

Welcome to the ProFile Professional Tax Suite

For each T2 file, ProFile consolidates all the information for related and/or associated corporations on a worksheet called Related and Associated Corporations Details (RACDetails). This worksheet eliminates repetitive data entry on a number of forms that require details about any related and associated corporations. **Enter related and associated corporation details once** on RACDetails, and ProFile automatically transfers information as required throughout the return.

ProFile T2 also offers an Intuitive Copy-Paste that eliminates repetitive data entry in subsequent T2 files involving the same related group of corporations. Once you have entered all the information for related and associated corporations on the RACDetails form for the first corporation, you can copy these details from the first file and paste into RACDetails in other T2 files. ProFile even handle the switch in which the original filing corporation now appears in the list of related and associated corporations.

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Preparing T2 returns for Related and Associated Corporations

Carry forward prior year data

ProFile will carry forward information from a return created in the 2001-2004 T2 module (version 2003.0.0 or later) which did not include the RACDetails worksheet.

ProFile carries forward the same information as in the 2001-2004 ProFile T2. The only difference is that now this information will appear on RACDetails as well as on the form where the information appeared in the 2001-2004 ProFile T2.

You can review RACDetails in the new file. This is now the source form for related and associated corporation information that appears throughout the return. Review in particular for duplicate slips that ProFile may have created during the carryforward. ProFile merges information onto RACDetails based on the business number and name that appear on various forms in the past year file.

If the spelling of a corporation name was not consistent, or if there was a typo in the business number for an associated corporation on any form in the source file, ProFile would treat this as a different corporation and create a second slip. RACDetails eliminates this possibility of data inconsistency between different forms that have information for the same set of related or associated corporations.

You will need to complete all the current year information on RACDetails in the new return.

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Forms using RACDetails data

On all forms that draw information from RACDetails, fields are non-edit (green). You will need to enter and modify information about related and associated corporations on the RACDetails worksheet.

To move between a schedule and RACDetails, double-click on a corporation name on any schedule to jump directly to the corresponding "slip" for that corporation on RACDetails.

Schedule 23 (S23) and other forms that include information from RACDetails also show quick link at the top of each such form to jump direct to RACDetails where you can update information.

For the filing corporation, complete the Info form. RACDetails handles only the information for companies related to or associated with the filing corporation.

Questions and answers

- 1 Why can't I click a drop-down selection on RA Schedules?
Although the drop-down menus still appear on the RA Schedules, you must enter the information in the corresponding field on RACDetails as this is the source form that transfers to other Schedules in the return.
- 2 Where do I enter the filing corporation information?
Enter this information on the Info form and directly on the RA Schedules. Certain information transfers from the Info form to the RA Schedules (green, non-edit text), while other fields are data entry fields and can be entered directly on the RA Schedules (black text).
- 3 How do I remove information for a single corporation on RACDetails?
Clearing the form (Form > Clear form) will delete all information for all corporations on RACDetails. To delete the information for a single corporation, right-click on the particular "slip" you want to delete, and choose Delete column.
- 4 Can I print RACDetails?
No. Since the print job for the entire form is potentially very large, we have restricted this form so that it does not print.
- 5 I don't want ProFile to complete a particular RA Schedule from RACDetails.
RACDetails is designed to transfer information based on CRA rules. If information is transferring from RACDetails to a particular RA Schedule, the CRA requires that schedule be included in the return. To manually exclude that schedule from a print job, clear that form from the print job on the Print Selection dialog (File > Print).
- 6 Are there any navigation shortcuts to move between forms in the return, and RACDetails?
ProFile has hyperlinks on RACDetails and on destination Schedules so that you can quickly jump between the two, and keep your focus on the same corporation.
- 7 Do I need to change my audit and review process now that I enter related and associated corporation information on RACDetails?
You can follow the same review process you have in the past. ProFile audit messages are associated with the same fields (on the destination forms) as they were previously. The same audit messages appear on the related fields of RACDetails.

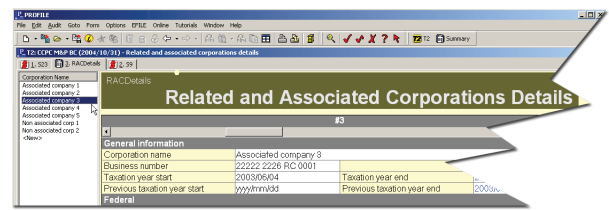
Slips sidebar on RACDetails

The RACDetails worksheet is in the ProFile slip format so that you can enter any number of related or associated corporations, with complete details, on a single worksheet.

ProFile has a sidebar view to help you find particular slips in a client file. You can resize the sidebar to adjust the display for your monitor. Slip numbers correspond to the order of data entry, however, the sidebar displays the list alphabetically. You can click any corporation that appears on the slip sidebar to jump directly to that slip.

To delete all the information for the current related or associated corporation select Edit>Delete Column. Select Edit>Insert Column to create a new RACDetails slip, or click <New> on the Slips sidebar.

