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:

- 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 3: A Tour of ProFile

CHAPTER 3 LEARNING OBJECTIVES

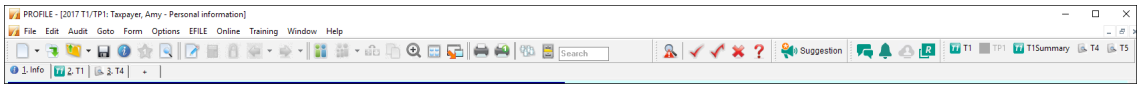
At this chapter's conclusion, students will understand:

- 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

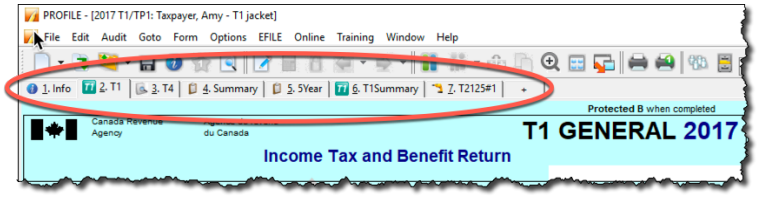
Tabs, Menus and Tools

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

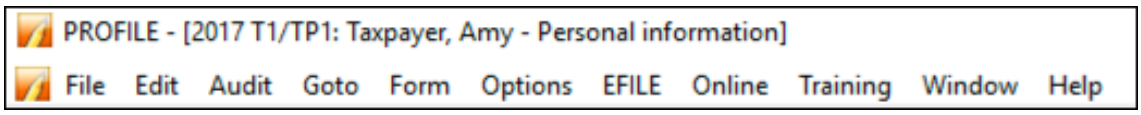
Every time you create a tax return, ProFile displays a tab for each open form. You'll see the tabs just above the form you're currently working in, and you can navigate to any open form by clicking its tab.



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

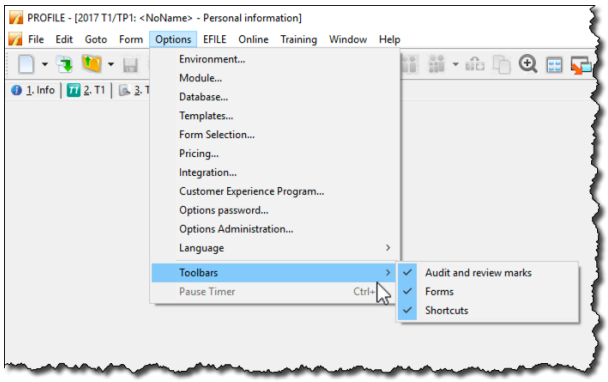
As with all software applications, you can use the *Menu Bar* to navigate in ProFile. With its extensive set of menu commands, you can, for example, create or open tax files, setup preferences, arrange windows, and jump to specific areas of a tax file.



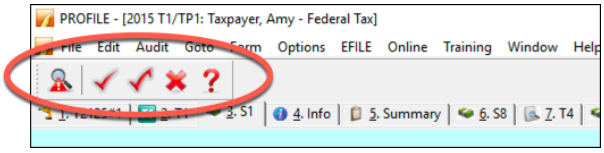
The Toolbars

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.

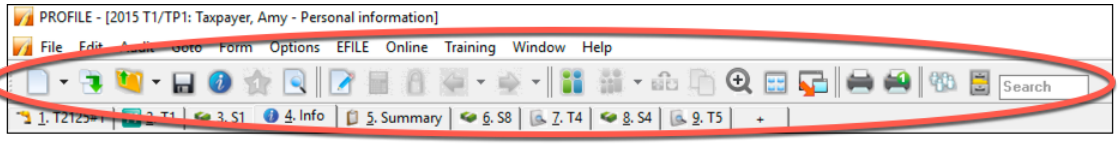
- You can view the three available toolbars by clicking *Options>Toolbars*
- The three toolbars are: Audit and review marks, Forms and Shortcuts



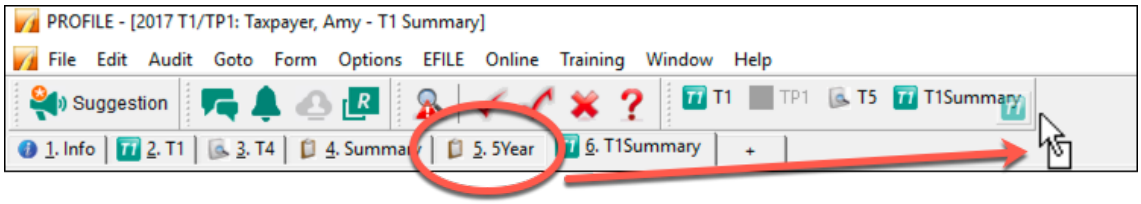
- The *Audit and review marks* toolbar lets a partner or preparer approve or request changes to any line on a tax return. We'll discuss review marks a little later in this chapter



