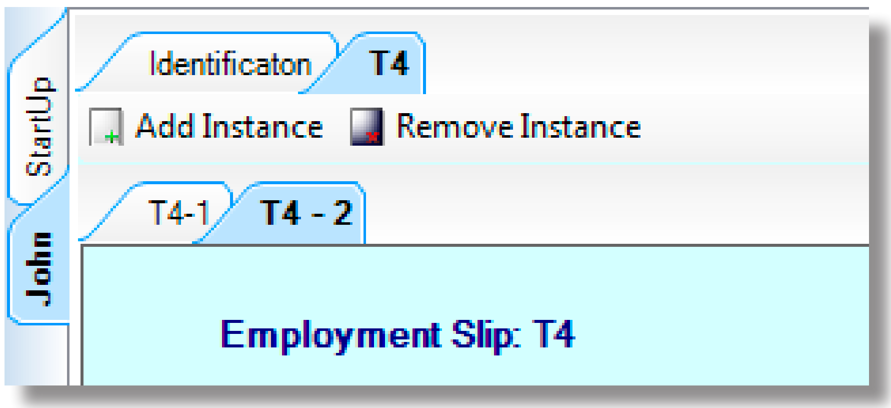
Each form that is available for inclusion in a tax return is shown as a line in the form manager. Each form is identified by status, jurisdiction, name and category:

Status	When a check mark shows in this column, the form is included in the current return.
Jurisdiction	The icon shows whether the form is a federal form, or appropriate to a specific province using the flag of that province or territory.
Name	Is the abbreviated name adopted by TaxTron to identify the form.
Category	Our classification of the form.

Clicking in the title bar of the Forms Manager, provides a sort of the forms in alphabetical order. Clicking again, changes the sort order from ascending to descending or vice versa.

You can choose to limit the forms displayed in the Forms Manager by clicking on the tabs at the foot its window, Federal, Provincial or All. When Federal or Provincial are selected, just that subset of forms are shown.

Double clicking on an entry in the Form manager, adds that form to the current return, and includes it in the set of forms shown in the tabs in Forms mode, e.g. following the addition of the T4 to the return, it shows in the tabs:



When a form is added to the return, that can be included several times, such as the T4, then a second set of tabs is displayed. In this example, a second T4 has already been added to the return by clicking on the “Add Item” button. The 2 instances of the T4 are shown as “T4-1” and “T4-2.”

If it is desired to delete one of these instances, then with it selected, a click on “Remove Item” will delete it from the return. You will be asked to confirm your wish to delete the copy.

If it is desired to delete all copies of a form, and the form is an optional form, then the button in the tool bar may be used, “Remove Form.” You will be asked to confirm your wish to delete the form, since any data in the form will be lost on its deletion.

Entering Data

Data is entered in the currently selected element on a page. A data entry cursor is presented identifying the location of the currently active cell.

When a page is first presented, a default data entry cursor is provided. You can move this selection by use of the tab key (shift tab to reverse the movement on the page) and by mouse clicking as ap- propriate.

There are usually many data entry elements on a page. Fields that may accept your entries are high- lighted differently from those that are static or computed.

Data entry fields may either accept keyed data, or mouse clicks. Check boxes or radio buttons will accept mouse clicks to alter their status, as well as use of the space bar when the box or button is selected by use of the Tab key.

Data entered in active fields is subject to a variety of immediate validation rules:

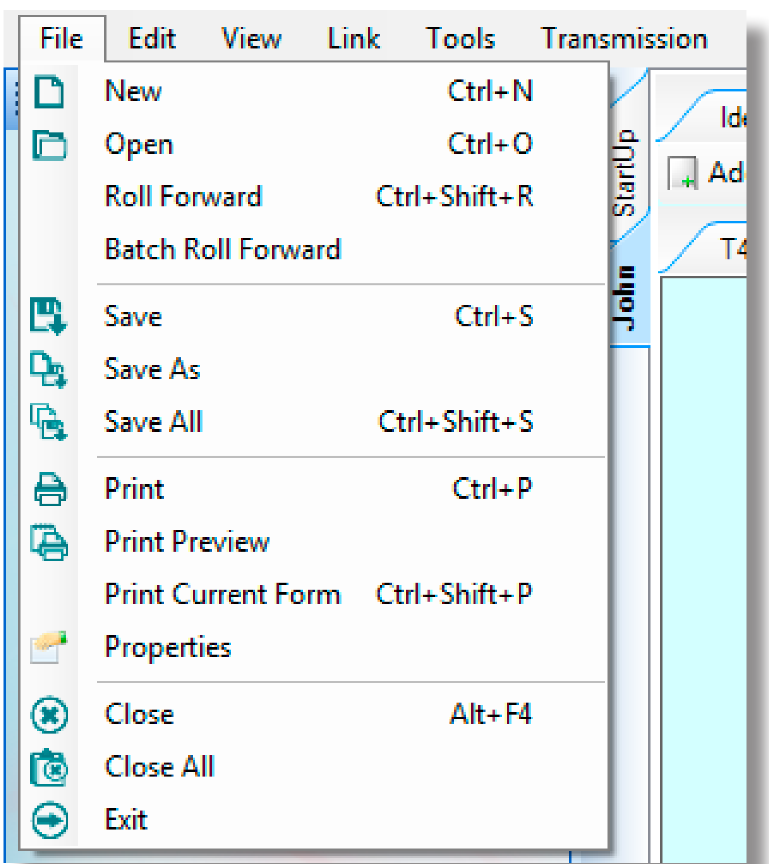
- **Numeric fields**: only accept numbers, a decimal point, and a minus sign. If the field has been defined as positive only, either a minus sign will not be accepted, or you will be asked to confirm a negative value. (For NetFile purposes, some fields may not be reported as negative amounts.) (Note: when working in French, the decimal point is a comma, and when in English a period; thousand separators are not used.)
- **Date fields**: only accept numbers in a defined date format: yyyy/mm/dd. Invalid dates (prior to about 1850 and later than the current year) will typically not be accepted.
- **Alphanumeric fields**: text fields will accept most keystrokes from the keyboard including accented characters. Depending on the field there may be other editing rules, such as not accepting a comma in an address field.
- **Social insurance number fields**: numeric data only is accepted, and the data must conform to validation rules for social insurance numbers.
- **Telephone numbers**: numeric data consistent with 10-digit north American telephone numbering is accepted without response; other numbers (eg European) will be accepted but subject to confirmation.
- **Postal codes**: postal code fields accept data in Canadian format – ANA NAN, validating the first alpha character. Other postal codes may be entered but will require confirmation.

