

INTUIT PROFILE - 2017/18 TRAINING GUIDE

Learning about Taxes with Intuit ProFile

Chapter 3: A Tour of ProFile

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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:

- <u>http://accountant.intuit.ca/professional-accounting/index.jsp</u>
- <u>http://profile.intuit.ca/professional-tax-software/index.jsp</u>
- 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 3: A Tour of ProFile

CHAPTER 3 LEARNING OBJECTIVES

At this chapter's conclusion, students will understand:

- How to navigate in ProFile using its menus, tabs and icons
- How to set various display options
- How to use ProFile's auditor
- How to decipher font colours and field symbols
- How to enter data
- How to use memos and tapes
- How to work with the Form Explorer

NAVIGATING IN PROFILE

Tabs, Menus and Tools

It's easy to find your way around ProFile. No matter the type of return you work with, you will always see the same ProFile user interface—commonly known as MAUI (Multiple Access User Interface). This means that, no matter the type of return you are preparing, ProFile's uniform set of menus, toolbars and tabs make navigation a snap—and the learning process very short.



Tabs

Every time you create a tax return, ProFile displays a tab for each open form. You'll see the tabs just above the form you're currently working in, and you can navigate to any open form by clicking its tab.



You have the option to display the form name and icon on each tab, or just form name itself. Go to the Display tab of the Options>Environment window to choose your preferred setting.

The Menu Bar

As with all software applications, you can use the *Menu Bar* to navigate in ProFile. With its extensive set of menu commands, you can, for example, create or open tax files, setup preferences, arrange windows, and jump to specific areas of a tax file.

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The Toolbars

Toolbars are a set of icons that let you quickly and easily move around in ProFile. There are three configurable toolbars that you can enable (or disable) in ProFile.

- You can view the three available toolbars by clicking Options>Toolbars
- The three toolbars are: Audit and review marks, Forms and Shortcuts



• The *Audit and review marks* toolbar lets a partner or preparer approve or request changes to any line on a tax return. We'll discuss review marks a little later in this chapter

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• The *Shortcuts* toolbar features icons that let you, quickly jump to a specific area. With shortcuts, you can, for example, create or carry-forward tax files, find tax forms, toggle between spousal returns; print single schedules or complete returns; open additional forms; and view file properties

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- The *Forms* toolbar, or JumpBar, is a customizable area on the toolbar that lets you add a favourite form—making it "stick"—and rendering it available in any tax file. Once you add a form to the JumpBar, it becomes a mouse click away on every tax return that you open.
- To add a form to the JumpBar, click and hold the form's tab, and then drag it over to the JumpBar

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Display Options

On the toolbar below, the *Spousal* icon indicates that two tax files are open (one for each spouse). Clicking that icon will toggle between the spouses' returns, and display each one on your monitor in turn.



• If you prefer viewing both spouses' files at the same time, click the *Tile* icon to view each tax file, tiled horizontally one above the other

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• If you use multiple monitors, you can display one file on each screen, Click the *Launch* icon to create a floating window for the second file, and then then drag it over to your second monitor



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• You can also use the *Windows* menu to cascade, tile or manually arrange your open windows



The Auditor

ProFile comes with a comprehensive auditor that constantly scans a tax file and alerts you to missing or erroneous information. ProFile's auditor also makes suggestions for optimizing a tax return, and it reminds you about memos you may have entered, amounts you may have calculated, or review marks that you annotated on a tax return. ProFile, in fact has two types of auditors. Let's look at each one.

The Passive Auditor

As you work on a tax file, the *Passive Auditor* constantly scans the return and, when it detects a potential error, highlights that area of the tax file with a yellow background. When you move your cursor over that yellow field, the passive auditor opens a context-sensitive message. Here is an example of a passive audit message:

• In the example below, ProFile's *Passive Auditor* highlights Box 16 of an indvidual's T4 slip. When hovering your mouse over that field, an audit message opens and cautions you that the entered CPP amount differs from CRA's suggested value, the auditor suggests that you verify the highlighted amount

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Other examples of ProFile's Passive Audit messages include:

- Missing data that is necessary for filing
- Missing EFILE information
- Amounts on tax slips that fall outside the tolerance range (as in the CPP example above)
- Opportunities for additional claims (for example, the taxpayer is eligible for a disability amount)
- Claims that may be more beneficial on a spouse's return
- Filing requirements specific to a return (taxpayer subject to minimum tax)
- Suggestions to reduce a claim (excessive RRSP deduction or unnecessary CCA claim)
- Planning opportunities
- Other forms or elections that may be necessary but have not been included in the tax file

The Active Auditor

The *Active Auditor* displays a list of audit messages that apply to the current tax file. These include passive audit messages mentioned above, as well as notices or processing errors, EFILE messages, fields with memos or calculations attached, overridden fields, or fields with review marks attached.

To display the *Active Auditor*, click its toolbar icon or just press *F9* on your keyboard, and the *Active Auditor* displays at the bottom of your screen.

