

Book2Tax Application - Microsoft C++ with ActiveX

For E&Y National Tax Compliance

Bethesda MD & Atlanta GA, 10/97 - 6/98

***Ernst & Young** tax compliance professionals requested automation of their consulting process with corporations, exempt organizations and partnerships. Client's books were gathered, analyzed and a tax trial balance, adjustments and schedule definitions for tax reporting were prepared - much of this done manually.*

E&Y's Technology, Innovation & Management group was contracted to develop an application in Microsoft C++ with ActiveX. I was engaged as Lead Documentation consultant. In addition to providing text standards for the programmers as they created GUI screens, I used RoboHelp to develop online field-level performance support.

*The following abstracts of the Book2Tax application include the **Overview**, screen shots of the **context-sensitive help**, and the **Administrator Manual**.*

* * * * *

Welcome to Book2Tax !

Book2Tax Version 1.0
For Microsoft Windows

The advertisement features a central graphic with a scale of justice on the left and a flowchart on the right. The flowchart shows a cycle: Tax Exempt Organizations (bottom left) feeds into Corporate (top right), which feeds into Partnership (bottom right), which feeds back into Tax Exempt Organizations. A computer monitor icon is positioned between Tax Exempt Organizations and Corporate. The background includes a stack of tax forms and a large number '2'.

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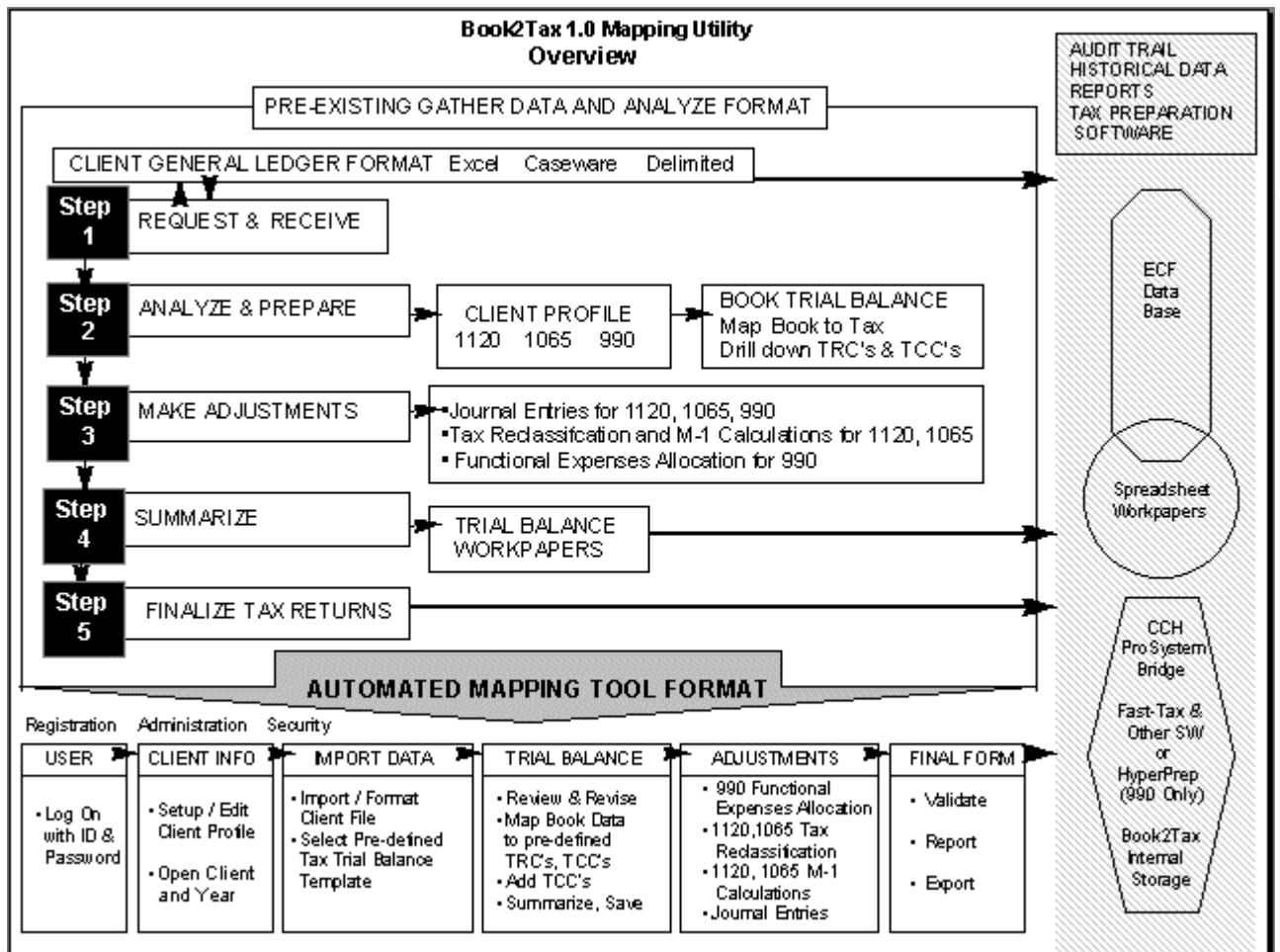
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OVERVIEW

Congratulations, as a tax compliance professional, you have taken on an able assistant!

Book2Tax 1.1 will aid you in a thorough analysis of 1120, 1065 and 990 clients' general ledger information, preparation of the tax trial balance, book adjustments and schedule definition. Important validation checks are provided to insure that accounting relationships are correct. The mapping tool then seamlessly processes the results into a tax-ready format for the tax compliance applications you use. Multiple trial balance processing and schedule adjustment are included in the process as well; and the feature to roll-over previous year mappings to the subsequent year will save hours of preparation time. In addition, **Book2Tax** automatically provides historical data records, a comprehensive audit trail and pre-defined reports for validation and storage in the Electronic Compliance File (ECF) using Excel or ASCII format.

This is how **Book2Tax** works:



The Book2Tax utility comes with complete field-level, context-sensitive help so it is not the intent of **Overview** to give you full operational details, but instead to provide a brief tour of this valuable mapping tool. Follow the diagram topics as mapped above for an outline of information to be covered. This summary is presented in narrative, printable format with no clickable hot spots. You can scroll or use the PgDn key to move through the text. Click the Windows Full Screen icon for easier viewing.

GATHER DATA / ANALYZE (GDA) PROCESS

Presently, you use the Gather Data process to identify, collect, validate, and prepare all the documents necessary to produce a complete and accurate tax compliance product while populating the ECF with the summarized trial balance as well as all backup and workpaper documentation.

* **Book2Tax** acts as your assistant in this process by automating and saving for future use much of the repetitive work.

CLIENT GENERAL LEDGER DATA REQUEST & RECEIVE

A client's financial records, which might be *working*, *final* or *audited* trial balances, are gathered in order to perform an annual tax return and financial statement analysis. Those records are presented to the tax compliance professional in hard copy or on disk in various formats.

* **Book2Tax** typically receives Excel, Caseware, or Delimited files. Other formats are accepted for new clients, but subsequently they are asked to prepare their trial balance data in system compatible formats and it is assumed that most clients' systems, if they do not use Excel, are capable of presenting their records in ASCII format.

ECF DATABASE Book2Tax INTERNAL STORAGE

Client general ledger data is stored in the ELECTRONIC COMPLIANCE FILE as it is received so that it can be checked out and used as needed.

* **Book2Tax** is not designed to duplicate the ECF's function as a repository of Tax Compliance data, rather it is a desktop product for a single PC that downloads specific data from the Book2Tax INTERNAL STORAGE CENTRAL DATABASE for user application to client 990, 1120, and 1065 tax forms. It will interface with ECF by providing the source material and final export files for use with the various tax software used, as well as the worksheets that pertain to the tax preparation process for each client serviced.