In some instances (E.g. entry of an industry code) a popup will be used. Selection from the popup is by mouse dragging to the appropriate entry, or by cursor movement key through the list.

Using the Menus

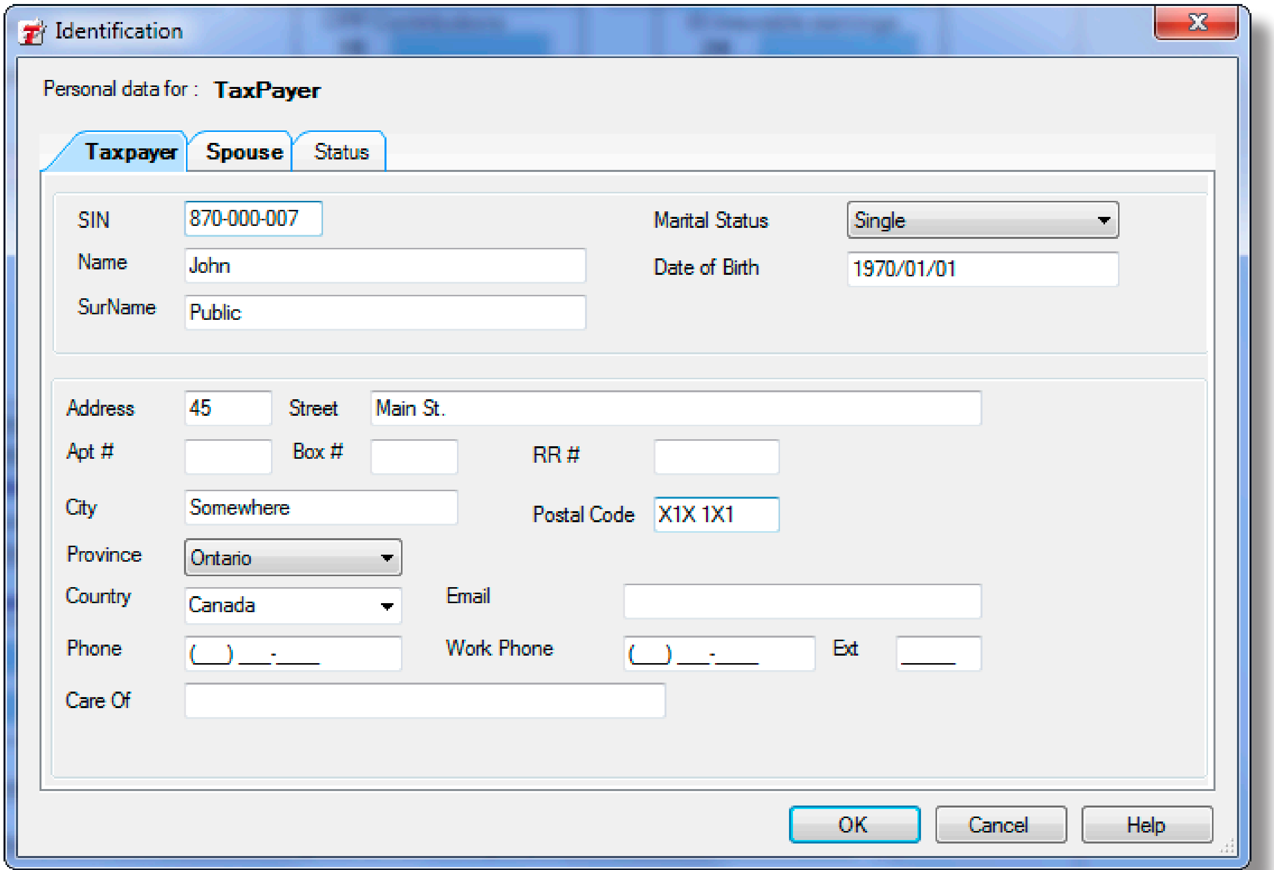
File Menu

New



Creates a new tax return. This command is the same as the button in the StartUp Panel, Create New Return.

In order to establish a new return you need to complete the identification panels, entering data in the tabs for Taxpayer, Spouse and Status. These panels are described in more detail in the online help text. When complete, clicking OK, will es- tablish the new return, and present a window for further data entry.



Identification Window

An entry for the new return will be found in the Open Returns panel, which will be available there until the return is closed. Subsequently you can use this entry to switch to this return.

A tab on the left hand side of the main panel will be added for the new return. When this is the active return, the tab will show in bold. The name used in the tab is the first name of the taxpayer. Floating the mouse over the tab will reveal the full name and SIN of the taxpayer.

Open

Opens an existing saved return. This command is the same as the button in the StartUp pane, Open Existing Return.

The Open command presents a standard file open dialogue. Navigate through your file system to find a return to open. Cancel aborts the open request.

When you choose and open a return, it will be presented in the active window in the same way a new return is presented, according to your current view mode, Forms or Steps. The tab will indicate the first name of the taxpayer and an entry will be added to the list of open returns in the Open Returns pane.

Roll Forward

Opens a return created using the previous year's edition of the software and creates a new return for the current year.

The Roll Forward command presents a standard file open dialogue, in which only those returns cre- ated by the previous year's edition of the software are available to be opened.

Navigate through your file system to find a return to open. Cancel aborts the roll forward request.

When you choose and open a return, it will be presented in the active window in the same way a new return is presented, according to your current view mode, Forms or Steps. The tab will indicate the first name of the taxpayer and an entry will be added to the list of open returns in the Open Returns pane.

Batch Roll Forward

A quick option to roll forward several returns at the same time.

Save

Saves the selected return. If the return has not previously been saved, you will be prompted to name and choose a location in which to save it. If the return has not been modified since it was last saved, nothing happens.

Save As

Saves the selected return, always prompting for a new name and location in which to save it.

Save All

Saves all currently open returns, if necessary prompting for a new name and location for returns not previously saved.

Print

Prints the selected return to your selected printer.

Print Preview

Provides a review of the selected return in print format.

Print Current Form

Prints just the current form of the selected return to your selected printer.

Properties

Opens a small window indicating the name, SIN, date of birth and marital status of the taxpayer . Also allows a tax professional to record the status regarding EFile and form T1013 for their records.

NetFile (Personal version only)

Prepares the electronic copy of the return for delivery to CRA (Revenue Canada). This option does not appear in the Professional version of the software.

