
Lacerte® Bridge Software Developer's Kit

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Introduction

About The GL Bridge Program

The GL Bridge program gives Lacerte users the ability to transfer information from their current general ledger programs to the Lacerte Tax program. The GL Bridge program eliminates the need for duplicate data entry and saves valuable billing time.

If transfer files created with the general ledger program exist in the Lacerte data directory, the Lacerte Tax program automatically runs the GL Bridge program when users start the tax program. The Lacerte data directory is set by the user during the Lacerte installation process. Users do not have to access additional menus nor do they take additional steps to process information between the two programs.

About This Manual

This manual is for general ledger program developers who want to create transfer files that are compatible with the file format of the Lacerte GL Bridge program. It provides all the information you need to create transfer files that can be read by the GL Bridge program. This manual also includes the file structures and field parameters required for creating successful transfer files. This manual is set up in two chapters, as follows:

Chapter 1...

How the GL Bridge Program Works gives you an overview of the capabilities and limitations of the GL Bridge program. This section includes information about Lacerte field and code requirements necessary for successful transfer files, and how the transfer file information is incorporated in the Lacerte client database.

This chapter also includes information about the interaction between GL Bridge transfer files that you create and the Lacerte Proforma Wizard, a tool that Lacerte customers use to transfer data from one year to the next.

Please review this section first so you can learn how the Lacerte programs use transfer file information.

Chapter 2...

Lacerte Tax Client Information Codes provides field and record parameters for the transfer file. In table format, this section lists the field name, Lacerte code, and field type and length parameters for each Client Information field in the Lacerte Tax programs.

Review this chapter only after you understand how the Lacerte programs use transfer file information, and when you are ready to program the requirements for the transfer file into your general ledger program.

Chapter 1

How the GL Bridge Program Works

Understanding Transfer Files

The GL Bridge program transfers information to Lacerte Tax programs from transfer files created by general ledger programs. The files must meet the required specifications. The GL Bridge program batch-processes any transfer files located in the current Lacerte data directory.

General Ledger and Transfer File Specifications

The GL Bridge program requires the following of general ledger programs:

- The general ledger program must allow the user to enter a Lacerte Tax code, prefix number, and series number for any or all general ledger accounts. **The series number is located at the bottom left-hand corner of each input sheet (for example, SERIES: 100).**
- The general ledger program must create an XML file for each entity (Individual, Partnership, Corporation, S Corporation, Fiduciary, Estate, Exempt Organization, Gift Tax, and Benefit Plan) that will be processed. The filename may be from one to eight alphanumeric characters with an extension of .?B#. For existing Lacerte clients, the filename must match the client number in the Lacerte Tax program.

Note: In the filename above, replace the ? in the extension with I for the Lacerte Individual tax program, P for Partnership, C for Corporation, S for S Corporation, F for Fiduciary, T for Estate, R for Exempt, N for Gift Tax, and B for Benefit Plan. Replace # with the last digit of the year, for example: 2009 will be 9, 2010 will be 0 and so on.

Caution: Be very careful when assigning filenames. If the filename does not match a client number, a new client will be created. If the filename does match an existing client number, the existing client will be appended.

GL Bridge Process

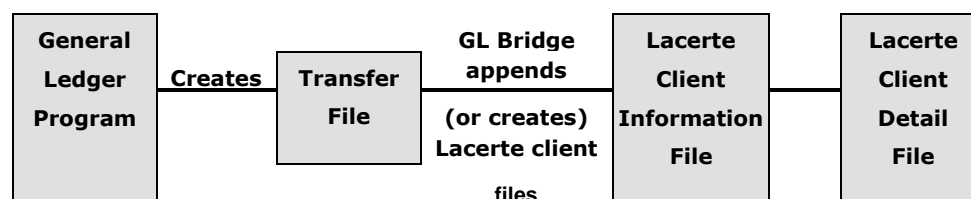


Figure 2: GL Bridge Process

To incorporate a client's general ledger information into the Lacerte Tax program's database, users must create a transfer file for each general ledger client as described in the preceding section. After the users have created the transfer files, they must process the transfer files through the GL Bridge program. The GL Bridge program determines if the client exists in the Lacerte database. Then, the GL Bridge program either creates new Lacerte Tax client files or appends the existing ones.

Note: If a client had already been created using the Proforma Wizard or entered manually by the Lacerte user, the filename for the bridge file should match the client number.

Example: If the user had already created client information for a corporation with the client number CORP1001 and wanted to append the information to that client, the name of the GL Bridge file would be CORP1001.CB? (replace ? with the one digit year). If no client had been created with a client number that matched the file name, the GL Bridge file would create a new client in the Lacerte Tax program.

The Lacerte database consists of these files for each client:

- **Client Information file:** Contains the client's identifying information such as name, identification number, address, telephone numbers, and state designation.
- **Client Detail file:** Contains the client's tax information, such as the Lacerte Tax code number, field description, and amount for each record.

If these files exist for a general ledger client, the GL Bridge ignores the client's general ledger identifying information and appends the general ledger information to the Client Detail file. If the general ledger client does not exist in the Lacerte database, the GL Bridge creates the Lacerte Client Information and Client Detail files for the client.

Users can add clients to the Lacerte database using any of the following methods:

These are some other ways to add a client to the Lacerte database in conjunction with the GL Bridge program.

- Create the Client Information file in the Lacerte tax program, create the client's transfer file in the general ledger program, then process the client through the GL Bridge program to append the general ledger information to the Lacerte Client Detail file. The GL Bridge will leave the client's existing Lacerte Client Information file intact.
- Use the Lacerte Proforma program to create a Client Information and Client Detail file using last year's information, then access the GL Bridge program to update the client's Client Detail file. For more information, see *Using the GL Bridge With the Proforma Wizard* below.
- Allow the GL Bridge program to add the client to the Lacerte database.

Re-bridging Information

A user may use the GL Bridge program to transfer information between the general ledger program and the Lacerte Tax program multiple times if they are from the same source. After information is transferred through the GL Bridge program to the Lacerte Tax program, the information is displayed in the Lacerte program in a highlighted color. When the user again uses the GL Bridge program to transfer information between programs, the GL Bridge program strips the previously bridged information from the Lacerte client files, then adds the new transfer file information to the Lacerte client files.

Note: If a user transfers information to Lacerte, adjusts the information through the Lacerte program, then processes the client through the GL Bridge program again, the modified items will not be stripped prior to the new bridge process. Therefore, duplicate entries may result.

Using the GL Bridge with the Proforma Wizard

If your users also use the Lacerte Proforma Wizard to transfer Lacerte data from one year to the next, they must do so before processing the clients in the GL Bridge program. The Proforma Wizard creates new Lacerte Client Information and Client Detail files, overwriting any existing files in the current Lacerte data directory.

The GL Bridge program simply appends existing Client Detail files. Therefore, if users process their clients through the GL Bridge program before using the Proforma Wizard to transfer the clients, the Proforma Wizard overwrites the GL Bridge information. Thus, the GL Bridge information will be lost.

Note: The transfer file should not contain Lacerte Tax codes for clients transferred through the Proforma Wizard. But, if this transfer file does contain Lacerte Tax codes, the entries will appear twice in the Lacerte data files.

Rules for Bridging Clients

- If an existing client is transferred (via Proforma) , it is deleted and re-bridged (Proforma takes precedence).
- With the exception of transferred (Proforma) clients, bridging on top of existing clients appends occurrences of codes to existing codes, as long as the code type allows multiple occurrences.
- If an existing code is defined as a single occurrence, the bridge code is ignored (dropped) and the existing code remains unchanged.
- If the code does not exist and is defined as a single occurrence, the bridge code is added.

Notes: The behavior for bridging on top of existing clients is now the same as entering data in batch mode. If the preparer wants to bridge on top of existing clients, he is responsible for first deleting any codes that he does not want appended before the re-bridging process. Failure to do so may cause unwanted doubling or accumulation of values.

