

# DT MAX T3

## DT MAX T3 - USER GUIDE



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## ABOUT THIS DOCUMENT

This document is intended for any user of DT Max, be it a beginner or advanced user. In this guide, we will cover the multitude of features offered by DT Max and present in its three screens.

On DT Max's first screen, the **Client List**, we will view how to effectively personalize and sort your client list in order to access specific clients with ease and speed.

On DT Max's second screen, the **Data Entry**, we will discuss the concept of using keywords to enter your clients' tax information. We will delve into the various tools provided by DT Max to enter as well as search for these keywords.

On DT Max's third screen, the **Tax Return**, we will discuss the different forms that are generated as well as the many review tools available such as field tags and the QuickSource feature.

Finally, we will cover the proper setup and configuration of the **Preferences** menu which will include the Identification, User's defaults, and Forms Manager sections amongst many others.

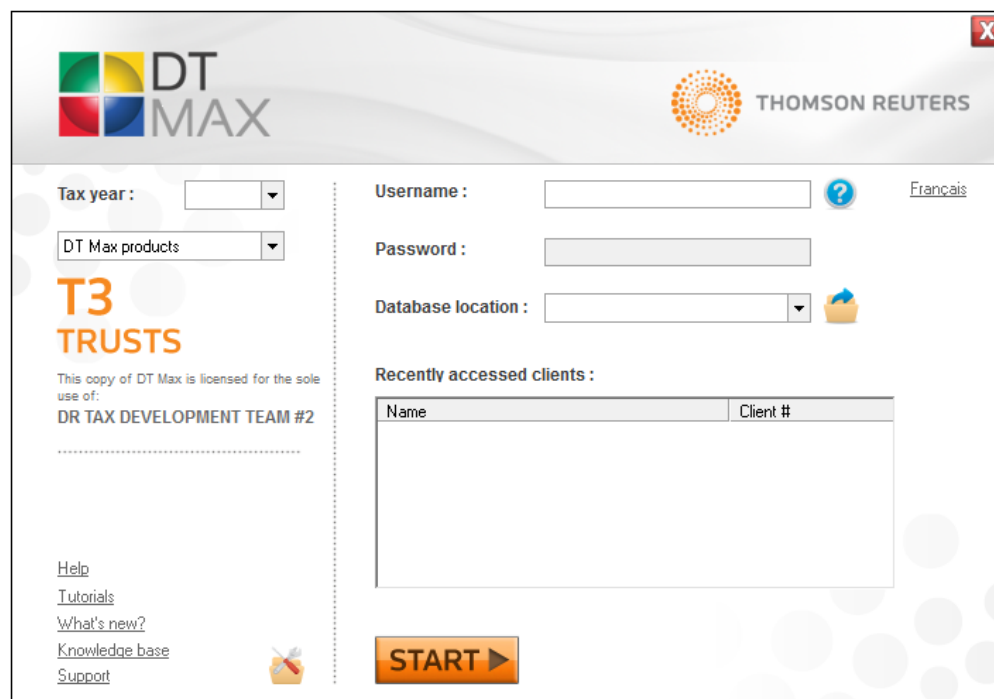


## DT MAX BASICS

In the following paragraphs, we will see the basic features of DT Max.

### SPLASH SCREEN

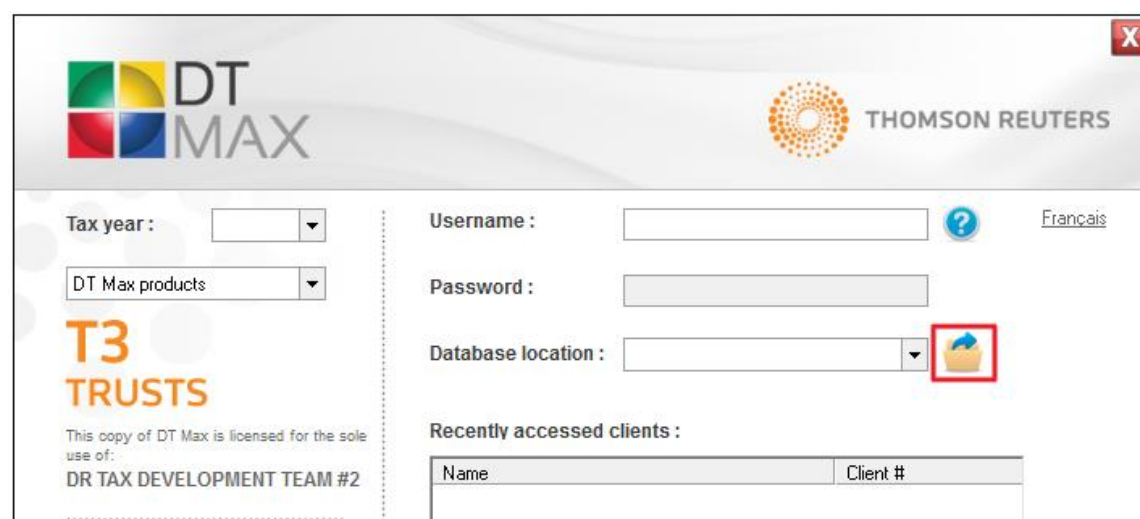
When you open DT Max, the first screen that will be presented to you is the **Splash Screen**.



The splash screen features the DT MAX logo on the top left and the THOMSON REUTERS logo on the top right. On the left side, there is a section for 'T3 TRUSTS' with a license notice: 'This copy of DT Max is licensed for the sole use of: DR TAX DEVELOPMENT TEAM #2'. Below this are links for 'Help', 'Tutorials', 'What's new?', 'Knowledge base', and 'Support'. The main area contains a 'Tax year' dropdown, 'DT Max products' dropdown, 'Username' and 'Password' fields, and a 'Database location' dropdown with a 'browse' icon. A 'Recently accessed clients' table is also present. At the bottom right is a 'START' button.

Name	Client #
------	----------

You must first select a folder that will house the files of your Client Database. You may select your **Database location** by clicking the **browse** icon.



This is the same splash screen as above, but with a red box highlighting the 'browse' icon next to the 'Database location' dropdown.