MRQ (Personal version only)

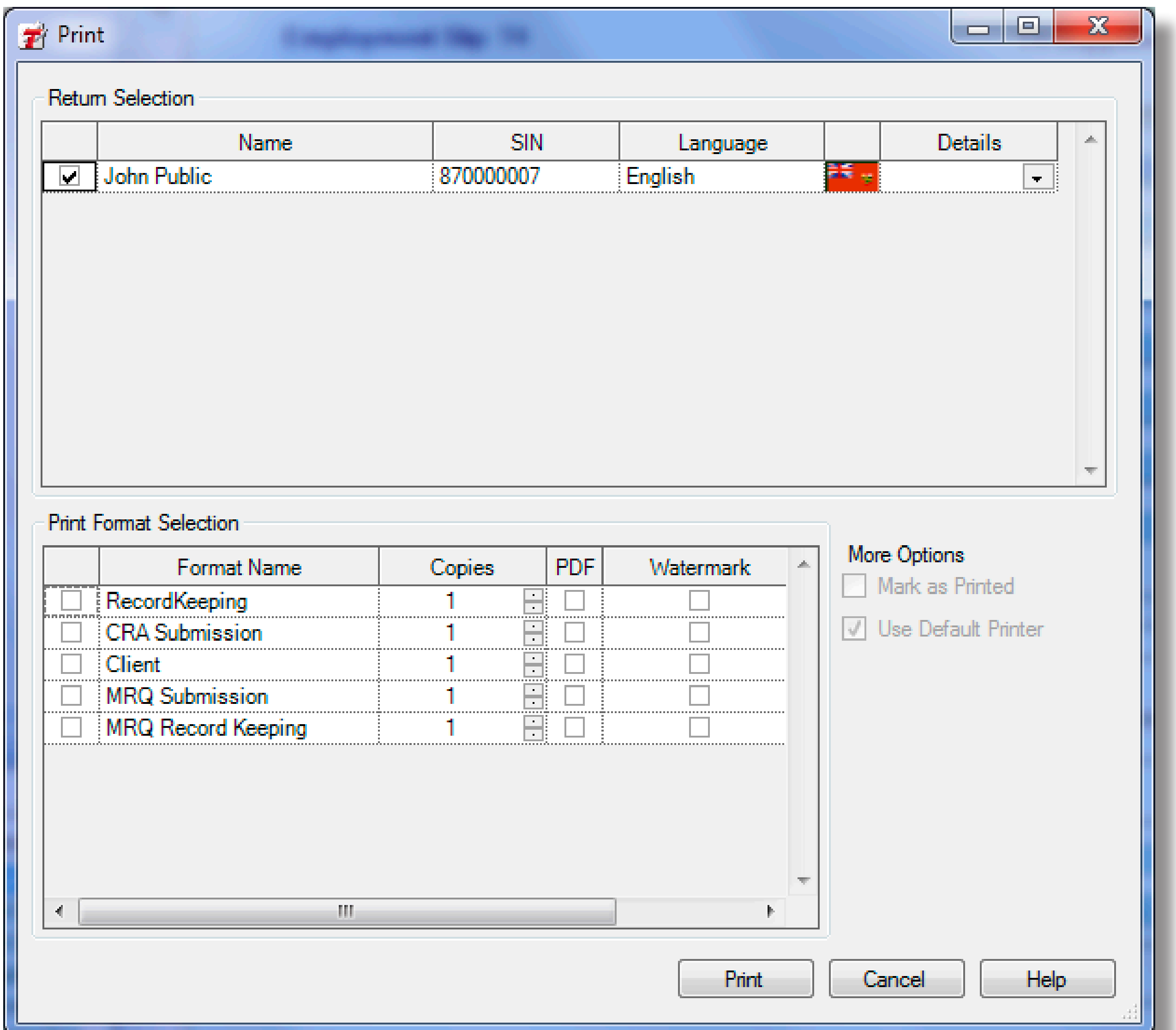
Prepares the electronic copy of the return for delivery to MRQ (Quebec). This command is only en- abled when the selected return is a Quebec return. Also, this option appears in the Transmission menu in the Professional version.

Each of the above 6 commands (except Properties) starts in the same sequence:

- **Verification of CRA return limitation:** These commands will only proceed if the CRA return limit has not been met.
- **Requires Activation:** If activation has not been completed, then the activation dialogue is presented. Unless completed, no further processing is done.
- **Requires license registration:** If required (total income is $30,000 or more) then a license is required. The license registration dialogue will be presented.
- **Proposes to save the return, if not already saved:** Cancelling this step will result in the return not being saved, and you will not proceed further.
- **Presents the diagnostics:** While errors exist in the return, printing is possible; preparation of the electronic version is denied in the personal product.

The Print Return and Print Preview commands then ask for bar code verification. There are a number of exclusions for bar code production, many of which are not determined otherwise. You are asked to confirm that none of these conditions exist in your return.

The Print Return command then presents the Print job dialogue. This dialogue is used to identify the returns and the set of pages to be printed, number of copies etc. as follows:

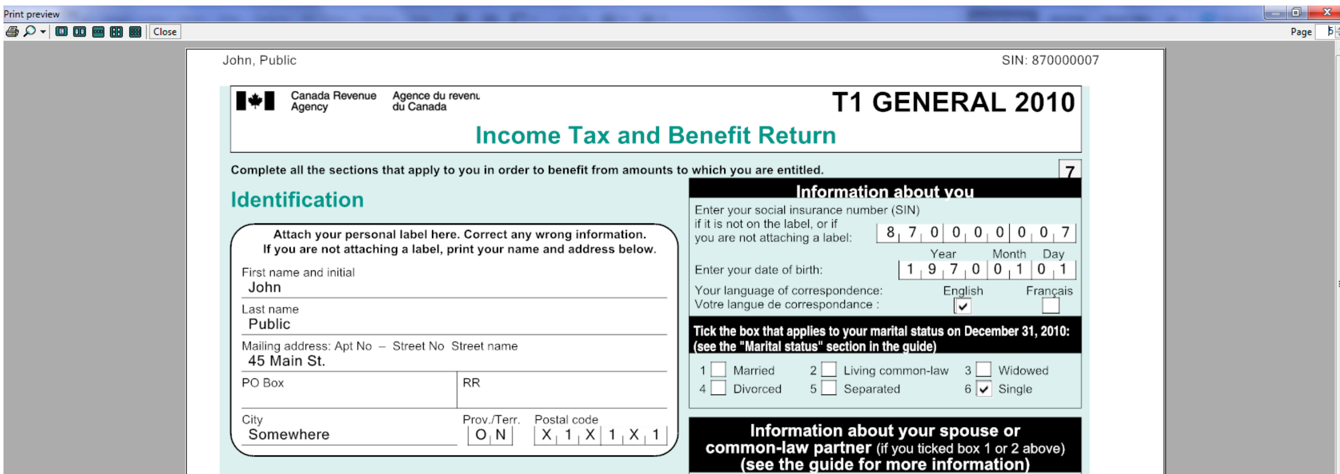


The Return Selection panel allows selection of which of the open returns you wish to print. The default proposed is the currently active return. Click in the left-hand column to choose a return to be printed.