XML Bridge Schema

The following is a diagram of the XML Bridge schema. On page 4, you will find descriptions of each entry.

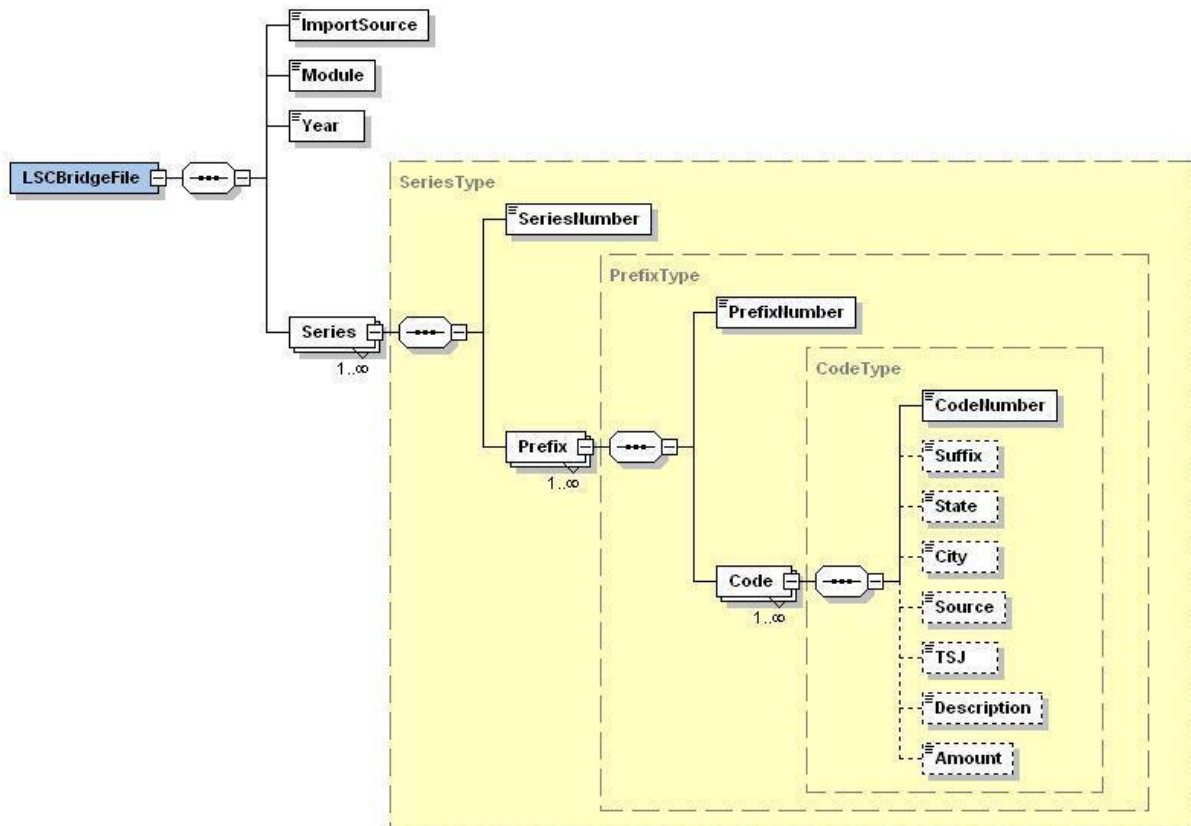


Diagram of the XML Bridge Schema

Bridge File Sample

A typical Bridge file is displayed below. It includes a Corporation (1120) entity's Income, K-1, Deductions, and Balance Sheet information. On the following pages, also refer to these input sheets:

- 13 – Income
- 16 (p.1) – K-1 Information
- 20 – Deductions
- 37 – Balance Sheet

```

<LSCBridgeFile>
  <!--Import Source = 0 (Normal Bridge)-->
  <ImportSource>0</ImportSource>
  <!--Module = 2 (Corporation)-->
  <Module>2</Module>
  <!--Tax year of the bridge file = 2009-->
  <Year>2009</Year>
  <Series>
    <!--Lacerte Screen 13 Income-->
    <SeriesNumber>100</SeriesNumber>
    <Prefix>
      <!--Only one instance exists so PrefixNumber = 0-->
      <PrefixNumber>0</PrefixNumber>
      <Code>
        <!--Gross receipts or sales-->
        <CodeNumber>1</CodeNumber>
        <Suffix>0</Suffix>
        <Description></Description>
        <Amount>1000</Amount>
      </Code>
      <Code>
        <!--Less returns and allowances-->
        <CodeNumber>2</CodeNumber>
        <Suffix>0</Suffix>
        <Description></Description>
        <Amount>2000</Amount>
      </Code>
      <Code>
        <!--Other income detail-->
        <CodeNumber>31</CodeNumber>
        <Suffix>0</Suffix>
        <Description>Discounts Earned</Description>
        <Amount>8000</Amount>
      </Code>
      <Code>
        <!--Other income detail-->
        <CodeNumber>31</CodeNumber>
        <Suffix>0</Suffix>
        <Description>Miscellaneous</Description>
        <Amount>3000</Amount>
      </Code>
    </Prefix>
  </Series>
  <Series>
    <!--Lacerte Screen 16 (p.1) K-1 Information-->
    <SeriesNumber>55</SeriesNumber>
    <Prefix>
      <!--First Entity-->
      <PrefixNumber>1</PrefixNumber>
      <Code>
        <!--Beginning date of entity's tax year-->
        <CodeNumber>8</CodeNumber>
        <Suffix>0</Suffix>

```

```

        <!--Beginning date is 08/01/2009-->
        <Description></Description>
        <Amount>20090801</Amount>
    </Code>
    <Code>
        <!--Ordinary Income-->
        <CodeNumber>18</CodeNumber>
        <Suffix>0</Suffix>
        <Description></Description>
        <Amount>10000</Amount>
    </Code>
    <Code>
        <!--Name of First K-1 Entity-->
        <CodeNumber>800</CodeNumber>
        <Suffix>0</Suffix>
        <Description>Entity1</Description>
        <Amount>0</Amount>
    </Code>
</Prefix>
<Prefix>
    <!--Second Entity-->
    <PrefixNumber>2</PrefixNumber>
    <Code>
        <!--Beginning date of entity's tax year-->
        <CodeNumber>8</CodeNumber>
        <Suffix>0</Suffix>
        <!--Beginning date is 10/01/2009-->
        <Description></Description>
        <Amount>20091001</Amount>
    </Code>
    <Code>
        <!--Ordinary Income-->
        <CodeNumber>18</CodeNumber>
        <Suffix>0</Suffix>
        <Description></Description>
        <Amount>20000</Amount>
    </Code>
    <Code>
        <!--Name of Second K-1 Entity-->
        <CodeNumber>800</CodeNumber>
        <Suffix>0</Suffix>
        <Description>Entity2</Description>
        <Amount>0</Amount>
    </Code>
</Prefix>
</Series>
<Series>
    <!--Lacerte Screen 20 Deductions-->
    <SeriesNumber>400</SeriesNumber>
    <Prefix>
        <!--Only one instance exists so PrefixNumber = 0-->
        <PrefixNumber>0</PrefixNumber>
        <Code>
            <!--Advertising-->
            <CodeNumber>2</CodeNumber>
            <Suffix>0</Suffix>
            <Description></Description>
            <Amount>7000</Amount>
        </Code>
        <Code>
            <!--Amortization-->
            <CodeNumber>3</CodeNumber>
            <Suffix>0</Suffix>
            <Description></Description>
            <Amount>1000</Amount>
        </Code>
        <Code>
            <!--Depreciation-->
            <CodeNumber>26</CodeNumber>
            <Suffix>0</Suffix>
            <Description>Depreciation Expense - East</Description>