REGISTRATION INITIALIZATION ADMINISTRATION SECURITY

- In order to allow you to utilize the database to store, retrieve, update and reuse templates for your clients' mapped tax trial balances, Book2Tax identifies and registers you when you start the program and log on for the first time from a local workstation. Your administrator will provide you with an authorized User ID and Password. After the database verifies your identity, the program displays the *Initialization* progress screen while your personal configuration is being prepared, containing the files and utilities you need in order to begin your work.

When you are working in the program, the Windows standard bottom TAB BAR displays the *Book2Tax* application icon and indicates the databases that are open. The Sybase SQL B2TLocal contains your local workstation files and should never be closed. The SQL B2TServer will be active when you are connected to the Central Database. The SQL Remote Message Agent opens when you ask to REPLICATE and you can elect to leave it open as you work to receive automatic periodic updates, or close it when the current replication is finished.

- Your national and local system administrators use a separate Administration Module to perform the necessary template construction, security management and database maintenance. But there are some ADMINISTRATION features that can be accessed by the user from the **ADMIN MENU BUTTON** in the main work area.



Users can change their **PASSWORD**, edit their **PROFILE** information, give other users **ACCESS** to their client files, and initiate **REPLICATION**.

- **REPLICATION**

Book2Tax uses the SYBASE SQL REMOTE, message-based technology to distribute information from the central database to local sites depending upon their specific needs. The local site "subscribes" only to a required subset of the database to do work without having to be continually connected to the database through the E&Y USA Network. The "message agent" organizes the received updates of your subscription based on destination and holds it in your "folder" to download when you reconnect or, at regular intervals, if you remain connected.

If you have not remained connected, you will be PROMPTED to REPLICATE every time you exit Book2Tax so that your new work can update the central database or, if your database connection is open and you ask to retrieve clients you see located on the central database that are new since your last replication.

You would INITIATE REPLICATION yourself when you need new data others have stored for your use or you want to make your new work available to others without leaving the program.

When you have connected to the E&Y USA Network, you accomplish REPLICATION from the *Trial Balance* main work area by clicking the **ADMIN MENU BUTTON** and selecting **REPLICATION**.

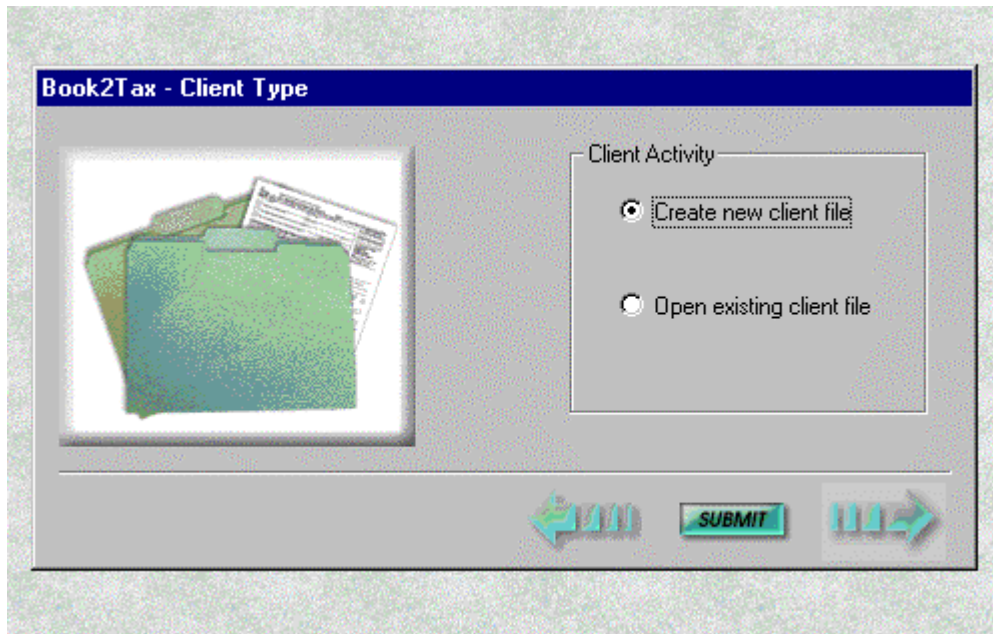
ANALYZE & PREPARE

**** SETUP NEW OR OPEN EXISTING CLIENT**

**** IMPORT / FORMAT / APPLY TEMPLATE TO CLIENT INFO**

Key to preparing each client/year tax forms is the identification of a specific client profile, taking into consideration product types: Corporation, Exempt and Partnership. Each has unique requirements as do the clients within each type.

* **Book2Tax**, after Log On, displays the *Client Type* screen where you can identify the client as NEW or EXISTING.



Book2Tax - Client Type

Client Activity

Create new client file

Open existing client file

← SUBMIT →

- For NEW clients, the *Client Profile* screen displays. The program requires NAME, EIN (Employee Identification Number), and ENTITY (Corporation, Exempt, Partnership) fields to be completed. You can select the client Entity from the drop-down box. Additional fields on the screen can be used optionally.

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Skipping now to selected examples of the Overview

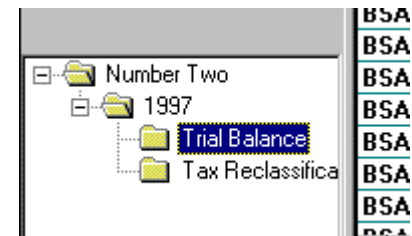
TRIAL BALANCE / TAX RECLASSIFICATION (MAIN WORK AREA)

** USABILITY FEATURES

- The USER INTERFACE is designed using frames to allow for easy definition of work space with standard controls for navigation. The frames consist of: a bank of fixed menu buttons, *CLIENT, VIEW, OUTPUT, ADMIN, HELP, SUBMIT* and *EXIT*, to access all program operations; a *List View* tree to select the trial balance/functional expenses or trial balance/tax reclassification data and years available for the selected client; and two main scrollable, sizable frames, containing the book and tax information to begin work.

Book Trial Balance					
Trial Balance#	Account#	Description	1995 Amount	1996 Amount	
01	00011000	STAPLE FIBER INVENTORY	0	-75,94	
01	1000001	Petty Cash - Sumter	0	70	
01	1000003	Petty Cash - Edgefield	0	67	
01	1000005	Petty Cash - Corp.	0	25	
01	10000300	Sales - Staple Fiber	0	-71,898,23	
01	10000300	Sales - Purchased Staple Fiber	0	-435,85	
01	10000312	Returns & Allowances - S	0	1,253,74	
01	10030000	SALES - STAPLE FIBER	0		
01	10030002	SALES - PURCHASED STAPLE FIBER	0		
01	1010001	Operating Account - Nati	0	-535,84	
01	1010003	Employee Benefit Account	0	-149,10	
01	10100315	Freight Out	0	676,74	

Tax Trial Balance							
Line#	TRC	Description	1995 Adj. Amount	1996 Amount	Adjustment	Adjusted Amount	Commen
1a	0001a	Direct public support					
1b	0001b	Indirect public support					
1c	0001c	Government contributions (grants)					
16	0016	Payments to affiliates					
20	0020	Other Changes in Net Assets or Fund					
22	0022	Grants and allocations					
23	0023	Specific assistance to individuals					
24	0024	Benefits paid to or for members					
25	0025	Compensation of officers directors etc					
26	0026						



- As the *Tax Trial Balance* lower frame is prepared, the top frame is replaced with the necessary work areas for: FUNCTIONAL EXPENSES (Exempt Entities), TAX RECLASSIFICATION VIEW (Corporation/Partnership Entities), BOOK ADJUSTMENT JOURNAL ENTRY, M-1 WORKSHEETS, ADMINISTRATION, and REPORTING

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WORKING WITH THE BOOK AND TAX TRIAL BALANCES

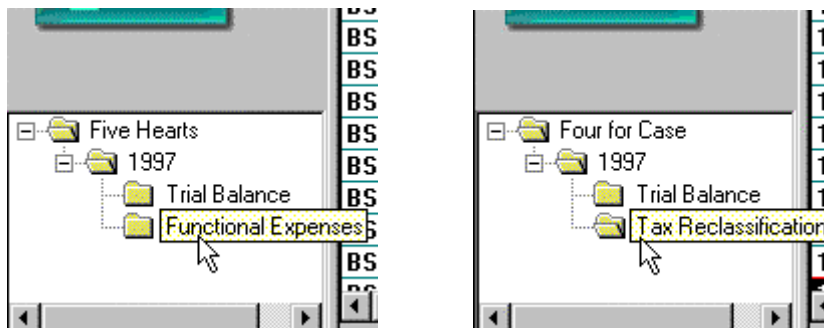
** MAP, ADD ACCOUNTS, ADD TCC'S, MAKE ADJUSTMENTS

As a tax compliance professional, your work involves reviewing the client book trial balance information and identifying and adjusting accounts as they should appear in the tax trial balance.

