

TaxWise® Online

An Introduction



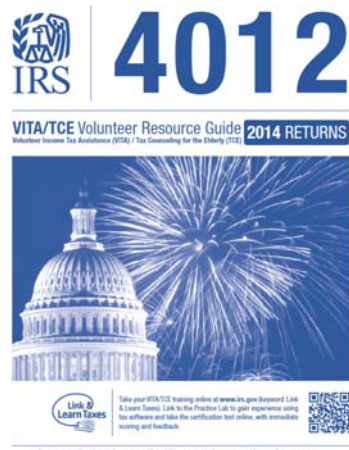
TaxWise Online Software

- Use Internet Explorer
- For 2014 training software
 - <https://twonline.taxwise.com/training>
- For 2013 training software (so you can practice with State returns)
 - <https://twonline.taxwise.com/training13>

Refer to Pub 4012 – Tab N

● Tab N: Using TaxWise Online

- Logging on
- Navigating
- Finishing a return
- Printing a return



Log in – First Time

Client Login

Please login to your account by completing the form below

Client ID

Username

Password

☐ Remember Me

Warning:
Three unsuccessful login attempts
will lock your account.
Forgot your password? Click [here](#)

- Must be at least 8 characters in length
- Must not exceed 100 characters
- Must contain at least one number
- Case-sensitive
- Cannot contain the user name
- Cannot reuse any of your last 10 passwords
- Must be unique to the Client ID
- Passwords expire every 90 days

[Need Help?](#)

**Enter Client ID, Username
and Password from
written instructions**

Log in – First Time

Client Login

Log In

You must change your password to continue.
Your new password cannot be any previous passwords.

[Change Password](#)

- Must be at least 8 characters in length
- Must not exceed 100 characters
- Must contain at least one number
- Case-sensitive
- Cannot contain the user name
- Cannot reuse any of your last 10 passwords
- Must be unique to the Client ID
- Passwords expire every 90 days

[Need Help?](#)

- You'll be prompted to change your password



TAX-AIDE

NTTC Training – 2014

5

Log in – First Time

Client Login

Log In

[What are the password rules?](#)

New Password

Confirm New Password

[Change Password](#) [Cancel](#)

- Must be at least 8 characters in length
- Must not exceed 100 characters
- Must contain at least one number
- Case-sensitive
- Cannot contain the user name
- Cannot reuse any of your last 10 passwords
- Must be unique to the Client ID
- Passwords expire every 90 days

[Need Help?](#)

- Follow the rules
- Write it down



TAX-AIDE

NTTC Training – 2014

6

Log in Failure

- If you try twice to log in and do not succeed: **STOP**
- Use “Reset Password”
- Password will revert to username
- It will ask your security question
- You will then be asked for new password

Log In

Client ID

User Name

Password

☐ Remember Me

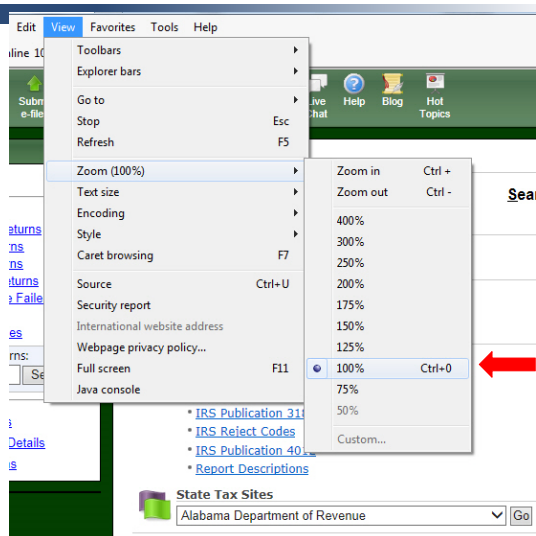
Warning:
Three unsuccessful login attempts
will lock your account.