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enter the date of:	from line 213 of his or her return:	0.00		
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🔍 Summary 🍳 Warnings 🔍 Notices 🖌 Sign-offs 💥 Issues 👔 Ov	errides 🛒 Memos 🝁 EFILE 🔞	T1135 🔰 Online change 🗟 Data Impo	t 🗟 Carry forwards 📓 Tapes	🥄 Varians * 🔸
Warning T5/1 Slip for INTER MISC is incomplete. Please review.				•
Notice T4/1 T4 Box 16 (CPP premiums) may be incorrect. CRA:	s formula suggests \$2,544.30. Please	heck.		
Notice T1 Tax owing must be remitted to CRA by April 30th t	o avoid penalties.			_
Notice 11 This return should be filed by April 30th to avoid la Matice 54 Terrarus has investment income Are there carries	te hing penalties.	uld be deducted?		_
Notice Instalments Taxpayer must make guarterly instalment payment	y comyes or ments topenses that co 5.			
Modified (EEI) E. Not alia	ble Palance/Pelund	7 920 41 GST Condit	0.00 Combined balance	12 002 25
Produces Price: Noticing	Differences manufild	1,000 milliour creak	comparied balance	

Note the tabs in the audit window. These tabs include:

- *Warnings* that indicate potential processing problems, including messages about data may have been overlooked— for example, a slip with no recorded information
- *Notices* that alert you to important dates or deadlines. Notices also alert you to amounts that fall outside a calculated range
- Sign-offs which display Review Marks that a partner or tax preparer added to the tax return
- Issues for any field that has a correction or question review mark attached to it
- Overrides that alert you to a change that you made to a field's calculated amount
- Memos to remind you that you attached a note to a field in the tax file
- *EFILE* warnings to prevent you from EFILING a tax file. In addition, any messages originating from CRA, after an EFILE was processed, will appear here.
- *Carry forward* that lists all the data brought forward from a prior year's return
- Tapes that highlight a field where ProFile's calculator was used
- Variance that highlights any changes made after you took a snapshot of the tax return
- Data Import that lists taxpayer data imported using CRA's Auto-fill My Return
- Summary which consolidates all messages from the other tabs.

Acting on audit messages

- To act on an audit message, double click the message.
- ProFile will open the applicable form, circle the item and add a yellow background to the field

T5 Statement of Invest	ment Income					1	Г <mark>5</mark> Slip
		Box	Slip #1	Slip #2	Slip #3	Slip #4	Total
		1		· · · · · ·		<u> </u>	
Description		C	INTER MISC				
% reported by spou	se		42.0	0.0	0.0	0.0	1
% reported by taxpa	iyer		58.0	0.0	0.0	0.0	
Currency				-			
Exchange rate to co	invert to Cdn \$		0	0	0	0	
Eligible dividends	Actual Amount	24	0.00	0.00	0.00	0.00	0.00
	Taxable Amount	25	0.00	0.00	0.00	0.00	0.00
Interest from Canad	an sources	13	0.00	0.00	0.00	0.00	0.00
Source of Box 13 in	terest (for EFILE)		1/Bank	1/Bank	1/Bank	1/Bank	
Capital gains divider	nds	18	0.00	0.00	0.00	0.00	0.00
Dividends	Actual Amount	10	0.00	0.00	0.00	0.00	0.00
	Taxable Amount	11	0.00	0.00	0.00	0.00	0.00
Other income from	Canadian sources	14	0.00	0.00	0.00	0.00	0.00
Name of foreign cou	ntry			÷	Ĵ	8 8	
Foreign income		15	0.00	0.00	0.00	0.00	0.00
Foreign tax paid		16	0.00	0.00	0.00	0.00	0.00
Royalties	Work or invention	17	0.00	0.00	0.00	0.00	0.00
	Other		0.00	0.00	0.00	0.00	0.00
Accrued income: Ar	nuities	19	0.00	0.00	0.00	0.00	0.00
Box 19 received due	to death of spouse?		No	No	No	No	
Equity linked notes	Current year	30	0.00	0.00	0.00	0.00	
interest	Prior years		0.00	0.00	0.00	0.00	
Summary Summary	arnings 🤍 Notices 🧃	🖌 Sig	n-offs 🗰 Issues	🔒 Overrides 📝	Memos 🔶 EFILE	🔶 T1135 🗦 Onlin	e change 🗟 Dat

Personalizing ProFile's Auditor

Options>Environment

Chapter 2 described how *Options>Environment* allows you to personalize ProFile to meet your requirements. The *Audit* tab, also found under *Options>Environment*, lets you choose how you'd like to work with ProFile's *Auditor*. From this window, you can:



• Enable or disable features such as the *Passive Auditor*, review marks and circled fields

- Choose the information to display on the *Summary Tab* of the *Active Auditor*
- Determine the audit messages that will prevent ProFile from EFILING a return
- Remove audit messages on partner or preparer sign-off

PUTTING IT ALL TOGETHER

Getting Started

Up to this point, you learned about ProFile's set-up options, and you also read about ProFile's design, and its features and functions. In this section, we'll tie all that information together and show you how those features help you become an effective and efficient tax preparer.