The lower panel, Print Format Selection, provides for the selection of the kind of print-out to be developed. The different formats are determined using the Print Format Management command in the Tools menu.

Click in the left hand column to select the format(s) to be used; click in the pdf column to choose to create a pdf directly, rather than to print to a real printer; and enter the number of copies to be prepared. If you choose to print to a pdf, then the pdf file will be created in the pdf folder as described above.

The Print Preview command presents the Print Preview window as:



In this window you can scroll through your return as it will be printed. Use the number control in the upper right to choose which page to view. Use the zoom icon to change the scale of the window. Use the multiple page buttons to view up to 6 pages at once. If ready to print, choose the printer icon on the upper left to print to your selected printer.

For the electronic version commands (NetFile, MRQ) there are 2 further dialogues:

- **NetFile validity confirmation:** There are various exclusions for NetFile purposes, differing between CRA and MRQ. This dialogue asks for confirmation that no exclusions are met in the current return
- **Connect to CRA or MRQ:** When your NetFile version of the return has been prepared you are immediately invited to deliver to CRA or MRQ.

The electronic copy of the return, .tax file or .mrq file, will be placed in the appropriate default folder in the TaxTron directory.

Close

Closes the selected return. If the return has not been saved, then it will be saved. If this is the first time it has been saved, then the prompt for a name and location will be issued.

Close All

Closes all currently open returns, saving as appropriate, and if necessary prompting for a new name and location for returns not previously saved.

Exit

Ends use of the program. Completes a "Close All" before terminating.

Edit Menu

The Edit menu provides a number of standard editing functions and additional functionality specific to TaxTron.

Cut

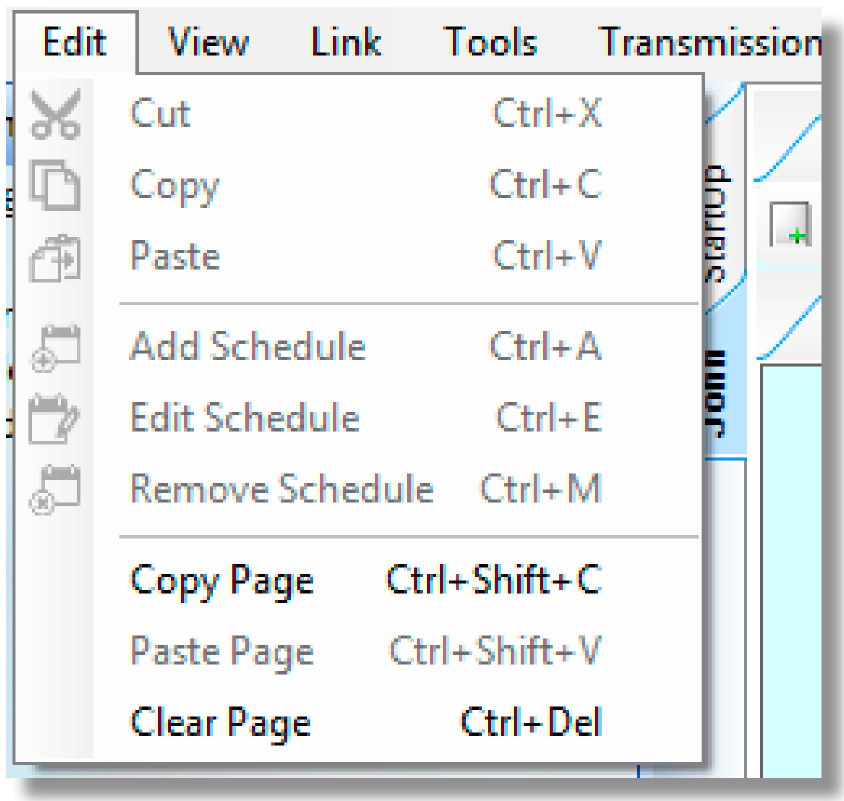
Cuts selected text when text is selected.

Copy

Copies selected text when text is selected.

Paste

Pastes at the current cursor position, replacing selected text.



Add Schedule

Edit Schedule

Remove Schedule

Currently inactive, these options are reserved for future use

Copy Page

The contents of the selected page are copied to the clipboard.

Paste Page

The contents of the page in the clipboard are pasted into the current page, replacing the contents of that page.

Clear Page

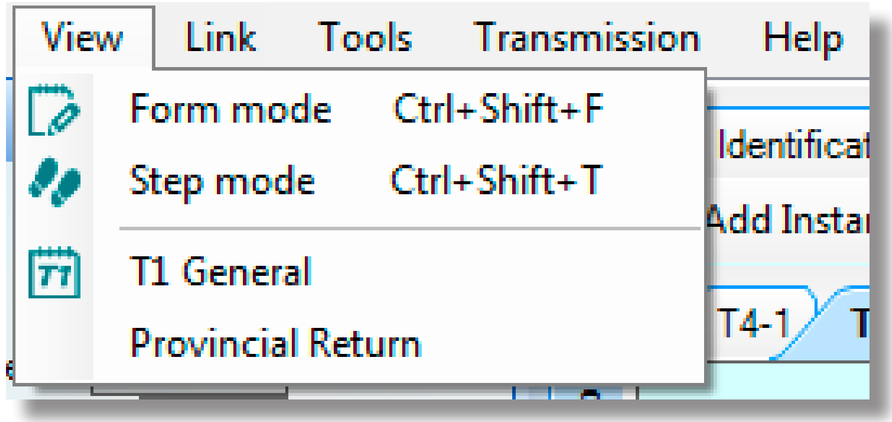
The contents of the selected page are cleared, replaced with null or zero values.

View Menu

The view menu provides a number of commands that change the view of the current return.

Forms Mode

Changes the application mode to Forms Mode. The view provided of all currently open returns changes to Forms mode.



Steps Mode

Changes the application mode to Steps Mode. The view provided of all currently open returns changes to Steps mode.

T1 General

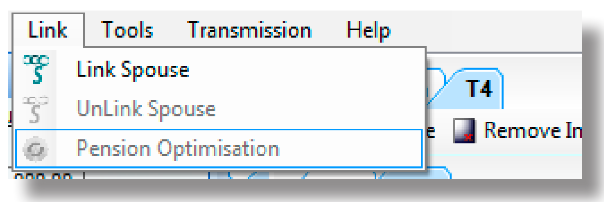
Selects and presents for the current return, the pages of the T1 General.