[Reset Password](#)

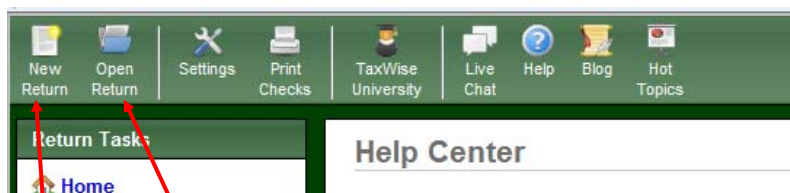
TWO/Training Homepage

TWO Screen

- Set your IE View | Zoom to 100%



TaxWise Ribbon

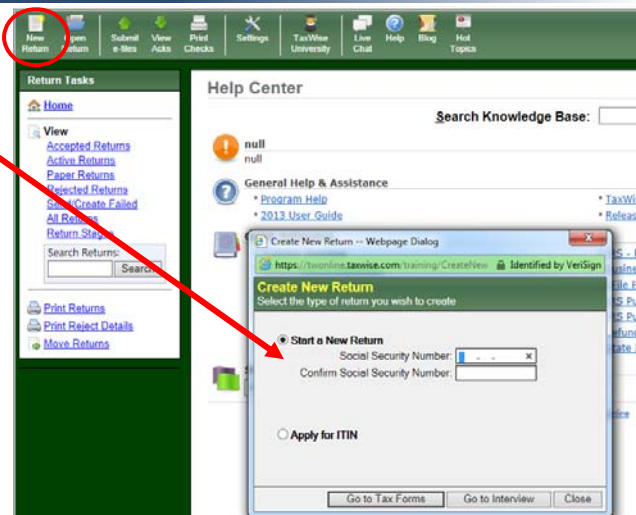


New return

Open existing return

Start a New Return

- Enter SSN twice
- Use SSN numbering rules



SSN/EIN Numbering Rules

- In Training version of TaxWise
 - First three digits come from problem
 - Middle two digits are your individual identifier assigned by your instructor
 - Last four digits must be last four digits of EFIN (from your instructor)

Start a New Return (cont)

- Click “Go to Tax Forms”

Carry Forward Data

- If prior year's information for taxpayer is available, select Use Carry Forward to pre-populate forms and worksheets
- **Caution** – must verify that all EINs and addresses on Forms W-2 and 1099-R are still same as prior year

TWO Screen

Refund monitor **Forms tree** **Active form** **Ribbon**

Refund Monitor

Current AGI: \$0
Current Refund: \$0
[Check Return Status](#)

Loaded Forms

US

Main Info
Cap Gt Wkt
1040 Wkt1
1040 Wkt3
1040 Pg 1
1040 Pg 2
Sch A
Sch B
A Detail
Interest Stmt
Dividend Stmt
Sch C Pg 1

Main Information Sheet 2013

This return can be filed on Form **1040EZ**

Check form you are using: ☒ 1040 ☐ 1040A ☐ 1040EZ ☐ 1040PR ☐ 1040NR ☐ 1040NREZ

Check one: ☐ Spanish forms on the screen and printed. ☐ Spanish forms printed only.

Sal. Your first name Initial Last name Suffix Your SSN 021-02-8438

If filing a **JOINT** return, enter your spouse's

Sal. First name Initial Last name, if different from yours Spouse's SSN

AARP TAX-AIDE NTTC Training – 2014 15

Forms Tree

Loaded Forms

US

Main Info
Interview
1040 Wkt1
1040 Wkt3
1040 Pg 1
1040 Pg 2
Sch A
Sch B
Interest Stmt (a)
Dividend Stmt (a)
Sch C Pg 1
Sch C Pg 2
1099 MISC (TP-)
W2 (TP-)
W2G (TP-)
1099G Wkt (TP-EMPLOY...
1099R (TP-)
6251 Pg 1
6251 Pg 2
8949 Pg 1 (Short: 109...)
8949 Pg 1 (Copy 2; Sh...)