* **Book2Tax** has rounded your client general ledger account amounts and now provides you with a *Trial Balance* main work area showing the client Book Trial Balance on the top half of the screen ready to map to the pre-defined Tax Trial Balance template on the bottom.

- The *Book Trial Balance* screen displays single or multiple trial balances, based on the data you have imported. Multiple balances might be appropriate for a given year for multi-property partnership entities or when clients carry separate departmental trial balances. The column headings are: TRIAL BALANCE #, and the selections you made for import, typically ACCOUNT #, DESCRIPTION, and CURRENT YEAR.
- The *Tax Trial Balance* screen contains column headings: LINE #, TRC, TCC, ACCOUNT #, DESCRIPTION, (PY) ADJ AMOUNT, (CY) AMOUNT, ADJUSTMENT, ADJUSTED AMOUNT, and COMMENTS.
- The *List View* tree of client files, allows you to perform the ROLL-OVER MAPPING FUNCTION for multiple year trial balances. For example, if you have mapped accounts showing as year 1997 and submitted the mappings, the selection of the current year in the TREE, will display a trial balance with those mapped accounts in the 1998 column.

From the *List View*, you can also TRANSFER between TRIAL BALANCE YEARS and ADJUSTMENT WORK AREAS, such as Functional Expenses for Exempt Organizations and Tax Reclassification for Corporations and Partnerships.



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MAPPING PROCEDURES

- To map any line on the Book Trial Balance, LEFT CLICK to highlight it and LEFT CLICK the appropriate line in the Tax Trial Balance. You can map or unmap lines singly or in groups, sequentially or non-sequentially, using the standard Windows key strokes.

M-1 Items that exist for Corporation and Partnership clients are displayed on the enterprise tax trial balance template. Care should be taken NOT to map to these tax lines, but to use them for adjustments only.

- Mapped accounts appear in **YELLOW** on the Book Trial Balance and **RED** for TRC and TCC levels of the hierarchy on the Tax Trial Balance.

Book Trial Balance							
Trial Balance#	Account#	Description	1995 Amount				
01	10102481	Quality Control O/H	0				
01	10103410	Salaries - Standard	0				
01	10103410	Salaries - Overtime	0				
01	10103411	Other Pay - Vacation	0				
01	10103411	Other Pay - Holiday	0				
01	10103412	Employee Insurance	0				
01	10103412	Education Reimbursements	0				
01	10103413	Seminars & Training	0				
01	10103420	Depreciation	0				
01	10103420	Office Supplies	0				
01	10103421	Supplies	0				

Tax Trial Balance							
TRC	TCC	Account#	Description	1995 Adj. Amount	1996 Amount	Adjustment	Adjus. Amo
0022			Grants and allocations				
0023			Specific assistance to individuals			5,000	-5
0024			Benefits paid to or for members		474,027	5,000	479
		1010341100	Other Pay - Vacation		33,331		
		1010341100	Other Pay - Holiday		28,676		
		101034120	Employee Insurance		411,915		
		101034125	Education Reimbursements		95		
		101034135	Seminars & Training		10		

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VALIDATION

* **Book2Tax** aids you in the VALIDATION and analysis of your work by providing data calculation checking in this way:

- By giving warning messages of missing or unbalanced entries;
- By running tallies of Net Income, Total Assets, and Total Liabilities at the bottom of the *Tax Trial Balance* screen in the main work area as well as appropriate totals for work areas *Tax Reclassification View*, *Functional Expenses*, *Journal Entries*, and
- By providing a sophisticated REPORTING utility to view, save and print the results of your mapping and adjustments.

REPORT

To prepare, view, and store a selection of reports, CLICK the **OUTPUT MENU BUTTON** and SELECT **REPORT** from the *Trial Balance* main work area. The *Report List* replacement work area will display.

These report types can be printed for the currently open client data:

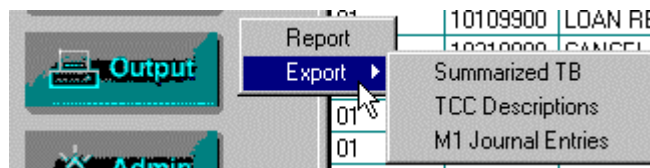
- BALANCE SHEET VALIDATION
- CLIENT REQUEST LETTER
- COMMENTS BY ACCOUNT
- FUNCTIONAL EXPENSES
- INCOME STATEMENT VALIDATION
- JOURNAL ENTRIES
- M-1 WORKSHEETS
- MULTI-PROPERTY INCOME STATEMENT
- NET ASSETS - 990
- PARTNER CAPITAL FUND BALANCE
- RECONCILIATION OF INCOME <LOSS>
- SUMMARIZED TRIAL BALANCE
- UNAPPROPRIATED RETAINED EARNINGS

* * * * *

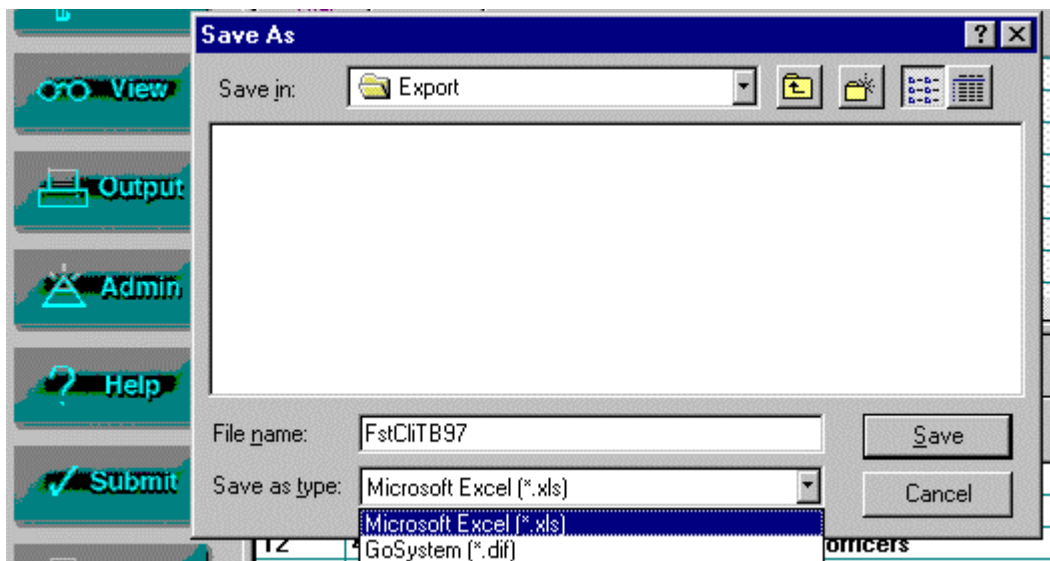
EXPORT

Client files, typically received as Book Trial Balances, have been imported by Book2Tax and mapped to a pre-defined template. The template selection is based on the entity type, the tax compliance software used and how data is organized, adhering to the format of the tax return form lines, or to the financial statement type. The export utility automatically formats exported files based on the client entity.