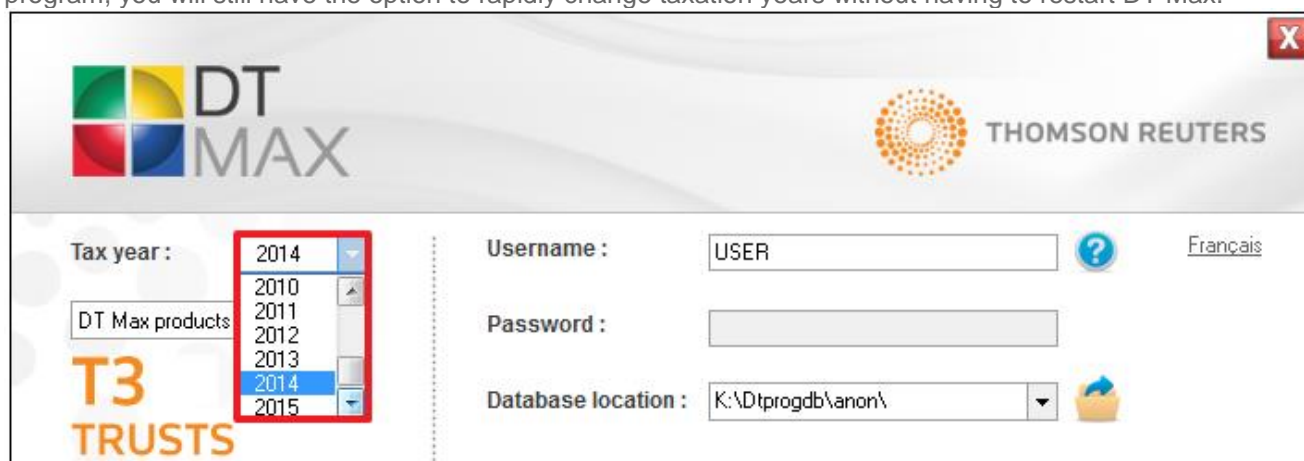
Name	Client #
------	----------

You may now enter a **Username** or **Accountant ID**. A user **Password** may also be added. We will discuss user privileges and passwords in the Security System chapter.



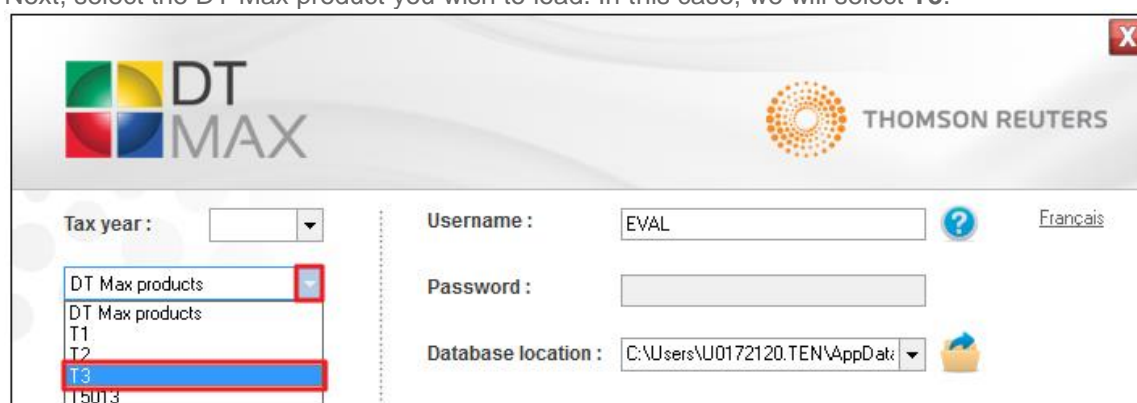
The screenshot shows the DT MAX login window. The interface includes the DT MAX logo on the left and the Thomson Reuters logo on the right. Below the logos, there are several input fields: 'Tax year' with a dropdown menu, 'DT Max products' with a dropdown menu, 'Username' with a text box containing 'USER', 'Password' with a text box, and 'Database location' with a dropdown menu showing 'F:\In\Emmy\DemoClients\' and a folder icon. A red box highlights the 'Username' field. A blue question mark icon is next to the 'Username' field, and a 'Français' link is to the right. The 'T3 TRUSTS' logo is visible in the bottom left corner.

Select the **Tax year** you wish to access by choosing the appropriate year from the scroll-down menu. Once in the program, you will still have the option to rapidly change taxation years without having to restart DT Max.



The screenshot shows the DT MAX login window with the 'Tax year' dropdown menu open. The dropdown menu lists the years 2010, 2011, 2012, 2013, 2014, and 2015. The year 2014 is selected and highlighted in blue. The 'Username' field contains 'USER', the 'Password' field is empty, and the 'Database location' dropdown shows 'K:\Dtproddb\anon\' with a folder icon. A red box highlights the 'Tax year' dropdown menu. A blue question mark icon is next to the 'Username' field, and a 'Français' link is to the right. The 'T3 TRUSTS' logo is visible in the bottom left corner.

Next, select the DT Max product you wish to load. In this case, we will select **T3**.



The screenshot shows the DT MAX login window with the 'DT Max products' dropdown menu open. The dropdown menu lists the products 'DT Max products', 'T1', 'T2', 'T3', and 'T5013'. The product 'T3' is selected and highlighted in blue. The 'Tax year' dropdown is empty, the 'Username' field contains 'EVAL', the 'Password' field is empty, and the 'Database location' dropdown shows 'C:\Users\U0172120.TEN\AppData' with a folder icon. A red box highlights the 'DT Max products' dropdown menu. A blue question mark icon is next to the 'Username' field, and a 'Français' link is to the right. The 'T3 TRUSTS' logo is visible in the bottom left corner.

**Recently accessed clients** will also be listed on this screen. You may access them directly by double-clicking the desired client. DT Max will load the Client List screen with the selected client highlighted.

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[Help](#)  
[Tutorials](#)  
[What's new?](#)  
[Knowledge base](#)  
[Support](#)

**Recently accessed clients :**

Name	Client #
Fiducie non testamentaire Qué	5006
Succession Québec	5001
Inter vivos Trust Ontario	5007

**START**

The **Splash Screen** also provides many useful links such as the knowledge base, online video tutorials, and the DT Max support page.

Tax year : 2013

DT Max products

**T3 TRUSTS**

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[What's new?](#)  
[Knowledge base](#)  
[Support](#)

Username : EVAL

Password :



Database location : C:\Users\U0172120.TEN\AppData

**Recently accessed clients :**

Name	Client #
Fiducie non testamentaire Qué	5006
Succession Québec	5001
Inter vivos Trust Ontario	5007

**START**

Once you have enter all the relevant information, run DT Max by clicking on **Start**.



**Tax year :** 2013 ▼

DT Max products ▼

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Help  
Tutorials  
What's new?  
Knowledge base  
Support

**Username :** EVAL ? Français

**Password :**

**Database location :** C:\Users\U0172120.TEN\AppData\...

**Recently accessed clients :**

Name	Client #
Fiducie non testamentaire Qué	5006
Succession Québec	5001
Inter vivos Trust Ontario	5007

**START** ►



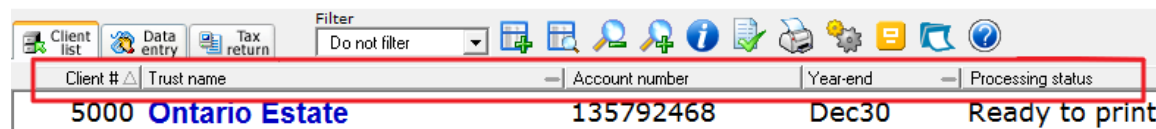
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## CLIENT LIST

When you start DT Max, the first screen you will enter is the Client list. The Client list displays all the client files that are currently being processed as well as the client files that have been carried forward from one year to the next.

