

AmeriCalc 2004
by TaxCalcUSA

User's Guide



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Before installing or using this software, you must read and agree to the accompanying end user license agreement (EULA). The EULA can be found on the package, during the installation, on the CD, and in the folder where AmeriCalc is installed.

We are not responsible for errors or omissions in fund data, tax rates or calculations. All results generated by this program should be verified by a professional tax preparer who assumes all responsibility for its accuracy.

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Welcome

Thank you for purchasing AmeriCalc.

Although we have endeavored to make AmeriCalc as intuitive as possible, we suggest you read this manual to get the most out of your new software. Even if you are a long time user, there are several improvements and new features that you may want to read about.

Florida Intangible Information

We've added a Florida Intangible tax module to AmeriCalc. In addition to all the other indispensable fund information in our database, we now have the percentage of each fund's assets subject to the Florida Intangible tax. We know this does not apply to everybody, but if you ever do returns for Florida residents, you will definitely want to check out that section of this guide.

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Installing AmeriCalc Single User

To install the single user edition, follow these steps:

1. Insert the AmeriCalc CD into your computer's CD drive. After a moment, the installation should start automatically. If the installation window does not appear, click START then RUN, and type D:\setup (where D is the letter of your CD drive).
2. Follow the on-screen instructions and provide the requested information to complete the installation. While the software is installing, information about it is displayed on a series of screens. The time for each step varies depending on your system setup and the options you select. Please allow several minutes for each step to complete.

TIP: If you have any problems with, or questions about, the installation of your software, please contact technical support at **603-434-1905** or visit us at **www.TaxCalcUSA.com**.

Installing AmeriCalc Multi-User

NOTE: There are two components in the Multi-User Edition. These are the application and the database. Each user should end up with their own copy of the application on their local hard drive. The database should be copied to a folder on a computer that all of the users can access, such as a server.

The multi-user edition has two types of installations. The *Disc-Based* setup requires that you take the disc to each computer. If you have just a handful of users and they are all close together this is probably the easiest route. The *Network-Based* setup allows your users to install the software themselves over the network without the disc, with a little instruction from you. If your users are scattered or there are many of them, this will save you some legwork. To use this method, skip to the *Network Based Installation* section.

Disc Based Setup

To install the Multi-User Edition from CD, do the following:

1. Insert the AmeriCalc CD into your computer's CD drive. After a moment, the installation should start automatically. If the installation window does not appear, click START then RUN, and type D:\setup (where D is the letter of your CD drive).
2. When prompted, select the components to install and then click next.

The application should be installed on each computer. The database should only be installed on one computer or server. You should install the database in a shared folder that is accessible (with full read, write, edit and delete permission) to everyone who will be using AmeriCalc. Make a note of where you put the database because you will need this when installing the other AmeriCalc programs

We recommend that you install the database files with the first installation, and then install just the application files on the other computers.

3. Follow the on-screen instructions and provide the requested information to complete the installation. While the software is installing, information about it is displayed on a series of screens. The time for each step varies depending on the options chosen and your system setup. Please allow several minutes for each step to complete.
4. Take the disc to each computer and repeat the installation instructions. Remember to only install the database the first time. When you first open AmeriCalc from the computers where you did NOT install the database, you will need to help the program find the database on the server.

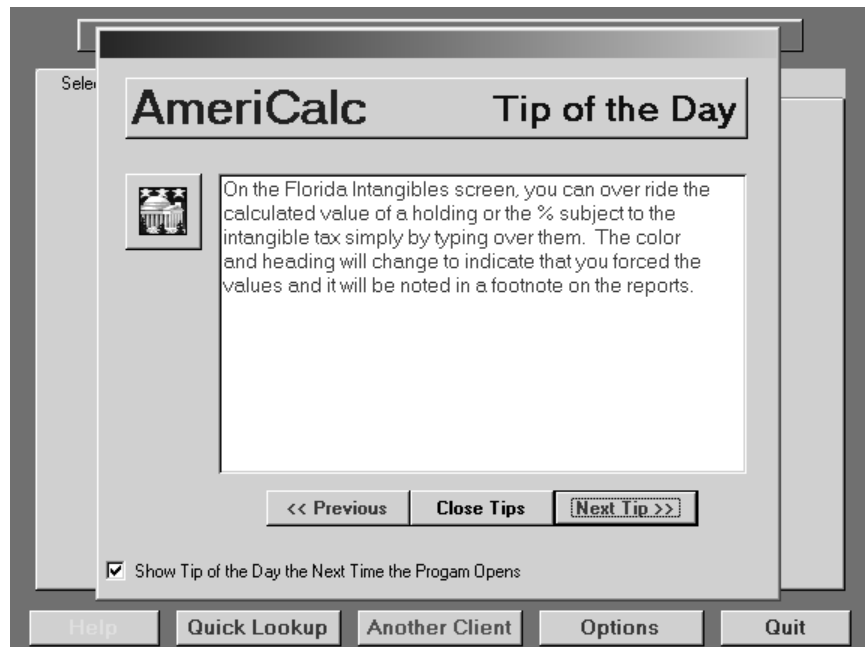
TIP: If you have any problems with, or questions about, the installation of your software, please contact technical support at 603-434-1905 or visit us at www.TaxCalcUSA.com.

Network Based Installation

The network installation is primarily for network administrators and advanced users who are comfortable with networks. For detailed instructions, see the Network Install.txt file on the CD.

Starting AmeriCalc

To start the AmeriCalc program, double-click the AmeriCalc icon on your Windows desktop. After the program starts, a window similar to the following appears.



NOTE: If a dialog box appears telling you that the program needs help finding certain files, click OK and then use the Open File dialog box that appears to locate the shared folder on the server that contains the needed database file, and open it. You may then be asked to repeat the process for a second file. Refer to your Windows manual if you need help navigating Windows dialog boxes and opening files.