Exporting the results of your mapping in the format of a SUMMARIZED TRIAL BALANCE TCC DESCRIPTIONS and M-1 JOURNAL ENTRIES for use with FastTax and other tax form software or to store in ECF, is done from the *Trial Balance* main work area by CLICKING the **OUTPUT MENU BUTTON** and choosing **EXPORT**. This will display the pop-up menu for your selection.



CLICK on the required type file for exporting data of your currently displayed client from the pop-up menu, and the standard Windows **SAVE AS** screen appears so you can name, select a file type and directory of your choice for the exported file.



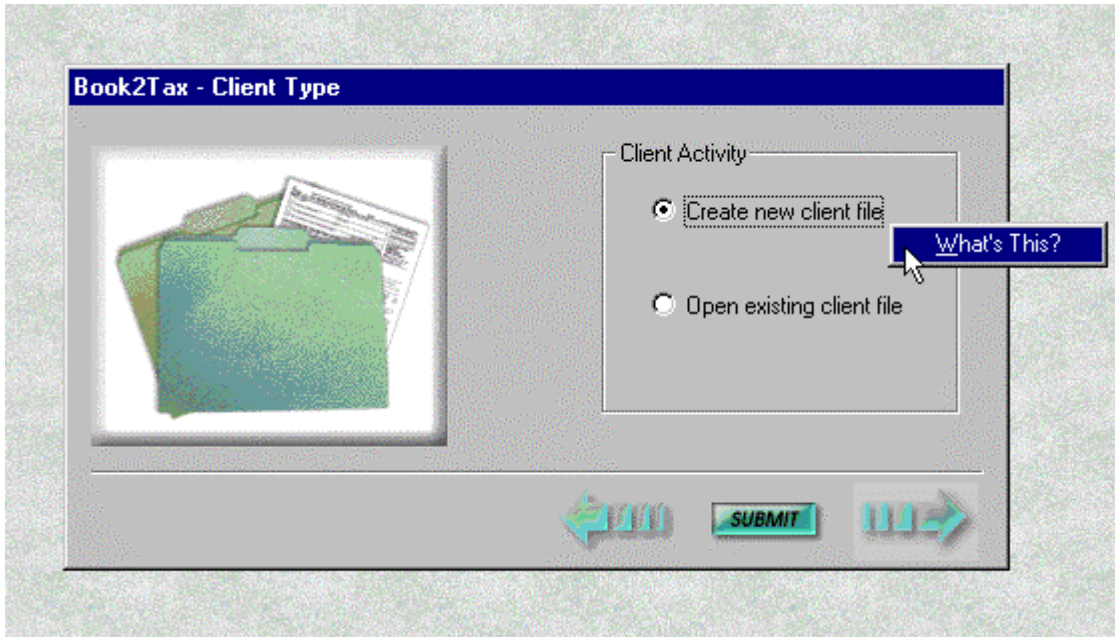
- * **The SUMMARIZED TRIAL BALANCE** can be exported for all client entity types, with formats tailored to the specific needs of each to ensure that the data generated goes neatly into FastTax.
- * **M-1 JOURNAL ENTRIES** with their descriptions are required for the necessary detail on Schedule M-1 so these can be exported for clients needing 1065 and 1120 forms.
- * **TCC DESCRIPTIONS** are exported for all clients so that the descriptions used in Book2Tax will be the ones that flow to the tax return.

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HELP FEATURES

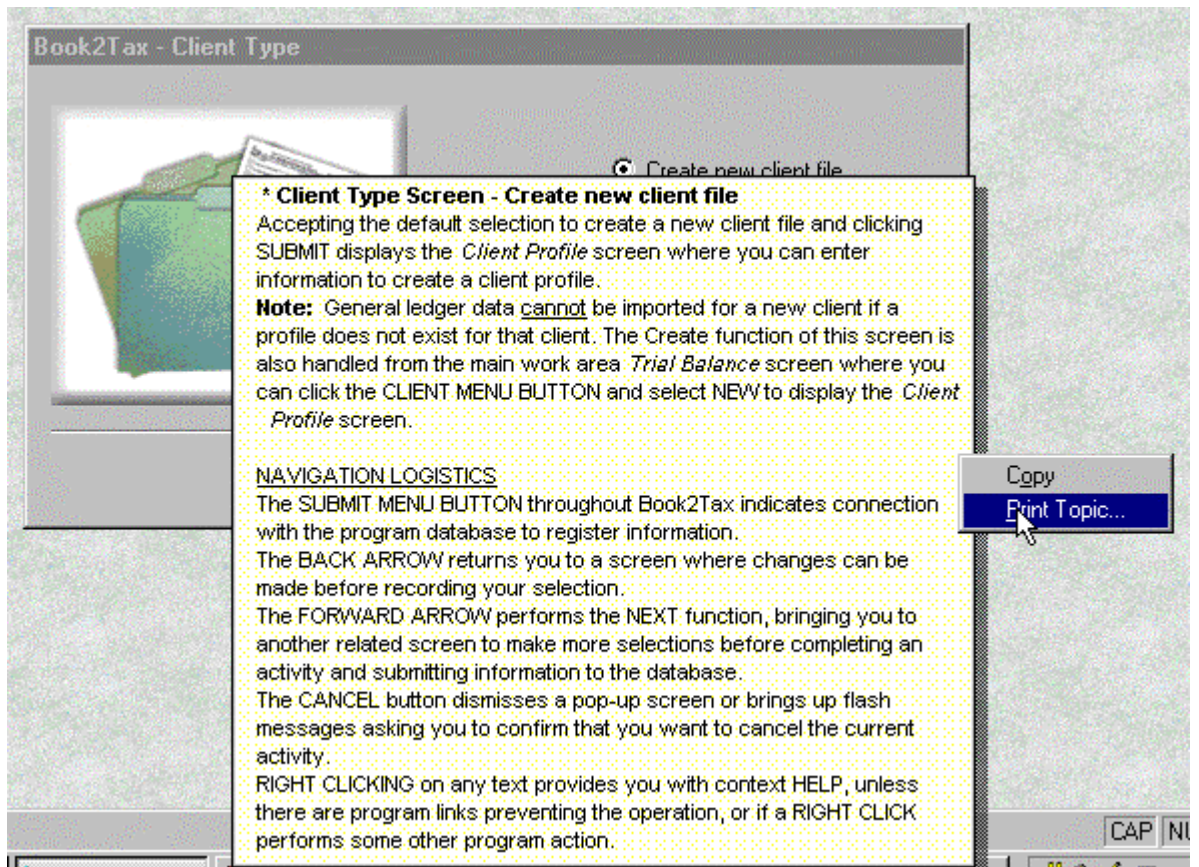
As you begin your earnest exploration of the Book2Tax mapping tool, you might want assistance. Help is given at the FIELD LEVEL this way:

The standard HELP F-1 function key is available for specific help when you have CLICKED ONCE to select a field area. Otherwise, place your cursor on any text and RIGHT CLICK to display the *What's This* box and CLICK again to receive context HELP.



Right clicking any USER INPUT FIELD will not display help, but will give you the standard Windows pop-up menu selections Undo, Cut, Copy, Paste, Delete and Select All, for use with text you enter.

When the help text displays, RIGHT CLICK again and you can PRINT or COPY the topic as needed.