Certain basic information of every client's file is displayed directly in the Client list. For example, you can view the client's number, trust name, account number, year-end, Processing Status, etc... All this information is displayed directly in the Client list.

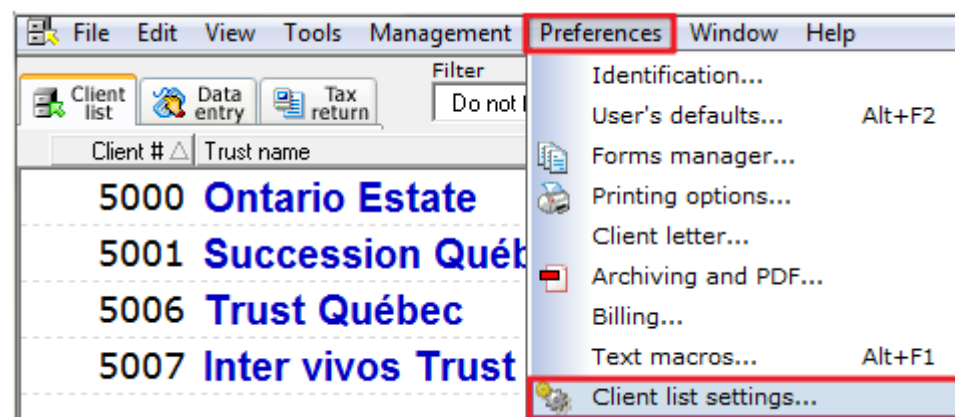


The screenshot shows the Client List window with a toolbar at the top containing icons for Client list, Data entry, Tax return, and a Filter dropdown set to 'Do not filter'. Below the toolbar is a table with columns: Client #, Trust name, Account number, Year-end, and Processing status. A red box highlights the first row of data.

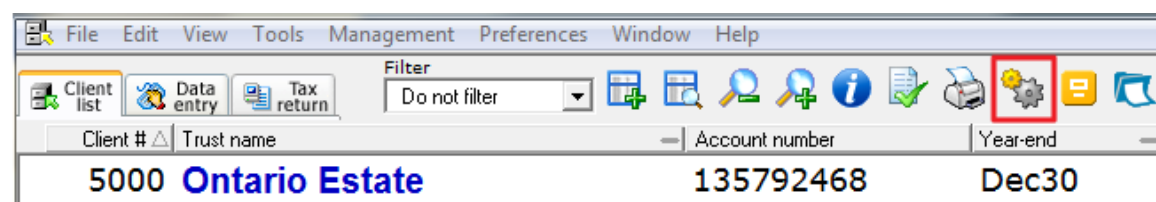
Client #	Trust name	Account number	Year-end	Processing status
5000	Ontario Estate	135792468	Dec30	Ready to print

### Personalizing the Client List

In order to personalize the Client list, go to the **Preferences** Menu, and select **Client List Settings**.



You can also personalize the Client list by clicking on the **Customize Client List** icon.



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A new window will appear, allowing you to select the information you want to add or remove from the Client list.

By ticking a box next to any item in this window, DT Max will add that information as a column in your Client list.

Client list		
Client #	Trust name	Province
5000	Ontario Estate	ON
5001	Succession Québec	QC

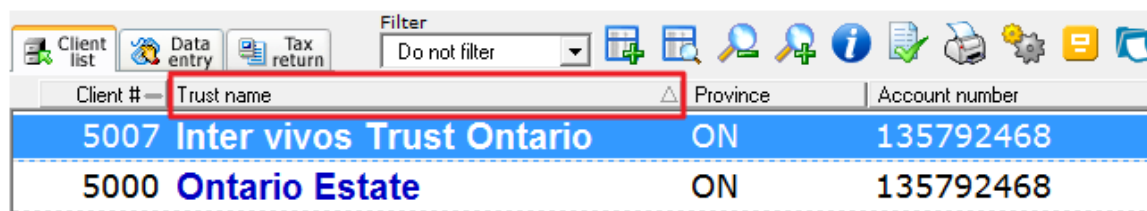


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## Sorting the Client List

Certain columns of the customer list can be sorted such as the client number, trust name and year end.

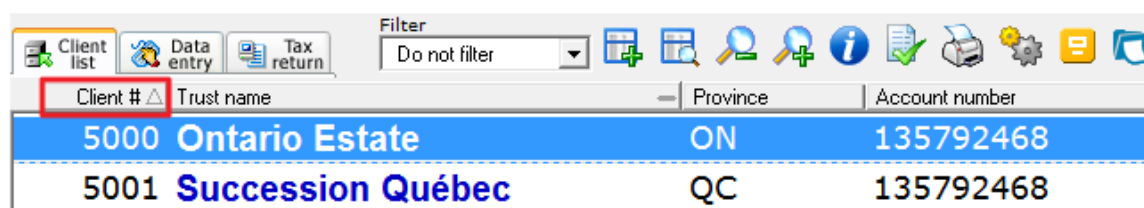
To sort your list by **Trust name**, just click on the name column. The symbol "-" will become an arrow, indicating that the customer list was sorted by name.



The screenshot shows the 'Client list' window with a toolbar at the top. The 'Filter' dropdown is set to 'Do not filter'. The table has columns: Client #, Trust name, Province, and Account number. The 'Trust name' column header is highlighted with a red box and has a small upward-pointing arrow next to it, indicating it is the current sort order. The table contains two rows:

Client #	Trust name	Province	Account number
5007	Inter vivos Trust Ontario	ON	135792468
5000	Ontario Estate	ON	135792468

To sort your Client list in numerical order, click on the **Client #** column. The symbol "-" will become an arrow, indicating to you that the Client list has been sorted by client number.

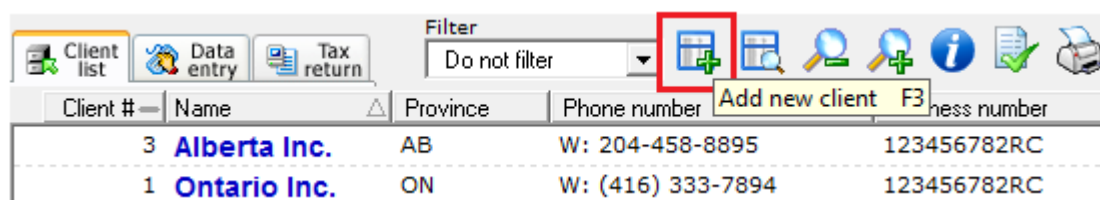


The screenshot shows the 'Client list' window. The 'Client #' column header is highlighted with a red box and has a small upward-pointing arrow next to it, indicating it is the current sort order. The table contains two rows:

Client #	Trust name	Province	Account number
5000	Ontario Estate	ON	135792468
5001	Succession Québec	QC	135792468

## Adding a new client to the Client List

In order to add a new client to your Client list, simply click on the **New Client** icon. You can also add a new client by pressing **F3** on your keyboard.