Where to start

Invariably, you will start by either creating a new tax return or carrying forward a file from the previous year, and you accomplish either of those tasks by clicking the appropriate icon on the toolbar.



Over and above its own prior-year files, ProFile lets you carry forward files prepared in other tax applications including TurboTax, CanTax and TaxPrep. In addition, you can carry forward DT Max files by clicking, File > DT Max Carry Forward.

Varry forward fi	e		лу.		×
71 2.2015 T1	🔻 🔀 3.T2 🔰 🔀 4.2015 T3 🛛 🗸 🔂 6.201	6 FX 🔻			
Look in:	📙 My ProFile Data 🛛 🖌 💼 📸	-			
Returns	Name	Size Item type	Date modified		^
👝 2015 T1	tresorit	File folder	2016-12-27 10:4		
_	1997T1	File folder	2016-12-26 11:4		
Shortcute	1998T1	File folder	2016-12-26 11:4		
Shortours	1999FX	File folder	2016-12-26 11:4		
🚮 Desktop	1999T1	File folder	2016-12-26 11:4		
My Documents	1999T3	File folder	2016-12-26 11:4		
	2000FX	File folder	2016-12-26 11:4		
	2000T1	File folder	2016-12-26 11:4		
	2000T3	File folder	2016-12-26 11:4		*
File name:				~	Carry forward
Files of type:	2015 ProFile T1 (*.15T)			~	Cancel
	2015 TurboTax T1 (*.TT15)				Halo
	2015 Cantax[tm] 11 (*.P15) 2015 TaxPrestro) 11 (*.115)				nap
	2015 ProFile T1 (*15T)				

Whether you start with a new or carried-forward return, here are a few things to keep in mind:

- ProFile opens a tax file at the *Personal Information* page. This is where you enter the taxpayer's contact information, as well as residency, marital status and other information
- ProFile automatically opens other forms and schedules, such as the T1 Jacket. You can tell which forms ProFile opens by glancing at the forms' representative tabs
- The yellow fields denote the Passive Auditor's warnings about missing information



Entering data

- Even though ProFile automatically opens the tax jacket, it's important to note that you enter data on supporting forms and schedules, and not directly on the jacket itself.
- When you click on the *T4* tab (from the window above), ProFile will launch the *T4 Slip* window which, after you enter an employee's earnings, will look like this

PROFILE - [2016 T1/TP1: Tax	payer, Amy - Sta	temen	t of remuneration p	aid]				
💋 File Edit Audit Goto	Form Option	s EF	ILE Online Traini	ng Window Help	, ,			
¬ ¬				283 BBB 38	1 0 Th /			
📃 T 🖪 🛄 T 🖬	🥑 💷 💌	🗹		" 🕾 " 💵 🎕	11 - BO 111 C	र 📖 🛀 📼	i 🔜 🐝 🔄 s	earch
🚳 1. Info 🛛 🛥 2. S1 🗋 🕅 3. T	1 🖪 4. T4 🛙	6. S. T	5] +]					
		× 2	- I · I					
T4							T4 Slin	
Statement of Remuneration	n Paid							
		Box	Slip #1	Slip #2	Slip #3	Slip #4	Total	
			4			•		
Description		1	ALGONQUIN					
		_						
Province of employment		~	Ontario	,	-	,		
Employment income		2	88,999.00	0.00	0.00	0.00	88,999.00	
Employee's contributions	CPP	10	2,545.00	0.00	0.00	0.00	2,545.00	
	QPP	17	0.00	0.00	0.00	0.00	0.00	
	El premiums	18	944.00	0.00	0.00	0.00	944.00	
	PPIP	55	0.00	0.00	0.00	0.00	0.00	
Exempt		28	NO	NO	NO	NO		
	DDID		No	No	No	No		
Employment code	reie	29	110	NO	110	NO		
RPP contributions		20	0.00	0.00	0.00	0.00	0.00	
Pension adjustment		52	0.00	0.00	0.00	0.00	0.00	
Income tax deducted		3	15,321.00	0.00	0.00	0.00	15,321.00	
El insurable earnings		9	52,000.00	0.00	0.00	0.00	50,800.00	
CPP/QPP pensionable earn	nings		54,900.00	0.00	0.00	0.00	54,900.00	
PPIP insurable earnings		4	0.00	0.00	0.00	0.00	0 .00	
Union dues		-	0.00	0.00	0.00	0.00	0.00	
Charitable donations		46	0.00	0.00	0.00	0.00	0.00	

Colours, Diamonds and Arrows

Learning about colours

A close glance at the window above reveals fields that have different font colours. Here's what those colours signify:

Fields with...