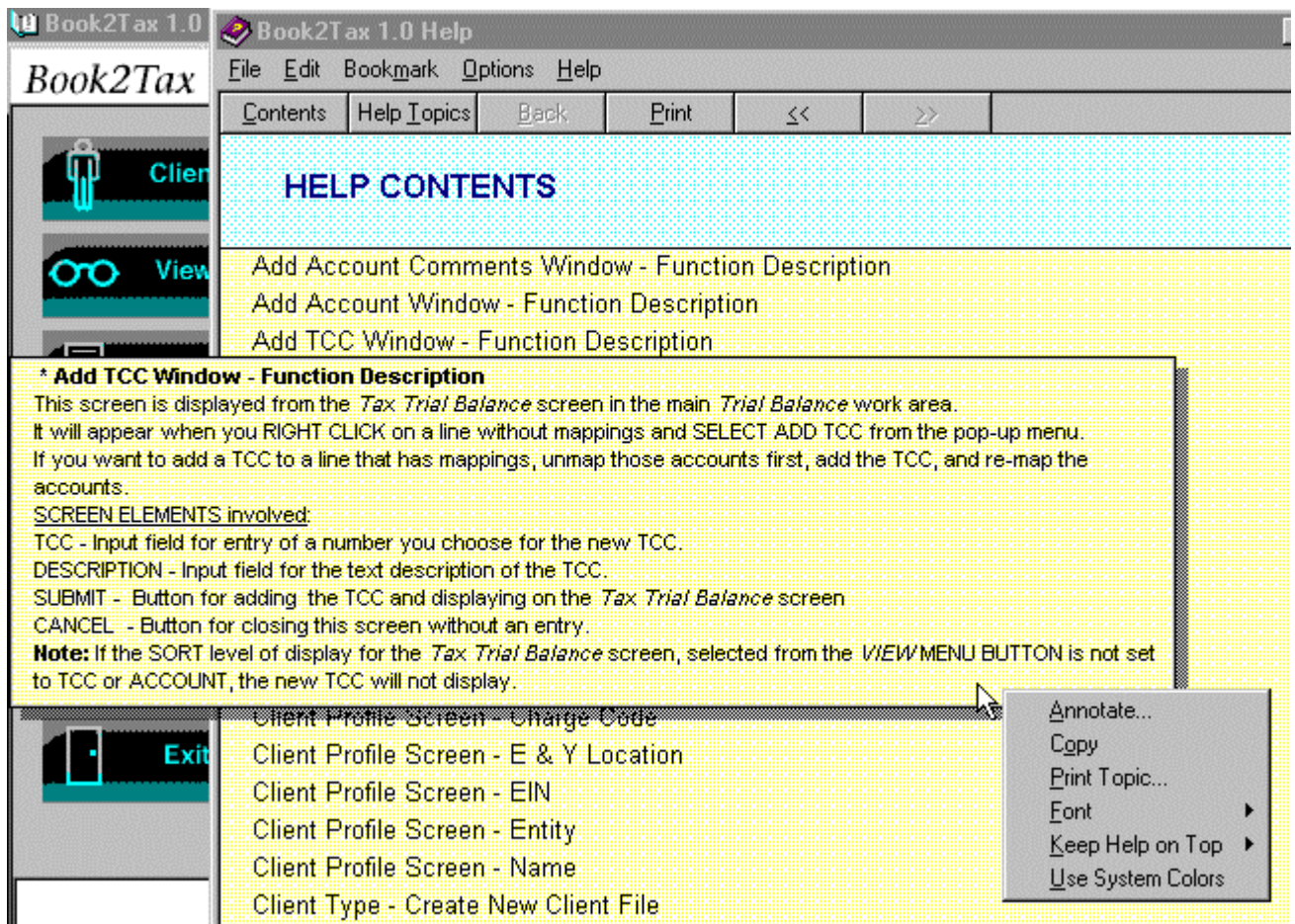
The screenshot shows a software window titled "Book2Tax - Client Type". Inside the window, there is a graphic of folders and a radio button labeled "Create new client file". A help window is overlaid on the software window, containing the following text:

*** Client Type Screen - Create new client file**
Accepting the default selection to create a new client file and clicking SUBMIT displays the *Client Profile* screen where you can enter information to create a client profile.
Note: General ledger data cannot be imported for a new client if a profile does not exist for that client. The Create function of this screen is also handled from the main work area *Trial Balance* screen where you can click the CLIENT MENU BUTTON and select NEW to display the *Client Profile* screen.

NAVIGATION LOGISTICS
The SUBMIT MENU BUTTON throughout Book2Tax indicates connection with the program database to register information.
The BACK ARROW returns you to a screen where changes can be made before recording your selection.
The FORWARD ARROW performs the NEXT function, bringing you to another related screen to make more selections before completing an activity and submitting information to the database.
The CANCEL button dismisses a pop-up screen or brings up flash messages asking you to confirm that you want to cancel the current activity.
RIGHT CLICKING on any text provides you with context HELP, unless there are program links preventing the operation, or if a RIGHT CLICK performs some other program action.

A context menu is open over the help text, with the following options: "Copy" and "Print Topic...". A mouse cursor is pointing at the "Print Topic..." option.

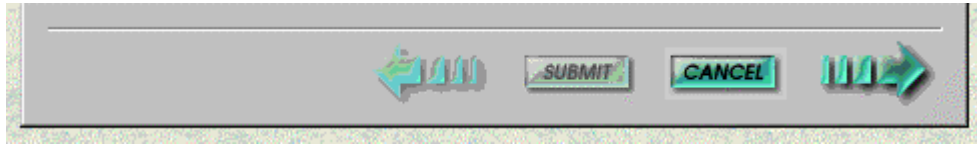
A *Help Contents* listing appears along with this *Overview* when you select the *HELP MENU BUTTON* from the *Trial Balance* main work area. A *LEFT CLICK* on the topic will display the information to review. A *RIGHT CLICK* will display a pop-up menu to select print, copy, etc.



If a topic description is too long to fit into a pop-up window, it will display in a main window with scroll bars. When you have finished reviewing, *CLICK Back* from the top menu.

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NAVIGATION LOGISTICS



BUTTONS are ENABLED on a screen if they can be used to perform a function.


SUBMIT, as a MENU BUTTON on the *Trial Balance* main work area and at the bottom of *Wizard* screens, connects with the application database to register information.

BACK ARROW returns you to a screen where changes can be made before recording your selection.

FORWARD ARROW performs the **NEXT** function, displaying a related screen to make more selections before completing an activity and submitting information to the database.

CANCEL button dismisses a pop-up screen or brings up a flash message asking for confirmation to cancel the current activity.

EXIT MENU BUTTON, on the *Tax* main work area, closes a replacement screen, such as the *Book Adjustment Journal Entry*, *Functional Expenses*, M-1 Type Worksheet, or the *Report List*. If secondary screens are not open, clicking **EXIT** leaves the Book2Tax program.

MINIMIZE SCREEN  , the standard Windows button for this function at the top of your screen can be utilized only from the main work area.

STATUS BAR, at the bottom of the screen, provides information about Book2Tax actions, such as a progress indicator when you import a new file.

TAB BAR, at the bottom of the screen, displays the *Book2Tax* application icon and indicates the databases that are open.

SQL B2TLocal contains your local workstation files and should NEVER BE CLOSED.

SQL B2TServer will be active when you are connected to the Central Database.

