



INTUIT PROFILE – 2017/18 TRAINING GUIDE

---

## **Learning about Taxes with Intuit ProFile**

### **Chapter 2: Installation and Set-up**



---

**Copyright**

Copyright 2018 Intuit, Inc.  
All rights reserved.

Intuit, Inc.  
5100 Spectrum Way,  
Mississauga, ON L4W 5S2

**Trademarks**

©2018 Intuit Inc. All rights reserved. Intuit, the Intuit logo, Intuit ProFile, ProAdvisor, and QuickBooks, among others, are trademarks or registered trademarks of Intuit, Inc. in Canada and other countries. Other parties' marks are the property of their respective owners.

**Notice to Readers**

The publications distributed by Intuit Inc. are intended to assist educators by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit Inc. does not render any accounting, legal, or other professional advice nor does it have any responsibility for updating or revising any information presented herein. Intuit Inc. cannot warrant that the material contained herein will continue to be accurate or that it is completely free of errors when published. Readers should verify information before relying on them.

The material in this publication is provided for informational purposes only. Laws, regulations, policy and procedures regarding this subject are continuously changing and the information and examples are intended as general guidelines only. This publication is sold with the understanding that neither the publisher nor the author are engaged in rendering professional advice and it is recommended that such advice be obtained before acting on any information herein.

Users of this publication are responsible for *their own actions and outcomes*. *The publishers and author therefore expressly disclaim all and any liability to any person* in respect of anything and any consequence. Any examples in this book are factitious and any resemblances to actual people or circumstances are purely coincidental.



---

## Table of Contents

<b>About the Author .....</b>	<b>2</b>
Additional Resources .....	3
<b>Introduction.....</b>	<b>4</b>
<b>Benefits of Using ProFile.....</b>	<b>5</b>
<b>Chapter 2 Installation and Set-Up .....</b>	<b>6</b>
Chapter 2 Learning Objectives .....	6
Single-User Installation .....	6
ProFile Workstation Installation.....	11
ProFile Flexible licensing .....	13
A Basic Setup.....	15
An Advanced Setup .....	18
<b>Chapter 2 Quiz .....</b>	<b>34</b>



## About the Author

**Michael Di Lauro, CPA CMA, *Hein & Associates CPAs***



Michael is a CPA, CMA with a strong background in training and technology. Over the years Michael has written dozens of training materials and has taught QuickBooks, ProFile, Microsoft Office and other software applications to thousands of individuals. When not teaching or training you'll often find Michael in various coffee shops, throughout Ottawa and Montreal, discussing business and technology with friends, clients and, even, perfect strangers.

---

## ADDITIONAL RESOURCES

---

In addition to this document, Intuit provides numerous resources to accounting professionals. Refer to these sites to explore additional tutorials and training opportunities:

- <http://accountant.intuit.ca/professional-accounting/index.jsp>
  - <http://profile.intuit.ca/professional-tax-software/index.jsp>
  - <http://profile.intuit.ca/professional-tax-software/training.jsp>
-

## Introduction

Intuit ProFile Tax software is reliable and easy-to-use, and it offers sophisticated features that help tax preparers experience a more productive tax season. The following paragraphs summarize the key components of Intuit ProFile Professional Tax software

ProFile T1 imports and converts data created by competing software products. Whether you carry files forward individually or in batches, you will find the process quick and convenient. Using ProFile's WYSIWYG (what you see is what you get) forms, you can view and edit federal T1 and Québec TP1 forms in either French or English. You can also print all tax forms in either language at the click of a button.

ProFile T2 is designed for professional preparation of corporate tax returns in all provinces and territories. ProFile T2 includes:

- Federal T2 returns, including T2 RSI (for 2006-2009 and earlier) and Corporation Internet Filing
- Provincial corporate tax returns for Alberta (including AT1 RSI), for Ontario returns with taxation years ending prior to January 1, 2009 (including CT23 disk filing) and for Quebec (CO-17).
- Provincial capital tax returns for Manitoba, Saskatchewan and British Columbia

ProFile T3 prepares Trust income tax returns and supporting schedules, including T3 and T5 slips that the trust receives. Simply enter slip information on intuitive income-reporting screens and ProFile T3 automatically transfers the amounts to the appropriate forms. ProFile T3 also integrates business and rental income statements. In addition to T3 slips, the software allows you to prepare NR4 slips for non-resident taxpayers (including the NR4 summary).

ProFile FX (Forms Expert) gives you more than 80 of the most commonly-used CRA forms which supplement the form-sets in Intuit's other tax applications. Here are a few highlights of ProFile FX:

- Customizable options help you complete and file the forms you need.
- Automatic form selection facilitates form printing.
- Audit and review features help pinpoint potential errors
- Forms flexibility lets you print facsimile forms on plain paper or directly onto pre-printed CRA forms. ProFile FX also prepares magnetic media files for T4, T4A, T5, T5018 and NR4 slips, as well as for the RL1, RL2, RL3 and RL4.
- Import identification from an existing ProFile T1 or T2 data file minimizes potential data entry errors.



---

## Benefits of Using ProFile

ProFile is powerful, efficient and secure tax software that helps you get your work done fast and efficiently. Here's how you benefit by using Profile:

- With phone, email or in-product live chat support, you have year-round access to knowledgeable Canadian technical experts
- With its comprehensive set of forms and schedules, ProFile lets you handle just about every tax scenario in any jurisdiction, including Québec
- With a built-in auditor that runs up to 2,800 diagnostic checks of your tax returns, ProFile has your back
- Flexible Licensing means you can install ProFile on more than one personal computer without having to pay additional licensing fees
- Work with QuickBooks? So does ProFile! There's no need for manual data entry because you can now export data from QuickBooks directly into ProFile

Plus, with ProFile you enjoy a consistent level of advanced features that include:

- Customizable client correspondence
- Database queries and reporting
- Online tools to quickly and easily stay in touch with your clients

## Chapter 2 Installation and Set-Up

### CHAPTER 2 LEARNING OBJECTIVES

---

At this chapter's conclusion, students will understand:

- How to install and activate ProFile
- How to manage ProFile licenses
- How to set up EFILE credentials
- How to use ProFile's Options menu

### A Proper Setup

With its multifaceted installation options and its depth of features, it is important to fully grasp the various ways in which you can install and setup ProFile. The options discussed in this chapter range from a set-up for a one-person tax office to a large-scale set-up for a team of tax preparers working in a networked environment. No matter the scenario, the objective remains the same: maximizing efficiency and understanding the needs of the tax preparer(s) who will be using ProFile.

Before diving into the various installation options, it is important to note the following specifications and system requirements:

#### ProFile Specifications

- Internet connectivity is required for licensing and auto-update
- Windows servers software is not supported
- Network/workstation install UNC path is not supported
- .NET 4.5.2 installation & registration are required
- Apple products are not supported

#### System Requirements

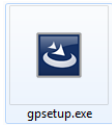
- Processor: 1GHz or faster processor
- OS: Windows 7™ with service pack 1, Windows 8/8™, or Window 10™
- Memory: 2 GB minimum; 4 GB recommended
- Hard Drive: 900 MB free hard drive space for download and 1.5 GB for installation
- Printer: Windows compatible
- Display: 1024 X 768 minimum resolution; 16 bit or higher colour
- Internet: IE 11 or higher and high-speed connection
- Other: eReview feature requires a MAPI email client and a PDF reader application (for example: Adobe PDF Reader®)

### SINGLE-USER INSTALLATION

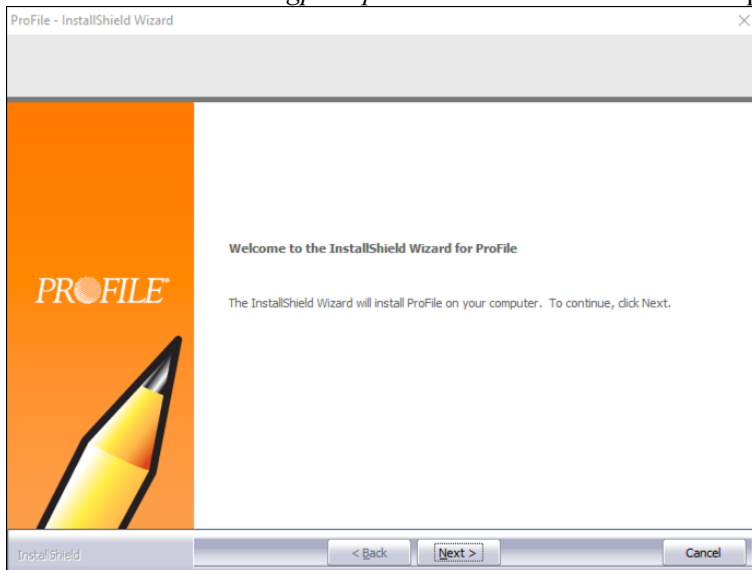
---

This sequence of instructions explains how to install ProFile on the local (C:\) drive of your personal computer:

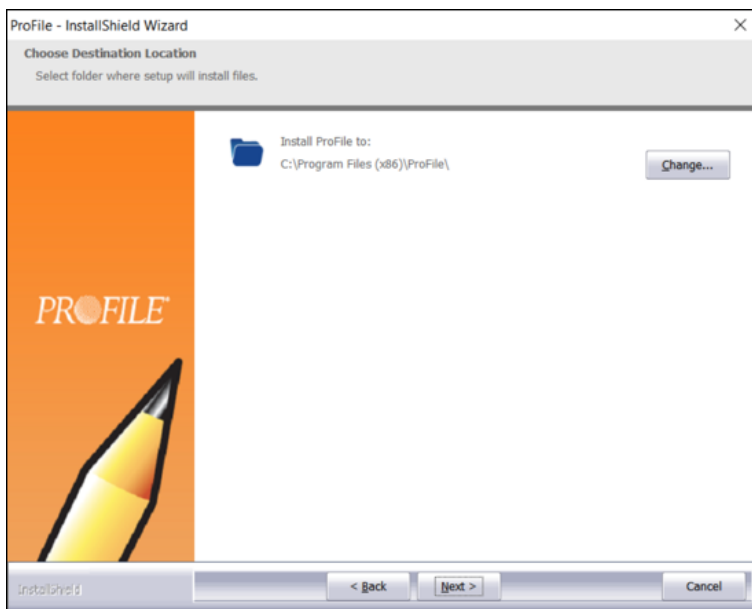
- Start by visiting ProFile's website ([profile.intuit.ca](http://profile.intuit.ca)) and download the gpsetup.exe file