Provincial Return

Selects and presents for the current return, the first page of the provincial return. For Quebec returns this is the TP1; for other provinces it is the first page of the appropriate T428.

Link Menu

The Link menu provides commands associated with the linked status of returns.



Link Spouse

Establishes a spousal relationship between two returns.

Unlink Spouse

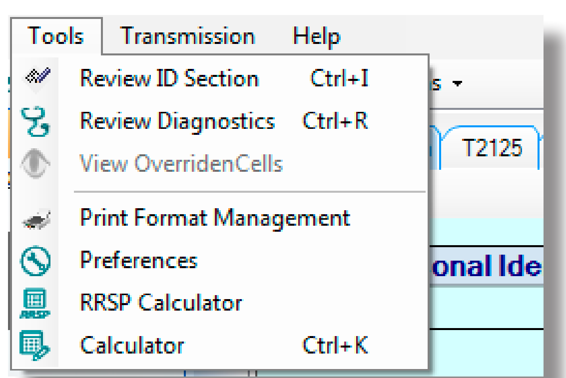
Removes a spousal relationship between two returns.

When creating a return for a married taxpayer, a button prompts to create and link the spousal return at the same time. These commands allow this status to be set and reset subsequently, without use of the identification command.

Pension Optimization

Computes an optimal split of pensions between two linked spousal returns.

Requires a spousal return to be open with pension income declared.



Tools Menu

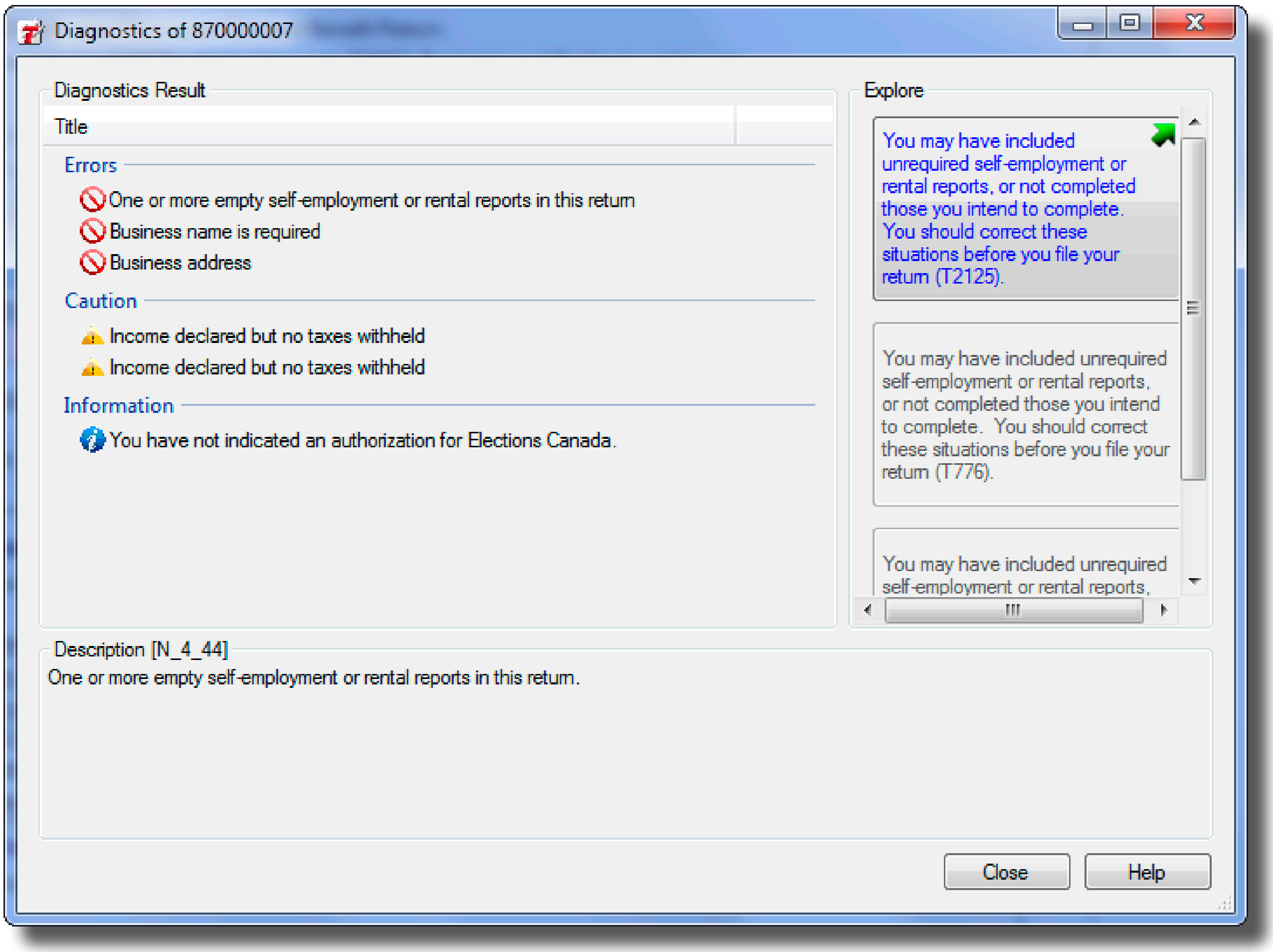
The tools menu provides a number of tools for use with your returns.

Review ID Section

Presents the initial dialogues used to create the return for review and modification.

Review Diagnostics

Presents the diagnostics detected in the return, conditions resulting from the structure of the return, or specific data entries that should be reviewed and potentially corrected before the return can be filed.

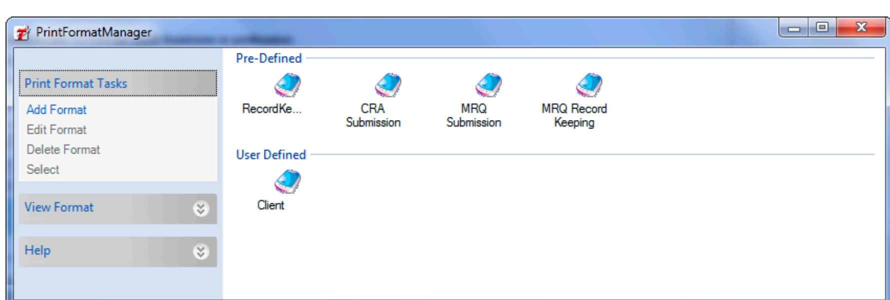


View Overridden Cells

Enables review and verification of data values that have been overridden.