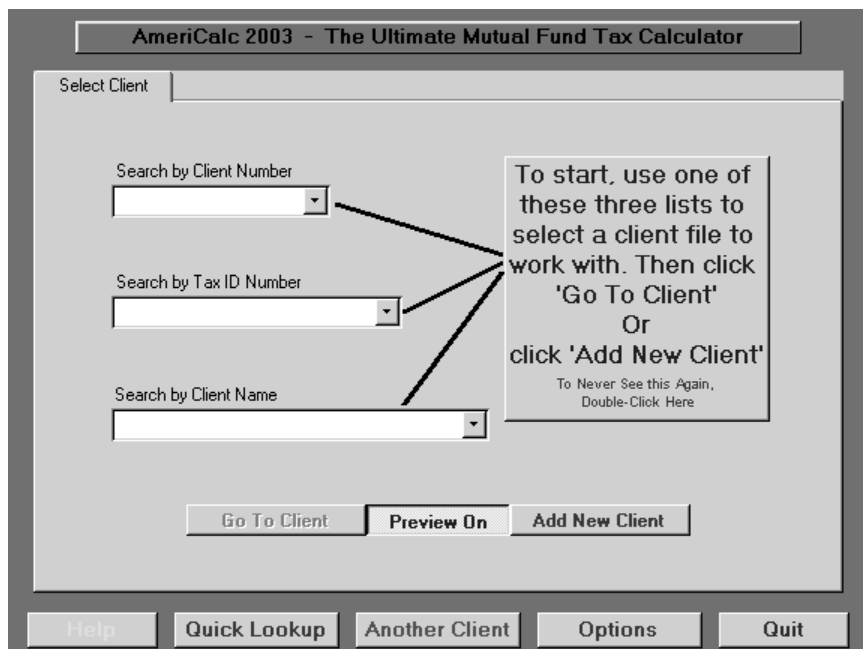
Tip of the Day

Every time you start AmeriCalc, a Tip of the Day dialog box appears. These tips are a painless way to learn more about AmeriCalc in just 30 seconds per day. If you are hungry for knowledge, you can scroll through the tips using the Previous and Next buttons. Or you can just close it with the 'Close Tips' button.

NOTE: If you do not want to see the Tip of the Day again, clear the check box labeled 'Show Tip of the Day the Next Time the Program Opens'. Now the dialog box will not be displayed again.

To see the Tip of the Day at anytime, click on the Help menu and select 'Show Tip of the Day'. The Tip of the day window will open. If you have shut off the tips and want to start seeing them again, put a check in the box labeled 'Show Tip of the Day the Next Time the Program Opens'. Now they will be displayed automatically again.

After you close the 'Tip of the Day' window, you should see the following screen. It is the 'Select Client' screen.



If this is the first time you are using AmeriCalc, you must add a new client. Refer to the next section, Adding and Editing Client Data.

If you have used the program before and have entered clients in the database, use one of the following methods to select the client file you wish to work with:

- Search by Client Number (assigned by AmeriCalc)
- Search by Tax ID Number (this can be any identifying number you assign)
- Search by Client Name

After you have selected the client, some basic information about that client will be displayed on the right side of the window. If this is the client you want, click on the 'Go To Client' button to:

- Edit the client information
- Enter and Edit Distributions for this client
- View Results of any entered distributions
- View and Print Reports

If you have Preview shut off, you will immediately be taken to the client you selected.

NOTE: AmeriCalc includes demonstration Clients to show you how information is entered and for diagnostic purposes. If you prefer not to see these clients in the lists, set them to inactive. To do this, refer to the next section: Adding and Editing Client Data.

Adding and Editing Client Data

Adding a New Client

To add a new client, follow these steps:

1. Click 'Add New Client' on the 'Select Client' screen and the 'Adding New Client' window appears as shown in the following figure. White boxes are in edit mode; gray ones are not.

The Tax ID can be a social security number or any combination of letters and numbers you choose up to a maximum of 11 characters

When checked the client is active. To make a client inactive, clear the check mark.

TIP: You can also enter a new client by entering a Tax ID in the Tax ID field or by entering a last name in the Search by Client Name field and pressing the Enter key. If a match is not found in the database, you will be prompted to add a new client.

2. Enter the client information.
3. Click Save to save the new client information.

NOTE: You must enter data in the Tax ID and Last Name Fields. The Tax ID field can contain any text or numbers up to eleven characters so you can use it to store your own client identifier. The client number is assigned by the program and can not be changed.

TIP: Although you can leave the other fields blank, like most things in life, the more you put in the more you get back out of it. In this case, it's client lists, mailing labels, and instant e-mails.

After you save your new client information, you can start to enter the distributions for that client. See the Entering Distributions section to learn how.

Editing Client Data

After you have created and saved client data, you can edit that data to make updates or corrections. To do this:

1. Select the client you wish to change from the Select Client screen.
2. Click on the 'Go To Client' button.
3. Click the Client Info tab
4. Click the Edit button located near the bottom.
5. Make your changes. The client number is the only information you cannot change.
6. Click Save.

Entering a Distribution

To enter, edit or view a distribution, click on the 'Enter Info' tab. A window similar to the following will appear:

The Selected state determines AmeriCalc's behavior, data used, calculations and reports available. It is important this is set correctly.

Fund Data Status Indicator. This box displays the source of the fund data. If there is no data for a fund, that is shown here too.

The Distribution number. This allows you to enter up to nine distributions from the same fund on the same date.

Update Status. Putting a check in this box prevents this fund's data from being updated when new data is imported. This stops the program from overwriting changes you have made.

This list shows the states and territories whose bonds are marked as exempt in the selected state. The percentage for each state is shown to the right of the abbreviation.

This list shows the U.S. agencies whose bonds are defined as exempt in the state setup screen for the selected state. When a fund is selected, the percentage pertaining to each agency is shown to the right of the acronym.

The following steps explain how to enter a distribution. There are three possible scenarios:

- The fund and its data for the selected tax year are in the database.
- The fund is in the database, but there is no data for the selected tax year.
- The fund is not in the database.

In all cases, the initial steps are the same.

1. Click on the 'Enter Info' tab.
2. Select the Tax Year from the drop down list.
3. Select the State the return is for from the list.
4. Select the Fund Family (e.g. Fidelity) from the drop down list (if the family is not in the list, skip to the 'Adding Funds' section).

TIP: When selecting families and funds from the lists, you can begin typing the name and the list will advance to the first choice that matches what you have typed.

5. Select the fund (e.g. Growth and Income) from the list (if the fund is not on the list skip to the 'Adding Funds' section). If the fund is there, one of two things will occur.

If there is data available for this fund, the source of the data will be displayed, a distribution date will be filled in and selected, the cursor will move to the 'Total Dividends' box, and the relevant percentages will be filled into the gray boxes. Go to step 6.

If the source display box indicates there is no data for this fund, the cursor will move to an empty 'Distribution Date' box and there will be no numbers in the gray boxes. In this case you will need to add the fund data. Skip to the 'Adding a Distribution Date' section.

6. In the Total Dividends ' box, enter the dollar amount of interest and dividends this client received from this fund on the selected date. If the fund only had one distribution for the year, this should equal box 1a of the 1099. If the fund did not provide a distribution date, it is assumed to be December 31 of the tax year.

7. Put the dollar amount of the Qualified Dividends received from this fund on the selected date in the Qualified Div.' box. Again if there was only one distribution for the year, this should equal box 1b of the 1099.