- 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



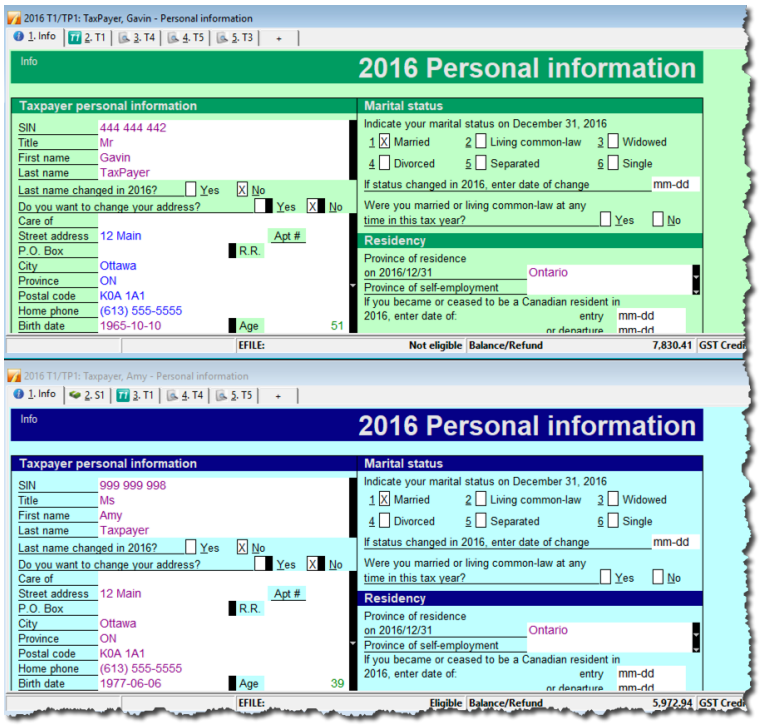
- The *Forms* toolbar, or JumpBar, is a customizable area on the toolbar that lets you add a favourite form—making it "stick"—and rendering it available in any tax file. Once you add a form to the JumpBar, it becomes a mouse click away on every tax return that you open.
- To add a form to the JumpBar,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



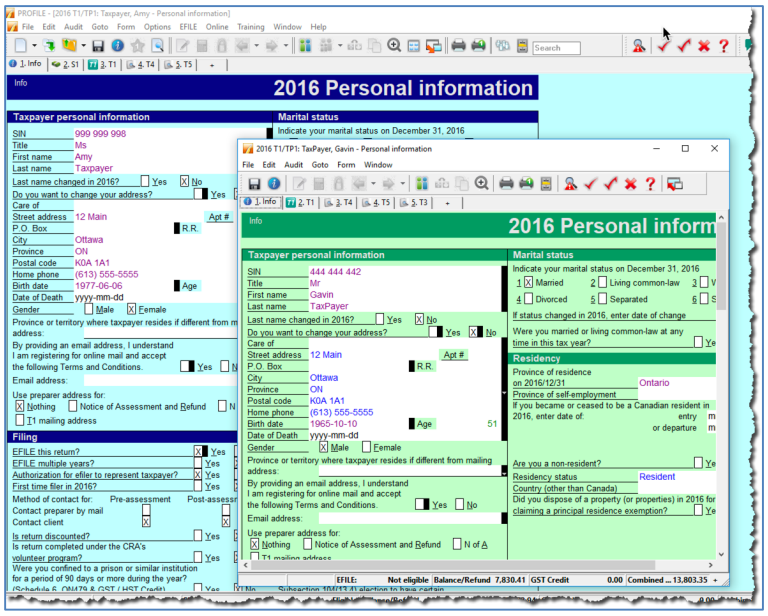
Display Options

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.

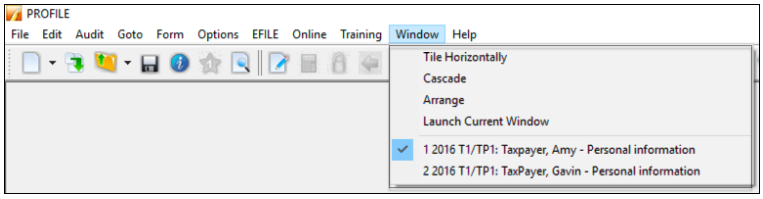
- If you prefer viewing both spouses' files at the same time, click the *Tile* icon to view each tax file, tiled horizontally one above the other