- Double click *gpsetup.exe* and follow the installation prompts



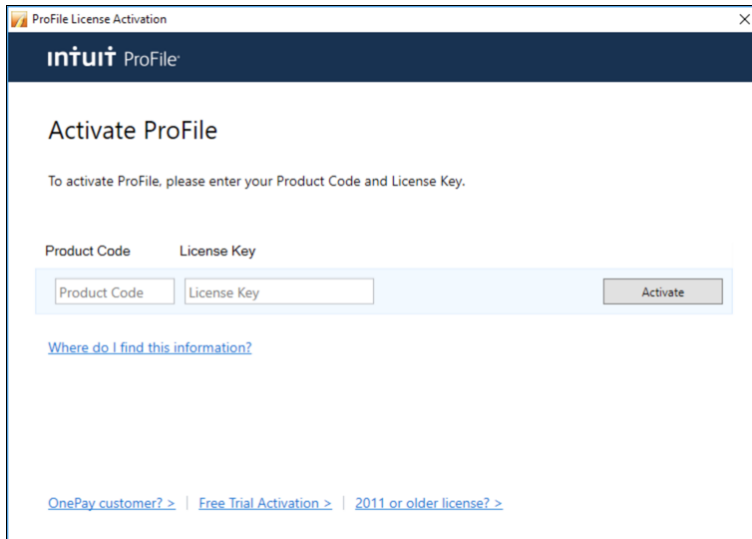
- During installation, make sure that you choose the Program Files folder of your local drive (usually drive C:\) as the file destination
- Follow the prompts to complete the installation



## ProFile activation

After installing ProFile, you must activate it by entering your license information. Follow these steps to activate ProFile:

- Launch ProFile
- In the window that opens, enter your software Product Code and License Key



ProFile License Activation

**intuit** ProFile

### Activate ProFile

To activate ProFile, please enter your Product Code and License Key.

Product Code      License Key

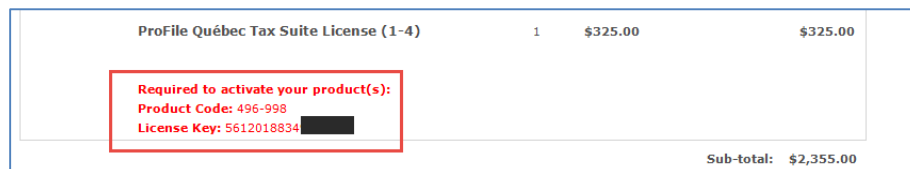
[Where do I find this information?](#)

[OnePay customer? >](#) | [Free Trial Activation >](#) | [2011 or older license? >](#)

## Finding your licensing information

Read on if you're not sure where to find the licensing information required for the window above.

- After purchasing ProFile, you will receive an emailed receipt containing the product information to be entered in this window
- If you purchased ProFile through Intuit's Web Store, you will find the codes at the very bottom of the receipt



ProFile Québec Tax Suite License (1-4)	1	\$325.00	\$325.00
--	---	----------	----------

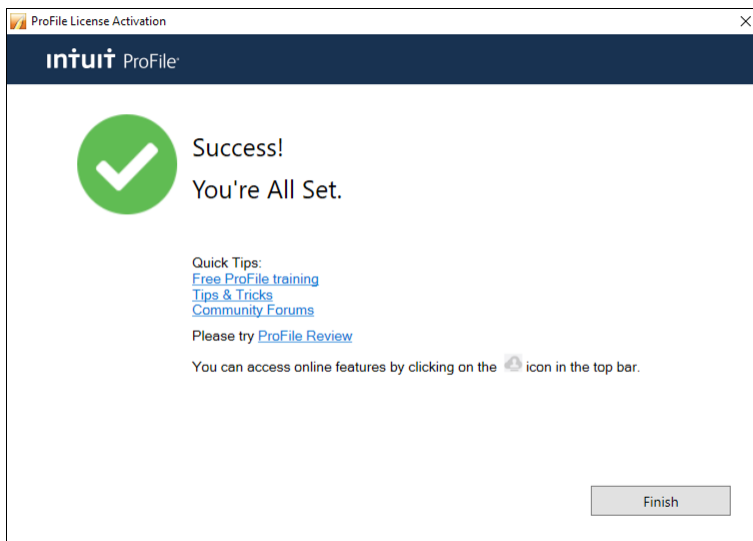
**Required to activate your product(s):**  
Product Code: 496-998  
License Key: 5612018834

Sub-total: \$2,355.00

- If you placed your order by telephone, the codes will appear in the Order Details section

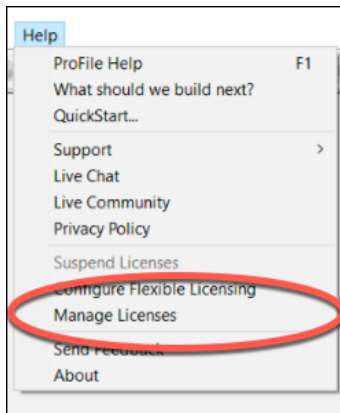
ORDER DETAILS			
Quantity	Item Id	Unit Price	Ext Price
1	423452 FR PROFILE TY14 QUEBEC SUITE	\$1,680.00	\$1,680.00
1	423522 FR ProFile TY14 Quebec Suite License (1-4)	\$325.00	\$325.00
Required to activate your product: Product Code:496-998   License Key:9059-8678-952			

- After entering the license and activating the software, a green checkmark will appear indicating that the product is ready to go.

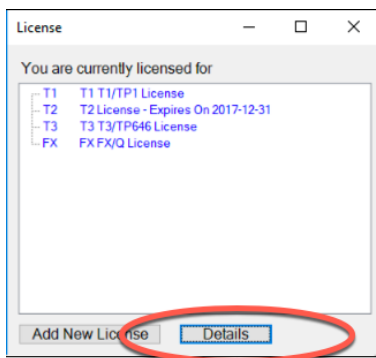


## Managing Your Licences

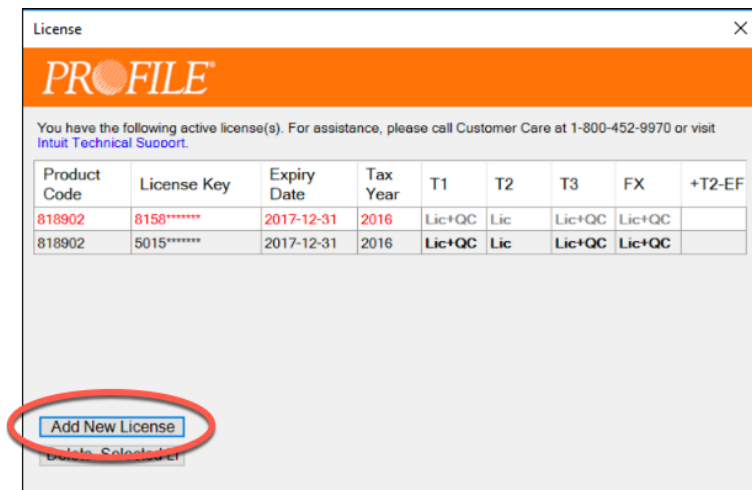
- Keeping track of your ProFile licenses is an easy yet important part of the installation and set-up process. Start by clicking *Help > Manage Licenses*



- Click on *Details*



- If you purchased additional licenses or modules (T2, T3, etc.) click on *Add New License*



- Enter the new Product Code and License Key

- To remove licenses—those that are old or outdated, for example—return to the License window, select the license to remove <sup>1</sup>
- Click on *Delete Selected License* <sup>2</sup>

Product Code	License Key	Expiry Date	Tax Year	T1	T2	T3	FX	+T2-EF
818902	8158*****	2017-12-31	2016	Lic+QC	Lic	Lic+QC	Lic+QC	
818902	5015*****	2017-12-31	2016	Lic+QC	Lic	Lic+QC	Lic+QC	

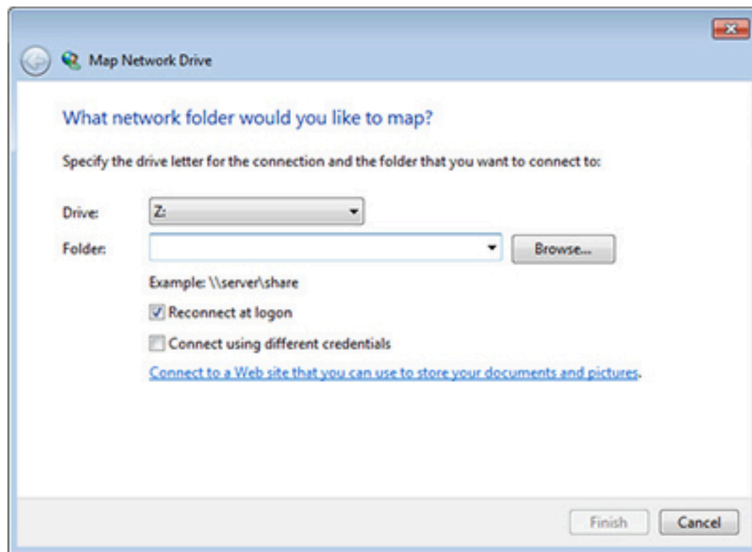
## PROFILE WORKSTATION INSTALLATION

In a network environment, where an office has multiple tax preparers, you may not want to install ProFile on each individual computer. In other words, you'll want a workstation installation. Here's how to do it:

- Ensure that your network is properly setup and configured. You may require an IT professional or Network Administrator for guidance on how to best proceed with this setup
- Perform a full installation of ProFile on the server and restart the server
- From the workstation, map the drive in which ProFile was installed by following these steps:
- Click on *Computer*, then choose *Map network drive*



- Enter the address of the server by browsing to the target location (example: G:\my-server)



- In the mapped network folder where ProFile was installed, right-click on *Workstation Install* and select *Run as administrator*
- Follow the installation wizard
- When completed, a *ProFile Workstation* icon will appear on the workstation's desktop

## Configuring Your Workstation Licenses

There are two ways to configure workstation licenses. The first method is to configure the license codes for all users. Modify the startup.ini file that is installed on your network server where ProFile is installed. The startup.ini file has the following format:

- [License]
- ProductCode=
- Code=
- Name=

To have a common code used by all client computers, enter the ProFile product code after **ProductCode=** and enter the license key after **Code=**

- The second method is used when your system administrator wants to limit individual users to specific modules.
- Under this method every user has their own access code (instead of everyone using the same centralized code). It is recommended to leave the startup.init file in the location where ProFile is installed

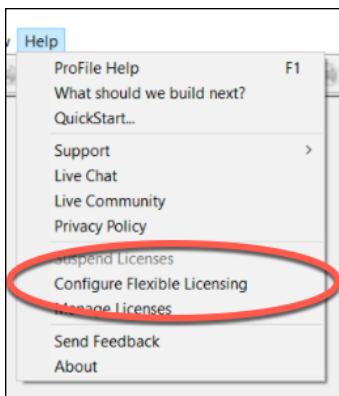


- After you update the registry and complete the installation process, you are now configured to use ProFile. To run ProFile next time, double-click the *ProFile* icon that was created on your desktop or select *ProFile* from the Start menu.