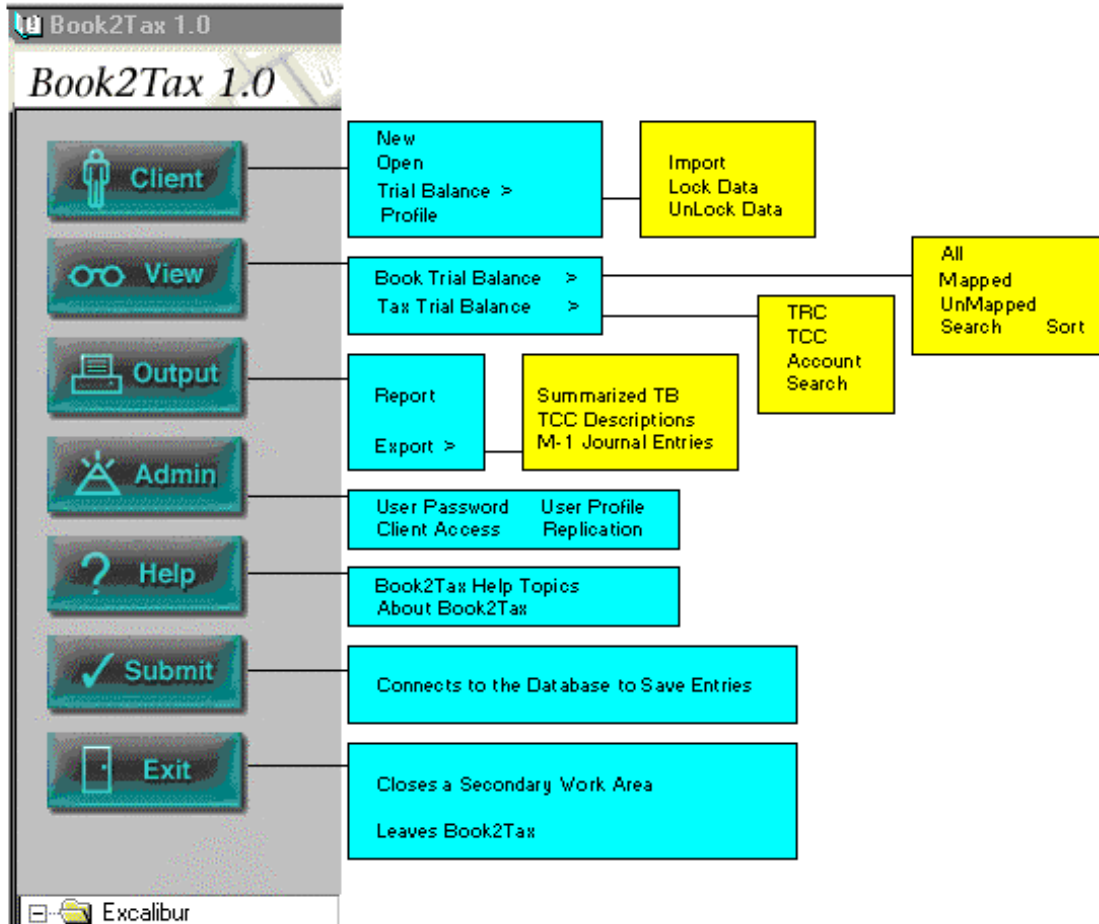
SQL Remote Message Agent opens when you ask to REPLICATE and you can elect to leave it open as you work or close it when the current replication is finished.

HELP F-1 FUNCTION KEY is available for field-level help when you have selected a field area. Otherwise, place your cursor on any text and RIGHT CLICK to display the *What's This* box and CLICK again to receive context **HELP**.

HELP MENU BUTTON on the *Trial Balance* main work area accesses *Help Contents* and an *Overview* about Book2Tax functionality.

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TRIAL BALANCE MAIN WORK AREA - MENU BUTTONS



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The following are abstracts of context sensitive help screens. The format is unusual for such help, in that it is being used as performance support not definition. As such help must contain all the user needs to know to do their work. The same support screens are displayed when the user selects a topic from the Help Table of Contents. In addition, the user can make a selection from the TOC to print the complete Overview as hard copy.

The client's general ledger information is brought into the top half of the main work area so line items can be mapped to the tax trial balance on the bottom.

*** Book Trial Balance Import Screen - Client File Name**

The FILE NAME is the name of the general ledger data file that has been received from the client in various formats. The import wizard formats and imports the client data according to the FILE TYPE and its selected parameters. The defaults for FILE INFORMATION will change depending upon the type of file you select. You can ENTER a FILE NAME or search by CLICKING the BROWSE button to display the Windows standard *Select File* window. The file type will default to *.xls*, so remember to change to *All Files* if you are importing a Caseware, Delimited or other file. When you have entered or selected the file name and indicated the appropriate TRIAL BALANCE INFORMATION, Book2Tax fills in the FILE INFORMATION. You can change file names and parameters anytime until you CLICK the NEXT ARROW, which will complete this screen activity and display the *Book Trial Balance Column Matching* screen.

Note: Remember to SELECT the *First Row Contains Field Name* CHECK BOX for files in Excel format.

After the Book Balance is brought in, this help screen can be displayed from the main work area when the Book Trial Balance frame heading is clicked.

*** Book Trial Balance Frame - Function Description**

Imported client general ledger data is displayed here with a default *Trial Balance #* column heading that uniquely identifies each trial balance imported for the current year.

Typically you have selected for import *Account #, Description, CY Amount* as the remaining columns.

Now you can review, manipulate and MAP lines to the tax trial balance.

To MAP any line on the *Book Trial Balance* screen, LEFT CLICK to highlight it and LEFT CLICK the appropriate line at the lowest level of aggregation in the Tax Trial Balance.

MAPPED accounts appear in **YELLOW**.

ACCOUNTS CAN BE:

- MAPPED or UN-MAPPED singly or in groups, sequentially or non -sequentially, using the standard Windows key strokes.
- ADDED at any time.
- EDITED by RIGHT CLICKING anywhere on the line and selecting EDIT ACCOUNT from the pop-up menu. The *Edit Account* window appears allowing you to edit the DOLLAR AMOUNT and DESCRIPTION of the account.
- DELETED if they are UN-MAPPED.
- VIEWED by MAPPED or UN-MAPPED status by CLICKING the *VIEW/MENU* BUTTON and SELECTING the option from the pop-up menu.
- SORTED and SEARCHED FOR by CLICKING the *VIEW/MENU* BUTTON and SELECTING the option from the pop-up menu. A secondary window will display for entering criteria.

FINANCIAL RESULTS

TOTALS : Amount matches Totals on the *Tax Trial Balance* screen

Notes: This frame is replaced with work areas:

Functional Expenses - Selected from the *Client/Year List* view.

Report List - Accessed by clicking the *Output* menu button.

User Administration options for Password Maintenance, Profile Editing,

Access to Client Files, and Replication - Accessed by clicking the *Admin* menu button.

TO RE-DISPLAY THIS SCREEN, CLICK THE *EXIT* MENU BUTTON.

To understand the mapping actions, the user can display this help screen from the main work area by clicking on the Tax Trial Balance frame heading.

*** Tax Trial Balance Frame - Function Description**

The structure is a pre-defined template chosen from the *Tax Trial Balance Template Selection* screen. Choices can be made based on the tax compliance software tax form lines or the Income Statement organization of balance sheet followed by revenue and expenses.

Column headings typically are *Line #, TRC, TCC, Description, PY Adj Amount, CY Amount, Adjustment, Adjustment Amount* and *Comments*.

MAPPING ACTIONS:

- To MAP an account, LEFT CLICK to highlight one or more account on the *Book Trial Balance* screen, using the standard Windows key strokes, then LEFT CLICK the line on the *Tax Trial Balance* screen to which you want to map the account. MAPPED TRC and TCC account levels appear in RED. The Trial Balance ID from which they came is automatically added to the account number in the *Account #* Column.
 - To UN-MAP an account, RIGHT CLICK the account and select the option from the pop-up menu that appears.
 - To ADD Preparer COMMENTS, RIGHT CLICK on the account and select ADD COMMENTS from the pop-up menu, then enter information in the *Add Comments* window that displays.
 - To EDIT or DELETE these comments, RIGHT CLICK in the *Comments* Column and select the option from the pop-up menu.
 - To ADD or DELETE TCC's, RIGHT CLICK the line and select the option from the pop-up menu.
- TCC's can be added to, or deleted from a TRC line to which no accounts have been mapped, so add necessary TCC's first to avoid having to un-map. Multiple TCC's can be added to TRC's.
- To MAKE BOOK ADJUSTED JOURNAL ENTRIES, LEFT DOUBLE CLICK in the *Adjustment* Column on the line's lowest level of aggregation. This action displays the *Book Adjusted Journal Entry* screen in the top frame.
 - To RECORD your work, CLICK the *SUBMIT* MENU BUTTON.
 - To RE-DISPLAY the *Book Trial Balance* screen, CLICK the *EXIT* MENU BUTTON.
 - To DISPLAY the frame data by TRC, TCC or ACCOUNT, CLICK the *VIEW* MENU BUTTON and select the desired view.
 - To PERFORM SEARCH and SORT actions, CLICK the *VIEW* MENU BUTTON and select the criteria from the pop-up windows that display.