- Purple fonts denote data carried forward from a prior year
- Black fonts are for direct data entry²
- Blue fonts indicate a field calculated by ProFile
- Red fonts mean that you overrode a calculated field
- Green fonts denote a row or column total 5

Arrows and Diamonds

The right edge of certain fields may display an up-arrow, a down-arrow, or a diamond. Here's what those diagrams signify:

• If a field displays a *down* arrow, then a dropdown menu exists for that field



• When a field displays an *up* arrow, it means the data in that field originates from another form. In addition, ProFile displays amounts in those fields in blue font

• When a field has an up-arrow view, double-click it (or press F6) and ProFile will jump to the referenced form

								1		
Step 2 - Total income										
As a resident of Canada, you ha	ve to re	port your ind	come	from all sources	hoth	inside and	outs	side Canada		
When you come to a line on the	return	that applies	to voi	u, ao to the line n	umb	er in the qu	ide i	. more info		
····· , · · · · · · · · · · · · · · · ·										
Employment income (box 14 of all T4 slips)				_		1 11 88,9	99.0			
Commissions included on line 101 (box 42 of	all T4 slips)			102 0 00						
Wage loss replacement contributions										
(see line 101 in the guide)				103 0 00						
Other employment income						104	00	0		
Old Age Security pension (box 18 of the T4A	(OAS) slip)					113	00	0		
CPP or QPP benefits (box 20 of the T4A(P) sl	ip)					114	00	0		
Disability benefits included on line 114										
(box 16 of the T4A(P) slip)				152 0 00						
Other pensions and superannuation						115	00	0		
Elected split-pension amount (attach Form T	032)			T4						
Universal Child Care Benefit (UCCB)				Statement of Remun	neratio	n Paid				
UCCB amount designated to a dependant										
Employment insurance and other benefits (bo	x 14 of the	T4E slip)					Box	Slip #1		Slip #2
Taxable amount of dividends (eligible and oth	er than eligi	ble) from taxable (Canadia					•		
corporations (attach Schedule 4)				Description				ALGONQUIN		
Taxable amount of dividends other than eligib	le dividends									
included on line 120, from taxable Canadian of	orporations			Province of employm	ont		10	Ontario		
Interest and other investment income (attach	Schedule 4)		Employment income	ent		14	88 999 00	×	0.00
Material and the internet finited on one paties				Employee's contribut	tions	CPP	16	2,545,00	1	0.00
Net partnership income, imited or hon-active	partners oni	у				QPP	17	0.00	i –	0.00
Registered disability savings plan income						El premiums	18	944.00	1	0.00
Rental income	Gross 1	60 0	oloo i			PPIP	55	0.00		0.00
Taxable capital gains (attach Schedule 3)				Exempt		CPP/QPP	28	No	No	
(attach concercity)				1		EI		No	No	
Support payments received	Total 1	56 (00 0			PPIP		No	No	
RRSP income (from all T4RSP slips)				Employment code			29	0.00	¥	0.00
Other income		Specify:		RPP contributions			20	0.00		0.00
Self-employment income				Income tax deducted			22	15 321 00		0.00
· ·	- 4	ca] (El insurable earnings			24	52 000 00		0.00
				CPP/QPP pensionab	ole ear	ninas	26	54,900.00	i i	0.00
				PPIP insurable earning	ngs		56	0.00		0.00
				Union dues			44	0.00		0.00
				Charitable donations			46	0.00		0.00

Overrides

If you decide to override a calculated field, ProFile does two things; it displays a red diamond in that field, and it also displays the overridden amount in red font.

T4 Statement of Remuneration	Paid			
		Box	Slip #1	Slip #2
			4	
Description			ALGONQUIN	
Province of employment		10	Ontario	~
Employment income		14	88,999.00	0.00
Employee's contributions	CPP	16	2,545.00	0.00
	QPP	17	0.00	0.00
	El premiums	18	944.00	0.00
	PPIP	55	0.00	0.00
Exempt	CPP/QPP	28	No	No
	El		No	No
	PPIP		No	No
Employment code		29		~
RPP contributions		20	0.00	0.00
Pension adjustment		52	0.00	0.00
Income tax deducted		at	15,321.00	0.00
El insurable earnings		24	52,000.00	0.00
CPP/QPP pensionable earn	ings	20	54,000,00	0.00
PPIP insurable earnings		56	0.00	0.00
Union dues		44	0.00	0.00
Charitable donations		46	0.00	0.00

Overrides are great for "what if?" scenarios. After you complete your what-if analysis, just press the F2 key to cancel the override and return that field back to ProFile's original, calculated value.

Memos and Tapes

ProFile's memos are great for embedding notes and reminders into any field on a tax return. And you can use ProFile's calculator to add up a series of numbers and enter the total into any field of the tax return.