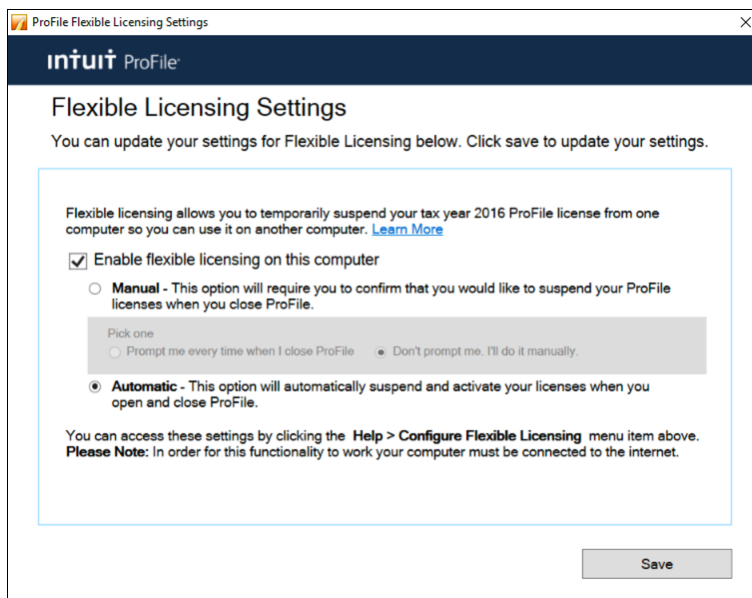
## PROFILE FLEXIBLE LICENSING

If you have more multiple computers and need to access ProFile from any one of them, then Flexible Licensing is for you. Flexible Licensing temporarily suspends a ProFile license on one computer and activates that same license on another computer. With Flexible Licensing, there's no need to constantly delete the license on one machine and then enter it manually on another machine.

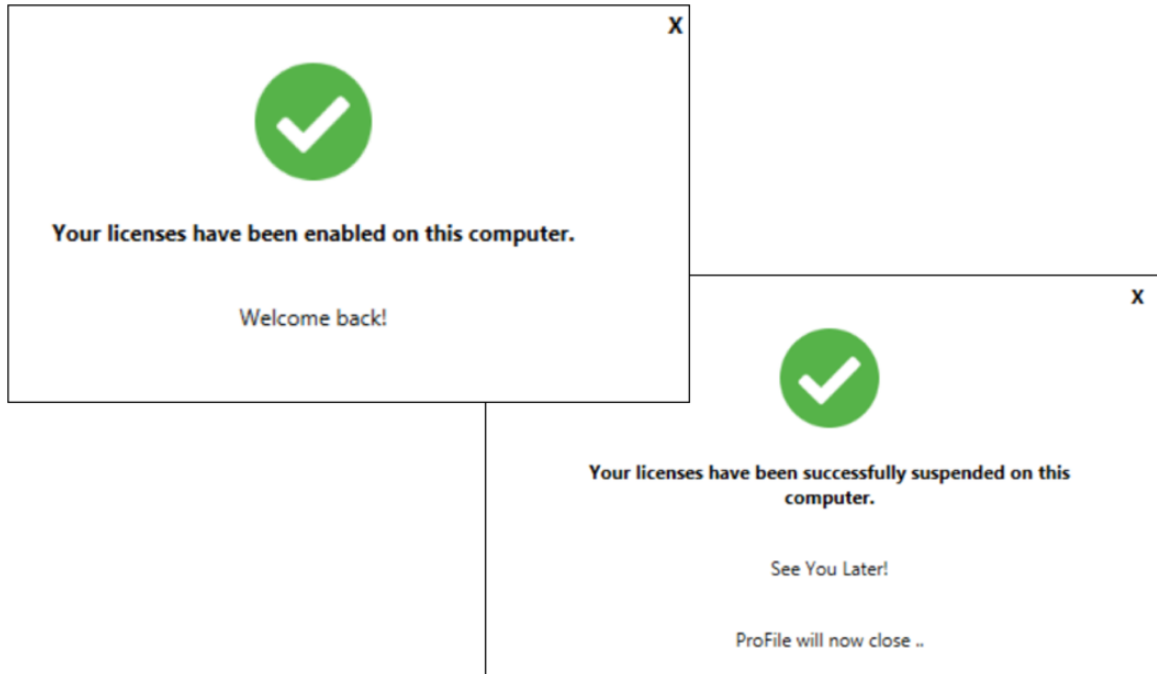
- To enable this feature, click the *Help* menu and then select *Configure Flexible Licensing*



- Click *Enable flexible licensing on this computer* then select the mode of your choice. You can choose a *Manual* mode that requires you to confirm you would like to suspend the license on a given computer, or you can choose an *Automatic* mode that will suspend and activate the licenses for you. We recommend choosing *Automatic* mode
- After choosing your option, click *Save*



- In automatic mode, ProFile will confirm your computer's license status whenever you log in and out of the application



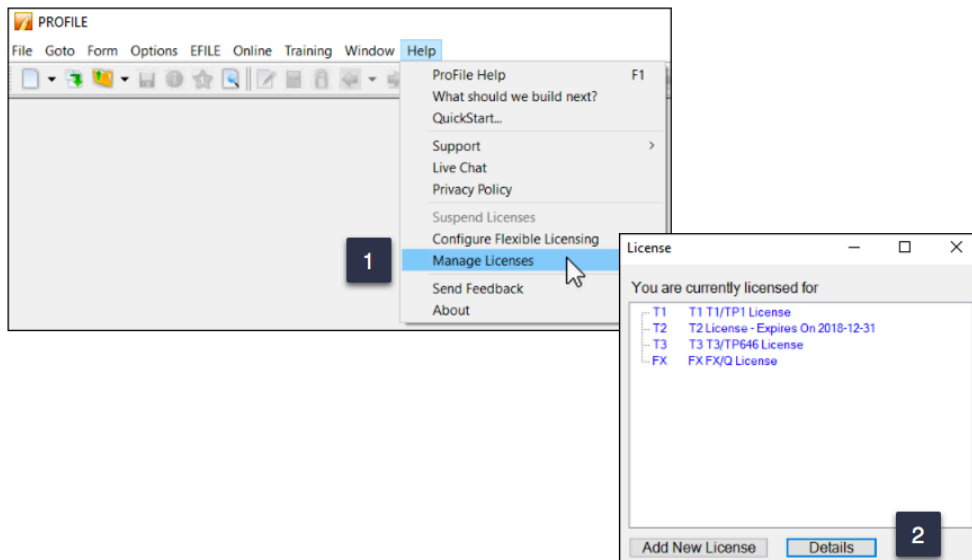
### Maximum license warnings

When activating a ProFile license, you may see this warning: *ProFile has been activated the maximum number of times permitted for this license.* This message appears either because a license is being used more times than there are units available for use, or because it was not removed from an older machine before being transferred to a new one.

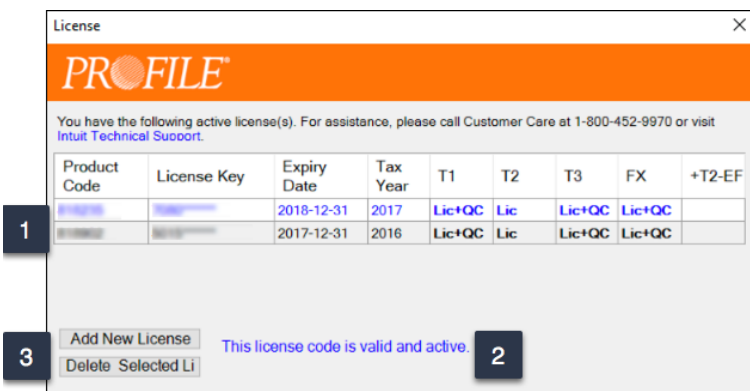
What's a unit? If you purchased one license, you will receive an extra license unit for an unforeseen situation that may trigger the need to reactivate your license. This means you have two units available. If you then try to activate your license on more than two computers, you will receive the "Maximum activation error" message described above.

To correct this issue, try deleting a license from an unused computer before activating it on a new machine.

- On the old machine, open ProFile and click *Help > Manage License* <sup>1</sup>
- Click on *Details* <sup>2</sup>



- Click the license you'd like to delete. ProFile displays a message that the license is valid and active <sup>1</sup>
- So that you can enter it on the new machine, make note of this license <sup>2</sup>
- Click on *Delete selected license* to deactivate ProFile on the old machine <sup>3</sup>
- You can now activate the license on your new computer



## A BASIC SETUP

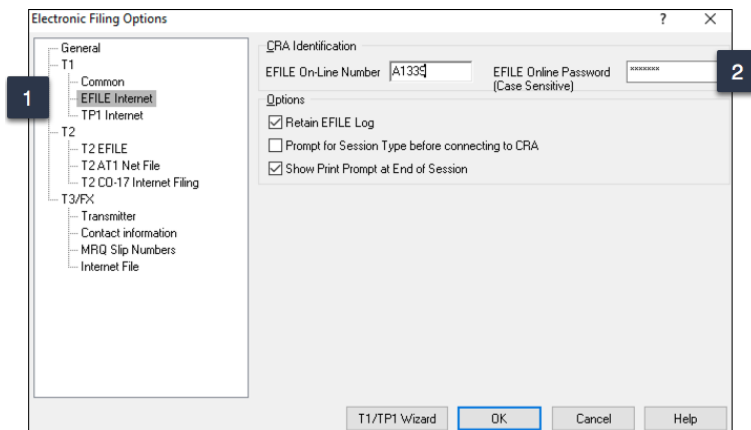
In this section, you will learn how to quickly set up the minimum number of options that are required to get ProFile up and running. Once these options are enabled, you can immediately begin working in ProFile. Later in this chapter, we will describe how to delve into more advanced and more sophisticated options.