- A list of all commonly used forms
- OK to not use all forms in tree
- OK to add forms to the tree

AARP TAX-AIDE NTTC Training – 2014 16

Forms Tree



Yellow exclamation mark – Form is incomplete

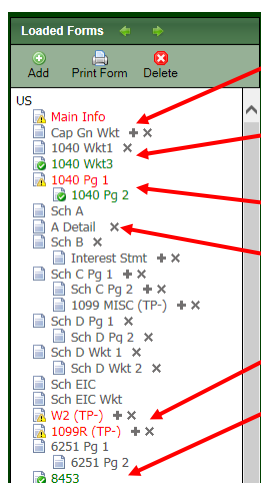


Green check mark – Form is complete



Blank – Form available in Tree, but not necessarily required

Forms Tree Order



- Main info sheet and the capital gains worksheet
- Worksheets that flow directly to the 1040
- Form 1040
- Alphabetical schedules
- Income documents
- Numerical forms
- Other pages, then State forms at bottom

To Move Around in TaxWise

The screenshot shows the TaxWise software interface. On the left is the 'Refund Monitor' window with a tree view of loaded forms. The 'Main Info' form is selected and highlighted with a blue box. On the right is the 'Main Information Sheet' form. It includes fields for 'Your first name', 'Initial', 'Last name', and 'Suffix'. There are also sections for 'Mailing address' and 'Email address'. The interface is designed for navigating between different parts of a tax return.

- Click on the form in the tree
- Then click inside the form



TAX-AIDE

NTTC Training – 2014

19

Moving Around in a Form

- To move from cell to cell
 - Use TAB key or Shift-TAB
 - Use ENTER key
 - Use mouse
- Be careful with roller ball—hit ENTER after leaving a cell or the roller ball may change your entry



TAX-AIDE

NTTC Training – 2014

20

Color Codes

- Red underline – required entry
- Green underline – calculated field
(link to the underlying form)
- Black underline – OK to enter data

TaxWise Data Entry

- Use either mixed case (proper capitalization plus lower case) or ALL CAPS – do not use all lower case
- Spelling **does** matter!
- Round amounts to nearest dollar – TaxWise rounds \$0.50 up
- Enter all dates in **mmddyyyy** format

TaxWise Data Entry (cont)

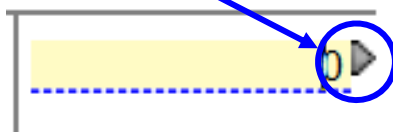
- **Do not use**
 - Any punctuation (only hyphens in names allowed)
 - Double spaces
 - Dashes

Function Keys

- See Pub 4012 Page N-2 or
- HELP then search for “Keyboard Shortcuts”
- Most common:
 - F1 – Help
 - F3 (or Ctrl+Space) – Get The Red Out
 - F9 – Link to another form

Linking – Important Navigation Tool

- Can link to most Forms, Schedules and Worksheets from field in parent form
- Click on Link Icon





Field Link Icon


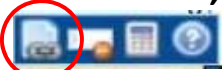


- Click on icon to the right of field for choices
 - Link to existing or new form/scratch pad
 - Toggle estimate clears/sets the red
 - Also calculator and help

The Calculator

- To make calculation before entering results in cell:
- Click on  beside cell
- Click on calculator icon 
- Make calculation on your key pad
- Hit ENTER to put results into cell

To Open a Form

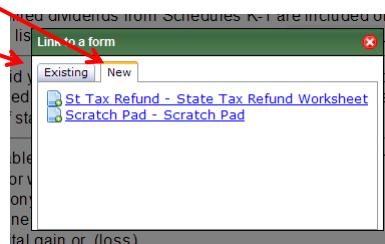
- Click on the form in the forms tree, or
- From the 1040 cell, F9, then choose the form you want from the list, or
- From the 1040 line, click on the  then on the  and choose the form from the list, or
- Add form

Linking to a Form

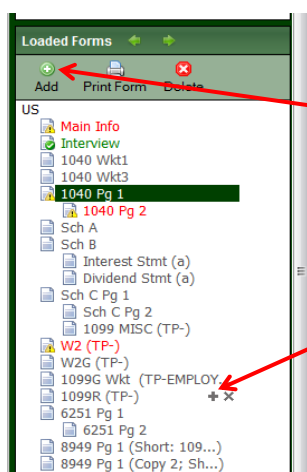
- Using either F9 or the 

- Choose from

- New forms or
- Existing forms



To Add a Form



- A form that is not in the tree

- Another copy of a form that is in the tree

To Add a New Form



- Show all forms

- Very long list
- Use scroll bar

Search For: Clear

Type at least two characters above to find the form to add

[Show all forms](#)