```

```

        <Amount>4000</Amount>
    </Code>
</Code>
    <!--Insurance-->
    <CodeNumber>37</CodeNumber>
    <Suffix>0</Suffix>
    <Description>Insurance - West</Description>
    <Amount>15000</Amount>
</Code>
<Code>
    <!--Legal and professional-->
    <CodeNumber>41</CodeNumber>
    <Suffix>0</Suffix>
    <Description></Description>
    <Amount>7000</Amount>
</Code>
<Code>
    <!--Postage-->
    <CodeNumber>49</CodeNumber>
    <Suffix>0</Suffix>
    <Description></Description>
    <Amount>400</Amount>
</Code>
<Code>
    <!--Rents Real property-->
    <CodeNumber>51</CodeNumber>
    <Suffix>0</Suffix>
    <Description>Rent - ACCTG - CENTR</Description>
    <Amount>1000</Amount>
</Code>
</Prefix>
</Series>
<Series>
    <!--Lacerte Screen 37 Balance Sheet-->
    <SeriesNumber>5700</SeriesNumber>
    <Prefix>
        <!--Only one instance exists so PrefixNumber = 0-->
        <PrefixNumber>0</PrefixNumber>
        <Code>
            <!--Retained earnings: unappropriated-->
            <CodeNumber>166</CodeNumber>
            <Suffix>0</Suffix>
            <Description></Description>
            <Amount>84000</Amount>
        </Code>
        <Code>
            <!--Cash Ending-->
            <CodeNumber>201</CodeNumber>
            <Suffix>0</Suffix>
            <Description></Description>
            <Amount>100000</Amount>
        </Code>
        <Code>
            <!--Accounts receivable Ending-->
            <CodeNumber>202</CodeNumber>
            <Suffix>0</Suffix>
            <Description></Description>
            <Amount>14000</Amount>
        </Code>
        <Code>
            <!--Buildings Ending-->
            <CodeNumber>216</CodeNumber>
            <Suffix>0</Suffix>
            <Description></Description>
            <Amount>275000</Amount>
        </Code>
        <Code>
            <!--Land Ending-->
            <CodeNumber>220</CodeNumber>
            <Suffix>0</Suffix>
            <Description></Description>

```

```
        <Amount>95000</Amount>  
      </Code>  
    </Prefix>  
  </Series>  
</LSCBridgeFile>
```

Figure 3: Sample Transfer File

Note: If a bridge file contains only ending balances and the file will be converted to an existing client file created through the Lacerte Proforma Wizard, manually adjust the client file to properly match the beginning and ending balances

Required Tags

- **Import Source:** This should always have a value of 0.
- **Module:** Specifies what module the bridge file is sourced to. Values are as follows:

0	Individual
1	Partnership
2	Corporation
3	S Corporation
4	Fiduciary
5	Exempt Organization
6	Estate
7	Gift
8	Benefit Plan
- **Year:** Specifies the tax year of the bridge file. This is a four digit year value (YYYY).
- **Series:** Contains the nodes for all series in the bridge file.
- **Series Number:** Contains the Lacerte series number which you can find at the bottom left-hand corner of each input sheet (for example, **SERIES: 100**).
- **Prefix Number:** Contains the prefix for the following code nodes.
- **Code Number:** Contains the Lacerte code number..

Required Code Tags

- **Suffix:** Contains the suffix number of the current code number. Default is 0.
- **Description:** The description tag is for fields that are text, for example employer name or an address. If no description exists leave empty.
- **Amount:** Contains the amount for the current code number. If no amount exists enter 0.

Optional Code Tags

- **State:** Contains the state abbreviation (US for federal) of the current code number.
- **City:** Contains the city abbreviation of the current code number.
- **Source:** Contains the source of the current code number.
- **TSJ:** Contains the taxpayer, spouse, or joint specification of the current code number (values are T, S, or J). If left blank, the default is **J**.

Date Codes

All dates in the transfer file need to be in the format of YYYYMMDD. For example:

```
<Code>
  <!--Beginning date of entity's tax year-->
  <CodeNumber>8</CodeNumber>
  <Suffix>0</Suffix>
  <!--Beginning date is 08/01/2009-->
```

```

    <Description></Description>
    <Amount>20090801</Amount>
  </Code>

```

All dates are written to the <Amount> tag except for Client and SubClient information which will be discussed in chapter 2.

Suffixed Codes

Suffixed codes allow multiple entries (for example, 12.1, 12.2, 12.3), and are used primarily in the Balance Sheet area where two amounts may be matched to a single description. Using the below example:

```

<!--Lacerte Screen 37 Balance Sheet-->
<SeriesNumber>5700</SeriesNumber>
<Prefix>
  <!--Only one instance exists PrefixNumber = 0-->
  <PrefixNumber>0</PrefixNumber>
  <Code>
    <!--Other current assets description (Ctrl+E)-->
    <CodeNumber>12</CodeNumber>
    <Suffix>1</Suffix>
    <Description>Prepaid Insurance</Description>
    <Amount>0</Amount>
  </Code>
  <Code>
    <!--Other current assets beginning amount (Ctrl+E)-->
    <CodeNumber>112</CodeNumber>
    <Suffix>1</Suffix>
    <Description></Description>
    <Amount>100</Amount>
  </Code>
  <Code>
    <!--Other current assets ending amount (Ctrl+E)-->
    <CodeNumber>212</CodeNumber>
    <Suffix>1</Suffix>
    <Description></Description>
    <Amount>200</Amount>
  </Code>
  <Code>
    <!--Other current assets description (Ctrl+E)-->
    <CodeNumber>12</CodeNumber>
    <Suffix>2</Suffix>
    <Description>Miscellaneous</Description>
    <Amount>0</Amount>
  </Code>
  <Code>
    <!--Other current assets beginning amount (Ctrl+E)-->
    <CodeNumber>112</CodeNumber>
    <Suffix>2</Suffix>
    <Description></Description>
    <Amount>5000</Amount>
  </Code>
  <Code>
    <!--Other current assets ending amount (Ctrl+E)-->
    <CodeNumber>212</CodeNumber>
    <Suffix>2</Suffix>
    <Description></Description>
    <Amount>6000</Amount>
  </Code>
</Prefix>
</Series>

```

In the Other Current Assets section, there may be a prepaid insurance account with a beginning balance of \$100 and an ending balance of \$200. The Lacerte Tax program uses linked codes to match these balances to the same description, like this:

- Code 12.____ is used for the description of another current asset,
- Code 112.____ is used for its beginning balance, and
- Code 212.____ is used for its ending balance.

To link the three fields, a suffix is used. If all of the prepaid insurance entries are identified with the same suffix (for example, .1), the Lacerte Tax program prints them on the statement, like this:

<u>Other Current Assets</u>	<u>Beginning</u>	<u>Ending</u>
Prepaid Insurance	\$100	\$200

The Lacerte Tax program uses suffixes to link Description, Beginning Balance, and Ending Balance. Users can customize their files so ending balances bridged to Lacerte from the general ledger program are matched to the descriptions and beginning balances in the Lacerte file after a client has been created by the Proforma Wizard.

If a user has a Lacerte Tax file for client, he would first transfer the client to Lacerte using the Proforma Wizard, then print Proforma data sheets for the client. If the client has linked codes (for example, Beginning Other Assets on the balance sheet), the codes and their suffixes print on the Proforma data sheets. The user can use the Proforma data sheets as a guide, and enter the proper codes with the same suffixes to create a bridge file that matches ending balances to descriptions and beginning balances.

If a bridge file contains codes with suffixes assigned (for example, 212.1, 212.2, 212.3), the Lacerte program bridges these codes exactly as they are in the file, like this:

<u>Bridge File</u>			<u>Lacerte Detail File</u>	
Code	Suffix	Amount	Code	Amount
212	1	200	212.1	200
212	2	6000	212.2	6000

Note: If a bridge file contains only ending balances and the file will be converted to an existing client file created through the Proforma Wizard, manually adjust the client detail file to properly match the beginning and ending balances.