The screenshot shows the 'Client list' window. The 'Add new client' button, represented by a blue square with a white plus sign, is highlighted with a red box. The table has columns: Client #, Name, Province, Phone number, and Business number. The table contains two rows:

Client #	Name	Province	Phone number	Business number
3	Alberta Inc.	AB	W: 204-458-8895	123456782RC
1	Ontario Inc.	ON	W: (416) 333-7894	123456782RC



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A window will appear to configure the new trust. You can change the client number that is automatically assigned to the new trust.

**Add new trust**

New client number  
1

The new trust will be assigned this client number. If you wish, you may assign this trust a different number provided it is not currently used in this database.

☒ Use the SmartStart input assistant

OK Cancel Help

The SmartStart input assistant is a tool that will allow to add keywords in the Data Entry screen of your client file. More details on this tool will be provided in the Data Entry portion of this document.

**Add new trust**

New client number  
1

The new trust will be assigned this client number. If you wish, you may assign this trust a different number provided it is not currently used in this database.

☒ Use the SmartStart input assistant

OK Cancel Help

**SmartStart client profile**

SmartStart sections

- ☒ Identification
- ☐ Trustee information
- ☐ Settlor information
- ☐ Allocations and designations to beneficiaries
- ☐ Accountant information
- ☐ Notes
- ☐ Billing
- ☐ Controls
- ☐ DT ScanDoc
- ☐ Overrides
- ☐ Custom schedules
- ☐ Status change
- ☐ T3P
- ☐ T3M
- ☒ Income
- ☐ T-slip information
- ☐ Capital gains and losses
- ☐ Business income
- ☐ Carrying charges, investment expenses
- ☐ Other deductions
- ☐ Net income
- ☐ Foreign property and income
- ☐ Losses
- ☐ Carrybacks (T3A)
- ☐ Cumulative net investment loss
- ☐ Resource property and land inventory

1 In the list at the left, check off each SmartStart section that applies to this trust.

2 When you have finished, click "Continue". You can then enter the tax data in each section.

List of keywords included in this section

<b>Trust-Name</b>	name of the trust
<b>Acct-Number</b>	federal account number
<b>ID-Number</b>	Quebec identification number
<b>Begin-Date</b>	beginning of taxation year
<b>Year-End</b>	taxation year-end
<b>Language</b>	language of correspondence
<b>Estate-of</b>	whether to print "Estate of"
<b>Apply-TrustAcct#</b>	Application for a trust
<b>Trust</b>	type of trust that was created

☐ Show secondary keywords ? Keyword help

☐ Save as default selection for new trusts.

Continue Cancel Help



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## Finding clients within the Client list

To find clients that are already in your Client list, go to the **Find Client** box, located at the top right of your screen.



The screenshot shows the top of the software interface. A red rectangle highlights the 'Find client' and 'Search by' fields. Below these fields is a table with the following data:

Client #	Trust name	Province	Account number	Year-end	Processing status
5007	Inter vivos Trust Ontario	ON	135792468	Dec30	Ready to print

In the **Search by** drop-down menu, choose the type of search you want to perform. You can search your clients by Name, Client number, or Phone number.

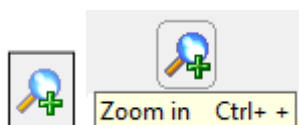


The screenshot shows the 'Find client' text box and the 'Search by' dropdown menu. The dropdown menu is open, showing the following options:

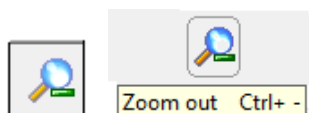
- Name
- Client number
- Phone number

## Increasing/Decreasing Font in the Client List

To increase the font within your Client list, click on the **Zoom in** icon. You can also hold **CTRL** and press “+” on your keyboard.



To decrease the font within your Client list, click on the **Zoom out** icon. You can also hold **CTRL** and press “-” on your keyboard.



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## DATA ENTRY

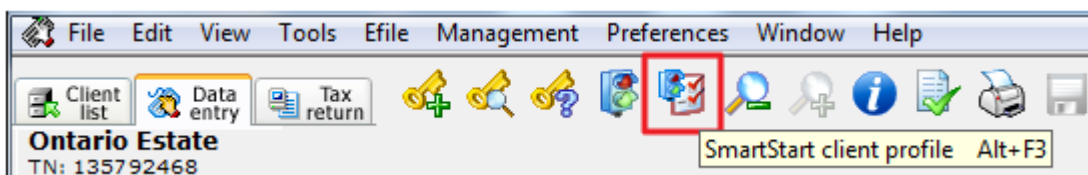
Once you have created the new trust, you will enter the Data Entry screen. The Data Entry screen is where all tax information is entered for your client's tax return. You enter this information through **Keywords**. Each keyword represents a question DT Max is asking you on your client's file. In order to complete your client's tax return, you must "answer" the questions the program is asking you through the keywords.

### Adding keywords in the Data Entry

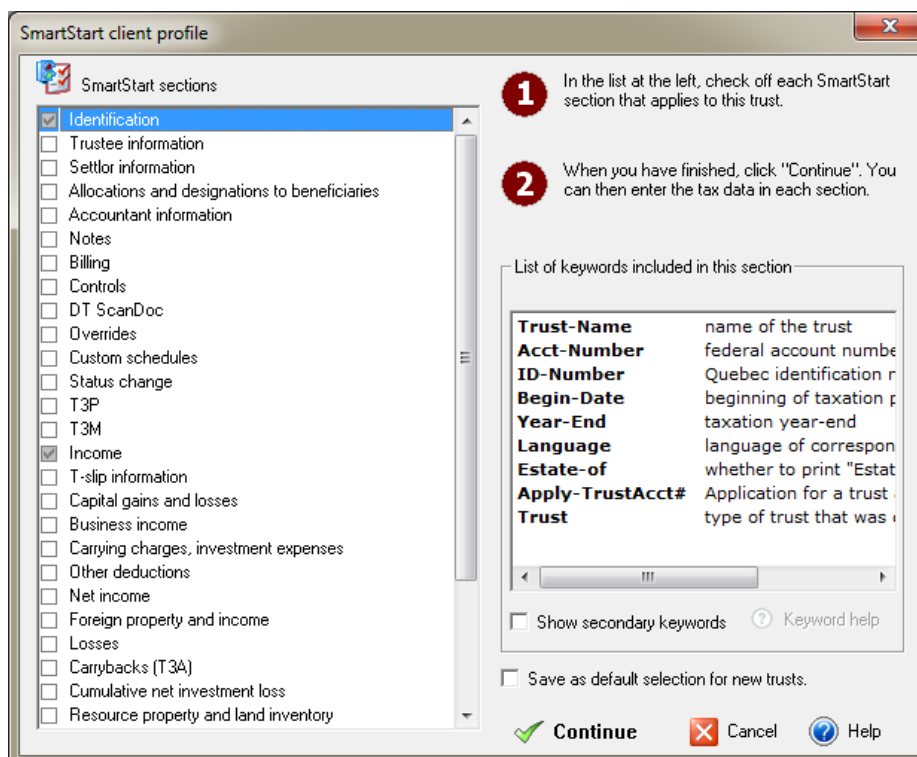
There are 3 ways of adding keywords within your client's Data Entry.