Using Memos

- To record a memo, click into any field
- Press the F8 key
- Type in your note
- Click OK

💋 Memo		?		×
Ask client to confimr this	amount			
Carry-forward to nex	tyear 📊	neert Da	ate Starr	
		nacit Di	ato otan	Ψ
Beview Mark				
Review Mark ◉ <u>N</u> one ◯✔ B	eparer	× (<u>E</u> rror	
Review Mark ● <u>N</u> one ○ ✓ <u>P</u> ○ ✓ P	reparer a <u>r</u> tner	○ <i>X</i> ○?	<u>E</u> rror Questic	on

Using Tapes

- To use *Tapes*, click on a field
- Press CTRL+F8
- In the window that opens, enter a description (optional), and a value on each line
- Press the = key and ProFile will paste the sum directly into the selected field

🌈 Tape		?	×
****	****	****	****
Jan		120	.00 +
Feb		144	.00 +
Mar		148	.00 +
Apr		141	.00 +
	+/-	0	.00 +
Descriptions Post		Decimals	2.
Ok Cance	ł	Cle	ear

When you record a memo, or use a tape in a field, ProFile puts a green background in that field. To display the underlying memo or tape, just hover your mouse over that field

Carrying charges and interest expenses			
Accounting fees		0 00	
Management or safe custody fees		0 00	
Investment counsel fees		0 00	
Reported on T5013 slips		0 00	
		0 00	
Legal fees paid to collect, establish or increase the amount of support payments		0 00	
Interest on money borrowed to earn interest, dividend, and royalty income		553.00	Jan 120.00 +
Interest on money borrowed to acquire an interest in a limited partnership or a partnership in	which you are not		Feb 144.00 -
an active partner:			Mar 148.00
Tax shelter	0 00		1.00
Rental and leasing property	0 00		Apr 141.00 +
Resource property	0 00		Total 553.00
	0 00	0 00	
Enter this amount on line 221 of your return.	221	553 00	man un
	Carrying charges and interest expenses Accounting fees Management or safe custody fees Investment counsel fees Reported on T5013 slips Legal fees paid to collect, establish or increase the amount of support payments Interest on money borrowed to acquire an interest in a limited partnership or a partnership ir an active partner: Tax shelter Rental and leasing property Resource property Enterthis amount on line 221 of your return.	Carrying charges and interest expenses Accounting fees Management or safe custody fees Investment counsel fees Reported on T5013 slips Legal fees paid to collect, establish or increase the amount of support payments Interest on money borrowed to earn interest, dividend, and royalty income Interest on money borrowed to acquire an interest in a limited partnership or a partnership in which you are not an active partner: Tax shelter 0 00 Rental and leasing property 0 00 Resource property 0 00 Entert his amount on line 221 of your return. 221	Carrying charges and interest expenses 0 00 Accounting fees 0 00 Investment counsel fees 0 00 Reported on T5013 slips 0 00 Legal fees paid to collect, establish or increase the amount of support payments 0 00 Interest on money borrowed to acquire an interest, dividend, and royalty income 0 00 Interest on money borrowed to acquire an interest in a limited partnership or a partnership in which you are not an active partner. 0 00 Tax shelter 0 00 Rental and leasing property 0 00 Resource property 0 00 Enterthis amount on line 221 of your return. 221 55300

Finding What You Need

When preparing a tax return, you will, of course, want to work with additional forms and schedules. And, given you don't enter data directly on the tax jacket, this means you have to find those supporting forms and schedules somewhere in ProFile.



Though ProFile's toolbar includes a *Search* field that lets you enter the name of the form or schedule that you need, you may want a little more horsepower than that. You may indeed want to use *The Form Explorer*.

The Form Explorer

If you don't know the name of the form that you'd like to open; if you only know the line number you'd like to access; if you'd like to see the forms that were used on this—or the prior year's—return, then *Form Explorer* is for you.

• To open the Form Explorer, click on the *Filing Cabinet* icon, or just press your keyboard's F4 key

	V Form Explorer							?		×
	📶 Taxpayer, Amy			~	10 . H	. [Z	
4	Eorm: I		_		<u>O</u> pen <u>P</u> rint	Ne	w Li	st <u>D</u> etail	<u>K</u> ey	Line
_	Forms	Name	Category 1	Description		2	Used	Last year	Step	^
3	1. Identification 2. Slips 3. Income 4. Deductions 5. Tax + credits 6. Return + sch Z. Filing 8. Client T1	Info Info CanyFWD CanyFWD T2202/TL11 T3 T4 T4A T4A T4AP T4ARCA T4ARCA T44RCA T4E T4FS	Identification Identification Identification Slips Slips Slips Slips Slips Slips Slips Slips Slips	Personal informati Dependant inform Carryforward Sum Tuition and educa Statement of trust Statement of pens Statement of Old, Statement of Old Statement of distri Statement of of strip Statement of pors	on ation mary tion credit certificate income income sion, annuity and oth Age Security ada Pension Plan be butions from a RCA, loyment Insurance a isharing plan allocat	er in nefits nd	Yes No Yes No Yes No No No No No	Yes No No No Yes No No No No No	1 3 4 6 7 8 9 10 11 12 13 14	
	TP1	💽 T4RIF	Slips	Statement of inco	me from a RRIF		No	No	15	~