Print Format Management

Provides the means of reviewing the content of each of the several predefined print set contents, and the ability to create new print sets.



Preferences

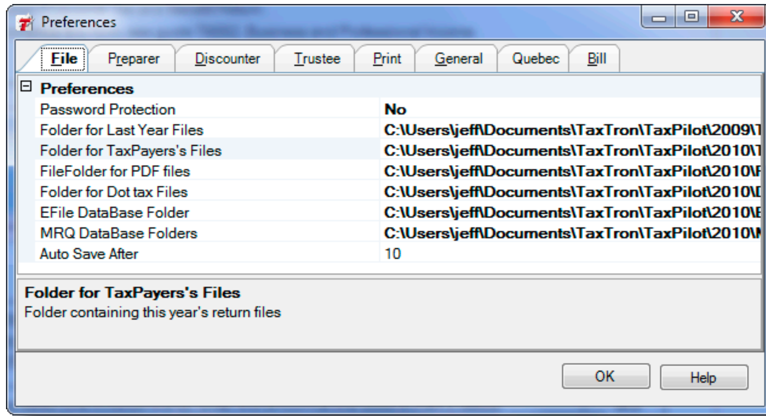
Review and setting of various user operational preferences. Note that not all options appear in all versions of the software.

File Preferences:

Enables customization of where your Tax-Tron files will be saved. Initially set to the defaults described earlier.

The Password Protection option is currently disabled and reserved for future use.

Auto save specifies the frequency of automatic saving of your returns, in the absence of explicit save requests you issue.

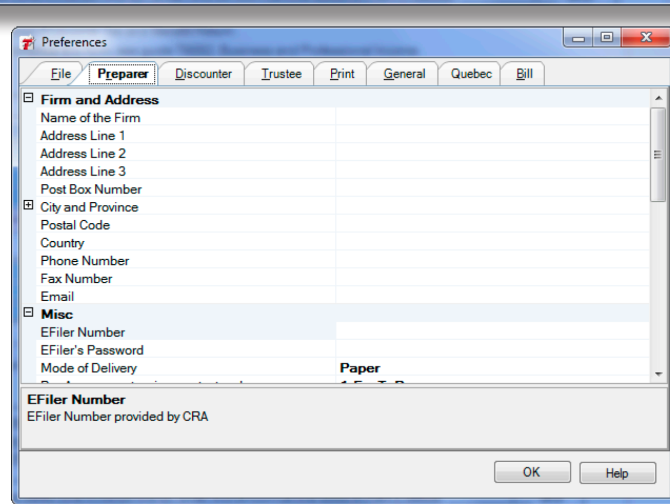


Preparer Preferences:

Enables tax professionals to store preferences regarding the firm preparing the return.

An essential step for professionals to be able to EFILE returns is entering the EFile Number and Password provided by CRA.

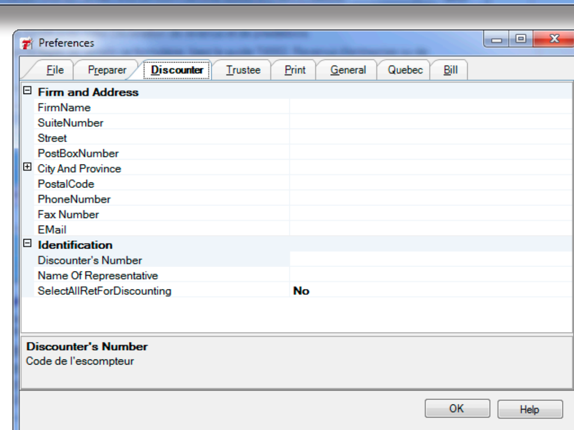
As well, information provided in this section is necessary for the various forms required to EFiling, such as the T1013, T183 and RC59.



Discounter Preferences:

Enables tax professionals to store preferences regarding discounting of tax returns, where the taxpayer can receive an instant refund for an additional charge.

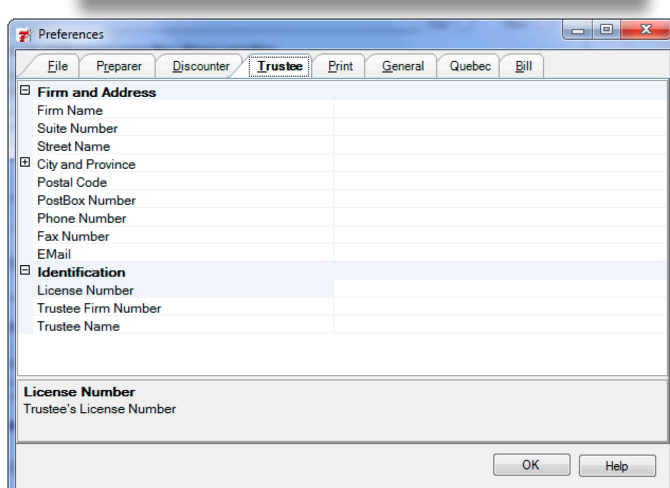
Note that for the return to be properly discounted, you should ensure that the box for "Return is discounted" is checked on the Status tab of the ID section of the Taxpayer's return. The necessary forms for discounting the return will then automatically be added.



Trustee Preferences:

Enables tax professionals to store preferences for trustee information, where the taxpayer has gone bankrupt during the tax year and the trustee is filing a return on the taxpayer's behalf.

You should ensure that the necessary trustee details are entered properly.

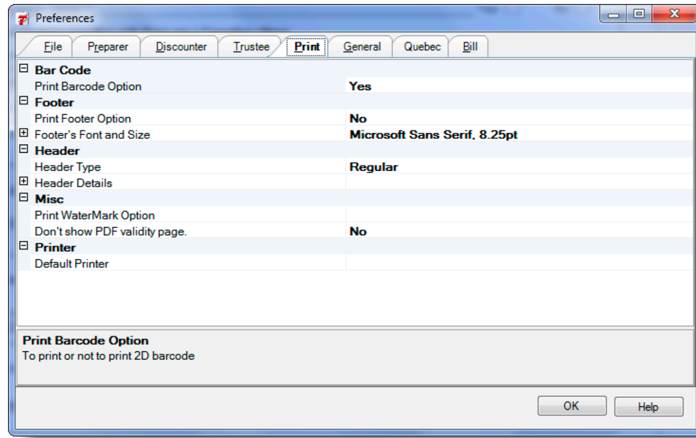


Print Preferences:

Print preferences allows for setting your preferences for print operations. Once set, you may continue to print according to the defined preferences, or reconsider before each print operation as you wish.