Transferring Linked Codes Without Suffixes

Some codes are not marked as suffix codes in Lacerte but they can be repeatable codes. For example, Screen 13 Income code 31 for Other Income is a non suffix code in Lacerte but if you need to enter multiple Other Income items then you can repeat the Code node with different data in the bridge file as is shown in the below example and it will transfer into Lacerte as a Ctrl+E item.

```

<Series>
<!--Lacerte Screen 13 Income-->
<SeriesNumber>100</SeriesNumber>
<Prefix>
  <!--Only one instance exists so PrefixNumber = 0-->
  <PrefixNumber>0</PrefixNumber>
  <Code>
    <!--Other income detail-->
    <CodeNumber>31</CodeNumber>
    <Suffix>0</Suffix>
  
```



```
<Description>Discounts Earned</Description>
<Amount>8000</Amount>
</Code>
<Code>
  <!--Other income detail-->
  <CodeNumber>31</CodeNumber>
  <Suffix>0</Suffix>
  <Description>Miscellaneous</Description>
  <Amount>3000</Amount>
</Code>
</Prefix>
</Series>
```

Figure 5: Sample Transfer File

The bridge file above will be converted to the detail file below:

<u>Code</u>	<u>Amount</u>	<u>Description</u>
31	8000	Discounts Earned
31	3000	Miscellaneous

Figure 6: Sample Lacerte Detail

Lacerte Tax Client Information Codes

When to Use Client Information Tables

We strongly recommend that you do NOT create clients from scratch with the GL Bridge program. The preferred procedure is to require the Lacerte user to set up Client Information before bridging information. If your general ledger program only exports detail file information (i.e., Lacerte Tax codes), skip the table information. If the client exists in the Lacerte database, the transfer filename must match the Lacerte client number.

Use the information in the tables only if your general ledger program will create a client that does not exist in the Lacerte database. The information in the tables will guide you through the necessary codes in order to transfer information from the transfer file to a new Lacerte database client.

Client and Subclient Information

Put any Client and Subclient Information at the beginning of the transfer file. Also, all Subclient Information (i.e., dependent, partner, officer, shareholder, beneficiary) should be in ascending order. For example, list all Dependent 1 information, all Dependent 2 information, and so on. Do NOT list all dependent names, all dependent ages, and so on.

Series Number: For client information use 100001 as the series number for subclient screen use series number 100002.

Code Number: You can enter positive and negative code numbers. Negative code numbers for series 100001 and 100002 correspond to the global fields for that database.

Note: All data values need to be written out to the <Description> tag. This includes text, dates and numbers. The <Amount> tag will always have a value of 0 for client information and subclient as shown in the below XML sample

XML Sample data with Corporate Client and Subclient Information:

```
<Series>
  <SeriesNumber>100001</SeriesNumber>
  <Prefix>
    <PrefixNumber>0</PrefixNumber>
    <Code>
      <!--Corporation Name-->
      <CodeNumber>1</CodeNumber>
      <Suffix>0</Suffix>
      <Description>ABC Corporation</Description>
      <Amount>0</Amount>
    </Code>
    <Code>
      <!--Street Address-->
      <CodeNumber>3</CodeNumber>
      <Suffix>0</Suffix>
      <Description>5601 Headquarters drive</Description>
```

```

        <Amount>0</Amount>
    </Code>
    <Code>
        <!--City-->
        <CodeNumber>4</CodeNumber>
        <Suffix>0</Suffix>
        <Description>Plano</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--Zip Code-->
        <CodeNumber>6</CodeNumber>
        <Suffix>0</Suffix>
        <Description>75024</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--State Return-->
        <CodeNumber>8</CodeNumber>
        <Suffix>0</Suffix>
        <Description>TX</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--Federal ID Number-->
        <CodeNumber>9</CodeNumber>
        <Suffix>0</Suffix>
        <Description>11-111111</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--Fiscal Year End-->
        <CodeNumber>11</CodeNumber>
        <Suffix>0</Suffix>
        <Description>12</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--Date incorporated-->
        <CodeNumber>12</CodeNumber>
        <Suffix>0</Suffix>
        <!--Date incorporated is 12/10/2008-->
        <Description>20081210</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--Accounting Method/Toggle example-->
        <CodeNumber>18</CodeNumber>
        <Suffix>0</Suffix>
        <!--Accrual Method-->
        <Description>2</Description>
        <Amount>0</Amount>
    </Code>
</Prefix>
</Series>
<Series>
    <SeriesNumber>100002</SeriesNumber>
    <Prefix>
        <!--First Officer-->
        <PrefixNumber>1</PrefixNumber>
        <Code>
            <!--Officer Name-->
            <CodeNumber>2</CodeNumber>
            <Suffix>0</Suffix>
            <Description>John Doe</Description>
            <Amount>0</Amount>
        </Code>
        <Code>
            <!--Street Address-->
            <CodeNumber>3</CodeNumber>
            <Suffix>0</Suffix>

```

```

        <Description>123 Street Example</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--City-->
        <CodeNumber>4</CodeNumber>
        <Suffix>0</Suffix>
        <Description>Dallas</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--State Return-->
        <CodeNumber>5</CodeNumber>
        <Suffix>0</Suffix>
        <Description>TX</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--Zip Code-->
        <CodeNumber>6</CodeNumber>
        <Suffix>0</Suffix>
        <Description>75021</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--SSN Number-->
        <CodeNumber>7</CodeNumber>
        <Suffix>0</Suffix>
        <Description>123-11-1111</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--% of Common Stock Owned-->
        <CodeNumber>10</CodeNumber>
        <Suffix>0</Suffix>
        <Description>45</Description>
        <Amount>0</Amount>
    </Code>
</Prefix>
<Prefix>
    <!--Second Officer-->
    <PrefixNumber>2</PrefixNumber>
    <Code>
        <!--Officer Name-->
        <CodeNumber>2</CodeNumber>
        <Suffix>0</Suffix>
        <Description>Jane Doe</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--Street Address-->
        <CodeNumber>3</CodeNumber>
        <Suffix>0</Suffix>
        <Description>4560 Street Example</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--City-->
        <CodeNumber>4</CodeNumber>
        <Suffix>0</Suffix>
        <Description>Dallas</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--State Return-->
        <CodeNumber>5</CodeNumber>
        <Suffix>0</Suffix>
        <Description>TX</Description>
        <Amount>0</Amount>
    </Code>
</Code>

```

```

        <!--Zip Code-->
        <CodeNumber>6</CodeNumber>
        <Suffix>0</Suffix>
        <Description>75021</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--SSN Number-->
        <CodeNumber>7</CodeNumber>
        <Suffix>0</Suffix>
        <Description>456-22-1111</Description>
        <Amount>0</Amount>
    </Code>
    <Code>
        <!--% of Common Stock Owned-->
        <CodeNumber>10</CodeNumber>
        <Suffix>0</Suffix>
        <Description>55</Description>
        <Amount>0</Amount>
    </Code>
</Prefix>
</Series>

```

How to Use Client Information Tables

In a Lacerte client file, there are several types of codes explained in the table on page 26. These codes allow you to transfer the majority of the information.

For files that are more simple, use these code tables:

TABLE COLUMN	HOW TO USE THE INFORMATION
Code	Enter this code in the Lacerte Tax Code field tag in the XML transfer file.
Toggle	Several items have pre-defined options in the Lacerte Tax program. If an item has a number in the toggle column, you must refer to the Toggle Type table. In this table, you will find a corresponding number. Select the number that applies to the client’s situation. Example: The Individual Filing Status description has a Toggle Type of 5. From the Toggle Type table, you find that Toggle Type 5 has five choices. To set the filing status to Married Filing Joint, you would set 36US to 2.
Description	All data for client and sub client information is specified in the Description tag of the Code node. This includes dates and amounts.
Amount	The amount tag for client information and sub client is always 0.