#### SmartStart Client Profile

To access the SmartStart Client Profile, you can click on the **SmartStart client profile** icon, or press **ALT-F3**.



A new window will appear, allowing you to pick sections that are pertinent to your client's tax return.



All keywords that are located within the Data Entry screen are grouped into the **SmartStart sections**. Simply select the pertinent sections to your client's tax return, and DT Max will add the appropriate keywords for you.



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When selecting a section on the left, DT Max will show you the keywords that belong within that section on the right.

**SmartStart client profile**

**SmartStart sections**

- ☒ Identification
- ☐ Trustee information
- ☐ Settlor information
- ☐ Allocations and designations to beneficiaries
- ☐ Accountant information
- ☐ Notes
- ☐ Billing
- ☐ Controls
- ☐ DT ScanDoc
- ☐ Overrides
- ☐ Custom schedules
- ☐ Status change
- ☐ T3P
- ☐ T3M
- ☒ Income
- ☐ T-slip information
- ☐ Capital gains and losses
- ☐ Business income
- ☐ Carrying charges, investment expenses
- ☐ Other deductions
- ☐ Net income
- ☐ Foreign property and income
- ☐ Losses
- ☐ Carrybacks (T3A)
- ☐ Cumulative net investment loss
- ☐ Resource property and land inventory

**1** In the list at the left, check off each SmartStart section that applies to this trust.

**2** When you have finished, click "Continue". You can then enter the tax data in each section.

**List of keywords included in this section**

<b>Trust-Name</b>	name of the trust
<b>Acct-Number</b>	federal account number
<b>ID-Number</b>	Quebec identification number
<b>Begin-Date</b>	beginning of taxation period
<b>Year-End</b>	taxation year-end
<b>Language</b>	language of correspondence
<b>Estate-of</b>	whether to print "Estate of"
<b>Apply-TrustAcct#</b>	Application for a trust account
<b>Trust</b>	type of trust that was created

☐ Show secondary keywords    ? Keyword help

☐ Save as default selection for new trusts.

After making your selections, you can save those selections as a default for any upcoming new trusts.

☐ Save as default selection for new trusts.

Click on **Continue** to add the sections selected into your client's Data Entry.

Expand the sections by simply clicking on the "+" symbol to the left of the section header. Complete the appropriate keyword accordingly.

**Ontario Estate**  
TN: 135792468

Production

**Identification**

**Trustee information**

**Allocations and designations to beneficiaries**

**Income**

**IncomeSource** Pension income

Description ABC

Annuities Superannuation/pension plan \$ 100,000.00

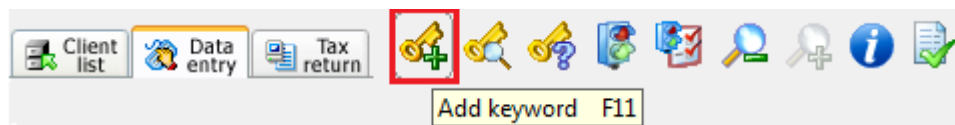
FIT \$ 10,000.00



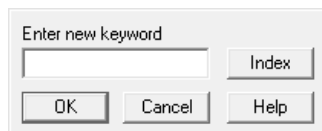
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## Manual Entry of keywords

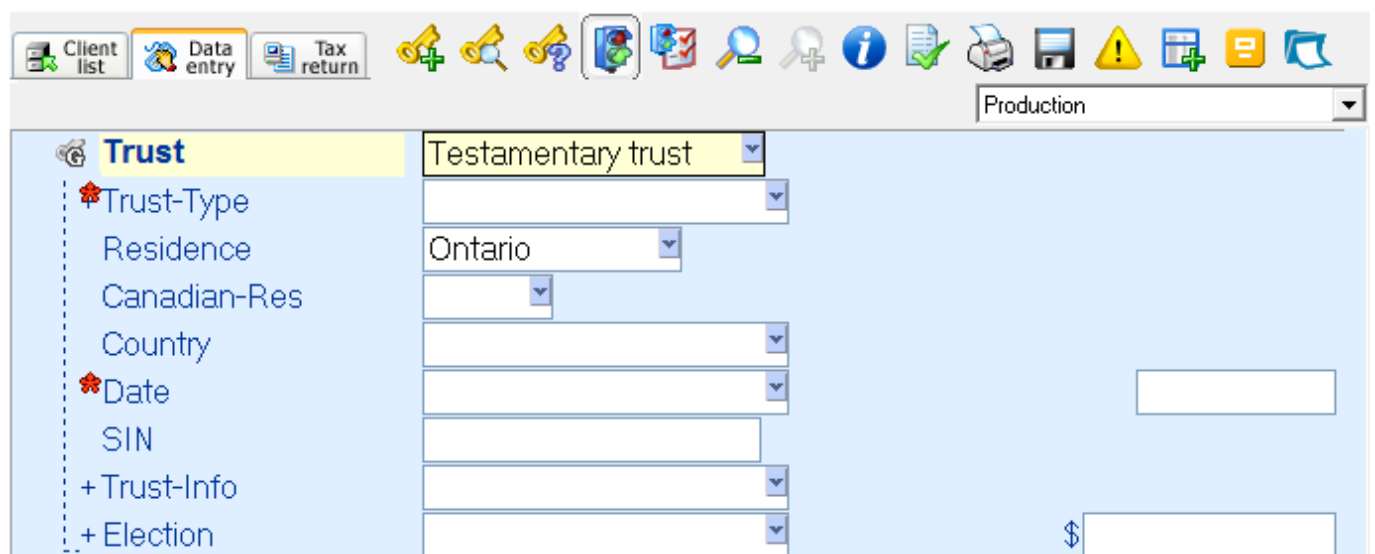
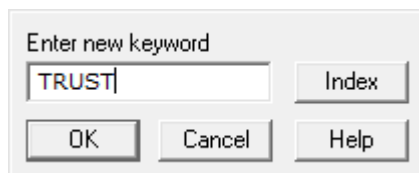
To manually enter keywords into the Data Entry, simply click on the **Add keyword** icon, or press **F11**.



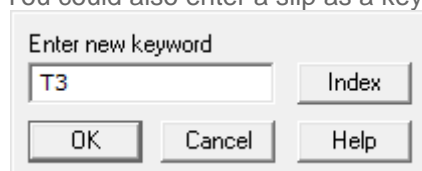
In the window enter the new keyword.



You can enter topics as keywords. For example, you can enter **Trust** as a keyword.



You could also enter a slip as a keyword. For example, T3.