- If you use *Windows Explorer* TM, you'll be comfortable with ProFile's *Form Explorer*
- The right pane of the *Form Explorer* window includes column headings for each form's full name, its category, and its description
- Notice, too, for carried forward files, the *Form Explorer* indicates whether a form was used in the current or prior year
- In the left pane, you'll find folders that let you filter which forms to display
- To find a form, just type its name in the search field

Form Explorer Icons

There are four icons at the top right of the *Form Explorer* window. These icons provide view options. The bullets below explain each icon's purpose:

Form Explorer						_	×
11 Taxpayer, Amy			- 1960 🔟			Z	+ 1224 + 1224
orm: I			<u>Open</u> Print N		ist <u>D</u> etail	Key	Line
Forms	Name	Category	Description	Used	Last year	Step	^
1 Identification	🕑 Info	Identification	Personal information	Yes	Yes	1	
1. Identification	👪 Dependant	Identification	Dependant information	No	No	3	
<u>2</u> . Slips	CarryFWD	Identification	Carryforward Summary	Yes	No	4	
3. Income	5 T2202/TL11	Slips	Tuition and education credit certificate	No	No	6	
4 Deductions	💽 T3	Slips	Statement of trust income	No	No	7	
<u>4</u> . D'oddollorio	💽 T4	Slips	Statement of remuneration paid	Yes	Yes	8	
<u>5</u> . I ax + credits	💽 T4A	Slips	Statement of pension, annuity and other in	No	No	9	
6. Return + sch	S T4ADAS	Slips	Statement of Old Age Security	No	No	10	
7. Filing	S T4AP	Slips	Statement of Canada Pension Plan benefits	No	No	11	
0.05	S T4ARCA	Slips	Statement of distributions from a RCA	No	No	12	
	💽 T4E	Slips	Statement of Employment Insurance and	No	No	13	
T1	G T4PS	Slips	Statement of profit-sharing plan allocations	No	No	14	
TP1	💽 T4BIF	Slips	Statement of income from a RRIF	No	No	15	~

- As the name implies, the *Detail* view provides complete information, such as category and description, for each form.
- The *List view* gives you a simplified view where all forms are displayed as icons.
- The *Key view* lets you use keywords to find the required form. This view is ideal when you know what information you're searching but you're not sure of the form's name.
- Lastly, the *Line* view provides a line by line listing of all available forms. You find a form, in this view, by entering a tax line number in the Form field

One more thing

• If you right-click inside the *Form Explorer* window, you will open a dialog box that lets you choose whether to print, open or sort the *Form Explorer* view. Your options include sorting by name, category, descriptions, step or by whether the form was used



The Data Monitor

As you add information, and append more forms to the return, ProFile constantly updates the taxpayer's tax status. At the very bottom of the window, ProFile displays an at-a-glance summary of the taxpayer's tax status. This display is called the *Data Monitor*.

As you can see in the example below, the *Data Monitor* reveals that the taxpayer owes \$5,972. In addition, because it is a spousal return, it also shows that the combined amount owing is \$13,803. The *Data Monitor* reveals other information too, including available GST credits and Internet Filing eligibility.

PROFILE - [2016 T1/TP1: Taxpayer, Amy - T1 jacket]	- • ×
🌠 File Edit Audit Goto Form Options EFILE Online Traning Wi	ndow Help _ @
🗋 • 🕃 🛄 • 🖬 🔕 🏠 🔍 📝 🖩 👸 🔶 • 👻	- 👔 🏭 - 🚓 🖺 🗨 🔜 🚰 🖨 🔗 🐻 🗒 👔
🗿 1. Info 🧇 2. S1 🛛 3. T1 🐼 4. T4 🕵 6. T5 🚳 5. T5 +	
	Protected B when completed
Agenoy du Canada Kevenue Agenoe du revenu Agenoy du Canada	T1 GENERAL 2016
Income Tax and	
Step 1 – Identification and other information	ON 7
Identification	Information about you
Print your name and address below.	Enter your social insurance number (SIN) 999 999 998
First name and initial Amy Last name	Year/Month/Day Enter your date of birth: 1977-06-06
Taxpayer	Your language of correspondence: English Français
Mailing address: Apt No - Street No Street name	Votre langue de correspondance : X
12 Main	le this return for a deceased person?
	If this return is for a deceased Year/Month/Day_
City Prov./Terr. Postal Code	person, enter the date of death: yyyy-mm-dd
Ottawa ON K0A 1A1	Marital status
Email address	Tick the box that applies to your marital status on
I understand that by providing an email address, I am registering for online mail. I have	December 31, 2016:
read and I accept the terms and conditions on page 17 of the guide.	1 X Married 2 Living common-law 3 Widowed
Enter an email address:	4 Divorced 5 Separated 6 Single
Information about your residence	
Enter your province or territory of	Information about your spouse or common law partner (if you ticked box 1 or 2 above)
residence on December 31, 2016: Ontario	Enter his or her SN:
Polo ite and the set of the set of the set	unter ms or ner 3m. 4444 442
you currently reside if it is not the	Enter his or her first name: Gavin
same as your mailing address above:	Enter his or her net income for 2016
If you were self-employed in 2016.	to claim certain credits: 104,017.14
enter the province or territory of	Enter the amount of universal child care benefit (ICCB) from line 117
self-employment:	of his or her return: 0.00
Museum and a second state of Canada (as income law surgers as in 201	6