8. Put the dollar amount of capital gains received from this fund on the selected date in the 'Total Capital Gains' box. Again if there was only one distribution for the year, this should equal box 2a of the 1099. NOTE: the two capital gains value is optional. This figure will be only be used in calculations for South Carolina and Wisconsin.

9. If the 'Foreign Tax' box is visible, that means the fund provided us with foreign income as a multiple of foreign tax paid rather than the more common percent of interest and dividends. If this is the case, enter the Foreign Tax paid to this client by this fund on the selected date. If there was only one distribution for the year, this should equal box 6 of the 1099.

Now click on the 'Save Changes' button to save this distribution for this client. If there is another date listed, select the next date and repeat steps 6 through 10.

Adding Funds

If the family or fund you want is not in the corresponding list, you may add it to the database. However, we suggest you check again for all possible spellings, abbreviations, and family classifications first. These lists represent over 19,000 funds so it is probably there. You don't want several variations of the same fund in your database.

To add it, type the name in the appropriate box and press Enter. You will be prompted to confirm your action (unless you have turned this prompt off in the 'Options' screen). If you are adding a new family, then of course you will have to add the fund too. And since the fund is new, there will be no distribution date for the fund in the system. Therefore, you need to continue to the "Adding a Distribution Date' section.

Adding a Distribution Date

To add a new distribution date for the selected Fund and Tax Year, enter the date in the 'Distribution Date' box in the format mm/dd/yyyy. If you have a list instead of a box, click on

'Add New' in the Distribution Date list and the box will appear. Since you just added this date, there will, of course, be no fund data for it. Continue to the 'Adding Fund Data' section.

Adding Fund Data

The term Fund Data refers to the percentage breakdowns for a mutual fund's Interest, Dividend and Capital Gains distributions. To add fund data, you must first have a fund and distribution date selected. Then do the following:

NOTE: All percents in this program are entered and shown as percents not decimals (i.e. 10% is shown as 10 not 0.1).

1. If the fund data boxes are not in edit mode (white boxes are in edit mode, gray ones are not), click on 'Edit Fund Data'. They should now be in edit mode.
2. The Percent for U.S. Obligations is really the sum of the percents for each of the agencies in the list to the right. This data should be entered at the agency level. Double-click on the acronym in the list, and then enter the percent in the box. Continue for all the agencies.

TIP: When working with the state and agency lists, to see the full name for an abbreviation, select it with a left click, then point to it and click the right mouse button.

TIP: If you only have one number for U.S. Obligations, and an agency is not specified, it is usually classified as Federal Agency Bonds (FAB).

3. The Percent of Int/Div from municipal bonds is the sum of the percents for each of the states listed to the right. This data should be entered at the state level. Double-Click on the state abbreviation and enter the percentage for that state in the box.

TIP: If you have data for a state or agency not in the list, click on the 'Show All in Lists' button. Now all of the states and agencies will be listed.

4. Enter the percent for AMT by clicking on the box and typing the correct percent.
5. Enter the percent for DRD by clicking on the appropriate box and typing the correct percent.
6. The Foreign Tax information is almost always given as a percent of Int/Div. But, sometimes it is provided as a multiplier for the foreign tax paid. After entering the number in the box, make certain you have selected either the '%' or the 'x' to reflect the format of the data provided.
7. Click 'Save Changes' to save this distribution data for this fund on the selected distribution date. This data will now be used for all clients possessing this fund.

NOTE: To expedite data entry, any numbers left blank are automatically filled in with zeros when you save changes. However, if you are omitting a piece of information because you don't have it, and you don't know it is zero, you should enter N/A. This advises future users that the data is incomplete. To do this, simply type "N/A" in the box.

Viewing Footnotes

Occasionally a footnote for a fund will be too long to be displayed entirely in the footnote box. Anytime a footnote is over 150 characters in length a button will appear in the lower right corner of the box. If part of the footnote is not visible, click on this button to open a balloon containing the entire footnote text. To close this balloon, just click on the balloon or on the “Close” button in the footnote box. Users can not enter or edit footnotes.

The Results Windows

There are three results windows: 'View US & Muni', 'View DRD & Fgn', and 'View Gains'. They all essentially work the same and look very similar. From these screens you can print your report bundle, view graphs, delete distributions, and edit distributions.

Each line in the list box represents a distribution for the current client in the selected tax year. When you click on a distribution, the Fund Family, Name, Distribution Date and Distribution Number are displayed in the box just above the list. Clicking the 'Delete Distribution' button will prompt you to delete the selected distribution for this client only. When you click the 'Edit Distribution' button, the 'Enter Info' screen will be opened in edit mode, with the information for the selected distribution filled in.

The only significant differences in these three screens are the data they display. This is detailed below.

Fund Name	\$ Int./Div.	% DRD \$	% Foreign Inc. \$	FL Intang.		
TaxCalcUSA - 1099 etc	1,000	4.00%	40	52.00%	520	75.00%
TaxCalcUSA - AmeriCalc	3,500	8.00%	280	5.00%	175	10.00%
TaxCalcUSA - Forms & More	1,280	17.00%	218	13.00%	166	98.00%
TaxCalcUSA - Forms & More	2,130	6.00%	128	5.00%	107	98.00%
2003 Totals:		7,910	665	968		

View US & Muni screen

This screen displays information for U.S. Obligations, Municipal Bonds, and Alternative Minimum Tax. For each of these, the percent of Interest and Dividends is shown. The whole dollars this translates to is also shown.

View DRD & Fgn screen

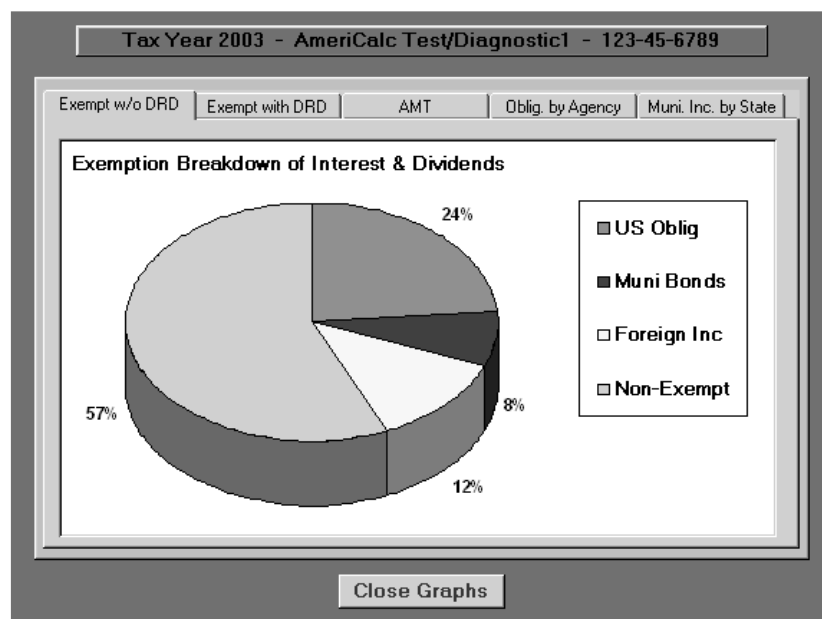
The percent of Int/Div that is eligible for the Dividend Received Deduction is shown here. The dollars eligible are also shown. Remember that this is the amount eligible, not the net deduction amount. The next two columns on this screen are the Foreign Income. First as a percentage of the Interest and Dividends, and then rounded to whole dollars. The last column shows the percent of the fund's assets subject to the Florida intangibles tax. For more information on Florida intangibles, see the next section.