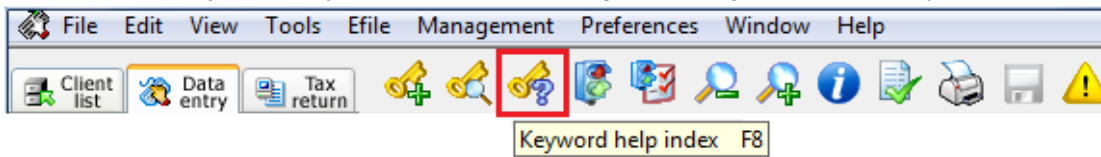


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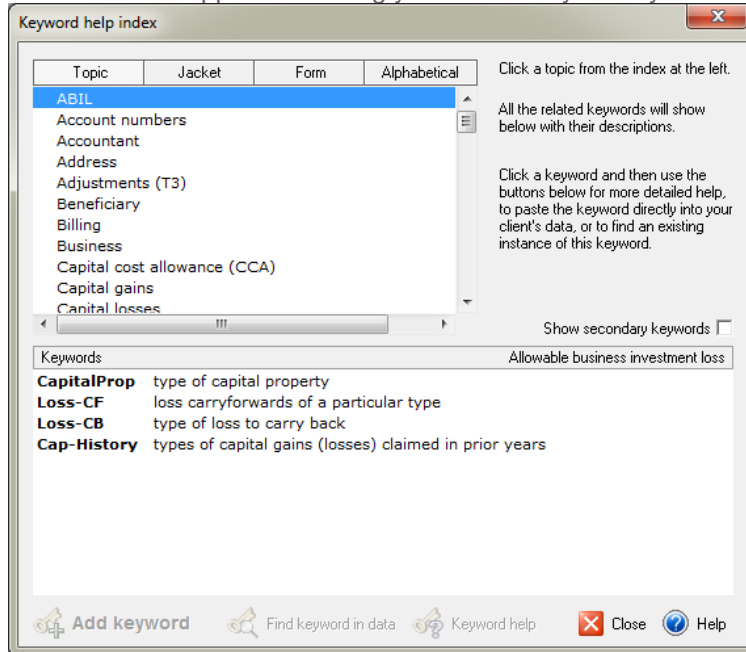


## Keyword Help Index

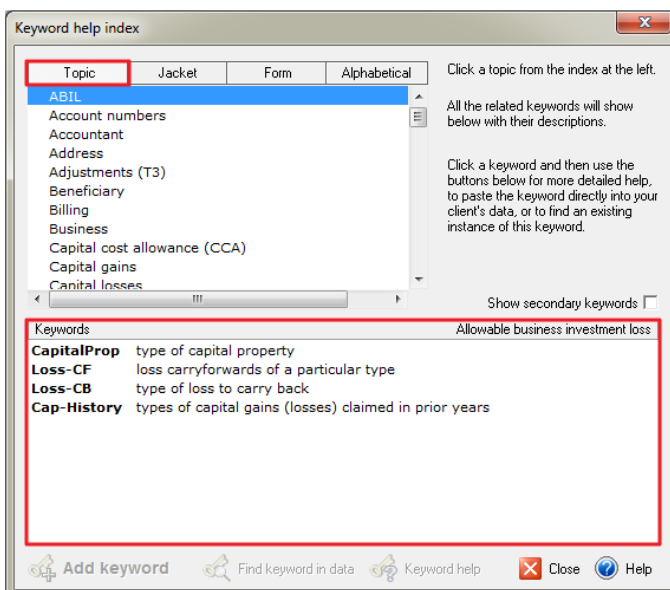
To access the Keyword Help Index, click on the **Keyword Help Index** icon, or press **F8**.



A new window appears allowing you to search your keyword through several methods.



When you click on the **Topic** tab, DT Max presents you with various topics or subjects that you can choose from in order to locate the keyword you need. Once you find the topic that is suitable, select it, and DT Max will present to you a list of keywords you can use. Double-click on the keyword you need, and DT Max will add it to the client's Data Entry.



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When you click on the **Jacket** tab, DT Max presents you with all the line numbers that are located on the tax return for both the Federal and Quebec returns. Click on a specific line number, and DT Max will present to you a list of keywords you can use to enter an amount on that specific line. Double-click on the keyword you need, and DT Max will add it to the client's Data Entry.

**Keyword help index**

Topic **Jacket** Form Alphabetical

F43 Unkeep, maintenance, and taxes used by a bene  
 F44 Value of other benefits to a beneficiary  
 F45 Taxable benefits  
 F47 Income allocated

**Taxable Income**  
 F51 Non-capital losses of other years  
 F52 Net-capital losses of other years  
 F53 Capital gains deduction for resident spousal trust  
 F54 Other deductions

Click a topic from the index at the left.  
 All the related keywords will show below with their descriptions.  
 Click a keyword and then use the buttons below for more detailed help, to paste the keyword directly into your client's data, or to find an existing instance of this keyword.

Show secondary keywords ☐

Keywords	Title
<b>Trustee</b>	last name or business name of the trustee

Add keyword Find keyword in data Keyword help Close Help

When you click on the **Form** tab, DT Max presents to you all the forms of the tax return that it calculates, including those from the Quebec tax return. Select a specific form from the list, and DT Max will present you with a list of keywords you can use to enter information on that specific form in the client's tax return. Double-click on the keyword you need, and DT Max will add it to the client's Data Entry.

**Keyword help index**

Topic Jacket **Form** Alphabetical

**T3 SCHEDULES**  
 Schedule 1 - Capital property dispositions  
 Schedule 1A - Capital gains on gifts  
 Schedule 2 - Capital property reserves  
 Schedule 3 - Eligible taxable capital gains  
 Schedule 4 - CNIL  
 Schedule 5 - Spouse trust  
 Schedule 6 - AMT exemption allocation  
 Schedule 7 - Pension income  
 Schedule 8 - Investment income  
 Schedule 9 - Allocations and designations

Click a topic from the index at the left.  
 All the related keywords will show below with their descriptions.  
 Click a keyword and then use the buttons below for more detailed help, to paste the keyword directly into your client's data, or to find an existing instance of this keyword.

Show secondary keywords ☐

Keywords	Dispositions of capital property
<b>CapitalProp</b>	type of capital property
<b>Trust</b>	type of trust that was created
<b>T-Slip</b>	information slip

Add keyword Find keyword in data Keyword help Close Help

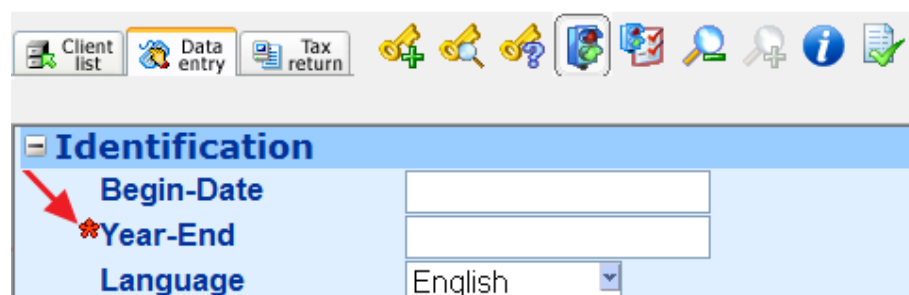


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## Fields marked with an asterisk

Fields marked with an asterisk require mandatory or important information.