## EFILE Options

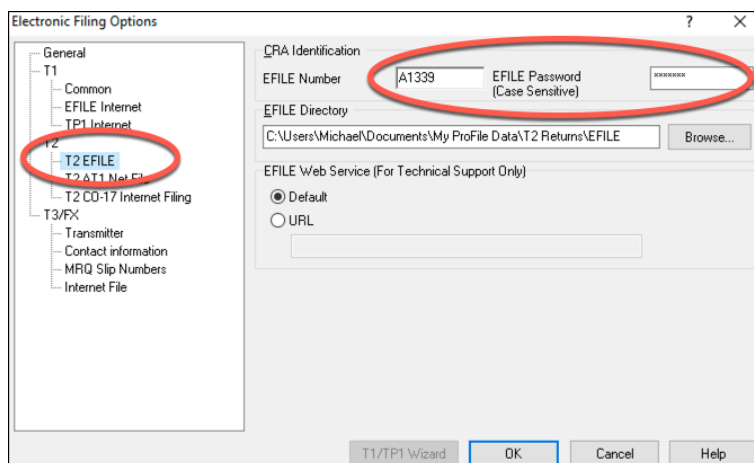
Every professional tax preparer receives bespoke EFILE credentials from CRA. It is important, therefore, to enter and save those credentials in ProFile. Follow these steps to record your credentials:

- Click *EFILE > Options*

- In the left-hand window, click *EFILE Internet* <sup>1</sup>
- Enter your On-line Number and EFILE password as provided to you by CRA <sup>2</sup>



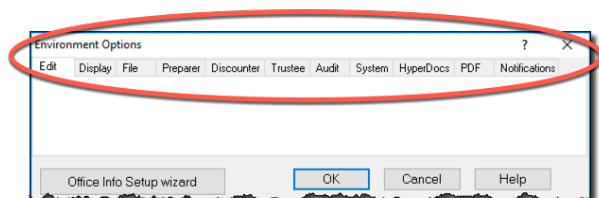
- In the same window, select *T2 EFILE* and you should see your credential appear there as well



## Environment Options

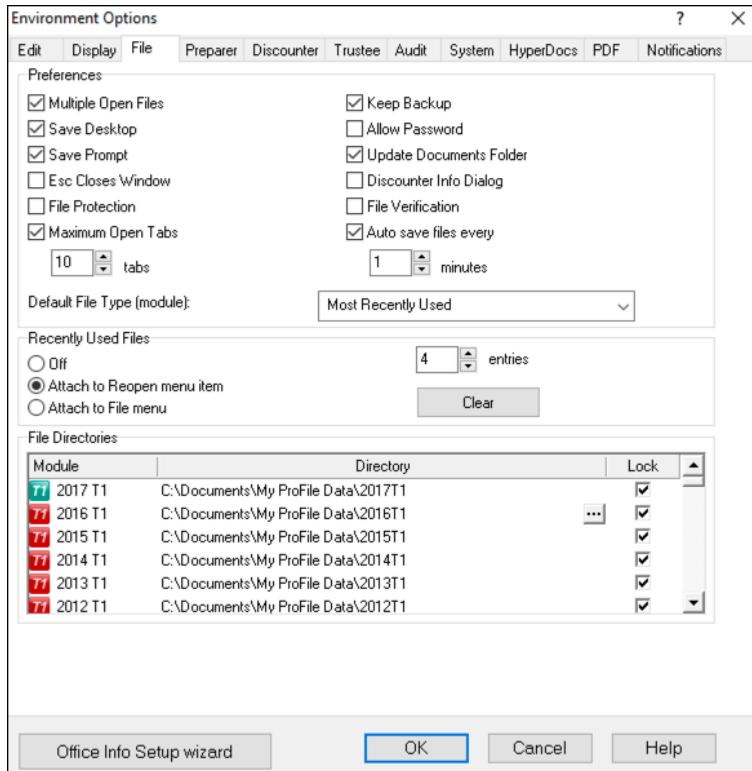
Under the *Options* menu, you will find a host of ProFile preferences. While all preferences are arguably important, there are some that are considered mandatory. Here, therefore, are the options you should set under a basic scenario.


It's important to note that if you're unsure about the functionality of any option, click the Question Mark icon at the top right of the *Environment* window and then click on any function. ProFile will then display tab-specific, context-sensitive help that will guide you in configuring your settings.

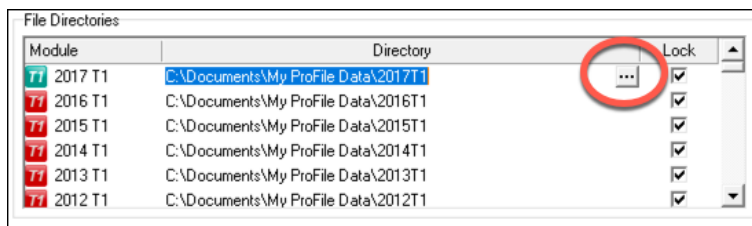


## File Tab

- Click *Options > Environment* and then select the *File* tab.
- Under the *File* tab, ProFile lets you set and/or confirm the default location for all your tax files. By default, Profile creates a general folder called *My ProFile Data* and, within that folder, ProFile establishes sub-folders to store files for each specific tax year and module (for T1, T3 and FX files). Unless you have specific file-location requirements (a server environment, for example), you should accept ProFile's default folder settings



- To change a folder's default location, just click the  menu for each module and tax year



Clicking the "Lock" checkbox to the right of each folder location ensures that ProFile always saves files to that location, and always looks in that location when opening files.

In addition to selecting the file location for all your tax files, you also choose, under the *File* tab, usability preferences such as the ability to concurrently display multiple tax files; allow password protection and display a list of recently used files.

## Preparer Tab

The *Preparer* tab of the *Options > Environment* window, allows tax preparers to enter their firm's address and contact information, as well as their Business Number and Rep or Group ID as determined by CRA. From the Preparer tab, you can also:

- Keep track of the workflow by entering preparer and partner initials
- Enter Québec preparer credentials

The screenshot shows the 'Environment Options' window with the 'Preparer' tab selected. The window has a menu bar with 'Edit', 'Display', 'File', 'Preparer', 'Discounter', 'Trustee', 'Audit', 'System', 'HyperDocs', 'PDF', and 'Notifications'. The 'Preparer' section contains several input fields: 'Name', 'Firm', 'Street', 'PO Box, RR:', 'City', 'Province' (a dropdown menu), 'Postal Code', 'Phone', 'Fax', and 'Email'. Below this is the 'Initials' section with 'Preparer' and 'Partner' input fields. The 'Quebec' section includes 'Quebec enterprise number (NEQ)', 'Identification Number', and 'Professional Representative Number' input fields. The 'T1013 / RC59' section has 'RepID', 'Business Number', and 'Group ID' input fields. At the bottom, there is an 'Office Info Setup wizard' button and 'OK', 'Cancel', and 'Help' buttons. The 'OK' button is highlighted with a blue border.

## Next steps

After setting up the basic options just described, you can jump ahead to Chapter 3 and begin working in ProFile. A prudent tax preparer, though, might want to explore the more advanced preferences discussed in the next section.

## AN ADVANCED SETUP

This section described the more advanced features and preferences that you might want to consider when personalizing ProFile. These options help streamline the workflow and save time during a busy and hectic tax season.

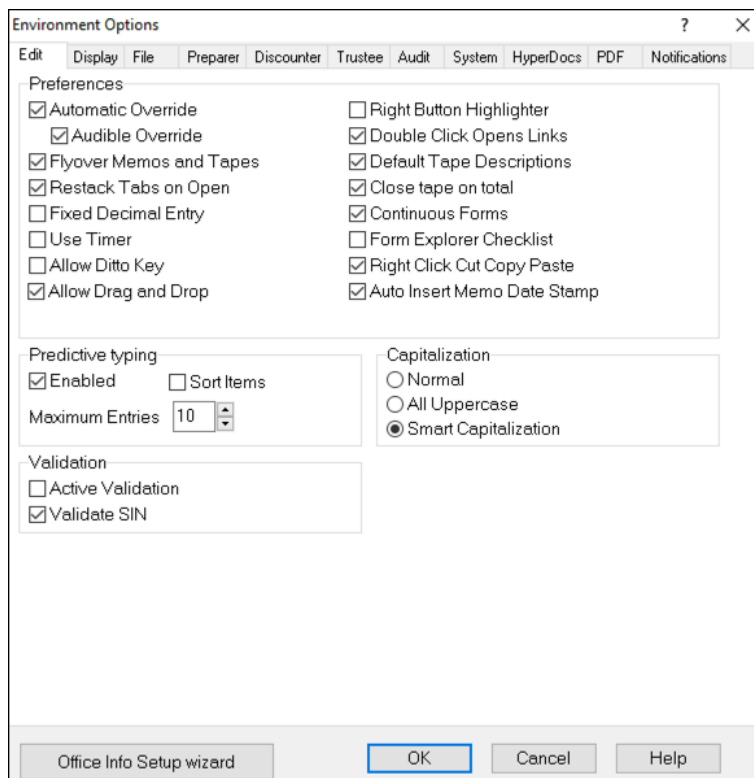
Note that the following preferences are all accessed via the *Options > Environment* menu.