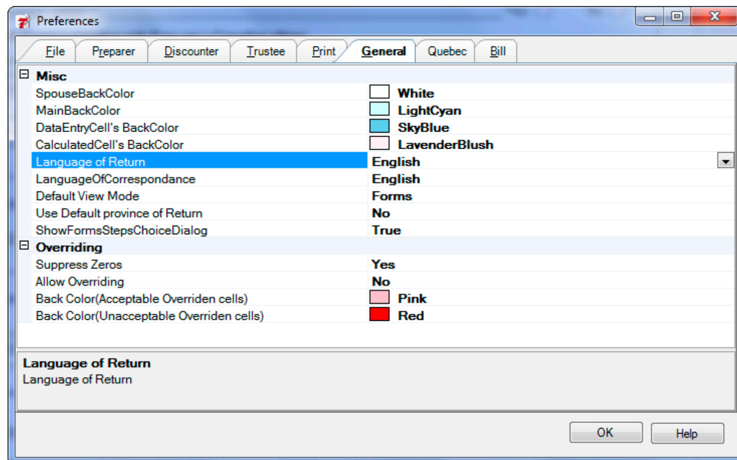
You can choose whether to include production of the CRA bar code; whether to include a watermark on each page; which printer you want to use; and whether to include a header or footer for printing on every page.

Some of these options may or may not be available depending on the kind of printout you are preparing, eg. the bar code may be declared as a required component in a production release of the software.



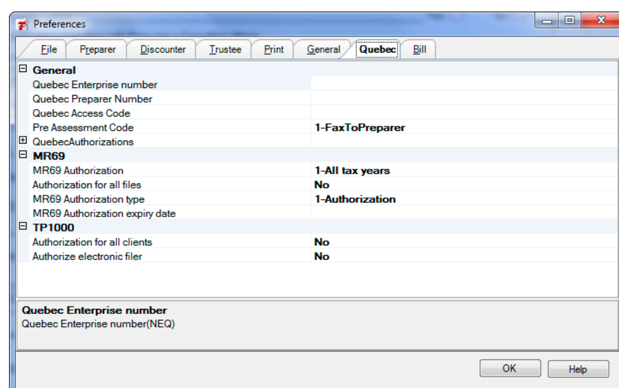
General Preferences:

You can use the general preferences panel to determine your personalized colour choices for the presentation of various components of the TaxTron software; choose the language in which you want to operate; as well as make your selection of other display options.



Quebec Preferences:

The Quebec preferences stores information necessary for tax professionals to file Quebec provincial returns, including the Quebec Preparer Number and Quebec Access Codes. It also stores necessary details for the MR69 and TP1000 forms required for Quebec filing.

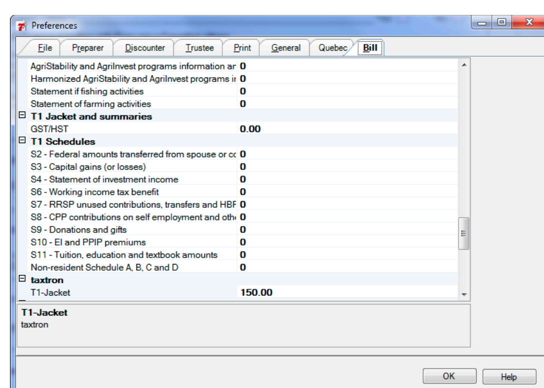


Bill Preferences:

This preferences option, new for 2010, allows tax professionals to set standardized rates for charging customers based on the complexity of the tax return.

For example, each return may have a certain amount of overhead cost for preparing, but certain forms which add a great deal of complexity to the return can also be charged to the taxpayer on a per form basis.

The final cost is tabulated on the Custom Invoice form in Taxtron.



RRSP Calculator

Provides a rapid calculation of potential RRSP contribution benefits.

Calculator

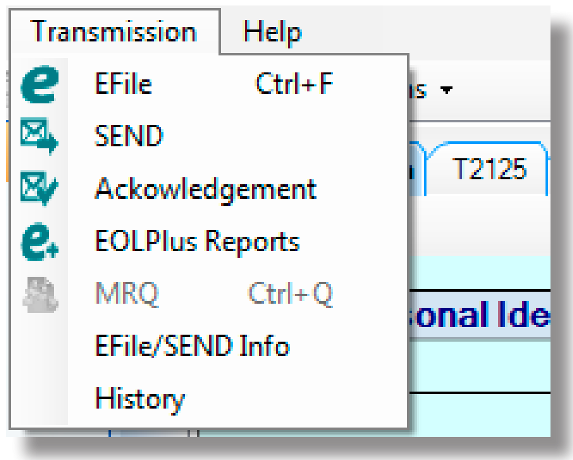
An easy access calculator. Results can be copied and pasted into your returns.

License usage

Shows the status of your license consumption, against your CRA limit.

Transmission Menu (Professional version only)

Provides an interface (similar to the tab-bar on the Welcome Pane) that allows tax professionals to EFILE returns electronically.



EFile

Sends the currently selected return to CRA via their EFILE service for tax professionals.

The EFile option uses the following sequence:

- **Proposes to save the return, if not already saved:** Cancelling this step will result in the return not being saved, and you will not proceed further.
- **Presents the diagnostics:** While errors exist in the return, printing is possible; preparation of the electronic version is denied in the personal product.
- **EFILE validity confirmation:** There are various exclusions for EFILE purposes. This dialogue asks for confirmation that no exclusions are met in the current return
- **Connect to CRA:** When your EFILE version of the return has been prepared you are immediately invited to deliver to CRA.

The electronic copy of the return, .tax file, will be placed in the appropriate default folder in the TaxTron directory.

SEND

Sends a request to the System for Electronic Notification of Debt for the taxpayer indicated by the currently selected return.

Note: Prior to conducting SEND requests, your client must have read, signed and dated a current version of the Form T1153, Consent and Request Form. You must keep the original copy of the T1153 form on file for three years after the end of the taxation year in which it was signed. It must be kept on file even if you did not discount the taxpayer's return.

Acknowledgement

Allows you to confirm that a return sent by Efile was properly sent, received by CRA, and accepted.

EOLPlus Reports

Allows you to receive a report detailing files sent by EOLPlus. Essentially the EOLPLus equivalent of Acknowledgement.

MRQ (Professional version only)

Prepares the electronic copy of the return for delivery to MRQ (Quebec). This command is only enabled when the selected return is a Quebec return. Also, this option appears in the File menu in the Personal version.