- 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



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



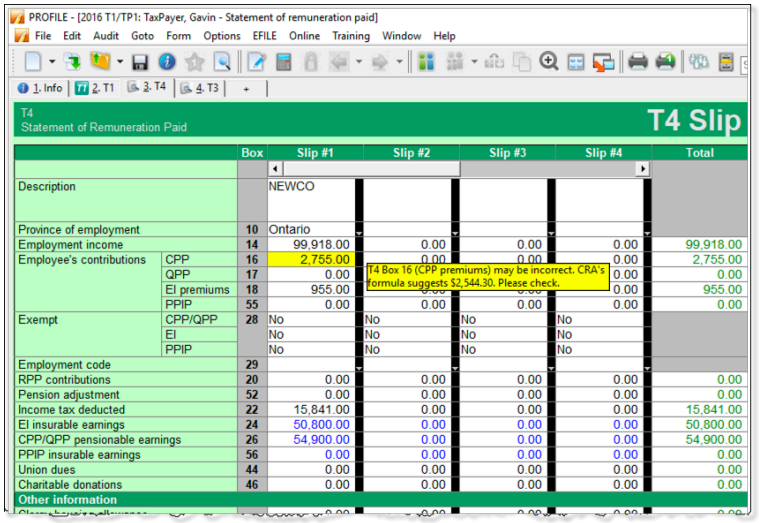
The Auditor

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



		Box	Slip #1	Slip #2	Slip #3	Slip #4	Total
Description			NEWCO				
Province of employment		10	Ontario				
Employment income		14	99,918.00	0.00	0.00	0.00	99,918.00
Employee's contributions	CPP	16	2,755.00	0.00	0.00	0.00	2,755.00
	QPP	17	0.00			0.00	0.00
	EI premiums	18	955.00			0.00	955.00
	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	15,841.00	0.00	0.00	0.00	15,841.00
EI insurable earnings		24	50,800.00	0.00	0.00	0.00	50,800.00
CPP/QPP pensionable earnings		26	54,900.00	0.00	0.00	0.00	54,900.00
PPIP insurable earnings		56	0.00	0.00	0.00	0.00	0.00
Union dues		44	0.00	0.00	0.00	0.00	0.00
Charitable donations		46	0.00	0.00	0.00	0.00	0.00
Other information							

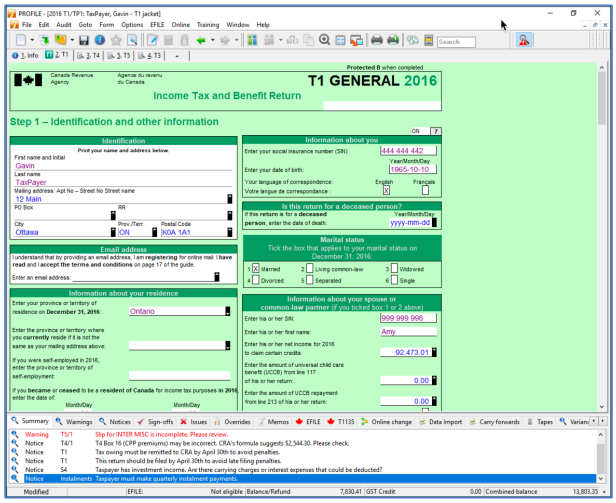
Other examples of ProFile's *Passive Audit* messages include:

- 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.

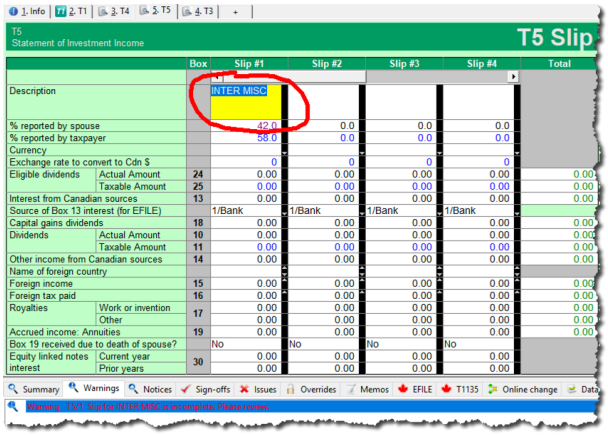


Note the tabs in the audit window. These tabs include:

- *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

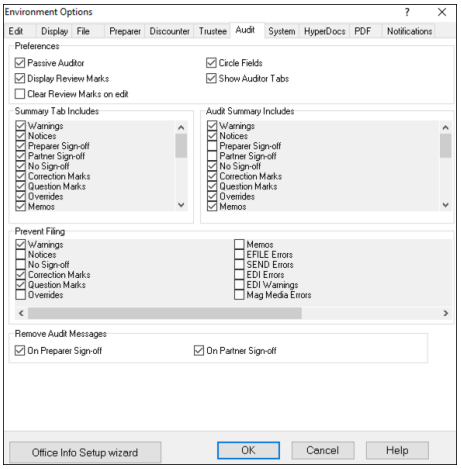
- To act on an audit message, double click the message.
- ProFile will open the applicable form, circle the item and add a yellow background to the field