---

## Edit Tab

The *Edit* tab lets you set preferences that enable fixed decimals data-entry (ProFile automatically places the decimal point to the left of the last two digits entered in a field). Here you can also ask ProFile to capitalize every word on a tax return or just the first letter in every word. From this tab you can also:

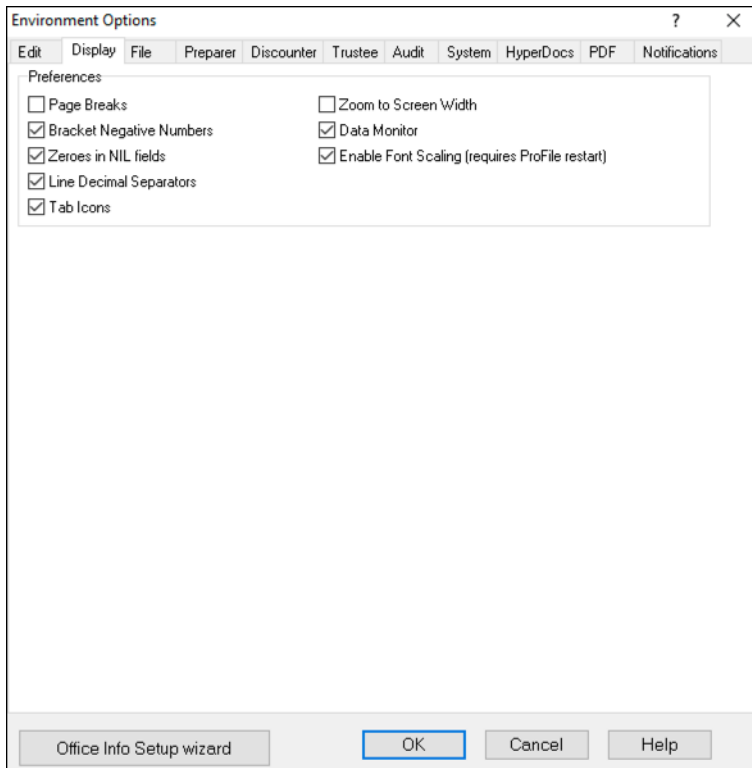
- Manually override a calculated value on the tax return
- Use the Ditto key to quickly copy and paste the same information in adjacent fields
- Allow data to be dragged and dropped from one field to the next
- Ensure that every Social Insurance Number entered in ProFile is valid
- Double-click on a field in a tax return to jump to a related field
- Right-click to enable Cut, Copy and Paste



## Display Tab

The display tab lets you personalize your on-screen views. From the Display tab, you can:

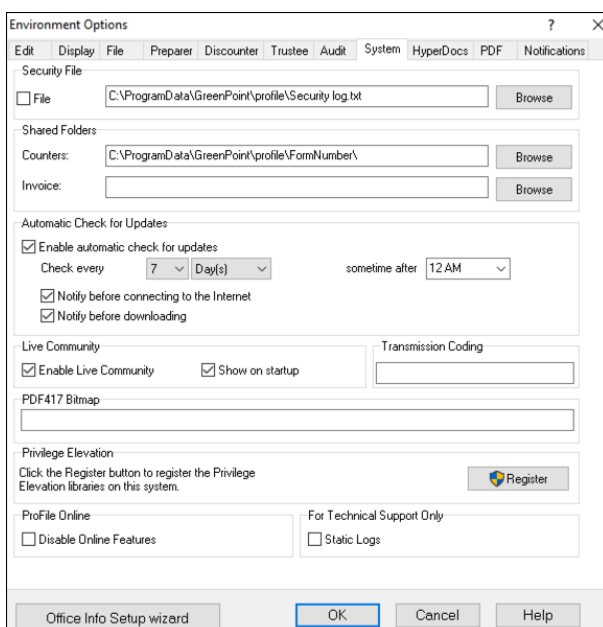
- Enable on-screen page breaks
- Use brackets for negative numbers
- Display zeroes for all NIL values
- Automatically zoom the displayed tax file to full screen width



## System Tab

To ensure that you always have the most recent release, click the *Systems* tab and review the Automatic Update settings. Here can establish the frequency in which ProFile checks for updates and you can also indicate whether you want ProFile to notify you before downloading and installing an update. Form the System tab, you can also:

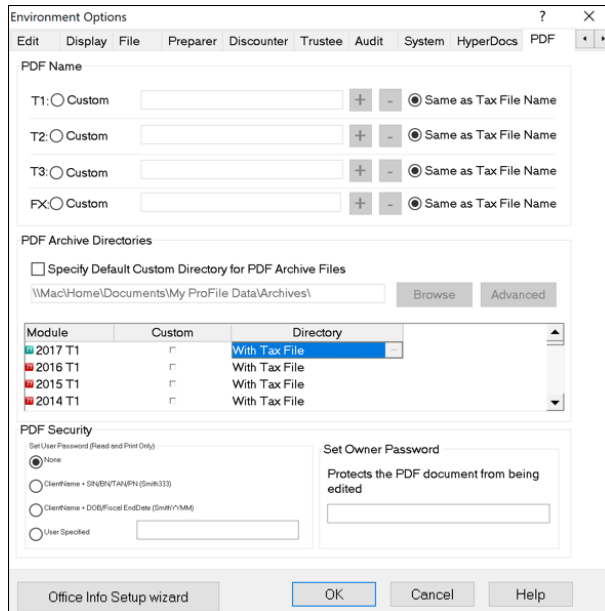
- Enable ProFile's forum-like Live Community
- Enable or disable ProFile's online features





## PDF Tab

You can use the PDF tab of the Environment Options to set personalized parameters for your client's PDF files. Here, you can also set file-naming conventions, as well as file location and password protection for all your PDF tax returns.

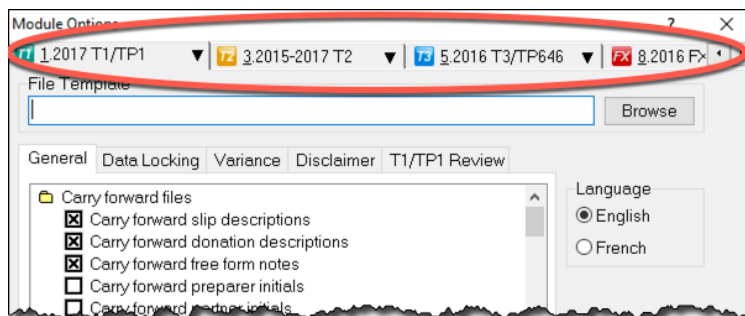


## Other Environment Settings

The Options->Environment window features other tabs including settings for establishing Discounter and Trustee credentials, and for enabling more advanced features such as Audit and HyperDocs settings. We will revisit some of these settings later.

## Options>Module

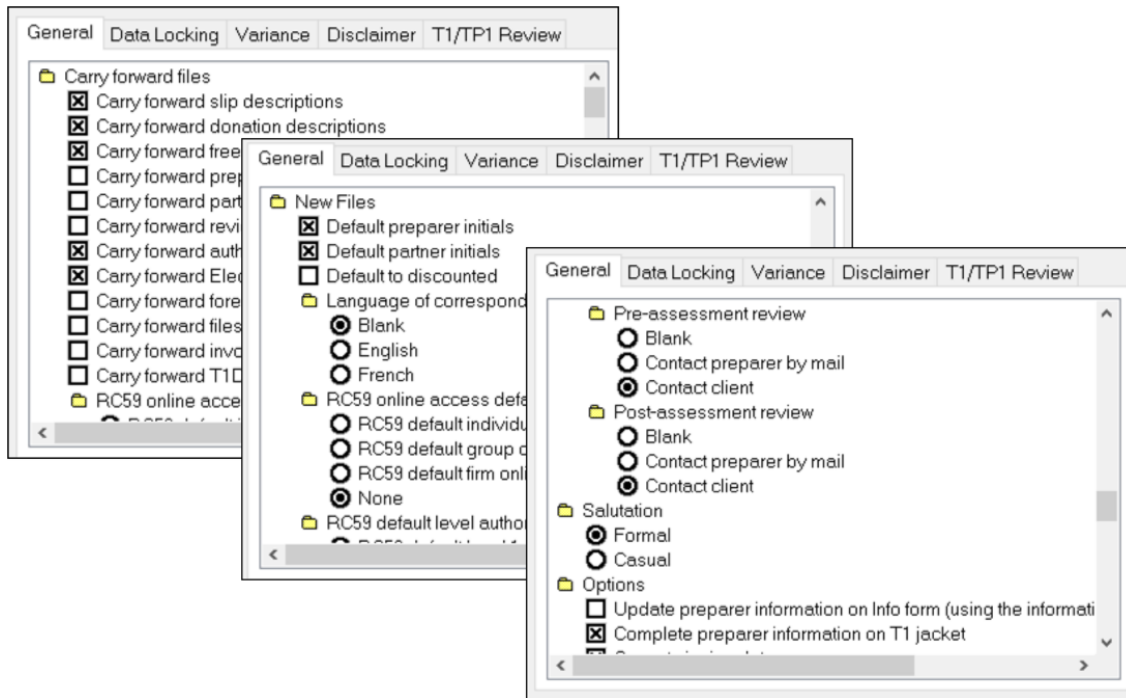
ProFile's Module options let you fine-tune the way ProFile works with each individual tax year and module (T1, T2, T3 and FX). This granular level of detail lets you determine the tax settings that ProFile will choose on new files, and on files you are carrying forward from a previous year. In this window, you can also establish your language preference, and you can set variance thresholds for comparing a client's current and previous year's tax file. The paragraphs below describe the Module options you should immediately set.



## General Tab

Scroll down this window to set defaults for new and carried-forward file. These defaults include RC 59 and T1013 authorization levels, pre and post-assessment review settings, and slip descriptions for carried-forward files. In this window, you can also:

- Carry forward Elections Canada and foreign property questions, and T1DD information
- Set defaults for language of correspondence and preparer information
- Set client letter and invoice defaults
- Establish naming conventions for your tax files
- Choose form colours for client and spouse tax returns



## Data Locking Tab

This tab lets you enable a warning that prevents you from accidentally creating a tax file. You can also lock a file—and prevent additional data entry—once the Client and EFILE status that you indicate in this window is selected on a tax file. For example, if you click the *Completed* checkbox in the Client Status column, then ProFile will lock a tax file once a tax preparer indicates that the tax file has been completed.