View Gains screen

This screen is only visible when the Return State *is not* set to Florida. It shows the total capital gains distribution you entered, rounded to whole dollars, and the post may 5 gains distribution you entered for each fund. It also displays the 44% deduction allowed by South Carolina on capital gains. The last column contains the 60% capital gains exclusion allowed by Wisconsin.

Viewing Graphs

Graphs are powerful tools to quickly convert data into information. The graphs in AmeriCalc are no exception. There are two sets of graphs you can open on screen. The first set displays information about capital gains. Clicking on the 'View Graphs' button in the 'View Gains' screen opens this graph set. The number and type of graphs varies depending on which state is selected. The second set of graphs can be opened from either the 'View US & Muni' screen or the 'View DRD & Fgn' screen. This set contains graphs about Exemptions, AMT, U.S. Obligations and Municipal Bonds.



The Florida Intangible Module

The Florida Intangible information is displayed on the FL Intangible screen. This screen is only visible when the Return State *is* set to Florida. It lists the holdings entered for a client and allows the user to input the value for those holdings. When the Intangible screen is being shown, the ‘View Gains’ screen is hidden.

Florida Intangible Holdings

The FL Intangible screen displays all of the holdings entered on the ‘Enter Info’ screen for the current client in the current tax year. To add a holding, simply go to the ‘Enter Info’ screen and add the fund to the client’s portfolio. If your sole reason for adding the fund is to use it in the Florida Intangible section, it is not necessary to enter any 1099 information.

Fund Name	Hold #	Total Value	% Sub.Intang.	\$ Sub.Intang. Tax
TaxCalcUSA - 1099 etc	1	4,110.00	75.00 %	3,082.50
TaxCalcUSA - AmeriCalc	1	2,800.00	10.00 %	274.00
TaxCalcUSA - Forms & More	1	2,800.00	98.00 %	2,744.00

2003 Totals: 6,910.00 5,826.50

Number of Shares	\$ Value each Share	Calculated \$ Value	% Subject to Intangible Tax	\$ Subject to Intangible Tax
120	34.25	\$4,110.00	75%	\$3,082.50

It is possible that fewer lines will be displayed on the ‘FL Intangible’ screen than on the other view results screens. This is because the other screens list each distribution for each fund. In other words, if a fund declared two distributions on two dates in the tax year, it will be listed twice on the US obligations and DRD lists. However, because the Florida Intangible tax is only concerned with the value of the client’s holding in the fund at year end, the multiple distributions are irrelevant and the fund is listed just once.

Entering the Value of a Fund Holding

To enter the value of a clients holding in a fund, first select the fund from the list. Any previously entered information for this holding will be displayed in the boxes at the bottom of the screen. You can add or edit a fund value, in one of two ways. First, you can enter the number of shares and the value of each share at year end, and let AmeriCalc calculate the value for you. Or, you can simply enter your own value in the center box. The caption of the box will automatically change to ‘User Forced \$ Value’ and the value will be displayed in **red**.

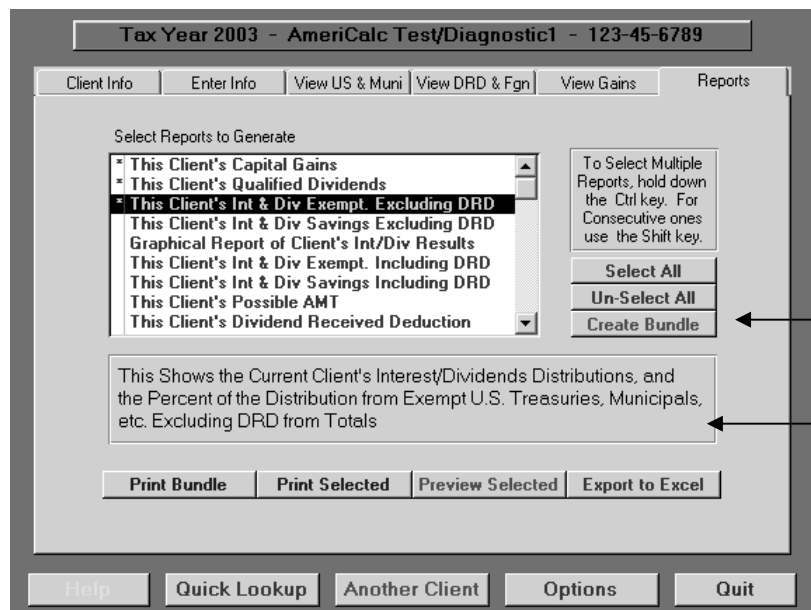
Once the value has been entered, you can either use the percent subject to the intangible tax provided with the program, or you can enter your own percentage into the fourth box. The caption and font color will again change to indicate your actions.

To return a forced holding value or forced percent back to its original default value, just click on the appropriate 'Reset \$' or 'Reset %' button below the input boxes. Only holdings for which a value has been entered will be included on the Florida Intangible reports.

To delete a holding from the client's portfolio, just select the holding in the list and click on the 'Delete Holding' button. NOTE: This will completely delete the selected fund from the client's portfolio. It will no longer be available for Interest Dividend reporting either. And, if the fund had multiple distribution dates, all of them will be deleted.

The Reports Window

AmeriCalc includes up to 50 reports for each state. The exact number available depends on the state selected on the 'Enter Info' Screen. To view the reports, you must have selected a client and a state. Then click on the 'Reports' tab. The reports screen allows you to select one or more of the reports to print, preview on the screen or export to Microsoft Excel®.



Click this button to make a report bundle of all the selected reports. By creating a Report Bundle of frequently used reports, you can always print the same set of reports with just the click a button. This saves time and ensures that you don't forget to print any reports. To remove all reports from your bundle, click on Un-Select All then click on Create Bundle. This will give you an empty Report Bundle. Reports in the bundle are indicated by an * to the left of the name.

An Explanation of the selected report is displayed here. This can help you determine the subtle differences between some of the reports. Just click on a report and the description will be displayed

Printing Reports

You can print specific reports one at a time, or you can print several reports simultaneously.