Customizing the Data Monitor

You can customize and add information to the Data Monitor.

- For example, to display line 150, just highlight it
- Click the "+" sign at the bottom of the window
- You have just added Line 150 to the Data Monitor

Fill Edit Audit Goto Form	Options EFILE O	nline Training Wir	ndow Help	- 4	9 2
📄 v 🧃 🛄 v 🔚 🕖 🤅	🎊 🔍 📝 🔚	🔒 🛨 ד 👾 י	- 📔 🎬 - 🛍 🛛	🗎 🗨 🔜 📗	
🚯 1. Info 🧇 2. S1 🚺 3. T1 👩	4. T4 6. T5 6.	5. T5 +			
Taxable amount of dividends other than e	ligible dividends,				^
included on line 120, from taxable Canadi	an corporations	180	2,338 83		
Interest and other investment income (att	ach Schedule 4)		121	844 00	
Net partnership income: limited or non-act	ive partners only		122	0 00	
Registered disability savings plan income			125	0 00	
Rental income	Gross 160	0 00 🗎	Net 126	0 00	
Taxable capital gains (attach Schedule 3)		127	0 00	
Support payments received	Total 156	0 00	Taxable amount 128	0 00	
RRSP income (from all T4RSP slips)			129	0 00	
Other income	Specif	fy:	130	0 00	
Self-employment income					
Business income	Gross 162	0 00 💼	Net 135	0 00	
Professional income	Gross 164	0 00	Net 137	0 00	
Commission income	Gross 166	0 00	Net 139	0 00	
Farming income	Gross 168	0 00	Net 141	0 00	
Fishing income	Gross 170	0 00	Net 143	0 00	
Workers' compensation benefits (box 10	of the T5007 slip)	144	000		
Social assistance payments		145	0 00		
Net federal supplements (box 21 of the T	4A(OAS) slip)	146	0 00		
Add lines 144, 145, and 146			0 00 147	0.00	
(see line 250 in the guide).			000 0 147	000	
Add lines 101, 104 to 143, and 147		This is yo	ur total income. 150	92,473.01	
					-
				Protected	в
Step 3 - Net income					
Enter your total income from line 150					1
Pension adjustment					
(box 52 of all T4 slips and box 034 of all 1	'4A slips)	206	0 00		
<			-	,	, `
					-

Removing a data monitor is easy. Just right-click it and select Delete

m	· ····································		~~~~tected
Step 3	Jump		1
Pension adju (box 52 of a	Monitor Delete Monitor) 206 0 00 1	, ,
<	Default Monitors		>
Modified T1:150: Tot	Properties	igible Balance/Refund 5,972.94 GST Credit 0.00 Combi	ned ba13,803.35

The power of a Right-Click

Right-click a form to get quick and easy access to additional functionality.

- Right-click over a blank area of a form, and ProFile gives you a set of instructions including *Print*, *Carry forward*, *Close*, *and Copy Memos and Tapes*
- You can also jump to specific areas of that form and, for carried-forward files, you can also launch last year's tax return



• If you right-click on a field, you'll see additional commands, including *Cut, Copy, Paste*, as well as *Insert/Delete columns* and *Attach Memo/Tape*