Module Options

1.2017 T1/TP1 | 2.2015-2017 T2 | 3.2016 T3/TP646 | 4.2016 Fx

File Template:  Browse

General | Data Locking | Variance | Disclaimer | T1/TP1 Review

☐ Warning on file creation

Client Status

- ☐ Unknown
- ☐ Carried forward
- ☐ Work in process
- ☐ Waiting for client
- ☐ In preparer review
- ☐ In partner review
- ☐ Ready to print
- ☐ Printed
- ☐ Completed
- ☐ Not filing

EFILE Status

- ☐ Unknown
- ☐ Not eligible
- ☐ Eligible
- ☐ Ready to transmit
- ☐ Transmitted
- ☐ Accepted
- ☐ Not accepted
- ☐ Paper filed

Language

☒ English

☐ French

OK Cancel Help

### Setting a client status

- To set a file's Client Status, open a tax file and then go to *File > Properties*.
- Click the *Client Status* dropdown and select the desired status
- Note the checkbox, to the right of the Client Status dropdown, that lets you toggle file locking on and off

2016 T1/TP1 File properties

1. Sanio, Martina

Sanio, Martina (999999998)

Client Status: 8. Completed ☐ Locked

EFILE Status: 0. Unknown

SEND Status: 1. Carried forward

TP1 Status: 2. Work in process

T1135 Status: 3. Waiting for client

DCN: 4. In preparer review

Invoice: 5. In partner review

☐ Discounted? ☐ CRA Errors ☐ 2139

Date	Preparer	Action	Elaps...	Module Ver.
17-12-15 ...	MDL	Created		2017.0.2
17-12-15 ...	MDL	Modified		2017.0.2

Preparer: MDL Partner:

File Name: I:\Mac\Home\Documents\My ProFile Data\2016 T1\Sanio, Martina.16T

Online Backup Disabled

[Activate Online Backup](#)

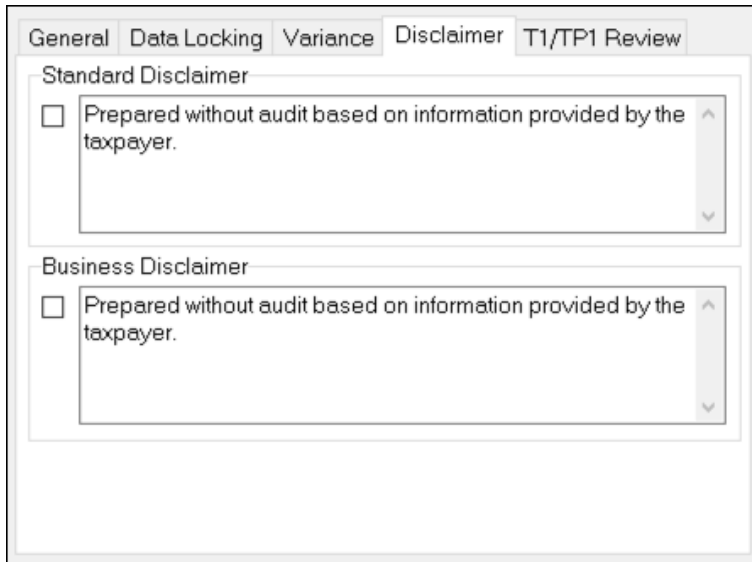
Password: Confirm:

OK Cancel Help Advanced >>

## Disclaimer Tab

You may want to add a standard business disclaimer to your tax files to alert readers as to your involvement with the information contained therein. ProFile lets you set two different disclaimers.

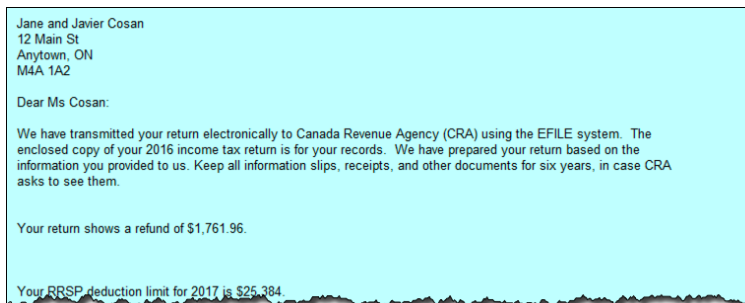
- A general disclaimer, which will appear on the last page of the tax jacket, for the tax return as a whole
- A business disclaimer that will appear on business-type forms such as the T2125 schedule for self-employed individuals



The screenshot shows the ProFile software interface with the 'Disclaimer' tab selected. The interface has a top navigation bar with tabs: 'General', 'Data Locking', 'Variance', 'Disclaimer', and 'T1/TP1 Review'. Below the navigation bar, there are two sections: 'Standard Disclaimer' and 'Business Disclaimer'. Each section contains a checkbox and a text area for the disclaimer text. The text in the text areas is 'Prepared without audit based on information provided by the taxpayer.'

## Options > Templates

ProFile includes pre-formatted letters that you can print as part of your client's T1 package. Here is an excerpt of one such letter.



Jane and Javier Cosan  
12 Main St  
Anytown, ON  
M4A 1A2

Dear Ms Cosan:

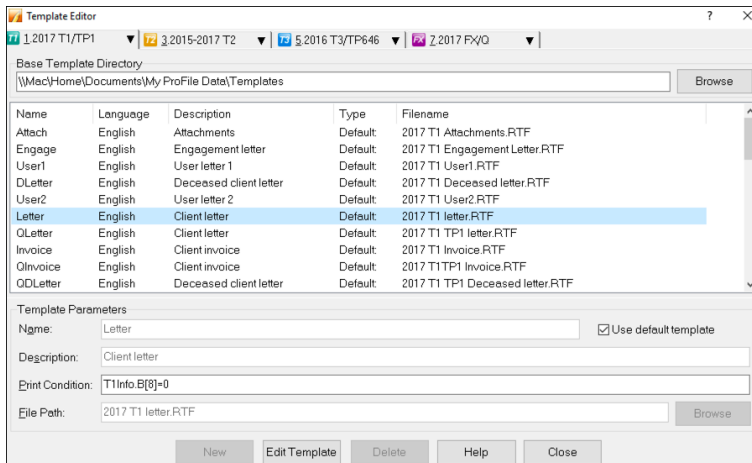
We have transmitted your return electronically to Canada Revenue Agency (CRA) using the EFILE system. The enclosed copy of your 2016 income tax return is for your records. We have prepared your return based on the information you provided to us. Keep all information slips, receipts, and other documents for six years, in case CRA asks to see them.

Your return shows a refund of \$1,761.96.

Your RRSP deduction limit for 2017 is \$25,384.

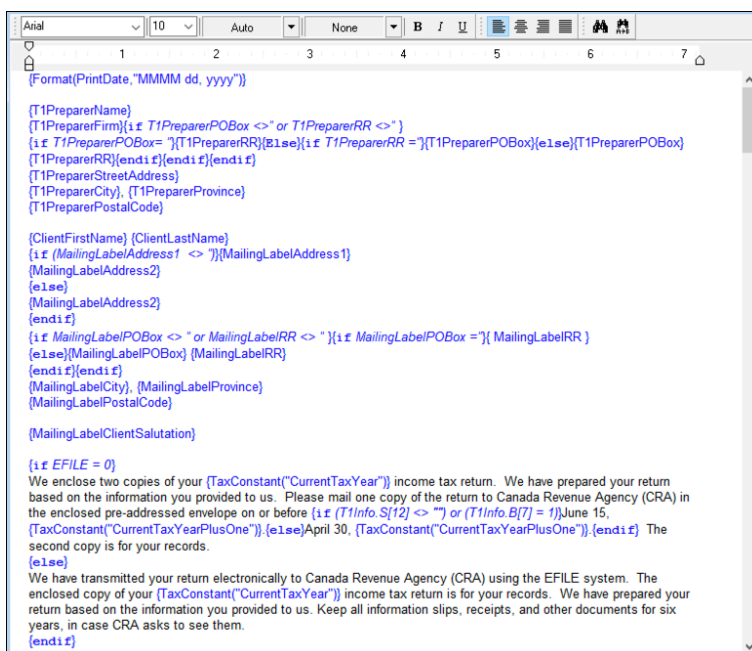
All of ProFile's preformatted letters are saved in a templates subfolder within the *My ProFile Data* folder. To view and edit any template, follow these steps:

- Click on *Options>Templates*
- Find and double-click the desired template, for example, *Letter*



The Letter template will open in a new window and it will display text in two different colours;

- Text appearing in blue signifies data that flows from ProFile data fields. Let's call this type of information *Field Codes*
- Blue *Field Codes* can only be inserted or removed; they cannot be edited from within the template
- Black font represents free-form text—much like the text you enter with a word processor
- Black text can be edited or deleted, and you can also add any additional text to the template



- To add text (black font), place your cursor in the desired area and begin typing

You have undeducted RRSP contributions of  $\$(UndeductedRRSPContributions)$  available to carryforward to your  $\{TaxConstant("CurrentTaxYearPlusOne")\}$  tax return.  $\{if NextYearRRSPContributions > 0\}$  You can also make additional RRSP contributions of  $\$(NextYearRRSPContributions)$  to deduct on your return.  $\{endif\}\{endif\}$

If you have any questions about your income tax return, please contact me at  $\{T1PreparerPhone\}$ . Or feel free to call me at 555-555-1212

Sincerely yours,  
 $\{T1PreparerFirm\}$

- To add Field Text, right-click the template at the desired input area
- Click *Insert Field*