- Type in form # or key word

- Shorter list

Search For: 1040 Clear

Form	Description
Add 1040 Wkt2	Student Loan, Education Worksheet
Add 1040 Wkt4	Foreign Earned Income Tax Worksheet
Add 1040 Wkt5	Bonus Depreciation / 179 Worksheet
Add 1040A Pg 1	US Individual Income Tax 1040A Pg 1
Add 1040ES Pg 1	2011 Estimated Tax Vouchers Pg 1
Add 1040EZ	US Individual Income Tax 1040EZ
Add 1040NR Pg 1	US Individual Income Tax 1040NR Pg 1
Add NREZ Pg 1	Nonresident Alien Tax 1040NREZ Pg 1
Add 1040SS Pg 1	US PR Additional Child Tax Credit Pg 1
Add 1040V	Balance Due Payment Voucher
Add 1040X Pg 1	Amended Individual Income Tax Pg 1
Add ACH 1040/ES	Ach Debit of Balance Due/Estimate E-file

TaxWise Data Entry

- Generally start at top of form or worksheet and work down
- Pub 4012 includes TaxWise data entry guidance by tax law topic

Data Entry

- Essentially **NO** data (except alimony received) entered directly on 1040 in TaxWise – flows from underlying Forms, Schedules and Worksheets
- Same for Schedule B – flows from Interest Statement or Dividend Statement
- Same for Schedule D – flows from Capital Gains or Loss Worksheet

Duplicate Forms

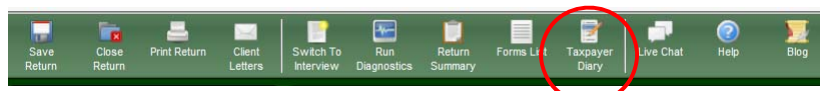
- Do not add a duplicate form until you have used the one in the tree
- TaxWise will not see the duplicate if the original is blank

Return Diary Information

- Taxpayer Diary key for communication
- Used to record information about returns (and taxpayers)
- Select [Taxpayer Diary] in return and enter relevant information
- Icon by TIN in Active Returns can be selected to access information. Additional information can be added.
- Note: Information carries over from previous year. Can delete information in the diary as needed




Taxpayer Diary



- Select Taxpayer Diary to archive important information.



TWO Diary Information

Active Returns

TIN	Name	US e-file	State e-file	Stage
		Accepted		EFILE - READY TO FILE
		Accepted	Create Failed	SEE DIARY INFORMATION
111-01-4062	KENT, KARL	Created	Created	EFILE - READY TO FILE
		Accepted		EFILE - READY TO FILE

 [add a note](#)  [save](#)

johnng: Saturday 3/16/2013 @ 10:48:29 AM

Partial year Arizona. Could not create AZ e file so paper filed AZ and created Federal e file.



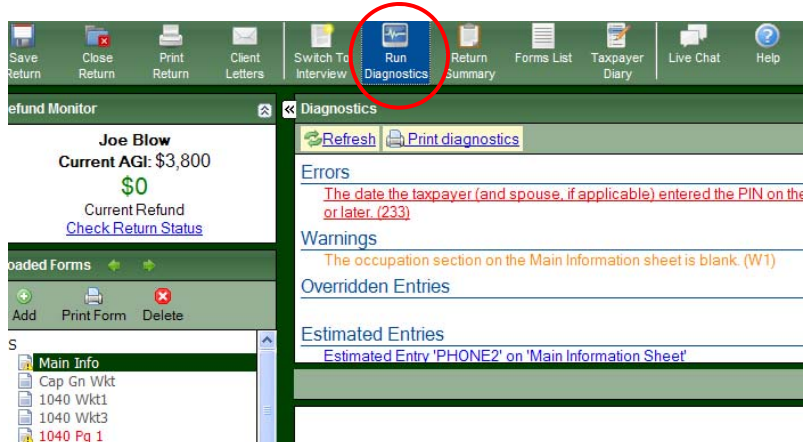
TAX-AIDE

NTTC Training – 2014

37

Run Diagnostics

- After you have entered all data



Joe Blow
Current AGI: \$3,800
\$0
Current Refund
[Check Return Status](#)