In the previous example series 100001 code 18 represents the Accounting Method which is a toggle type code (please refer to the Corporate codes page 36) and since 2=Accrual then you need to put a 2 in the description tag instead of the text "Accrual".

```

<Code>
    <!--Accounting Method/Toggle example-->
    <CodeNumber>18</CodeNumber>
    <Suffix>0</Suffix>
    <!--Accrual Method-->
    <Description>2</Description>
    <Amount>0</Amount>
</Code>

```

Toggle Types

TYPES OF TOGGLES	
TOGGLE TYPE	CHOICES
1	0=No 1=Yes
2	1=Cash 2=Accrual 3=Other
3	1=Individual 2=Partnership 3=Corporation 4=S Corporation 5=Fiduciary 6=Exempt 7=IRA 8=LLC 9=Disregarded Entity
4	1=Estate 2=Simple Trust 3=Complex Trust 4=Grantor Trust 5=Bankruptcy 6=Charitable Trust 7=Qualified Funeral Trust 8=ESBT (S Corp portion only) 9=Qualified Disability Trust
5	1=Single 2=Married Filing Joint 3=Married Filing Separate 4=Head of Household 5=Qualifying Widow(er)
6	1=Child Living With Taxpayer 2=Child Not Living With Taxpayer 3=Dependent Other Than Child 4=Head of Household Only, Not a Dependent 5=EIC Only, Not a Dependent
7	1=FIT 2=GAAP
8	1=Excise 2=Income
9	1=Inter vivos 2=Testamentary
10	1=Other City 2=New York City 3=Yonkers
11	1=When Applicable 2=Student Age 19 to 23 3=Disabled Age 19 or Older 4=Force 5=Suppress

Toggle Types continued

TYPES OF TOGGLES	
TOGGLE TYPE	CHOICES
12	1=N/A 2=501(c) Corp. 3=501(c) Trust 4=401(a) Trust 5=408(a) Trust 6=220(d) Trust
13	1=Individual 2=Trust 3=Estate 4=Partnership 5=Corporation 6=S Corporation
14	1=Individual 2=Other
15	1=Your Child 2=Adopted Child 3=Grandchild 4=Stepchild 5=Foster Child (Not Related) 6=Other Related Child
16	1=Work 2=Home
17	1=General 2=Limited
18	1=Individual 2=Estate/Trust 3=Qualified Exempt Organization 4=Partnership 5=Corporation 6=S Corporation
19	1=No 2=Blind 3=Loss of Limb 4=Mentally Incapacitated 5=Deaf
20	1=Taxpayer 2=Spouse
21	1=Estate 2=Trust
22	1=No 2=Yes-do not split 3=Yes-consent to split
23	1=When Applicable 2=Force 3=Suppress

Toggle Types continued

TYPES OF TOGGLES	
TOGGLE TYPE	CHOICES
24	1=Individual 2=Trust 3=Estate
25	1=Consenting 2=Non-Consenting
26	1=Individual 2=Trust 3=Estate 4=Exempt Organization
27	1=Charitable Lead Trust 2=Remainder Annuity 3=Remainder Unitrust 4=Pooled Income Fund 5=Other 4947(a)(2)
28	1=General Partnership 2=Limited Partnership 3=Limited Liability Company 4=Limited Liability Partnership 5=Other 6=Foreign Partnership
29	1=No 2=NYC Full Year 3=Yonkers Full Year
30	1=Individual 2=Trust 3=Estate 4=Qualified Exempt Organization
31	1=New York State 2=New York City 3=Yonkers 4=New York State Nonresident
32	1=No 2=Yes 3=EF Returns Only
33	1=No 2=Taxpayer 3=Spouse 4=Both
34	1=Married 2=Divorced 3=Widowed
35	1=No 2=Federal 3=Federal and State 4=State
36	1=CBT-100 2=CBT-100S

Toggle Types continued

TYPES OF TOGGLES	
TOGGLE TYPE	CHOICES
37	1=990/990-EZ 2=990-PF 3=990-T Only
38	1=Birth 2=Naturalized 3=No
39	1=No 2=Federal
40	1=Individual 2=Trust 3=Estate 4=S Corporation
41	1=No 2=Yes
42	1=5500-EZ-Def Bft - Other 2=5500-EZ Def Bft - 412(i) 3=5500-EZ - Money Purchase 4=5500-EZ - Profit-Sharing 5=5500-EZ - Stock Bonus 6=5500-EZ - ESOP 7=5500-EZ - Multiemployer 8=5500-EZ - Single-employer 9=5500-EZ - Multiple-employer 10=5500-EZ - MTIA 11=5500-EZ - CCT 12=5500-EZ - PSA 13=5500-EZ - 103-12IE 14=5500-EZ - GIA
43	1=N/A 2=S Corporation 3=LLC 4=Partnership 5=Corporation
44	1=Consenting 2=Exempt 3=Non-consenting
45	1=Firm 2=Non-paid Preparer 3=Self-Prepared
46	1=Not Sent 2=Sent via E-Mail 3=Saved to Disk
47	1=Not Received 2=Received
48	1=Child 2=Parent 3=Relative

Toggle Types continued

TYPES OF TOGGLES	
TOGGLE TYPE	CHOICES
49	1=Officer 2=Officer and Director 3=Director Only
50	1=Claim This Year 2=Suppress This Year 3=Claim in Odd Years 4=Claim in Even Years
51	1=Individual 2=LLC 3=Corporation 4=Trust 5=Other (specify)
52	1=Low 2=Normal 3=Urgent
53	1=Individual 2=Trust 3=Estate 4=Other
54	1=Tax Basis 2=GAAP 3=Sec. 704(b) Book 4=Other
55	1=Resident Ind. 2=Nonresident/PY Resident Ind. 3=Res. Trust 4=Nonresident/PY Resident Trust 5=Res. Estate 6=Nonres. Estate
56	1=Resident Ind. 2=Nonresident/PY Resident Ind. 3=Pass-through Entity 4=Corp. Member 5=Res. Trust 6=Nonresident/PY Resident Trust 7=Res. Estate 8=Nonres. Estate
57	1=Partnership 2=Corporation
58	1=Not Applicable 2=Taxpayer Could Be a Dependent 3=Taxpayer Claimed as a Dependent

Individual (1040)

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
RESIDENT STATUS				
Resident State as of 12/31/	30	NA	2	Description
Full Year Resident?	34	1	1	Description
Multi-state Return?	18	1	1	Description
State Return	20	NA	2	Description
Electronic Return?	43	41	1	Description
FILING STATUS				
Filing Status	36	5	1	Description
MFJ vs MFS Compare	35	1	1	Description
Live With Spouse	26	1	1	Description
Must Itemize?	27	1	1	Description
Year Spouse Died	24	NA	4	Description
TAXPAYER INFORMATION				
First Name and Initial	2	NA	20	Description
Last Name	4	NA	20	Description
Title/suffix	38	NA	5	Description
Social Security no.	6	NA	11	Description
Occupation	8	NA	25	Description
Date of Birth (mm/dd/yyyy)	10	NA	8	Date
Date of Death	77	NA	8	Date
Dependent Status	87	58	1	Description
Blind?	11	1	1	Description
SPOUSE INFORMATION				
First Name and Initial	3	NA	20	Description
Last Name	5	NA	20	Description
Title/Suffix	39	NA	5	Description
Social Security no.	7	NA	11	Description
Occupation	9	NA	25	Description
Date of Birth (mm/dd/yyyy)	12	NA	8	Date
Date of Death	78	NA	8	Date
Blind?	13	1	1	Description