$\{endif\}$   
 $\{if (ChildTaxBenefit$   
 Total estimated federal tax payable for the year starting in July  $\{TaxConstant("CurrentTaxYear")\}$  and ending in June  $\{TaxConstant("CurrentTaxYear")\}$  is  $\$(TotalEstimatedFederalTaxPayable + T1ChildTaxBenefit[55])$  are payable for the year starting in July  $\{TaxConstant("CurrentTaxYear")\}$  and ending in June  $\{TaxConstant("CurrentTaxYear")\}$ .  
 $\{if (NextYearRRSPContributions = 0)\}$   
 Your RRSP deduction for the year starting in July  $\{TaxConstant("CurrentTaxYear")\}$  and ending in June  $\{TaxConstant("CurrentTaxYear")\}$  is  $\$(NextYearRRSPLimit)$ .  $\{endif\}$   
 $\{if UndeductedRRSPContributions > 0\}$   
 You have undeducted  $\$(UndeductedRRSPContributions)$  available to carryforward to your  $\{TaxConstant("CurrentTaxYearPlusOne")\}$  tax return.  $\{endif\}$   
 additional RRSP contributions of  $\$(NextYearRRSPContributions)$  to deduct on your return.  $\{endif\}\{endif\}$   
 If you have any questions about your income tax return, please contact me at  $\{T1PreparerPhone\}$ .  
 Sincerely yours,  
 $\{T1PreparerFirm\}$

- Then, from the *Insert Field* list, choose the desired field and click *Insert*

Insert Field

PreparerInitials

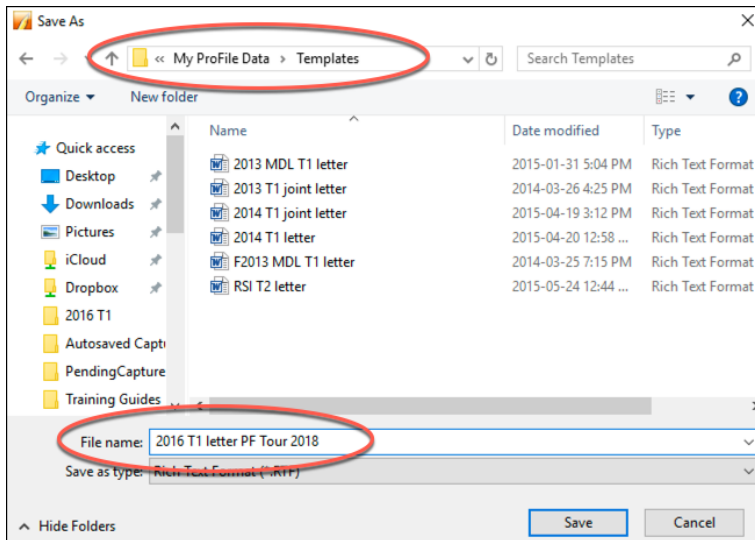
PreparerFax  
 PreparerFirm  
 PreparerInitials  
 PreparerName  
 PreparerPhone  
 PreparerPostalCode  
 PreparerProvince  
 PreparerStreet  
 Refund  
 SigningDate  
 SpouseAddress  
 SpouseAge  
 SpouseApt  
 SpouseBirthDate

Description

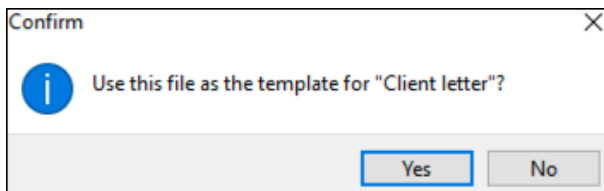
Insert

Cancel

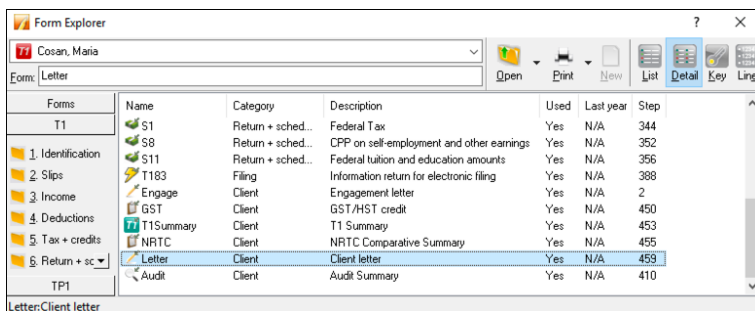
- Click *File > Save* to save your changes
- And select the location (letter template folder) and enter a file name



- Click *Yes* to confirm that you want to use this form as the default



- To view the finished product, use the *Form Explorer* to find and open the client's *Letter*



- You can now preview the changes you made to the *Letter* template

Maria Cosan  
12 Main St  
Anytown, ON  
M4A 1A2

Dear Ms Cosan:

We have transmitted your return electronically to Canada Revenue Agency (CRA) using the EFILE system. The enclosed copy of your 2016 income tax return is for your records. We have prepared your return based on the information you provided to us. Keep all information slips, receipts, and other documents for six years, in case CRA asks to see them.

Your return shows a refund of \$1,215.04.

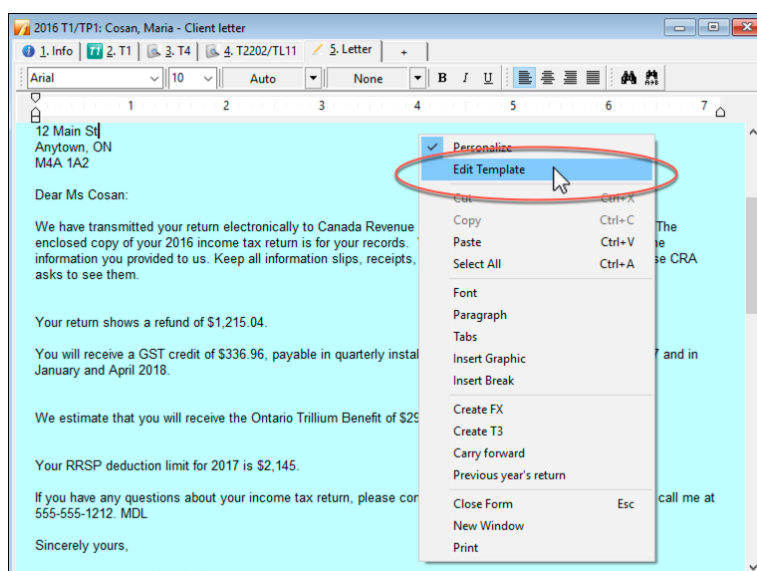
You will receive a GST credit of \$336.96, payable in quarterly instalments of \$84.24 in July and October 2017 and in January and April 2018.

We estimate that you will receive the Ontario Trillium Benefit of \$296.00 in July 2017.

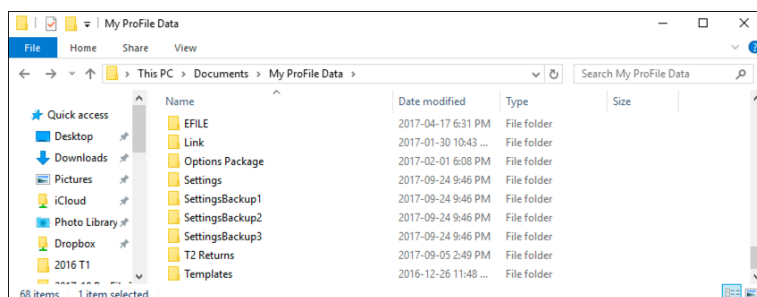
Your RRSP deduction limit for 2017 is \$2,145.

If you have any questions about your income tax return, please contact me at (613) 825-3370. Or feel free to call me at 555-555-1212. MDL

- If you'd like to make additional changes, right-click the form and select *Edit Template*



*In addition to tax and template files, ProFile stores other types of files in the My Profile Data folder. These other files include EFILE logs, backups, and certain settings file.*



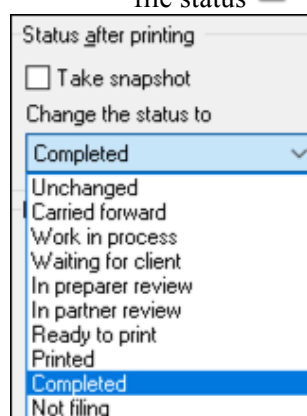


---

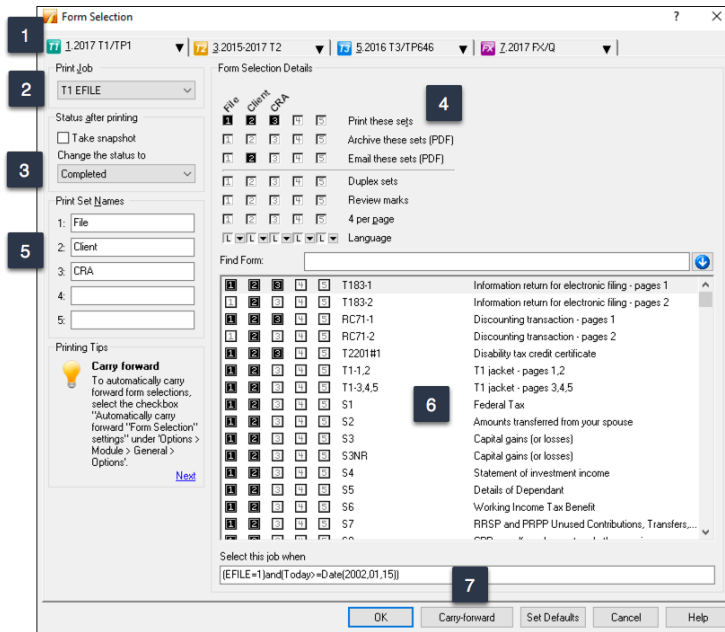
## Options>Form Selection

ProFile has a powerful set of tools for enabling the print settings, in either soft or hard copy, that will determine the tax forms a preparer sends to her clients. For example, rather than printing a complete tax return for each of your clients (which can run many pages) you might want to print a tax summary with just a few selected schedules. Here's how to configure your print settings:

- From the Options > Form Selection menu, choose the module and tax year <sup>1</sup>
- Choose the print job for the type of the tax return you are preparing for your client—the most common print job being T1 EFILE <sup>2</sup>
- After printing a return, ProFile lets you choose a default status. For example, once printed, you might want to set the status of all tax returns to *Completed*. The window below displays the available types of file status <sup>3</sup>



- Under *Form Selection Details*, you can choose the specific print set you'd like to prepare. For example, for each tax return, you can choose to print a copy for your files, your clients and for CRA. It's here that you can also determine options such as duplex printing or four forms per page. You can also set your PDF options here. <sup>4</sup>
- You can rename the prints sets, or add more print sets as well. To do either, just type the desired form names under Print Set Names <sup>5</sup>
- Scroll through the *Form* window to select (or deselect) the forms you would like to save or send to your clients <sup>6</sup>
- Click *Carry-forward* to assign last year's print settings to the current year <sup>7</sup>



## Options>Pricing

Tax practitioners likely bill out their work by the hour or by the return. In either case, with its *Pricing Schedules*, ProFile lets you choose one method, or both.