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

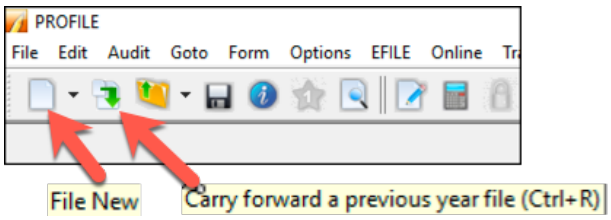
PUTTING IT ALL TOGETHER

Getting Started

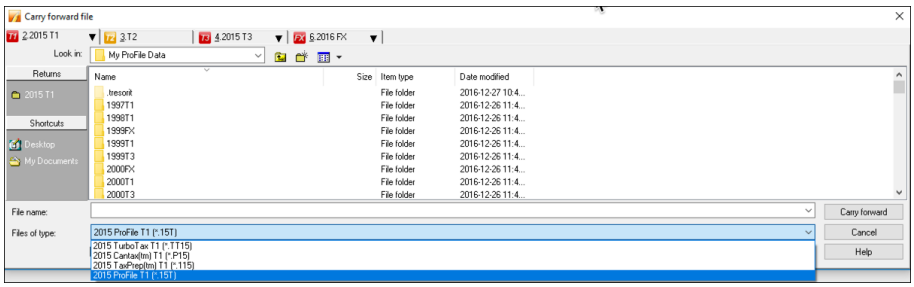
Up to this point, you learned about ProFile's set-up options, and you also read about ProFile's design, and its features and functions. In this section, we'll tie all that information together and show you how those features help you become an effective and efficient tax preparer.

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.

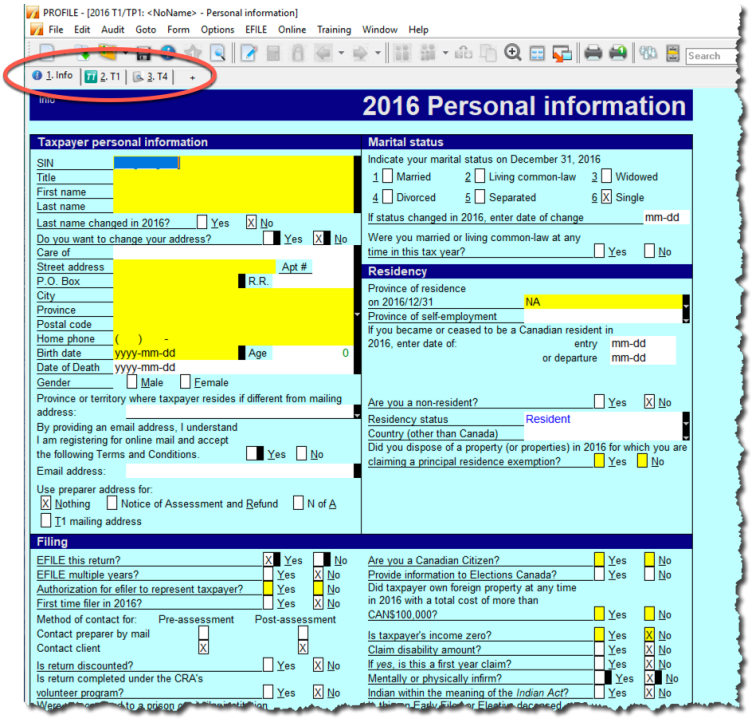


Over and above its own prior-year files, ProFile lets you carry forward files prepared in other tax applications including TurboTax, CanTax and TaxPrep. In addition, you can carry forward DT Max files by clicking, File > DT Max Carry Forward.



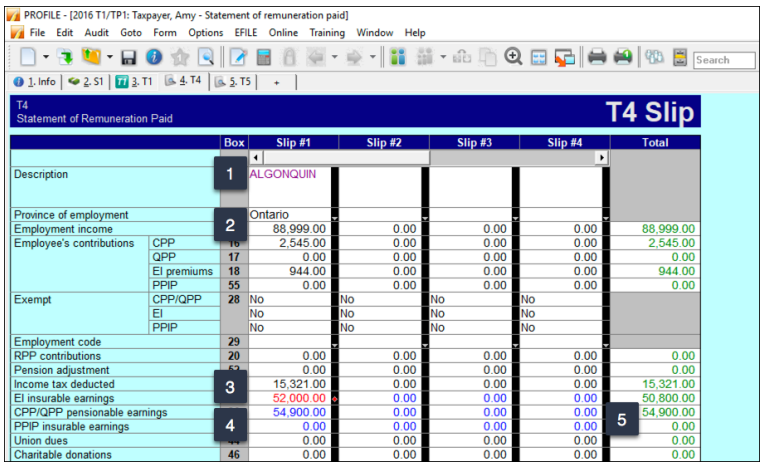
Whether you start with a new or carried-forward return, here are a few things to keep in mind:

- 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



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:

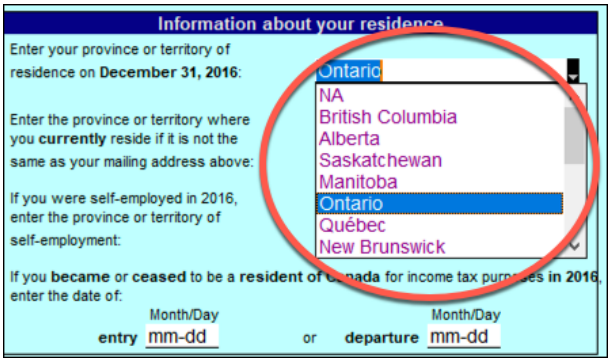
Fields with…

- Purple fonts denote data carried forward from a prior year [1]
- Black fonts are for direct data entry [2]
- Blue fonts indicate a field calculated by ProFile [4]
- Red fonts mean that you overrode a calculated field [3]
- Green fonts denote a row or column total [5]

Arrows and Diamonds

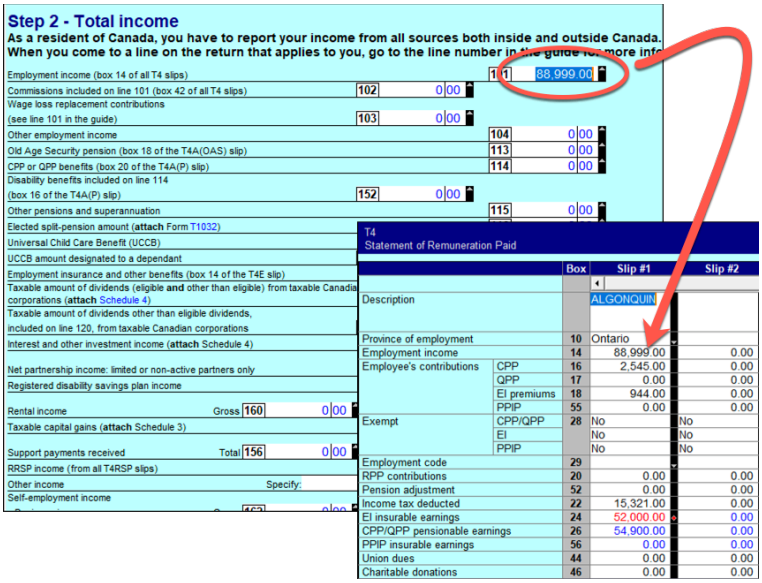
The right edge of certain fields may display an up-arrow, a down-arrow, or a diamond. Here's what those diagrams signify:

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



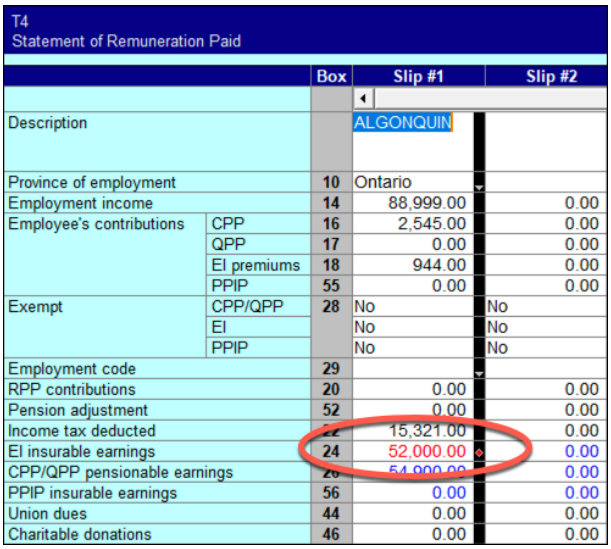
- When a field displays an *up* arrow, it means the data in that field originates from another form. In addition, ProFile displays amounts in those fields in blue font

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



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.



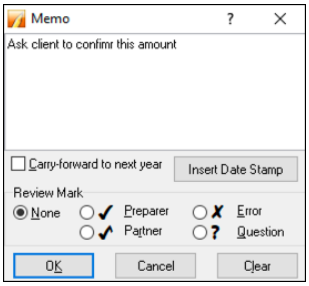
Overrides are great for "what if?" scenarios. After you complete your what-if analysis, just press the F2 key to cancel the override and return that field back to ProFile's original, calculated value.

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.