To print just one report:

1. Select the report you wish to print.
2. Click the 'Print Selected' button.

3. Some reports may prompt you to provide input.

To print more than one report at a time:

1. Select the reports you wish to print by pressing and holding the Ctrl key while clicking on the report names. To select consecutive reports, hold down the Shift key while clicking on the first and last report you want.
2. Click the 'Print Selected' button.
3. Some reports may prompt you to provide input.

NOTE: When using a trial version of AmeriCalc, reports containing non-client specific data can not be created, viewed or printed. This is the only limitation of the Trial Version and this limitation only exists in the Trial Version.

TIP If you frequently print the same reports, at the same time, you should create a report bundle.

Creating and Printing Report Bundles

A report bundle is a group of reports that can be printed with just one click from any of several screens. You create the bundle by selecting the reports you want in your bundle. Those reports will then always be in your bundle until you create a new one.

To create a report bundle:

1. Select the reports you want to include in your bundle. To select multiple reports press and hold down the Ctrl key while you click the report names in the list.
2. After you have selected all the reports you want to include, click on the 'Create Bundle' button.
3. The reports in your bundle are now indicated by an asterisk (*) to the left of the report name. AmeriCalc will remember these settings and you can use your print bundle for any client.

NOTE: Because the list of reports shown is dependent on the state selected, it is possible to have reports in your bundle, which are not visible at the moment. Because these reports do not apply to the selected state, they will not be printed with the bundle.

To empty the bundle of all reports:

1. Click on the 'Un-Select All' button.
2. Click on the 'Create Bundle' button.

Printing a Report Bundle

To print all the reports in your bundle that are relevant to the selected state, simply click on any of the 'Print Bundle' buttons on the View or the Report screens.

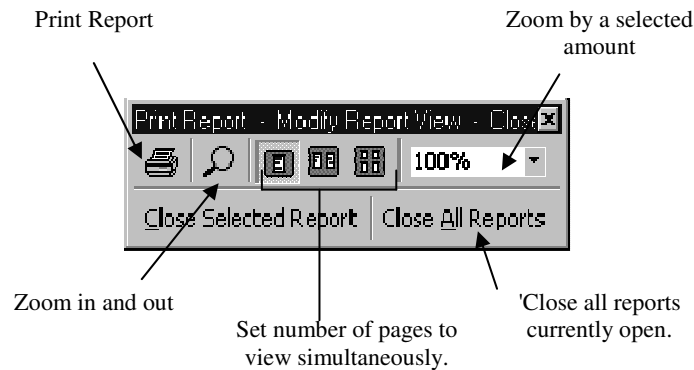
Previewing a Report on Screen

If you want to see how a report looks before you print it, you can use the print preview function. We strongly suggest you that preview any report you are not familiar with before printing it. Since some reports can be quite long, this could save considerable time, not to mention trees.

To preview a report:

1. Select the report or reports you want to preview.
2. Click on the 'Preview Selected' button.

The reports you have selected will each be opened in their own window. A new tool bar (see next figure) will appear at the top of the screen. This is a moveable toolbar that can be docked to any side, or left to float in the middle of the screen. AmeriCalc will remember its last location the next time you preview a report.



Importing and Exporting Data

You can import client data and fund data. You can also export to Excel the data in any report except for reports containing non-client specific fund data and the graphical reports

Importing Client Data

If you have your client data stored in a software program, the fastest way to get their information into AmeriCalc is to import it. Data can only be imported from Microsoft Excel. If your program can not export directly to Excel, export the data to a delimited text file and import it into Microsoft Excel.

TIP When you import a text file into Excel, make sure any numbers are also imported as text. Otherwise leading zeros like those in social security numbers and zip codes will be dropped by Excel as unnecessary.

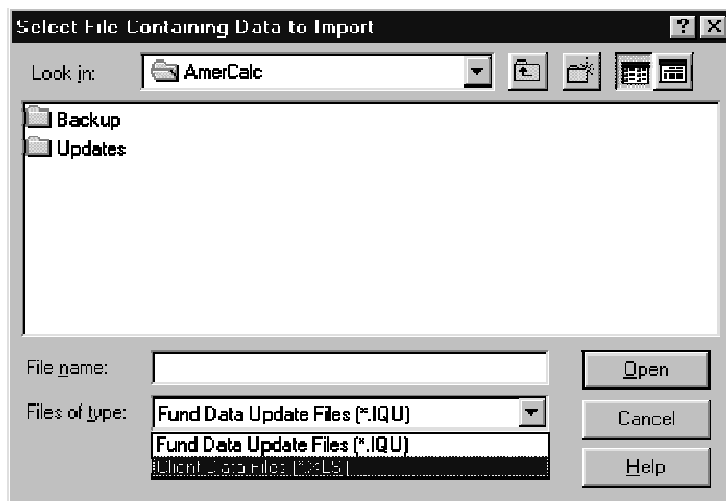
To import client data, the file you are importing from must follow a specific format:

- The headings must be in Row 1 of the spreadsheet.
- Client data should start in Row 2.
- Do not skip any rows.
- If a piece of data is not available, leave the cell empty.
- The headings must be in same order and entered just as in the table below.

Cell Address	Heading to Enter Exactly	What Goes in this Column
A1	ClientID	Leave this Column Empty
B1	Honor	up to 10 characters
C1	First	up to 35 characters
D1	Mid	up to 2 characters
E1	Last	up to 35 characters
F1	Phone	up to 25 characters
G1	Spouse	up to 40 characters
H1	TaxID	up to 11 characters
I1	Add1	up to 35 characters
J1	Add2	up to 35 characters
K1	City	up to 30 characters
L1	State	up to 3 characters
M1	Zip	up to 10 characters
N1	Email	up to 40 characters
O1	Fax	up to 20 characters
P1	Active	“TRUE” or “FALSE”

After you have ensured that the spreadsheet you plan to import is in the correct format, follow these steps:

1. Save and close the Excel spreadsheet and take note of the file name and location.
2. In AmeriCalc, click File, then Import Data.
3. In the 'Select File Containing Data to Import' dialog box, click on the down arrow next to the Files of type: field and select Client Data Files (*.XLS) as shown in the following image.
4. Select the file you want to import and click Open.
5. Click OK at the confirmation message box.



The picture to the left is an open file dialog box for Windows™ 98. The dialog box you see may be different depending on which version of Windows you are using. For help using Windows dialogue boxes please refer to your Windows online help or user's guide.

Make sure you only import this file once. Otherwise the clients will end up doubled in your AmeriCalc database.

Updating and Importing Fund Data

In order to stay updated with the newest fund data available from TaxCalcUSA, you should download the updated data from www.TaxCalcUSA.com and then import the new data.