In the Pricing Schedule window below, you can:

- Record your GST Registration Number and tax rates and you can set your invoice numbering sequence **1**
- Indicate whether you want to provide a detail or summary invoice to your clients **2**
- Choose whether to bill by tax schedule or by the hour **3**
- Establish your per-schedule pricing **4**
- Carry forward last year's pricing to the current year **5**

The screenshot shows the 'Pricing Schedule' dialog box. It has fields for 'GST Registration Number', 'Next Invoice Number', 'GST/HST rate' (0.0), and 'PST rate' (0.000). There is a checkbox for 'Automatically Increment Invoice Number'. Below these are tabs for different years: 1. 2017 T1/TP1, 2. T1/TP1, 3. 2015 T1/TP1, 4. T1/TP1, 5. 2013 T1/TP1, and 6. 2011. The 'Invoice type' section has checkboxes for 'Detailed' (checked), 'Brief', 'Schedule', and 'Hour'. The main table lists various services and their rates, such as 'Basic charge' (paper filed: 0.00, electronically filed: 0.00), 'Federal tax calculation' (per schedule: 0.00), 'Amounts transferred from your spouse' (per schedule: 0.00), 'Capital gains (or losses)' (per schedule: 0.00), 'Statement of investment income' (per schedule: 0.00, per item: 0.00), 'Eligible / infirm dep / caregiver amounts' (per schedule: 0.00), 'Amount for an eligible dependant' (per claim: 0.00), 'Amounts for infirm dependants' (per claim: 0.00), and 'Caregiver amount' (per claim: 0.00). At the bottom are buttons for 'OK', 'Print', 'Carry Forward', 'Cancel', and 'Help'. Numbered callouts are placed as follows: 1 points to the 'GST/HST rate' field; 2 points to the '2. T1/TP1' tab; 3 points to the '4. T1/TP1' tab; 4 points to the 'Detailed' checkbox; and 5 points to the 'OK' button.

*If you bill for your time, you can keep track of billable hours with ProFile's built-in timer. You'll find the Timer checkbox on the Edit tab of the Environment option.*

The screenshot shows the 'Environment Options' dialog box. It has tabs for 'Edit', 'Display', 'File', 'Preparer', 'Discounter', 'Trustee', 'Audit', and 'System'. The 'Edit' tab is selected. Under the 'Preferences' section, there are two columns of checkboxes. The 'Use Timer' checkbox is circled in red. Other checkboxes include 'Automatic Override', 'Audible Override', 'Flyover Memos and Tapes', 'Restack Tabs on Open', 'Fixed Decimal Entry', 'Allow Ditts Key', 'Allow Drag and Drop', 'Right Button Highlight', 'Double Click Oper', 'Default Tape Desc', 'Close tape on total', 'Continuous Forms', 'Form Explorer Chet', 'Right Click Cut Cop', 'Auto Insert Memo D', 'Predictive typing', and 'Capitalization'.

## Saving your Settings

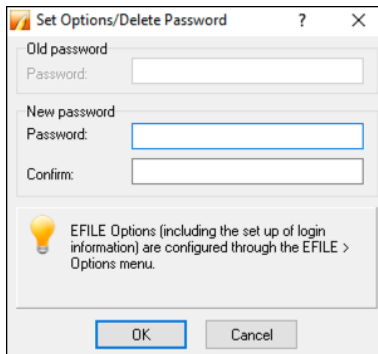
This section described the many ways that you can personalize ProFile's options and settings. It quickly becomes evident, therefore, that a complete setup might take hours. Which may lead to the following questions:

- Do I need to do this on every computer in my office?
- Do I have to repeat all these steps every time I install a new instance of ProFile?
- Do I need to repeat these steps if I purchase a new computer?
- How do I prevent someone from making changes to my personalized settings?

Fortunately, the answer to the first three questions is an emphatic "No," and, in the next few paragraphs, you'll learn how to save your settings for future ProFile installations, or share them with other users in your office. First, though, let's show you how you can prevent anyone from making unauthorized changes to your settings.

## Options>Password

- To protect your option settings, simply enter and confirm your options password.

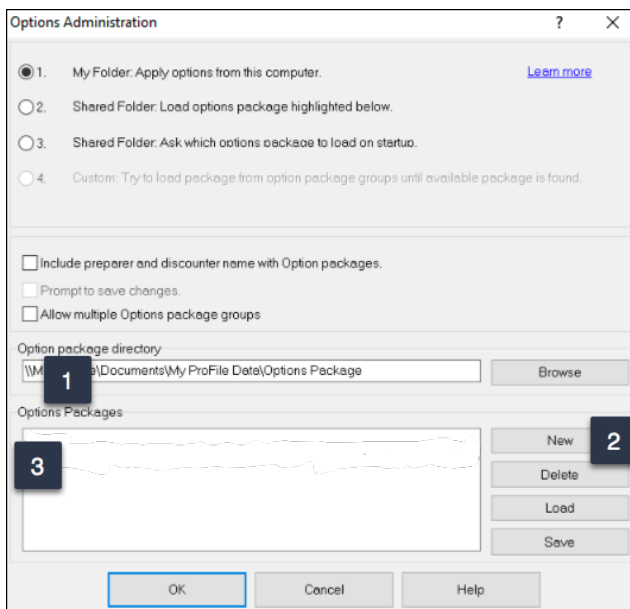


It's important to safely record and store your options password as the ProFile support team may not be successful in helping you retrieve it.

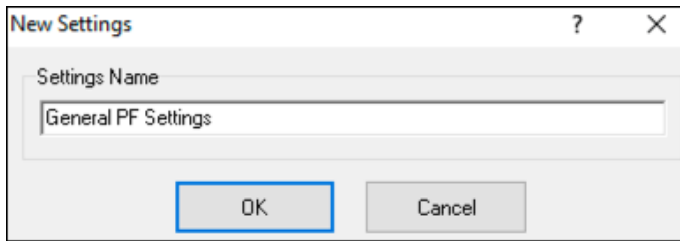
## Options>Administration

ProFile lets you save the global settings (those described just above) in a folder that's separate from the program files. This means if you upgrade or replace your computer, or if you reinstall ProFile, you can easily re-establish your customized options. In addition, in a network environment, multiple users can point to one uniform options package that specifies settings such as file location and tax preparer information.

- To view where ProFile stores your global settings, click *Options* and select *Options Administration*.
- The window below tells you your settings will be stored in an *Options Package* subfolder that's located within the *My ProFile Data* folder <sup>1</sup>
- To save your customized settings in the *Options Package* subfolder, click *New*. <sup>2</sup> Any new setting will appear in the *Options Package* area <sup>3</sup>

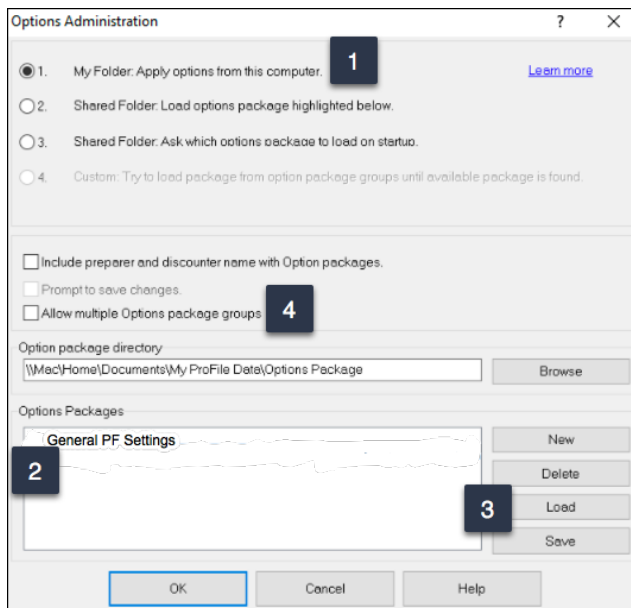


- After click *New*, enter a name for your customized settings, and click *OK*
- Your settings are now saved in ProFile's Options Package subfolder



Should you, in the future, need to reinstall ProFile, or if you add a new user or computer, return to *Options>Administration* and then:

- Select the applicable radio button (in this example, an office of a sole tax preparer) <sup>1</sup>
- Highlight the Options Package <sup>2</sup>
- Click *Load*, and ProFile will apply your settings <sup>3</sup>
- Note that you can optionally click the *Multiple Options* checkbox to create more than one package <sup>4</sup>



## Chapter 2 Quiz

---

**Question 1:** True or False: You can install ProFile for a single-user or in a multi-user environment

---

**Question 2:** ProFile's Flexible licensing lets you:

- A. Allow up to ten simultaneous ProFile users
  - B. Keep ProFile running in the background
  - C. Ensure that multiple users have access to their files
  - D. Install ProFile on multiple computers for non-concurrent usage
- 

**Question 3:** ProFile's *Environment* options has features that include:

- A. A file tab to indicate the location of saved tax files
  - B. A tax preparer tab to record names, addresses and other contact information
  - C. A systems tab to enable Live Community and other online features
  - D. All of the above
- 

**Question 4:** True or False: You can EFILE tax returns without setting any EFILE Options

---

**Question 5:** True or False: There is an option to lock a tax file and thereby prevent further changes

---

**Question 6:** What is the key difference between Environment and Module options?

- A. Environment options are used by a tax preparer, Module by a systems administrator
  - B. There is no key difference between the two options
  - C. Unlike Environment options, Module options are module and year specific
  - D. None of the above
- 

**Question 7:** True or False: ProFile cannot create PDFs of a tax file.

---

---

**Question 8:** True or False: ProFile has an option that lets you invoice your clients

---

**Question 9:** The ability to save all your option settings is found by clicking:

- A. File > Save Tax Settings
  - B. Settings > Options
  - C. Options > Administration
  - D. None of the above
- 

**Question 10:** True or False: To prevent unauthorized changes to your settings, ProFile lets you create an options password.

---