Individual (1040) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
ADDRESS				
Foreign Address?	32	1	1	Description
In Care of	71	NA	40	Description
Street Address	14	NA	40	Description
Apartment number	21	NA	10	Description
City	15	NA	22	Description
State	16	NA	2	Description
ZIP code	17	NA	10	Description
FOREIGN ADDRESS				
Region	60	NA	20	Description
Postal Code	61	NA	15	Description
Country	62	NA	20	Description
TAXPAYER CONTACT INFORMATION				
Home Phone	19	NA	14	Description
Work Phone	28	NA	14	Description
Work Extension	44	NA	5	Description
Daytime Phone	31	16	1	Description
Mobile Phone	67	NA	14	Description
Pager number	68	NA	25	Description
Fax number	40	NA	14	Description
E-mail address	57	NA	40	Description
SPOUSE CONTACT INFORMATION				
Home Phone	72	NA	14	Description
Work Phone	73	NA	14	Description
Work Extension	74	NA	5	Description
Daytime Phone	58	16	1	Description
Mobile Phone	69	NA	14	Description
Pager number	70	NA	25	Description
Fax number	75	NA	14	Description
E-mail address	76	NA	40	Description

Individual (1040) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
MISCELLANEOUS INFORMATION				
Salutation [O]	29	NA	40	Description
Custom filter	25	NA	20	Description
Firm number	41	NA	2	Description
Preparer number	1	NA	2	Description
Designee No., If Diff.	79	NA	2	Description
Staff preparer number	56	NA	2	Description
Prepared by	59	45	1	Description
Database report state	33	NA	2	Description
Promise Date	-23	NA	8	Date
Priority	-32	182	1	Description
Primary Contact	-22	NA	40	Description
DEPENDENTS				
First name	8	NA	20	Description
Last Name	9	NA	20	Description
Title/suffix	10	NA	5	Description
Date of Birth (mm/dd/yyyy)	2	NA	8	Date
Date of Death	17	NA	8	Date
Social Security No.	3	NA	11	Description
Relationship	4	NA	13	Description
Months Lived at Home	5	NA	2	Description
Type	6	6	1	Description
Earned Income Credit	7	11	1	Description
Child Tax Credit	14	23	1	Description
Added for 1040X	12	1	1	Description
Dependent Claimed By	13	20	1	Description
Dependent Exemption Not Claimed	15	NA	1	Description
Exemption	16	50	1	Description

Partnership (1065)

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
NAME AND ID NUMBER				
Electronic Return	25	35	1	Description
Partnership Name	1	NA	40	Description
Partnership DBA	2	NA	40	Description
Federal ID Number	9	NA	12	Description
Primary Contact	-22	NA	40	Description
ADDRESS AND TELEPHONE				
Street Address	3	NA	40	Description
City	4	NA	22	Description
State	5	NA	2	Description
Zip code	6	NA	10	Description
Telephone Number	7	NA	30	Description
Fax number	22	NA	14	Description
E-mail Address	29	NA	40	Description
MISCELLANEOUS INFORMATION				
Fiscal Year End (mm)	10	NA	2	Date
Date Bus. Began (m/d/y)	11	NA	8	Date
Business Code	12	NA	6	Description
Business Activity	13	NA	20	Description
Product or Service	14	NA	20	Description
Accounting Method	19	2	1	Description
Other Accounting Method	38	NA	20	Description
Tax Shelter Reg. Number	16	NA	15	Description
Type of Entity	18	28	1	Description
Tax Matters Partner No.	20	NA	4	Description
Partners Capital Accounts	26	54	1	Description
Custom Filter	30	NA	20	Description
Firm Number	17	NA	2	Description
Preparer	21	NA	2	Description
Staff Preparer	28	NA	2	Description
Prepared By	37	45	1	Description
Priority	-32	182	1	Description
Promise Date	-23	NA	8	Date

Partnership (1065) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
STATE INFORMATION				
State Return	08	NA	2	Description
Multi-state Return	24	1	1	Description
Database Report State	31	NA	2	Description
PARTNER INFORMATION				
Partner Number	1	NA	4	Description
Partner Name	2	NA	40	Description
Partner DBA	3	NA	40	Description
ID Number	9	NA	12	Description
Street Address	4	NA	40	Description
City	5	NA	22	Description
State	6	NA	2	Description
Zip code	7	NA	10	Description
Resident State	17	NA	2	Description
Telephone Number	8	NA	30	Description
Type of Entity	10	3	1	Description
If LLC, Fed. Classification	12	57	1	Description
Nominee?	11	1	1	Description
General Partner/LLC Manager?	13	1	1	Description
Passive Partner?	14	1	1	Description
Foreign Partner?	15	1	1	Description
Account Number	18	NA	15	Description
Country Code	19	NA	2	Description
Exempt From U.S. Tax?	20	1	1	Description

Corporation (1120)

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
NAME AND ID NUMBER				
Electronic Return	46	41	1	Description
Corporation Name	1	NA	40	Description
Corp. Name (Cont.)	30	NA	40	Description
Corporation DBA	2	NA	40	Description
Federal ID Number	9	NA	12	Description
Primary Contact	-22	NA	40	Description
ADDRESS AND TELEPHONE				
Use Foreign Format	27	1	1	Description
Street Address	3	NA	40	Description
City	4	NA	22	Description
State	5	NA	2	Description
Zip code	6	NA	10	Description
Telephone Number	7	NA	30	Description
Fax number	22	NA	14	Description
E-mail Address	32	NA	40	Description
FOREIGN ADDRESS				
Region	35	NA	20	Description
Postal Code	36	NA	15	Description
Country	37	NA	20	Description
MISCELLANEOUS INFORMATION				
Fiscal Year End (mm)	11	NA	2	Date
Date Incorporated (m/d/y)	12	NA	8	Date
Where Incorporated	13	NA	15	Description
Date Bus. Began (m/d/y)	14	NA	8	Date
Business Code	15	NA	6	Description
Business Activity	16	NA	20	Description
Product or Service	17	NA	20	Description
Accounting Method	18	2	1	Description
Other Method	44	NA	20	Description

Corporation (1120) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
MISCELLANEOUS INFORMATION continued				
Location of Accounting Records	19	NA	15	Description
Number of Shareholders	20	NA	4	Description
1120F Filer?	26	1	1	Description
Maintains Place of Business in U.S.	42	NA	1	Description
Consolidator?	25	1	1	Description
Custom Filter	33	NA	20	Description
Firm Number	10	NA	2	Description
Preparer Number	21	NA	2	Description
Staff Preparer Number	31	NA	2	Description
Prepared By	43	45	1	Description
Promise Date	-23	NA	8	Date
Priority	-32	182	1	Description
STATE INFORMATION				
State Return	8	NA	2	Description
Multi-state Return	24	1	1	Description
Database Report State	34	NA	2	Description
GENERAL INFORMATION				
Officer Number	1	NA	4	Description
Officer Name	2	NA	20	Description
Street Address	3	NA	40	Description
City	4	NA	22	Description
State	5	NA	2	Description
Zip code	6	NA	10	Description
Social Security Number	7	NA	11	Description
Title	8	NA	12	Description
Time Devoted to Business	9	NA	4	Description
% of Common Stock Owned (xx.xx)	10	NA	6	Description
% of Preferred Stock Owned (xx.xx)	11	NA	6	Description
Constructive % owned (xx.xx)	15	NA	6	Description

S Corporation (1120S)