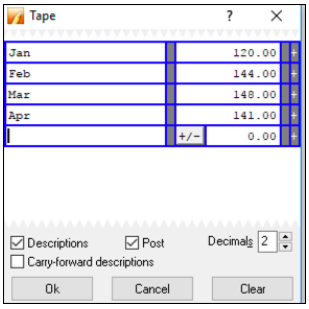
Using Memos

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

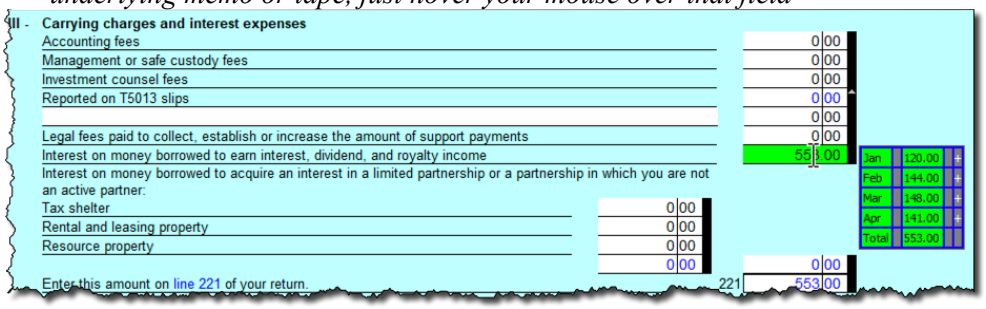


Using Tapes

- 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



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



Finding What You Need

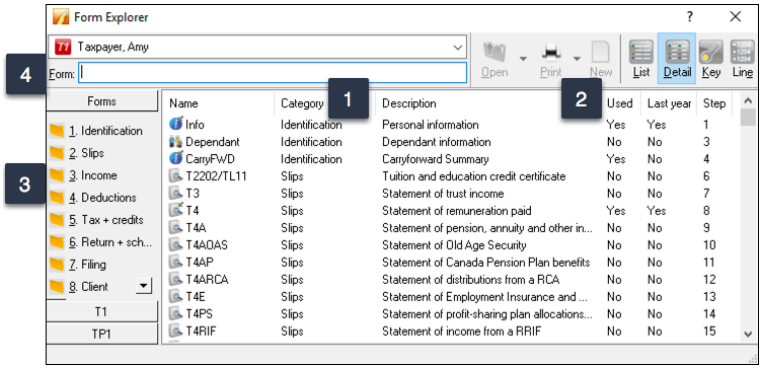
When preparing a tax return, you will, of course, want to work with additional forms and schedules. And, given you don't enter data directly on the tax jacket, this means you have to find those supporting forms and schedules somewhere in ProFile.

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.

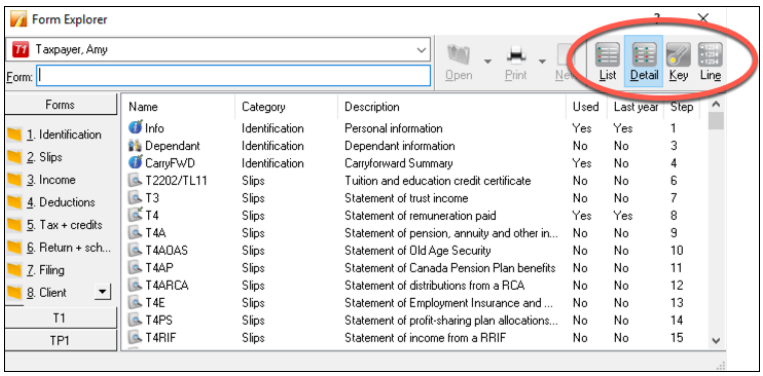
- To open the Form Explorer, click on the *Filing Cabinet* icon, or just press your keyboard's *F4* key



- If you use *Windows Explorer* ™, 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 1
- Notice, too, for carried forward files, the *Form Explorer* indicates whether a form was used in the current or prior year 2
- In the left pane, you'll find folders that let you filter which forms to display 3
- To find a form, just type its name in the search field 4

Form Explorer Icons

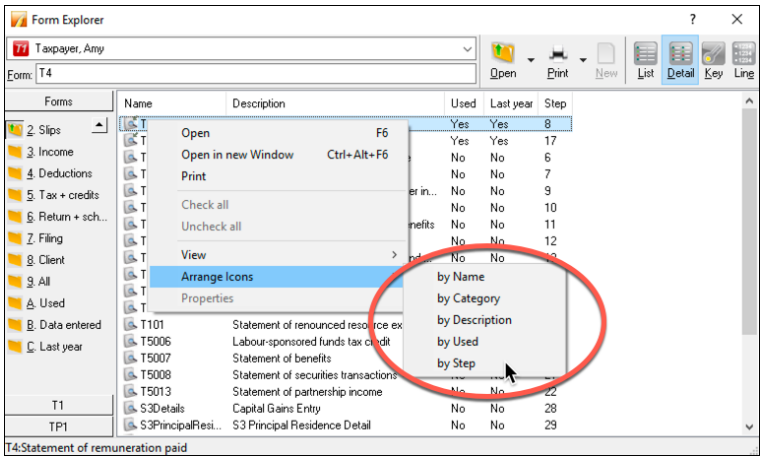
There are four icons at the top right of the *Form Explorer* window. These icons provide view options. The bullets below explain each icon's purpose:



- 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

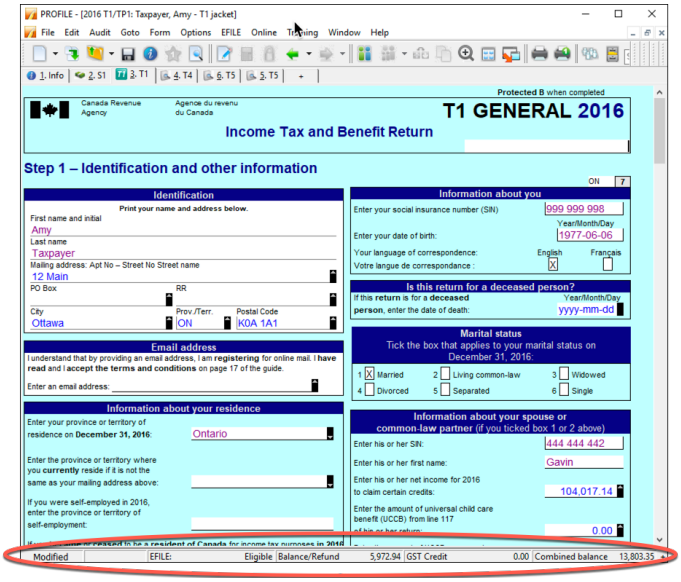
- If you right-click inside the *Form Explorer* window, you will open a dialog box that lets you choose whether to print, open or sort the *Form Explorer* view. Your options include sorting by name, category, descriptions, step or by whether the form was used



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.*

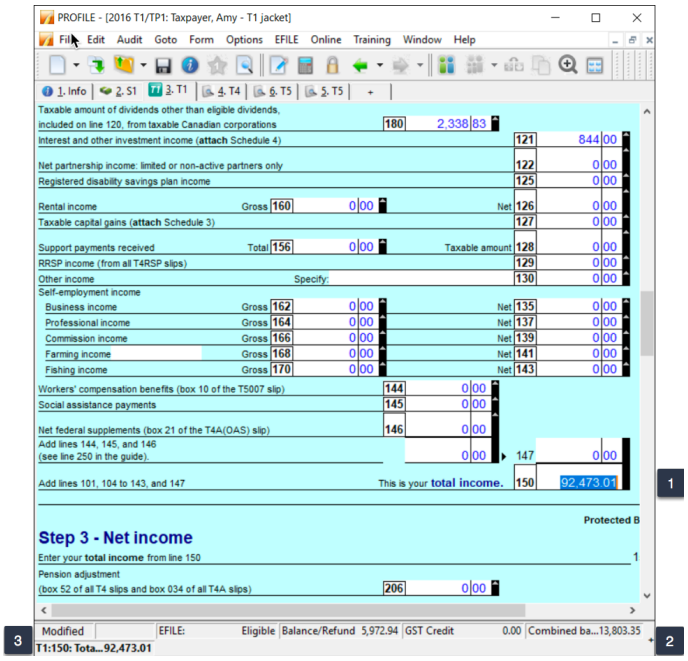
As you can see in the example below, the *Data Monitor* reveals that the taxpayer owes $5,972. In addition, because it is a spousal return, it also shows that the combined amount owing is $13,803. The *Data Monitor* reveals other information too, including available GST credits and Internet Filing eligibility.



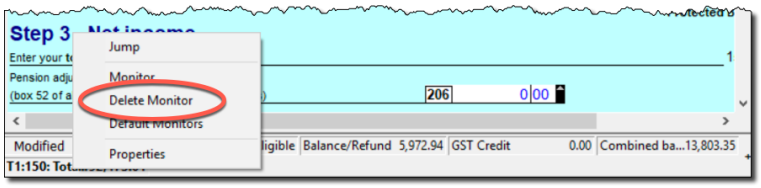
Customizing the Data Monitor

You can customize and add information to the *Data Monitor*.

- For example, to display line 150, just highlight it 1
- Click the "+" sign at the bottom of the window 2
- You have just added Line 150 to the *Data Monitor* 3