FINANCIAL RESULTS

Totals for all lines with an income statement type:

NET INCOME (Revenue + Expenses, representing Credits and Debits)

TOTAL ASSETS

TOTAL LIABILITIES and NET ASSETS/ FUND (All Liability Accounts + Equity Accounts)

TOTALS: Total Liabilities + Equity - Total Net Income.

Total Assets should equal Total Liabilities (Current Year Income added)

After mapping is done from book to tax, the user will need to make adjustment journal entries. This help screen is displayed when the adjustment function is begun and the frame heading is clicked.

*** Book Adjustment Journal Entry Work Area - Function Description**

Adjustments are made to a TCC or TRC, whichever is the lowest level of aggregation, by LEFT DOUBLE CLICKING the *Adjustment* Column of the *Tax Trial Balance* to display this *Book Adjustment Journal Entry* work area. Multiple adjustments can be made.

When possible, all account mappings should be made before creating journal entries.

When you ask to display this screen and there are pending changes you've made to the *Tax Trial Balance*, Book2Tax will ask if you want to submit them before making adjustments.

Screen Elements Involved:

JOURNAL ENTRY - Default field displaying an automatically assigned ID for each entry for the current Client/Year. ID's of entries deleted will not be re-assigned for the year.

DESCRIPTION - Input field to enter a brief description identifying the adjustment. If you have added more than one entry for this Line/Client/Year, they will display in this box.

LIST ALL JOURNAL ENTRIES - Check box disabled until first entry is submitted, thereafter you can click to view ALL line entries made for the current Client/Year. They will display in the Journal Entry *Description* drop-down box.

ADD, DELETE - Buttons disabled until the first entry is submitted, thereafter you can add multiple adjustments for the same TRC or TCC, and delete any entries made for the current Client/Year.

DESCRIPTION COLUMN - Default field displaying item selected for adjustment, but with a drop-down box that activates, listing all applicable lines.

LINE/TRC/TCC COLUMN - Default field displaying the numbers of existing mapping.

DEBIT/CREDIT COLUMNS - Input fields for separate line entry amounts to create the journal entry.

TOTAL - Defaulted sum of amounts for this adjustment in the format Total: 0 = 0 (Credit) - 0 (Debit). If you click the *SUBMIT* MENU BUTTON or press ENTER, you can use this total line to verify that your current entry is in balance.

COMMENTS - Input field for text entry of additional explanations of the adjustment.

Results in the Tax Trial Balance:

The ADJUSTMENT Column displays totals in textured GREEN.

The ADJUSTED AMOUNT Column reflects the change on the line of the adjusted TRC or TCC.

TOTALS and NET INCOME at the bottom of the screen reflect the changes.

Notes: A warning is given if you have an unbalanced entry, but you will be allowed to submit and leave the work area, ignoring the warning.

Adjustments do not roll-over to next year's data

A journal entry, if applicable to a line in Functional Expenses, will display on that worksheet.

If you re-map an account with an adjustment, remember to validate your adjustments or move that adjustment accordingly.

This help screen is displayed from a functional expenses worksheet, when the heading is clicked.

*** Functional Expenses Work Area - Function Description**

Lines 22- 44 are displayed in order to prorate amounts across PROGRAM SERVICES, MANAGEMENT & GENERAL, and FUND categories.

Both MAPPINGS and BOOK ADJUSTMENT JOURNAL ENTRIES associated with these lines will be displayed. For this reason, when possible, do all MAPPINGS and make ADJUSTMENTS before working with this worksheet.

PERCENT in the format x.xx or DOLLAR designations can be prorated for individual accounts on the appropriate line under the applicable categories.

PERCENTS entered manually will display with a textured GREEN field.

TOTAL Dollars are displayed at the bottom of the work area, where you can also enter percentage GLOBAL distributions. If you want to use global entries, apply them first since entering the prorated PERCENT will automatically disperse the expenses upward through the lines that apply and replace any individual entries you have already made.

Disbursements that balance will be displayed in BLACK.

A DIFFERENCE (\$) column presents funds not distributed in RED on the line where the discrepancy exists.

You must enter the disbursement amount or percent even if allocations are specific to one fund only, such as lines 22, 23 and 24 that apply only to PROGRAM SERVICES.

Note: When you submit a *Functional Expenses* work sheet with a percentage of disbursement unapplied to a particular area or if other discrepancies exist, Book2Tax will warn you but allow you to save if you choose not to change the figures.

A programmer sees no need to use separate dialog boxes to repeat objects for similar functions. But the help author cannot write specific context sensitive support for each function without a separate dialog box. This help screen was the workaround for such a situation. It displays from four different GUI screens when the function is clicked. Namely, Add TCC, Edit TCC, Add Comment, and Edit Comment.

*** Add / Edit TCC, Add / Edit Comments Windows - Function Description**

These windows display from the *Tax Trial Balance* screen in the main *Trial Balance* work area.

RIGHT CLICK on a line without mappings and select ADD TCC from the pop-up menu. Once added, a TCC description can be edited by RIGHT CLICKING on the TCC line and selecting EDIT TCC.

RIGHT CLICK on the appropriate mapped account line and select ADD COMMENTS from the pop-up menu. Once added, these comments can be edited by RIGHT CLICKING in the COMMENT column of the appropriate account line and selecting EDIT COMMENTS.

If you want to add a TCC to a line that has mappings, un-map those accounts first, add the TCC, and re-map the accounts.

Both TCC's and Comments can be DELETED.

SCREEN ELEMENTS Involved:

TRC - Default field for the TRC number, displayed when adding TCC.

TRC/TCC - Default field for existing numbers, displayed when adding COMMENTS.

TCC - Input field for a number you choose when adding a TCC.

DESCRIPTION - Input field for the text description of the new TCC.

COMMENTS - Input field for account comment text.

ACCOUNT NUMBER - Default field for the account number on which you are commenting.

SUBMIT - Button for recording and displaying additions on the *Tax Trial Balance* screen.

CANCEL - Button for closing this screen without an entry.

Note: If the SORT level of display for the *Tax Trial Balance* screen, selected from the *VIEW/MENU* BUTTON is not set to TCC or ACCOUNT, the new or edited TCC, Comments will not display.

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The following is an abstract of the Administrator User Guide. It was printed as a hard copy manual to distribute at beta release:

Getting Started

The Book2Tax Administration module provides the System Administrator with the following capabilities:

- add users, inactivate and re-activate users
- perform password maintenance
- assign client files to users
- create, update, and delete reference data(National Administrator only)
- build trial balance templates(National Administrator only)

Book2Tax does not interface directly with tax form software so the System Administrator has no access to any tax processing forms or functionality.

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Functions

There are **FOUR BUTTONS** providing access to functional screens where you can perform the following administration functions:

- **USER - User and Password Administration:** Add users, perform password maintenance, change user active or inactive status.
- **ACCESS - Client File Access Administration:** Grant read-write or read-only access to users.
- **REFERENCE - Reference Data Administration:** (National Administrator only) Add reference and Meta data to the Book2Tax system.
- **TEMPLATE - Trial Balance Template Administration:** (National Administrator only) Allows for the creation of “enterprise” trial balance templates. This functionality will be available in the Book2Tax 1.1 release.