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
NAME AND ID NUMBER				
Electronic Return	40	41	1	Description
S Corporation Name	01	NA	40	Description
S Corporation DBA	02	NA	40	Description
Federal ID Number	09	NA	12	Description
Primary Contact	-22	NA	40	Description
ADDRESS AND TELEPHONE				
Street Address	3	NA	40	Description
City	4	NA	22	Description
State	5	NA	2	Description
Zip code	6	NA	10	Description
Telephone Number	7	NA	30	Description
Fax number	24	NA	14	Description
E-mail Address	31	NA	40	Description
MISCELLANEOUS INFORMATION				
Fiscal Year End (mm)	11	NA	2	Date
Date Incorporated (m/d/y)	12	NA	8	Date
Where Incorporated	13	NA	20	Description
Date Business Began (m/d/y)	14	NA	8	Date
Effective Date of S Corp Election (m/d/y)	15	NA	8	Date
Business Code	16	NA	6	Description
Business Activity	17	NA	20	Description
Product or Service	18	NA	20	Description
Accounting Method	19	2	1	Description
Other Method	38	NA	20	Description
Location of Accounting Records	20	NA	20	Description
TMP Shareholders No.	22	NA	4	Description
Custom Filter	32	NA	20	Description
Firm Number	10	NA	2	Description

S Corporation (1120S) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
MISCELLANEOUS INFORMATION continued				
Preparer	23	NA	2	Description
Staff Preparer	30	NA	2	Description
Prepared By	37	45	1	Description
Promise Date	-23	NA	8	Date
Priority	-32	182	1	Description
STATE INFORMATION				
State Return	08	NA	2	Description
Multi-state Return	26	1	1	Description
Database Report State	33	NA	2	Description
SHAREHOLDER INFORMATION				
Shareholder Number	1	NA	4	Description
Shareholder Name	2	NA	40	Description
DBA	3	NA	40	Description
Identification Number	9	NA	12	Description
Street Address	4	NA	40	Description
City	5	NA	22	Description
State	6	NA	2	Description
Zip code	7	NA	10	Description
Resident State	10	NA	2	Description
Telephone Number	8	NA	30	Description

Fiduciary (1041)

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
NAME AND ID NUMBER				
Entity Name	1	NA	40	Description
Entity Name, line 2	2	NA	40	Description
Entity ID Number	10	NA	12	Description
Primary Contact	-22	NA	40	Description

Fiduciary (1041) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
FIDUCIARY INFORMATION				
Fiduciary Name	03	NA	40	Description
Fiduciary Name, line 2	16	NA	40	Description
Fiduciary Title	18	NA	25	Description
Financial Institution EIN	11	NA	12	Description
Fiduciary SSN	32	NA	11	Description
ADDRESS AND TELEPHONE				
Street Address	04	NA	40	Description
Street Address, line 2	17	NA	40	Description
City	05	NA	22	Description
State	06	NA	2	Description
Zip code	07	NA	10	Description
Telephone Number	08	NA	30	Description
Fax number	22	NA	14	Description
E-mail Address	31	NA	40	Description
MISCELLANEOUS INFORMATION				
Date Entity Created (m/d/y)	12	NA	8	Date
Fiscal Year End (mm)	13	NA	2	Date
Custom Filter	33	NA	20	Description
Firm Number	20	NA	2	Description
Preparer	15	NA	2	Description
Staff Preparer	30	NA	2	Description
Prepared By	40	45	1	Description
Type of Entity	14	4	1	Description
Type of Charitable Trust	21	27	1	Description
Promise Date	-23	NA	8	Date
Priority	-32	182	1	Description

Fiduciary (1041) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
STATE INFORMATION				
State Return	09	NA	2	Description
Multi-State Return / NR	24	1	1	Description
Resident State on 12/31/05	25	NA	2	Description
Full Year Resident?	19	1	1	Description
Database Report State	34	NA	2	Description
Type of Return	26	9	1	Description
Decedent's SSN	28	NA	11	Description
BENEFICIARY INFORMATION				
Beneficiary Number	1	NA	4	Description
Beneficiary Name	2	NA	40	Description
Use Foreign Address?	14	1	1	Description
Street Address	3	NA	40	Description
Street Address, line 2	10	NA	40	Description
City	4	NA	22	Description
State	5	NA	2	Description
Zip code	6	NA	10	Description
FOREIGN ADDRESS				
Region	15	NA	20	Description
Postal Code	16	NA	15	Description
Country	17	NA	20	Description
Resident State	11	NA	2	Description
Telephone Number	7	NA	30	Description
Identification Number	8	NA	12	Description
Date of Birth	9	NA	8	Date

Estate (706)

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
DECEDENT INFORMATION				
First Name & Initial	01	NA	20	Description
Last Name	02	NA	20	Description
Title / Suffix	03	NA	5	Description
Social Security	04	NA	11	Description
Estate's Federal ID No.	17	NA	12	Description
MISCELLANEOUS INFORMATION				
Date of Birth (m/d/y)	05	NA	8	Date
Date of Death (m/d/y)	06	NA	8	Date
Domicile at Death	07	NA	40	Description
Year Domicile Established (YYYY)	08	NA	4	Date
Citizenship at Time of Death	16	NA	40	Description
Died Testate?	09	1	1	Description
Primary Contact	-22	NA	40	Description
Custom Filter	24	NA	20	Description
Firm Number	10	NA	2	Description
Preparer	11	NA	2	Description
Staff Preparer	22	NA	2	Description
Prepared By	30	45	1	Description
Promise Date	-23	NA	8	Date
Priority	-32	182	1	Description
STATE INFORMATION				
State Return	12	NA	2	Description
Multi-State Return	18	1	1	Description
Resident State at Death	20	NA	2	Description
Database Report State	25	NA	2	Description

Estate (706) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
BENEFICIARY INFORMATION				
Beneficiary Number	1	NA	4	Description
Beneficiary Name	2	NA	40	Description
Beneficiary Name line 2	3	NA	40	Description
Identifying Number	9	NA	12	Description
Street Address	4	NA	40	Description
City	5	NA	22	Description
State	6	NA	2	Description
Zip code	7	NA	10	Description
Phone Number	8	NA	14	Description
Fax Number	10	NA	14	Description
Charitable Organization	14	NA	1	Description
Character of Institution	20	NA	20	Description
Surviving spouse?	11	1	1	Description
Date of Birth (m/d/y)	15	NA	8	Description
Birth Country	16	NA	40	Description
1=U.S. Citizen, 2=Naturalized, 3=No	7	38	1	Description
Date Citizenship Acquired (m/d/y)	18	NA	8	Date
Country of Citizenship	19	NA	25	Description
Relationship of Decedent	12	NA	20	Description
Skip Person?	13	1	1	Description
QTIP Election	21	1	1	Description
Print QTIP Benefits on Form 706	22	1	1	Description

Exempt Organization (990)

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
NAME AND ID NUMBER				
Organization Name	01	NA	40	Description
Organization Name (Cont)	29	NA	40	Description
Federal ID Number	08	NA	12	Description
Primary Contact	-22	NA	40	Description
Foreign Address?	47	1	1	Description
City	54	NA	22	Description
State	55	NA	2	Description
Fax Number	48	NA	14	Description
ADDRESS AND TELEPHONE				
Use Foreign Format?	32	1	1	Description
Street Address	02	NA	40	Description
Room/Suite Number	14	NA	5	Description
City	03	NA	22	Description
State	04	NA	2	Description
Zip code	05	NA	10	Description
Telephone Number	06	NA	30	Description
Fax number	15	NA	14	Description
E-mail Address	28	NA	40	Description
Web site	43	NA	45	Description
FOREIGN ADDRESS				
Region	33	NA	20	Description
Postal Code	23	NA	15	Description
Country	34	NA	20	Description
CUSTODIAN OF BOOKS				
Custodian Name	16	NA	40	Description
Street Address	17	NA	40	Description
Zip code	18	NA	10	Description
E-mail Address	44	NA	40	Description
Region	49	NA	20	Description
Postal Code	50	NA	15	Description
Country	51	NA	20	Description
Telephone Number	19	NA	14	Description