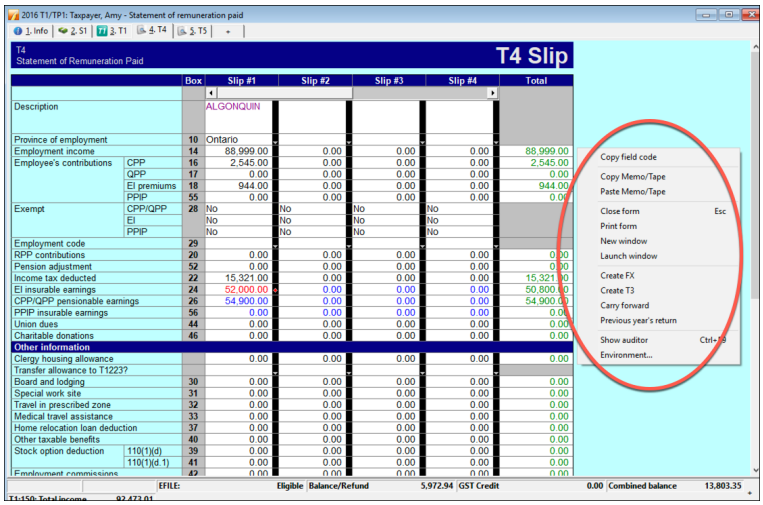
Removing a data monitor is easy. Just right-click it and select Delete



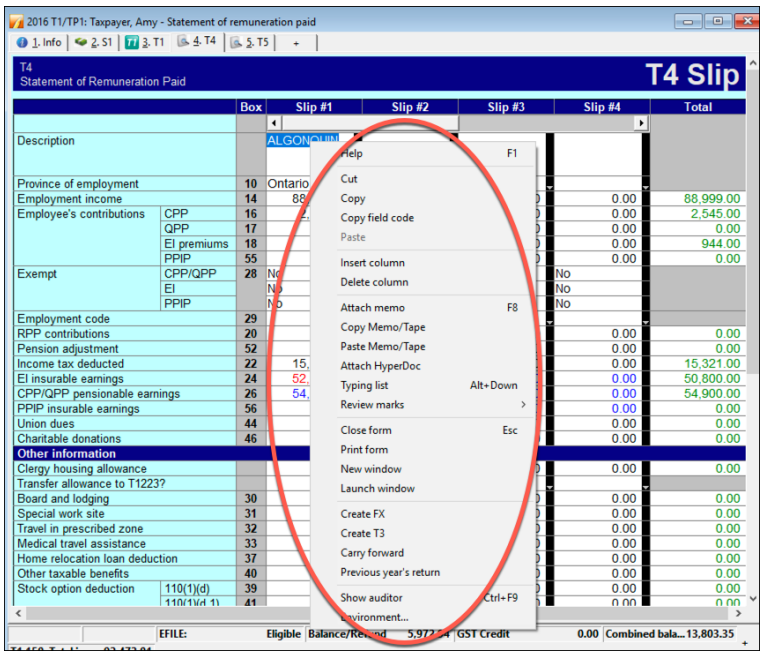
The power of a *Right-Click*

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

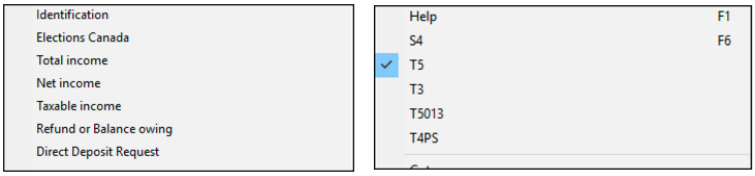
- Right-click over a blank area of a form, and ProFile gives you a set of instructions including *Print, Carry forward, Close, and Copy Memos and Tapes*
- You can also jump to specific areas of that form and, for carried-forward files, you can also launch last year's tax return



- 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*



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



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*

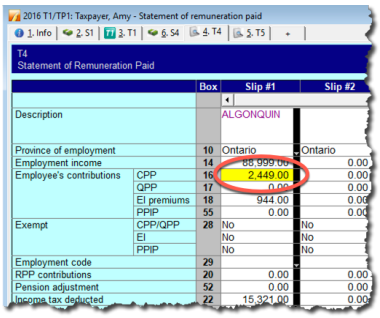
- The *Partner Sign-Off* is similar to the *Prepare Sign-Off,* except that it's used in an office where a supervisor or partner approves all returns

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

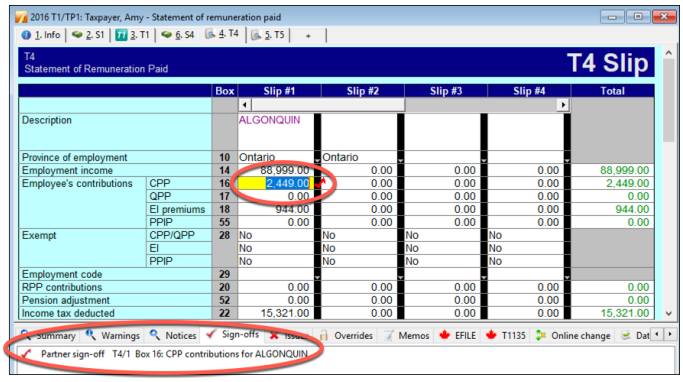
- Use the *Question Mark* to tag a field for further analysis

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*



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

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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

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

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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

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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

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