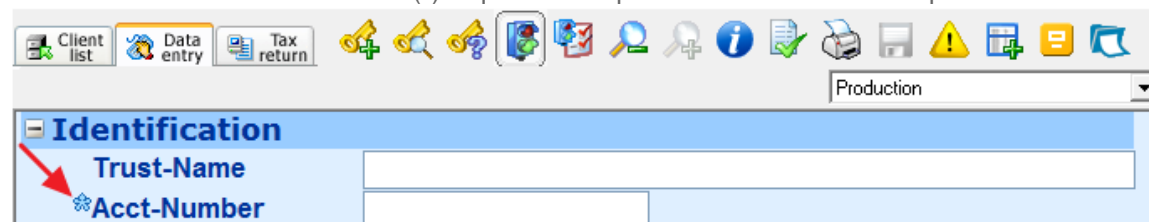
All fields with a red asterisks (\*) are mandatory fields. The field cannot be left blank, because it will prevents the calculation of the tax return.



The screenshot shows the 'Identification' section of the software interface. It includes fields for 'Begin-Date', 'Year-End', and 'Language'. The 'Year-End' field is marked with a red asterisk (\*), indicating it is a mandatory field. A red arrow points to this field.

DT Max will generate an error message marked with a red circle in the **Error and warning messages window**. (See section **Errors and Warnings messages**)

Fields marked with blue asterisks (\*) requires an important information for the production of the income tax return.



The screenshot shows the 'Identification' section of the software interface. It includes fields for 'Trust-Name' and 'Acct-Number'. The 'Acct-Number' field is marked with a blue asterisk (\*), indicating it is an important field for production. A red arrow points to this field.

If information is missing, an error message will appear in the **Error and warning messages window**. (See section **Errors and Warnings messages**)



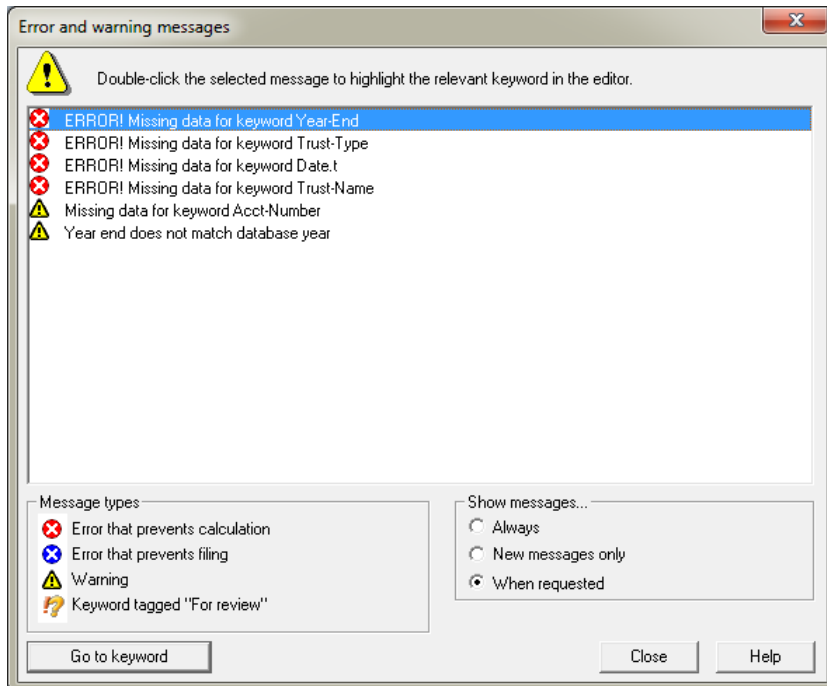
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## Error and Warning messages

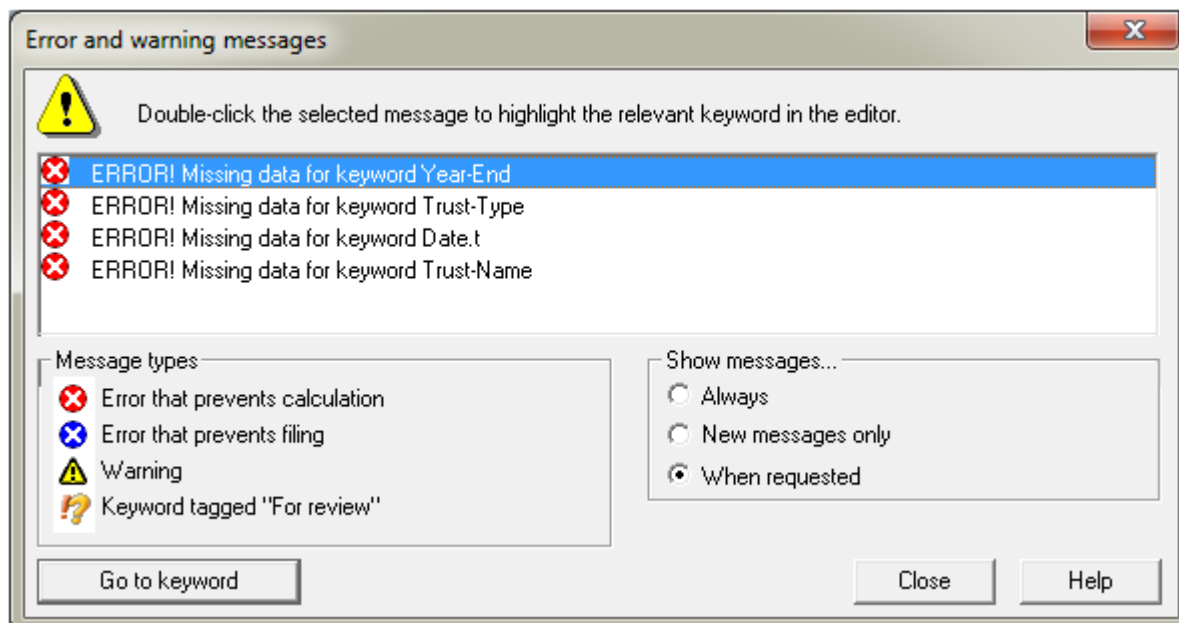
In order to view any errors or warnings you may have in your client's file, click on the **Error and warning messages** icon.



A new window appears, showing you messages of required entries that are missing in the client's file or errors made in the Data Entry.

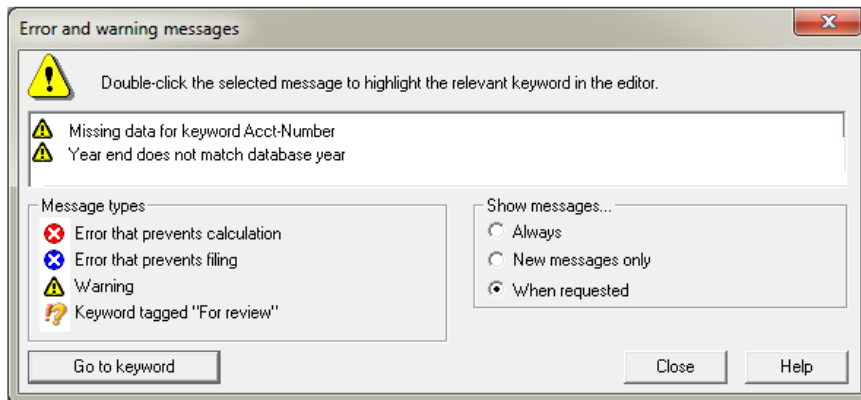


Error messages that are indicated in red prevent you from calculating and viewing the client's tax return.