TIP: During February, we post updates to our website at least weekly. So check often to make sure you have the latest and greatest data. If you do not want to be bothered with going to our website and downloading the fund data, please call us at 603-898-8800 for information about our Update Disc service.

To import the data:

1. Click 'Fund Data' from the menu, then select 'Get Updated Fund Data'.
2. Unless you have turned it off, AmeriCalc will prompt you to establish an Internet connection. In you are not currently connected to the internet; establish your connection before clicking OK. It will then go to the Internet and access the Fund Data page for TaxCalcUSA.
3. Click on the Download Fund Data link on the web page.
4. Save the file to your hard disk at C:\Temp
5. After the download completes, return to AmeriCalc.
6. Click Fund Data, then choose Import Fund Data.
7. Navigate to C:\Temp
8. Select the Update Data file you just Downloaded and click Open. It may take a few minutes, but when it is done you will receive a confirmation.

NOTE: Data sets are cumulative for the year. If you import data set 2004-E, you get all the data in sets 2004-A through 2004-D. If you attempt to import a data set which is older than the latest data set already in your AmeriCalc database, you will receive a warning. It will not harm AmeriCalc to continue to import the older set, however, the newest set is almost always the most complete and accurate data available and it could be overwritten with less accurate information.

TIP: If you have the Multi-User edition installed on a network, only one person on the network needs to import the data for everyone to have access to the updates.

Exporting Data

You can export to Microsoft Excel any report, except for reports containing non-client specific fund data or the graphical reports. This is particularly useful for the data analysis necessary in financial planning.

NOTE: To use the file created by exporting a report, you must have Microsoft Excel 5.0 or later.

For example, you might want to use the client data in a word processor to complete a mail merge for sending out form letters to your clients. To do this, you would export one of the client detail reports or one of the client label reports and edit the data as needed in Excel.

To export data:

1. Click on the Reports tab.
2. Select the reports you wish to export.
3. Click the 'Export to Excel' button.
4. In the 'Save Report Data As' dialog box, change the destination folder and file name if you wish. Then click the 'Save' button to save the file. If you are exporting more than one report, you are prompted for the name of each one.

The Options Window

The Options window, as shown in the following figure, allows you to set your preferences for how AmeriCalc behaves.

To open the Options window, click the Options button at the bottom of any screen.

When you are done making all your changes, click the 'Save Options' button to save your new settings and close the Options window.

To disregard any changes that you made and close the Options window, click the 'Cancel' button.

Set User Options

Set Options

Default Cursor Location

Client Number

Client Tax ID

Client Name

Clear Quick Print List

Only Manually

On AmeriCalc Close

On Quick Lookup Close

Quick Print Default

Preview Reports

Send Reports to Printer

Last Print Setting Used

Preview Client Information on "Select" Page

Show InActive Clients on Search Lists

Round to Whole Dollars on Reports

Prompt when adding New Family or Fund

Sound "Ding" Tone after Changes

Prompt Before Going to Internet

Your Company Name for Reports:
Dewey, Cheatum & Howe

Other Information to Show on Reports:
Now is the time to use AmeriCalc to Maximize Revenue

Cancel Save Options Edit Funds Set Up States Import Data

Help

The following table explains the options:

Option Item	Description
Default Cursor Location	This determines which search box the cursor is in when you start AmeriCalc.
Clear Quick Print List	This setting determines if, and when the Quick Print List is automatically cleared by the program. If "Only Manually" is selected, you will have to clear the list yourself in one of the Quick Lookup screens. "On AmeriCalc Close" will clear it each time you exit the program. Choosing "On Quick Lookup Close" will clear the list each time you exit the program or when you exit the Quick Lookup module to return to the full feature module.
Quick Print Default	This is the default setting for the report printing button in the "Quick Print List" screen each time you enter the Quick Lookup module. If "Preview Reports" is selected, the button will default to preview. If "Send Reports to Printer" is chosen, the button will default to print. To have the button always default to the setting you left it on, choose "Last Print Setting Used".
Preview Client Information	When checked, the client details will be shown on the 'Select Client' screen when a client is selected. If not checked selecting a client will take you directly to that client's file.
Show InActive Clients	If checked, clients who are not currently active are included in the Search for Client list
Round to Whole Dollars on Reports	When checked, all reports will be generated with dollar amounts rounded to whole dollars.
Prompt when adding a New Family or Fund	If checked, whenever you enter a family name or fund name that is not in the database, you are prompted to add it to the database. When un-checked, it is added automatically.
Sound "Ding" tone after Changes	When this box is checked, AmeriCalc will sound an acknowledgment tone every time you save a change to the database.
Prompt before going to the Internet	If this is checked, you are prompted to establish a connection every time you initiate an action that will take you to the internet. If you have an "always on" connection, you probably want to clear this box.
Practice Name for Reports	Enter the information that should appear on each page of the reports in the footer, after the phrase "Prepared by ". Usually this is the name of your firm. This can only be one line about 35 letters long.
Other Information to show on reports	If there is other information you want to appear on the last page of every report, enter it here. This could be contact information, business policies, etc. It can be multiple lines and has no practical size limit. To force text onto the next line (as in an address) hold down the Ctrl key and press the Enter key. To show nothing on the reports, delete the contents of this box.

From the Options screen, you can also open the 'Edit Funds' screen and the 'Set Up States' screen by clicking on the appropriate button.

Edit Funds Window

The Edit Funds window is opened by clicking on the 'Options' button to open the Options screen. Then click on the 'Edit Funds' button. This screen allows you to modify the spelling of a Fund Family or a Fund Name without affecting the clients who hold that fund.

Additionally, you can set a family or fund to be inactive. Doing so prevents the name from appearing in the lists on the 'Enter Info' screen, so no one will use it again. However, it does not have any adverse effect on the clients who have distributions from the fund in the database.

To Edit an Item:

1. Click on it in the proper list.
2. Click on the appropriate 'Edit' button.
3. Make your changes.
4. Click the 'Save Changes' button to save your changes to the selected item.

To discard your changes, simply click on another item in one of the lists. Or, you can click the 'Close' button without saving your changes.

The screenshot shows the 'Set User Options' window with the 'Edit Funds' tab selected. It contains two lists of funds, each with an 'Active?' checkbox. The 'Fund Name' list has 'Capital Development' selected. Below the lists are input fields for 'New Fund Name' and 'Active?'. At the bottom are buttons for 'Close', 'Edit Family', 'Edit Fund', and 'Save Changes'. A 'Help' button is also visible at the bottom left.