Loaded Forms
Add Print Form Delete

S
Main Info
Cap Gn Wkt
1040 Wkt1
1040 Wkt3
1040 Pg 1

Diagnostics
[Refresh](#) [Print diagnostics](#)

Errors
The date the taxpayer (and spouse, if applicable) entered the PIN on the or later. (233)

Warnings
The occupation section on the Main Information sheet is blank. (W1)

Overridden Entries

Estimated Entries
Estimated Entry 'PHONE2' on 'Main Information Sheet'



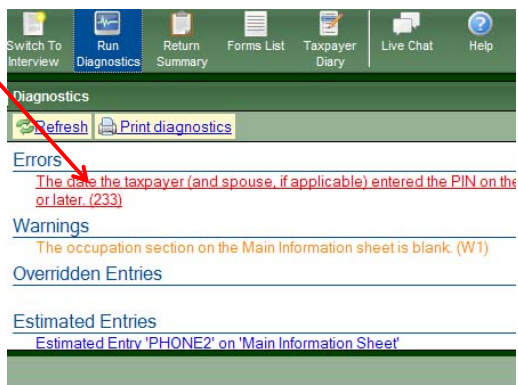
TAX-AIDE

NTTC Training – 2014

38

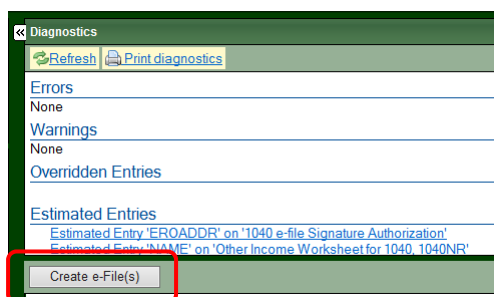
Run Diagnostics

- Click on red error
- TaxWise takes you to error
- Fix error
- Re-run Diagnostics



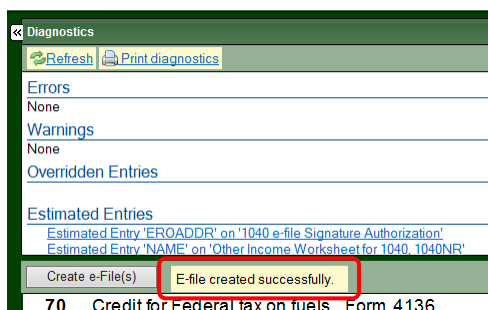
Create e-File

- After diagnostic errors are fixed, “Create e-File(s)” will be available
- Click to create the e-file(s)

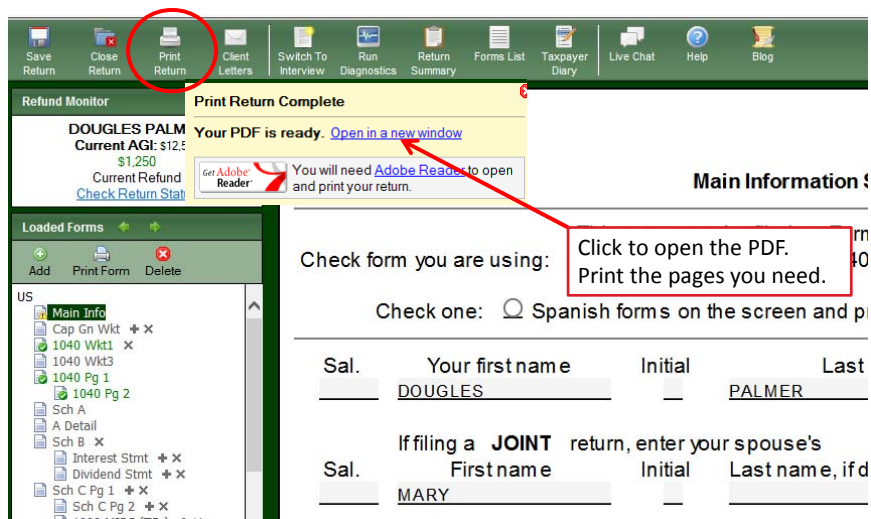


E-File Errors?

- TaxWise will identify any e-file errors
- Clear errors until “E-file created successfully”



Print the return



TWO Training

Thank you for volunteering!



TWO/Training

Questions...



Comments...