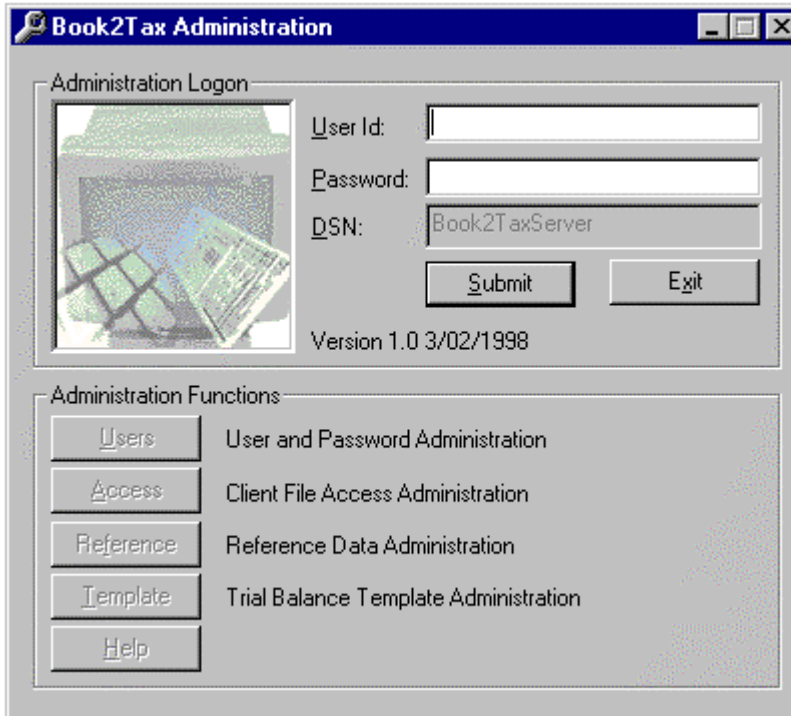
The **HELP** button accesses Help Contents, Index and an Overview of this module.

* * * * *

Starting Book2Tax Administration

From the Windows  menu, select **Tax Automation Library > Book2Tax > Book2Tax Administration**.

The **Book2Tax Administration** screen is displayed.



Book2Tax Administration

Administration Logon

User Id:

Password:

DSN: Book2TaxServer

Version 1.0 3/02/1998

Administration Functions

User and Password Administration

Client File Access Administration

Reference Data Administration

Trial Balance Template Administration

* * * * *

Logging into the System

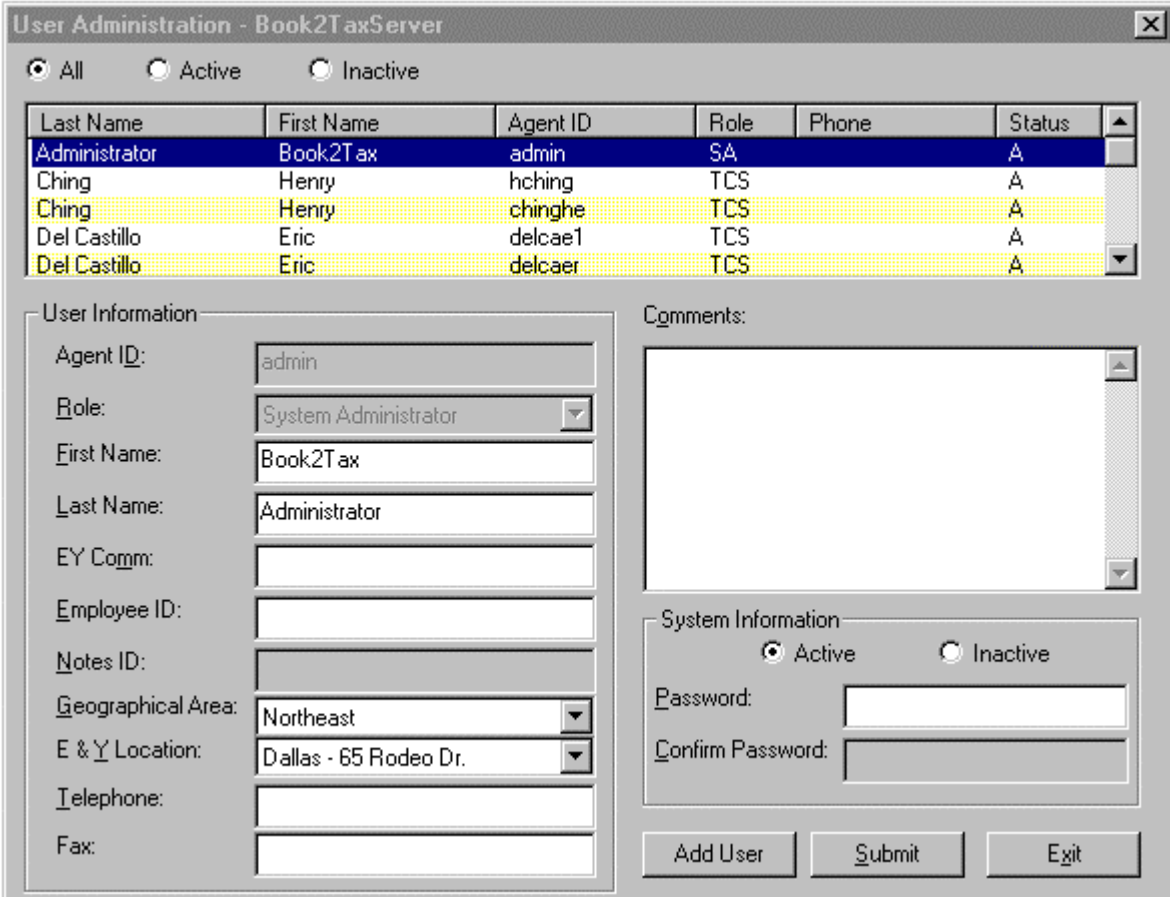
Follow the steps below in the *Book2Tax Administration* screen to log into the system.

Step	Action
1	Type your authorized User ID in the U ser Id: field. Your User ID must identify your role as System Administrator to successfully log into the Book2Tax Administration module. Non-system administrator users will not be able to log into this application.
2	Type your password in the P assword field.
3	Press Enter or click S ubmit.

The message "Successful Login" will display in place of the Version Number below the **S**ubmit button and the *Administration Functions* buttons will be enabled for your selection.

Add a User

Follow the steps below to add a new user.

Step	Action
1	<p>Click Users from the <i>Book2Tax Administration</i> screen.</p> <p>The <i>User Administration Screen</i> is displayed.</p> 
2	Click Add User .

Step	Action
3	<p>In the User Information fields below, respond as indicated:</p> <p style="padding-left: 40px;">Agent ID: Required</p> <p style="padding-left: 40px;">Role: Select from pull-down menu (Required)</p> <p style="padding-left: 40px;">First Name: Required</p> <p style="padding-left: 40px;">Last Name: Required</p> <p style="padding-left: 40px;">EY Comm: Optional</p> <p style="padding-left: 40px;">Employee ID: Optional</p> <p style="padding-left: 40px;">Geographical Area: Select from pull-down menu (Optional)</p> <p style="padding-left: 40px;">E & Y Location: Select from pull-down menu (Optional)</p> <p style="padding-left: 40px;">Telephone: Optional</p> <p style="padding-left: 40px;">Fax: Optional</p> <p><i>Note:</i> The Agent ID typically is the name used in sign on to E&Y systems, and consists of the first five letters of the user's last name and the first two letters of the first name. However the application will allow an ID in another format to be typed.</p>
4	Select Active under the System Information section of the screen.
5	<p>Type the new password in the Password field.</p> <p>Note: Passwords are case sensitive.</p>
6	Type the new password in the Confirm Password field.
7	Click Submit . The new user will appear in the Active list at the top of the screen.
8	Click Exit to return to the Book2Tax Administration screen.

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