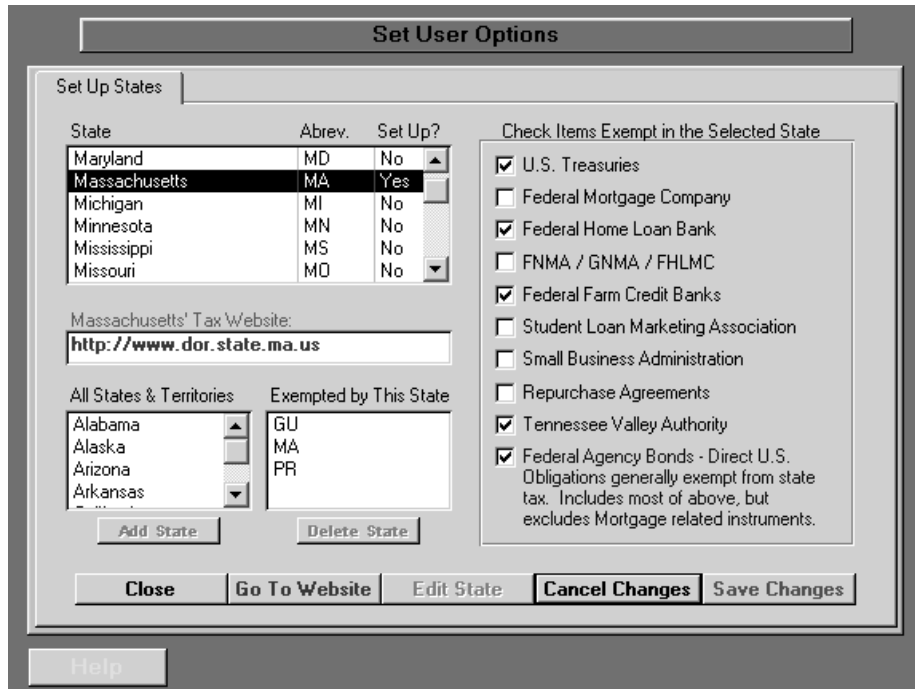
Fund Family	Active?	Fund Name	Active?
59 Wall Street	Yes	Advisor Flex	Yes
AARP	Yes	Advisor International Value	Yes
ABN Amro	Yes	Aggressive Growth	Yes
Accessor	Yes	Asian Growth	Yes
Adams Express	Yes	Balanced	Yes
Advantus	Yes	Basic Balanced	Yes
AIM	Yes	Basic Value	Yes
Alger	Yes	Capital Development	Yes
Alleghany	Yes	Charter	Yes
Alliance	Yes	Constellation	Yes

New Fund Name: Active?:

Buttons: Close, Edit Family, Edit Fund, Save Changes

Set Up States Window

The 'Set Up States' window is an important part of AmeriCalc. It is here that a state's exemptions are defined. To open this window, click on 'Options', then click on the 'Set Up States' button. A screen similar to the following figure will open.



There are three pieces of information that can be provided for any state in this screen.

- The website address
- The list of states and territories whose municipal bond interest is exempt in the selected state.
- The federal agencies whose bond interest is exempt in the selected state.

These last two pieces of information are critical. Since they are the foundation for the calculations and reports generated by AmeriCalc, you can not create results for a state until that state has been set up here.

To Define a State or Edit a State's Definition:

1. Click on the State in the list.
2. Click on the 'Edit State' button
3. Edit the website URL if necessary
4. Add states to the Exempted list by double clicking on the state's name. Delete states from the Exempted list by Double-Clicking on the state's abbreviation.
5. Place a check in the box next to the federal agencies whose bond interest is exempted by the selected state.
6. We suggest you always check the FAB box. We believe these are exempt in every state and when a fund only provides only one number, this is where it is allocated.
7. Click 'Save Changes' to record the new settings, or 'Cancel Changes' to discard your changes. You can not select another state until you do one of these.

The states and agencies selected on this screen are ones used in the lists on the 'Enter Info' screen. When the percentages for a fund are shown, they are the sum of the selections made in the 'Set Up States' screen. It is important that these definitions are accurate. To facilitate research, we have included a button to take you to the state's website.

Quick Lookup Module

One of AmeriCalc's greatest strengths is its robust feature set. Most of the time, all the bells and whistle are very useful. However, there are times when you just want to get in, find a few percentages and get back out. For these occasions, we have created the Quick Lookup window. There is no need to enter or save client information. You just select the fund to see the applicable percentages. Click a button, and the dollars are displayed. You can even add distributions to the Quick Print List to print them on a report.

The Quick Lookup Window

To open the Quick Lookup window click on the 'Quick Lookup' button at the bottom of the main AmeriCalc screen. There are two tabs visible in the Quick Lookup module. It should open to the Quick Lookup window. If they are not already set correctly, change the Tax Year and Return State boxes to the appropriate values. Select the Fund Family and then the Fund you are interested in. The distribution dates for that fund will be displayed in the list. Select the desired date to see the percentages for that distribution. To see the percentages converted to dollars, enter the client's information into the corresponding boxes and click on the 'Calculate Dollars' button. To display the percentages again, click on the 'Show Percentages' button now visible.

Quick Fund Lookup

Quick Lookup
Quick Print List

Tax Year:

State:

Fund Family:

Fund Name:

Distribution Date:

\$ Total Dividends:

\$ Qualified Dividends:

\$ Total Capital Gains:

\$ Post May 5 Gains:

Capital Gains Information is Optional

Int/Div from US Obligations:

Int/Div from Muni Bonds:

Int/Div Subject to AMT:

Int/Div Eligible for DRD:

Int/Div from Foreign Inc.:

Agencies in US Obligations:

UST	4.75
FHLB	4.25
FFCB	3.50
TVA	5.25
FAB	2.00

States in Muni Bonds:

GU	1.25
MA	2.75
PR	3.30

This fund did not satisfy the minimum requirements of CA.

Close Quick Lookup
Calculate Dollars
Add to Print List
Clear List & Add

Help
Quit

To print this distribution, you must add it to the Quick Print List. To do this, click on the 'Add to Print List' button. You do NOT need to calculate to dollars before adding the distribution. If you wish to make sure this is the only distribution on the print list, click on the "Clear List & Add' button. This will delete any distributions currently on the list before adding this one. To add additional distributions simply select the fund and enter the client's receipt information for that fund. You may add as many distributions as you like to the list before printing.

The Quick Print List

The Quick Print list is a list of distributions you would like to print on reports to keep for client review or as work papers for the return. Items are added to the list in the Quick Lookup Window. All the items in the list are included on the reports. It is possible to add the same distribution several times, so we suggest you review the list before printing the reports.