The MRQ option uses the following sequence:

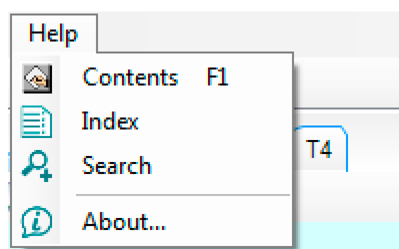
- **Proposes to save the return, if not already saved:** Cancelling this step will result in the return not being saved, and you will not proceed further.
- **Presents the diagnostics:** While errors exist in the return, printing is possible; preparation of the electronic version is denied in the personal product.
- **MRQ validity confirmation:** There are various exclusions for MRQ purposes, differing from those used by CRA. This dialogue asks for confirmation that no exclusions are met in the current return
- **Connect to MRQ:** When your EFILE version of the return has been prepared you are immediately invited to deliver to MRQ.

The electronic copy of the return, .mrq file, will be placed in the appropriate default folder in the TaxTron directory.

EFile/SEND Info

Allows you to get detailed information regarding a return rejected by CRA or details regarding the SEND response for the selected taxpayer.

If requesting EFile Info, the information presented will include an EFile error code and detailed description of the error and how to fix it. If requesting SEND info, the information presented will include the SEND response code and an explanation of the response code.



History

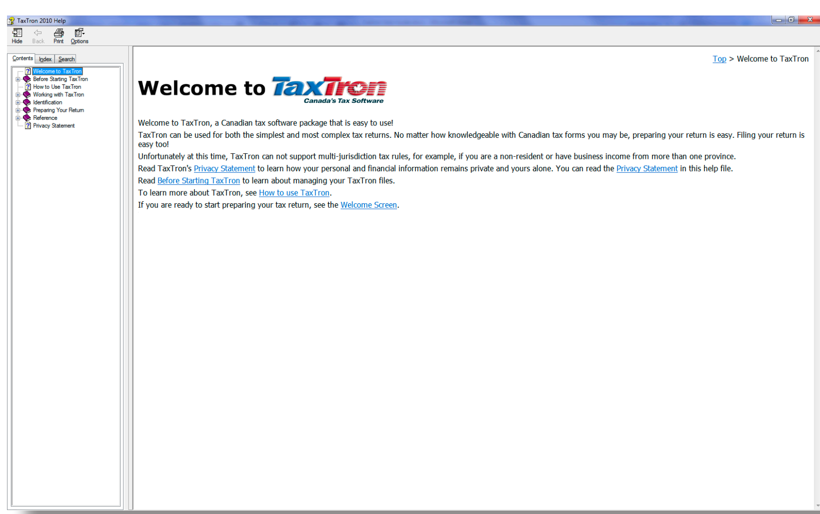
This opens a browser window to CRA which will automatically log you in to the EFILE site (using the Preparer information provided in Preferences) and show your EFILE Transmission History, all without requiring you to manually log in and navigate to the page.

Help Menu

Provides access to the online Help tool in TaxTron.

Contents

Presents the window shown right.



Index

Presents the index into online Help, equivalent to clicking on the Index tab in the above window.

Search

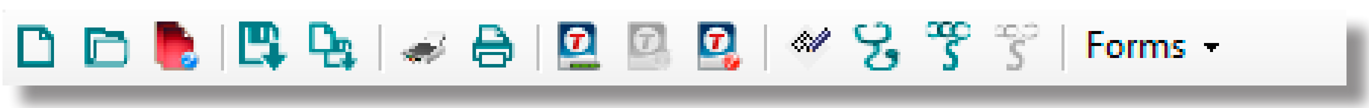
Presents the Search pane of the Help material, equivalent to clicking on the Search tab in the above window.

About…

Provides version and related publication information.

Using the Toolbar

The tool bar may vary depending on the state of the return that is selected, but typically will look like the following:



Each icon in the toolbar provides a short cut access to a function of the program. When floating the mouse pointer over each icon, a tool tip is provided indicating which function will be invoked when the tool bar icon is clicked.

Appendices

Keyboard Shortcuts

Letter	+ Ctrl	+ Ctrl + Shift
A	Add schedule	
B		
C	Copy	Copy Page
D		
E	Edit Schedule	
F	NetFile	Forms mode
G		
H		
I	Review ID	
J		
K	Calculator	
L		
M	Remove Schedule	
N	New	
O	Open	
P	Print	Print Current Form
Q		
R	Show Diagnostics	Roll Forward
S	Save	Save All
T		Steps Mode
U		
V	Paste	Paste Page
X	Cut	
Y		
Z		

Other keystrokes:

Alt + F4	Close
Ctrl + Del	Clear Page
F1	Help

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7 Governing Law

This Agreement shall be governed by the laws of the Province of Ontario, Canada. Each party hereby agrees to comply with all applicable laws, regulations and government orders in performing its obliga- tions under this Agreement.

8 Entire Agreement

This Agreement is the entire agreement between the parties with respect to its subject matter and supersedes and replaces all prior oral or written agreements, representations, negotiations or understandings between the parties relating to such subject matter. No change or modification to this Agreement shall be valid unless it is in writing and signed by a representative of both parties. No provisions in any purchase orders, or in any other documentation employed by or on behalf of Licensee in connection this Agreement, regardless of the date of such documentation, will affect the terms of this Agreement, even if such document is accepted by TaxTron, with such provisions being deemed deleted.

9 Waiver

No party will be deemed to have waived the exercise of any right that it holds under this Agreement unless such waiver is made in writing. Failure or delay by either party to exercise any of its rights, powers or remedies hereunder shall not constitute a waiver of those rights, powers or remedies. The single or partial exercise of a right, power or remedy shall not prevent its subsequent exercise or the exercise of any other right, power or remedy.

10 Indemnity

Licensee agrees to indemnify and hold TaxTron and its licensors, including their respective affiliates, subsidiaries, officers, directors, employees, agents, or representatives, harmless against any and all third party proceedings, causes of action, suits, damages, losses, liabilities, costs and expenses (in- cluding legal fees) whatsoever that may arise, either directly or indirectly, in any connection with any act or omission on the part of Licensee, or its use of the Program.

11 Language

The original of this Agreement has been written in English and Licensee waives any right it may have under the laws of Licensee's territory to have this Agreement written in any other language. Licensee represents that it has the ability to read and write in English and has read and understood this Agree- ment. All communications between the parties hereunder shall be in English. Les parties aux présen- tes ont exigé que cette entente et tous autres documents envisagés par les présentes soient rédigés en anglais.