Exempt Organization (990) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
MISCELLANEOUS INFORMATION				
Type of Return	20	37	1	Description
990-T Return	24	12	1	Description
501(c) Paragraph No.	21	NA	2	Description
Sec. 527 Exempt Political	25	1	1	Description
Section 4947(a)(1) Nonexempt Trust	22	1	1	Description
990-T Other Exemption	40	NA	1	Description
Fiscal Year End (mm)	09	NA	2	Date
Accounting Method	10	2	1	Description
Other Method	42	NA	20	Description
Custom Filter	30	NA	20	Description
Firm Number	12	NA	2	Description
Preparer	11	NA	2	Description
Staff Preparer	27	NA	2	Description
Prepared By	41	45	1	Description
Promise Date	-23	NA	8	Date
Priority	-32	182	1	Description
State Return	07	NA	2	Description
INDIVIDUAL INFORMATION				
Individual Number	1	NA	4	Description
Individual Name	2	NA	40	Description
Foreign Address	9	1	1	Description
Street Address	3	NA	40	Description
City	5	NA	22	Description
State	6	NA	2	Description
Zip code	7	NA	10	Description
Region	12	NA	20	Description
Postal Code	13	NA	15	Description
Country	14	NA	20	Description
Title	4	NA	15	Description
Social Security Number	8	NA	11	Description

Gift Tax (709)

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
DONOR INFORMATION				
First Name & Initial	01	NA	20	Description
Last Name	02	NA	20	Description
Title/Suffix	03	NA	5	Description
Social Security Number	10	NA	11	Description
ADDRESS AND TELEPHONE				
In Care Of	28	NA	40	Description
Street Address	04	NA	40	Description
City	05	NA	22	Description
State	06	NA	2	Description
Zip code	07	NA	10	Description
Telephone Number	08	NA	14	Description
Fax number	11	NA	14	Description
E-mail Address	23	NA	40	Description
Domicile County/State	12	NA	40	Description
MISCELLANEOUS INFORMATION				
Citizenship	13	NA	20	Description
Date of Death (m/d/y)	14	NA	8	Date
Primary Contact	-22	NA	40	Description
Custom Filter	24	NA	20	Description
Firm Number	15	NA	2	Description
Preparer	16	NA	2	Description
Staff Preparer	22	NA	2	Description
Prepared By	31	45	1	Description
Promise Date	-23	NA	8	Date
Priority	-32	182	1	Description

Gift Tax (709) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
DONEE INFORMATION				
Donee Number	1	NA	4	Description
Donee Name	2	NA	40	Description
Donee Name, line 2	3	NA	40	Description
Street Address	4	NA	40	Description
City	5	NA	22	Description
State	6	NA	2	Description
Zip code	7	NA	10	Description
Spouse/Trust ID Number	8	NA	12	Description
DONEE'S SPOUSE INFORMATION				
Spouse?	9	22	1	Description
Married Entire Year?	10	1	1	Description
During The Year: 1=Married, 2=Divorced, 3=Widowed	11	34	1	Description
Date changed in above Status (m/d/y)	12	NA	8	Date
Will Spouse File 709?	13	1	1	Description
Relation to Donor if Not Spouse	14	NA	30	Description
Skip Person?	15	1	1	Description
Charitable Organization?	16	1	1	Description
GST Trust	17	1	1	Description

Benefit Plan (5500)

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
SPONSOR INFORMATION				
Electronic Return?	46	35	1	Description
Plan Sponsor	1	NA	35	Description
Plan Sponsor, line 2	2	NA	35	Description
Plan Sponsor DBA	3	NA	35	Description
Plan Sponsor C/O	4	NA	35	Description
Employer ID Number	5	NA	12	Description
Ind. Signing for Sponsor	6	NA	35	Description

Benefit Plan (5500) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
ADDRESS AND TELEPHONE				
Use Foreign Address?	7	1	1	Description
Street Address	8	NA	35	Description
Location Address	51	NA	35	Description
Location Address, line 2	52	NA	35	Description
City	9	NA	22	Description
State	10	NA	2	Description
Zip code	11	NA	10	Description
Region	12	NA	20	Description
Postal Code	13	NA	15	Description
Country	14	NA	20	Description
Telephone Number	15	NA	14	Description
Fax Number	16	NA	14	Description
E-mail Address	17	NA	40	Description
Business Code	18	NA	6	Description
Primary Contact	-22	NA	40	Description
PLAN INFORMATION				
Type of Plan/Entity	55	42	2	Description
Plan Name	19	NA	50	Description
Plan Name, Line 2	20	NA	50	Description
Plan Name, Line 3	21	NA	50	Description
Three-digit Plan Number (PIN)	22	NA	3	Description
Effective Date	23	NA	8	Description
ADMINISTRATOR INFORMATION IF DIFFERENT FROM PLAN SPONSOR				
Plan Administrator Name	25	NA	35	Description
Plan Administrator Name, Line 2	26	NA	35	Description
Plan Administrator C/O	27	NA	35	Description
Administrator Employer ID Number	28	NA	12	Description
Individual Signing for Administrator	29	NA	35	Description
Use Foreign Address?	30	1	1	Description

Benefit Plan (5500) Continued

DESCRIPTION	CODE	TOGGLE	LENGTH	FIELD
ADMINISTRATOR INFORMATION IF DIFFERENT FROM PLAN SPONSOR cont.				
Street Address	31	NA	35	Description
City	32	NA	22	Description
State	33	NA	2	Description
Zip code	34	NA	10	Description
Region	35	NA	20	Description
Postal Code	36	NA	15	Description
Country	37	NA	20	Description
Telephone Number	38	NA	14	Description
Fax number	39	NA	14	Description
E-mail Address	40	NA	40	Description
MISCELLANEOUS INFORMATION				
Fiscal Year End (mm)	24	NA	2	Date
Custom Filter	41	NA	20	Description
Firm Number	42	NA	2	Description
Preparer Number	43	NA	2	Description
Staff Preparer Number	44	NA	2	Description
Promise Date	-23	NA	8	Date
Priority	-32	182	1	Description
PARTICIPANT INFORMATION				
Participant Number	1	NA	4	Description
Participant Name	2	NA	35	Description
SSN	3	NA	11	Description
Foreign Address?	4	1	4	Description
Street Address	5	NA	35	Description
City	6	NA	22	Description
State	7	NA	2	Description
ZIP Code	8	NA	10	Description
Region	9	NA	20	Description
Postal Code	10	NA	15	Description
Country	11	NA	20	Description
Telephone Number	12	NA	14	Description

Glossary

<i>Proforma</i>	The Lacerte Proforma Wizard is an auxiliary tool to be used with the Lacerte Tax programs. Lacerte Tax users may use the Proforma Wizard to transfer information from one year to the next. If users want to use the Proforma Wizard in conjunction with the GL Bridge program, they must transfer their client files through the Proforma Wizard before processing the clients through the GL Bridge program.
<i>State Field</i>	This field contains the state abbreviation for the code (or "US" for Federal). The typical designation for general ledger providers is US.
<i>Subclient</i>	Within a Lacerte Client Information file, data may be divided into categories. Based on the Lacerte Tax program in use, subclient refers to the following program-specific information: <ul style="list-style-type: none">▪ Dependents: Individual Tax (1040)▪ Partners: Partnership Tax (1065)▪ Officers: Corporation Tax (1120)▪ Shareholders: S Corporation Tax (1120S)▪ Beneficiaries: Fiduciary Tax (1041)▪ Spouse or Beneficiary: Estate Tax (706)▪ Donee or Spouse: Gift Tax (709)
<i>Tax Code Types</i>	Each Lacerte Tax code type identifies a specific type of information. Each tax code type is identified by the letter in the first position of the code field.
<i>Tax Manager</i>	Lacerte's Tax Manager is a tax client database management program.
<i>Toggle Type</i>	Some fields in Lacerte Client Information and Client Detail files allow the user to select from pre-determined options. Each option is a "toggle." To select an option, enter the number from the Toggle Type table that corresponds to the client's situation.
<i>Transfer File</i>	A transfer file is a file created through a general ledger program that is compatible with the GL Bridge program.