The screenshot shows the 'Quick Fund Lookup' window. It has two tabs: 'Quick Lookup' and 'Quick Print List'. The main area displays a table titled 'TaxCalcUSA - 1099 etc 12/31/2003 Distribution'. The table has four columns: 'Fund Name', '\$ Int./Div.', '\$ Capital Gains', and '\$ Foreign Income'. Below the table is a 'Totals' row. At the bottom, there is a 'Report Title' field containing 'Mr. TaxCalcUSA', a 'Reports to Make' section with four checked checkboxes (Interest Div., Capital Gains, Qualified Div., and FL Intangible), and several buttons: 'Close Quick Lookup', 'Preview All', 'Remove Selected', 'Remove All Items', 'Help', and 'Quit'.

Fund Name	\$ Int./Div.	\$ Capital Gains	\$ Foreign Income
TaxCalcUSA - AmeriCalc	2,800.00	4,500.00	140.00
TaxCalcUSA - 1099 etc	2,100.00	2,305.00	472.00
TaxCalcUSA - Great Tax	4,325.00	2,540.00	129.75
Totals:	9,225.00	9,345.00	741.75

There are four types of reports that can be generated in the Quick Lookup Module:

- The Interest and Dividends report. This contains the US Obligations Income, Municipal Bond Income, AMT, DRD (Dividends Received Deduction) and Foreign Income. This is the same for all states and is generated for all states.
- Qualified Dividends Report. This report merely shows for each fund the Total Dividends entered and the Qualified Dividends entered. No calculations are performed, but it is beneficial to have the information you used in writing as backup for the return.
- Capital Gains reports. There are several state specific versions of this report. There is also a non state specific version that is generated for all other states. This version shows only the Total Capital Gains entered and the Post May 5 Capital Gains entered. No calculations are

done on the numbers and the report is merely for the convenience of creating work papers for the return.

- The Florida Intangible report includes the total value of each holding entered, the percent subject to the intangible tax, and the resulting dollar value subject to intangible tax. This report is only generated when the return state is set to Florida.

To temporarily prevent one of the reports from being created when you print or preview the reports; just clear the checkbox to the left of the report description at the bottom of the Quick Print screen. To begin generating the report again, click the description to put the check back.

You can either send the Quick Reports directly to the printer or preview them on the screen first. To generate the reports click on the button that reads either 'Print All Items' or 'Preview All'. If the wording on the button does not reflect the action you wish to take, click on the upward pointing arrow to the right of the button. This will expand the list of buttons to show both the preview and print options. Click on the button indicating what you would like to do. That action will be initiated and the button will be updated to reflect your choice. If you wish to collapse the list without taking any action, click on the arrow again. You can set the default for this button in the Options window so it will always start off in your preferred position.

Because the Quick Lookup Module does not collect any identifying information about the client, the name and number are not printed at the top of the reports. If you wish to include this information, or any other text at the top of the reports, just type it into the box labeled 'Report Title'. This information will be included at the top of each report. If you do not want anything displayed on the reports, just delete any text in this box before generating the reports.

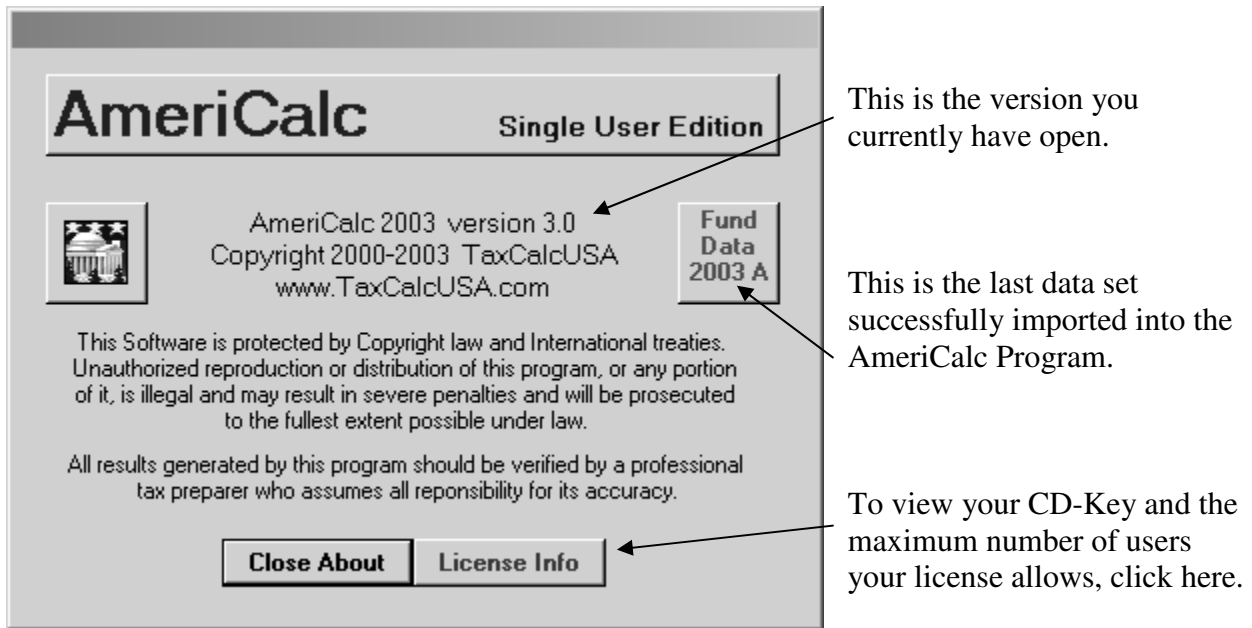
Since any distribution in the list is included in the reports, you will want to periodically remove items from the list. This can be done in three ways. To remove items one at a time, click on the item to be removed and click on the 'Remove Selected' button. To manually remove all the items in the list, click on the 'Remove All Items' button. To have AmeriCalc automatically clear the list, set your preferred time to do this in the Options Window. You have the choice of never having AmeriCalc clear the list automatically, having it cleared each time you close the program, and having it cleared whenever you close the Quick Lookup Module or the entire program.

Trouble Shooting

Our technical support is eager to serve you, but before you call, please check this manual and the support area of our website. Also please make sure you are using the latest version available.

We recommend that everyone close out of AmeriCalc at the end of the workday. This is when the database maintenance and backup is done automatically by the program. However, it can only be done if all the users have exited AmeriCalc.

If you have problems that you cannot resolve, check the FAQ on our website at **www.TaxCalcUSA.com**. If you don't find your answer there, call our friendly Technical Support at 603-434-1905. You must have your CD key available when calling.



The version you are using, the last data set imported and your CD-Key can all be found in the AmeriCalc 'About Box'. To open the About Box, click on the Help menu, then select 'About AmeriCalc'. A box similar to the one above will appear. To find your CD-Key, click on the 'License Info' button.



www.TaxCalcUSA.com