You can also scroll through the slips if you are reviewing a smaller file. Just drag the horizontal scroll bar that appears across the top of the slips.



- 1 Click on a sidebar column heading to sort the list of corporations alphabetically by name. Click on a name to jump directly to the associated slip.
- 2 To resize the sidebar, click and drag on the frame that divides the sidebar from the forms in the Edit window.
- 3 At the end of the list, you'll find the <New> option. Click New to begin entering data on a blank slip. You can also press <Ctrl+Enter> to move to the top of the next slip. If you are working on the last slip created, <Ctrl+Enter> will take you to a new blank slip.
- 4 You can scroll through the slips using the horizontal scroll bar at the top of the slip.
- 5 While you are entering information, you can move back and forth between the slips without losing your place. ProFile moves you to the same field on the selected slip.

Automatic print selection

From RACDetails, information about related and associated corporations transfers throughout the return. This transfer is based on the government rules concerning which forms are required to be filed.

Form selection for printing is based on the tax situation of the filing corporation and not on the included on RACDetails. If RACDetails includes information that is not needed for the particular filing corporation's return ProFile will print no unnecessary forms

Using the default settings for printing, ProFile will select all the required forms. If you choose not to print any of the selected forms, you will need to change the print selection under Options > Form selection (for

Related and Associated Corporations Worksheet

ProFile uses a “slip” on RACDetails for each related and/or associated corporation. RACDetails is designed to help you manage the information for related and associated corporations. It is not available to include in any print jobs, The slips share information that is common to all of the related or associated corporations. For these fields (such as “Allocate business limit using % or \$”) you can change the selection on any slip and ProFile updates all the slips on RACDetails.

Relationship code

The RACDetails worksheet includes a field to indicate the relationship code for each related or associated corporation. Because there are calculations that depend on this code, you must enter a Relationship Code for each related or associated corporation before ProFile will transfer any information from the RACDetails worksheet to other forms in the T2 file.

Codes 1,2 and 3 at this field means that the corporation indicated on the RACDetails slip will be treated as an associated corporation. Code 4 entered at this field will be treated as a related corporation.

If the information you have entered on RACDetails is not transferring to other forms that require information

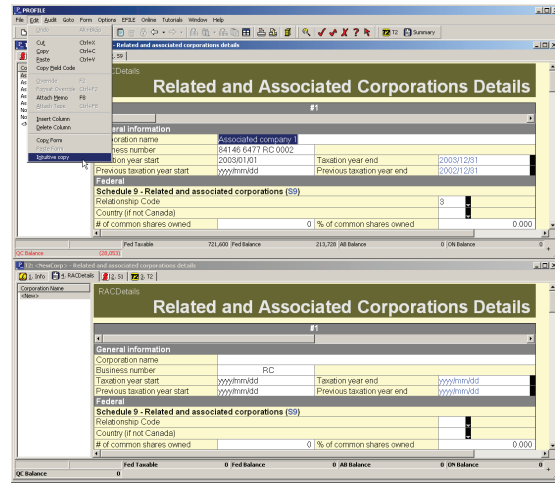
about related or associated corporations, check first that you have entered the Relationship Code for each.

Intuitive Copy – Paste

Use this feature if you are preparing another T2 return for a corporation that belongs to the same associated group of corporations as another for which you have already completed a return. Intuitive Copy-Paste transfers all the relevant information from the first RACDetails worksheet in one file to the second RACDetails worksheet in another file. Depending on how many related or associated corporations are in the group, this may amount to a tremendous time savings!

Pasting RACDetails into another file will overwrite all the data in the destination file. ProFile will not retain any different slips in the destination file. This feature is designed for use when another filing corporation shares the same set of related corporations.

The Intuitive Copy-Paste is a one-time transfer of information. The files are not linked, and there is no ongoing data transfer between the two files. If you updated information for a related or associated corporation in one file, you will need to update that information in the files for other corporations in the group.



To use Intuitive Copy - Paste with RACDetails, open the worksheet in the first file you prepared for one of the associated corporations. Choose Edit > Intuitive Copy from the menu. Open the RACDetails form in another file, for one of the related corporations. Choose Edit > Intuitive Paste.

ProFile manages the RACDetails difference between files

Of course the RACDetails worksheet in the file for the second corporation handled requires a switch. Associated Company 2 will appear on RACDetails in the return for Associated Company 1.

When you Intuitive Copy-Paste from RACDetails for Associated Company 1 into a new file for Company 2, ProFile checks the Info form in the original file and the new file. Make sure you have already completed these fields on the Info form of the second file before you Copy-Paste from the first file so that ProFile can identify which corporation in the associated group the data is being pasted in.

Based on the Corporation name and Business Number, ProFile handles the switch automatically. Associated Company 1 gets a new slip on RACDetails, and Associated Company 2 (now the filing corporation in the second return), disappears from RACDetails.

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