📊 2016 T1/TP1: Taxpayer, Amy	- Statement of re	emune	eration paid	ł			- • •
🚯 <u>1</u> . Info 🛛 🧇 <u>2</u> . S1 🛛 <u>ग</u> <u>3</u> . 1	T1 🖪 4. T4 🛛	<u>ь 5</u> . т	5 +				
T4 Statement of Remuneration	n Paid						T4 Slip
		Box	Slip	p #1 Slip #2	Slip #3	Slip #4	Total
			1			•	
Description			ALGON	Aelp	FI		Í
Province of employment		10	Ontario	Cut			
Employment income		14	88	Сору	5	0.00	88,999.00
Employee's contributions	CPP	16	<u> </u>	Copy field code		0.00	2,545.00
	QPP	17		Deste		0.00	0.00
	El premiums	18		Paste	5	0.00	944.00
	PPIP	55		Insert column		0.00	0.00
Exempt	CPP/QPP	28	No	Delete column		No	
	EI		N	Delete column		No	
	PPIP		ND	Attach memo	F8	No	
Employment code		29		Conv Memo/Tane	- I	-	
RPP contributions		20		Copy Mento/ Tape		0.00	0.00
Pension adjustment		52		Paste Memo/Tape		0.00	0.00
Income tax deducted		22	15,	Attach HyperDoc		0.00	15,321.00
El insurable earnings		24	52,	Typing list	Alt+Down	0.00	50,800.00
CPP/QPP pensionable ear	nings	26	54,	Paviau marks		0.00	54,900.00
PPIP insurable earnings		56		Neview marks		0.00	0.00
Union dues		44		Close form	Esc	0.00	0.00
Other informations		46		Print form		0.00	0.00
Other Information						0.00	0.00
Transfer allowance to T122	32			New window	P	0.00	0.00
Peerd and ledging) (20		Launch window		0.00	0.00
Special work site		30	+	Create EV		0.00	0.00
Travel in prescribed zone		32	++	CreaterA		0.00	0.00
Medical travel assistance		33		Create 13		0.00	0.00
Home relocation loan deduc	tion	37		Carry forward		0.00	0.00
Other taxable benefits		40		Previous year's return	5	0.00	0.00
Stock option deduction	110(1)(d)	39				0.00	0.00
	110(1)(d 1)	41		Show auditor	Ctrl+F9	0.00	0.00
<				wironment			>
	EFILE:		Eligible B	Balance/Reund 5.972	GST Credit	0.00 Combine	d bala 13.803.35
CA 450 T + 11 02 472 04			2 and 1-				+

When you right-click over a blank area, or in a field, of the T1 Jacket, you can jump to specific areas of the tax file

Identification		Help	F1
Elections Canada		S4	F6
Total income	~	T5	
Net income		ТЗ	
Taxable income		T5013	
Refund or Balance owing		TADS	
Direct Deposit Request		1475	

Review Marks

Review Marks let you or approve, or request changes on, any field of a tax file. There are four different types of *Review Marks*.

• Use the *Preparer Sign-off* to confirm the amounts entered on each line of a return, or to approve any errors or issues signaled by the *Passive Auditor*



• The *Partner Sign-Off* is similar to the *Prepare Sign-Off*, except that it's used in an office where a supervisor or partner approves all returns



• Use *Correction Required* to flag a field error on the return



• Use the *Question Mark* to tag a field for further analysis



Using a Review Mark

• In the example below, the Auditor warns you that a T4's CPP amount may be incorrect



- To indicate that the amount is indeed the correct T4 value, select *a Sign-off Review Mark* and click the yellow field
- ProFile adds a review mark to that field, and also signals it in the Sign-offs tab of the Active Auditor

Statement of Remuneration Paid T4 Slip								
		Box	Slip #1	Slip #2	Slip #3	Slip #4	Total	
			4			•		
Description			ALGONQUIN					
Province of employment		10	Ontario	Ontario				
Employment income		14	88,999.00	0.00	0.00	0.00	88,999.00	
Employee's contributions	CPP	16	2,449.00	0.00	0.00	0.00	2,449.00	
	QPP	17	0.00	0.00	0.00	0.00	0.00	
	El premiums	18	944.00	0.00	0.00	0.00	944.00	1
	PPIP	55	0.00	0.00	0.00	0.00	0.00	
Exempt	CPP/QPP	28	No	No	No	No		
	EI		No	No	No	No		
	PPIP		No	No	No	No		
Employment code		29		,		• •		
RPP contributions		20	0.00	0.00	0.00	0.00	0.00	
Pension adjustment		52	0.00	0.00	0.00	0.00	0.00	
Income tax deducted		22	15,321.00	0.00	0.00	0.00	15,321.00	

Chapter 3 Quiz

Question 1: ProFile uses Tabs to:

- A. Indicate which forms are open on a tax return
- B. Create multiple copies of a tax return
- C. Toggle back and forth between different tax files
- D. All the above

Question 2: True or False: All of ProFile's toolbars are customizable

Question 3: ProFile's toolbars include:

- A. Audit & Review Marks; Tax Prep; EFILE settings
- B. Audit & Review Marks; Forms; Shortcuts
- C. EFILE settings, Shortcuts, Archive and Save
- D. None of the above

Question 4: True or False: You can hide ProFile's three main toolbars

Question 5: True or False: You can add any ProFile form to the JumpBar

Question 6: You can use ProFile's display options to:

- A. Launch tax returns so that they display on two monitors
- B. Tile multiple tax returns
- C. Display multiple tax returns on a monitor
- D. All the above

Question 7: True or False: ProFile has two Auditors (Passive and Active)

Question 8: True or False: A field with a yellow background indicates a Passive audit message

Question 9: Which of the following types of messages might the Active Auditor display?

- A. Warnings that indicate potential processing issues
- B. A list of data carried forward from a prior year
- C. Notices to alert you to important dates or deadlines
- D. All the above

Question 10: True or False: You can go to the Environment option to personalize the Auditor