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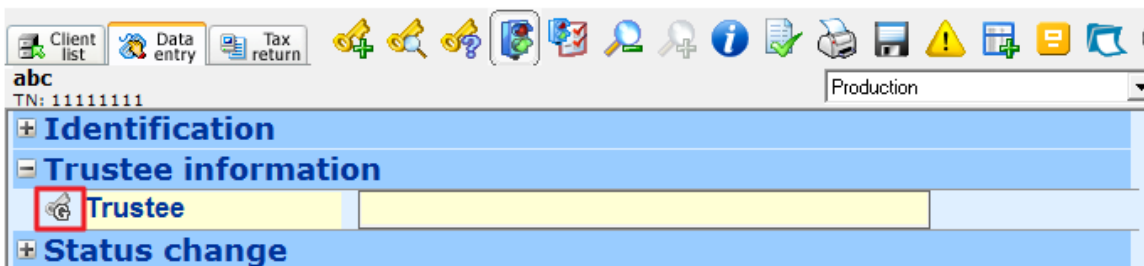
Error messages that are in yellow are warnings that do not prevent you from calculating your client's tax return.



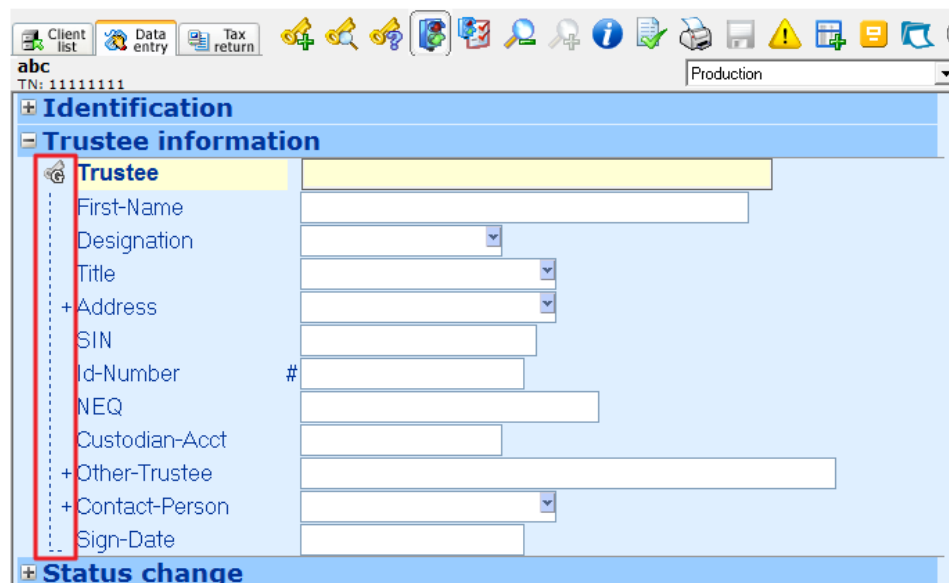
In order to correct an error message, simply double-click on the message itself, and DT Max will direct you to the keyword that you have to complete or correct.

## Keyword Groups

Most keywords entered within DT Max are part of what is called a **Keyword Group**. The keyword group starts with a keyword that is in bold, which is called the **Main keyword of the group**. It is delineated by a bracket to the left of the keyword group.



To the left of the Main keyword, you have the **Expand** icon. Click on this icon to expand or close a specific keyword group.



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Expanding a keyword group allows you to see the **Secondary keywords** within the group.

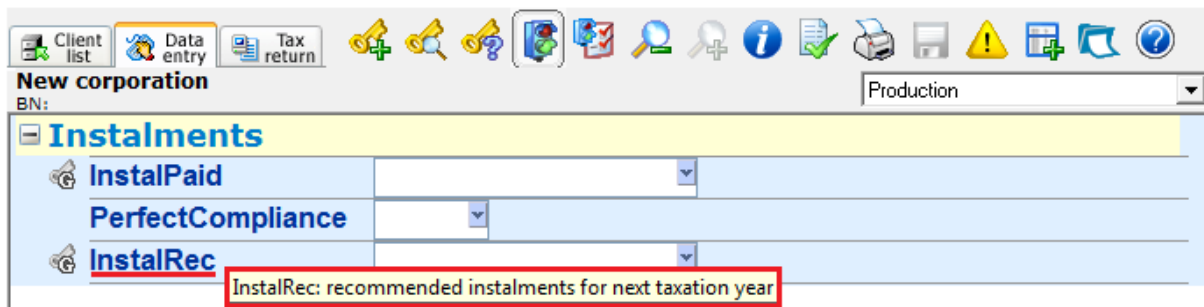
A keyword group has been expanded when the bracket delineating the group is jagged.

When completing a keyword group, **you must always complete the Main keyword of the group before completing the Secondary keywords**. If you do not follow this rule, DT Max will indicate an error message that will prevent you from recalculating (first element of the group cannot be blank).

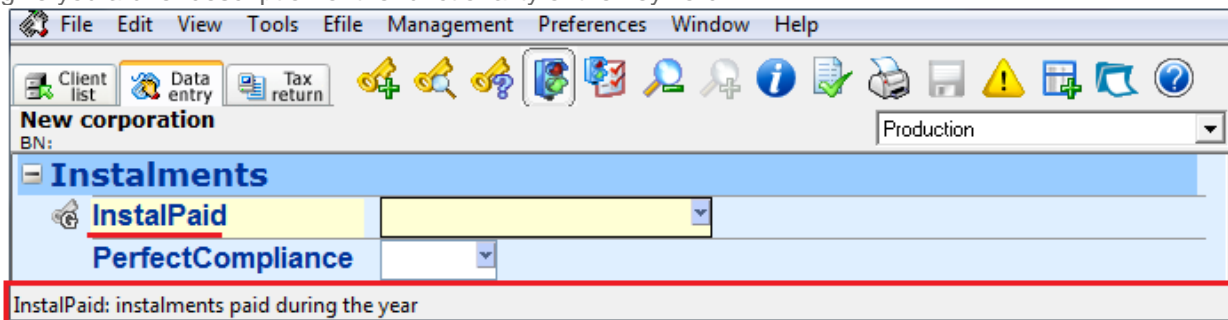
### Keyword explanation (functionality)

When encountering a confusing keyword, there are several ways of finding out the functionality of the keyword.

Hover your cursor over a specific keyword, and DT Max will give you a brief description underneath the cursor, that describes what the keyword does.



If you are already on the keyword (highlighted in yellow), look at the bottom task bar of the program. DT Max will give you a brief description of the functionality of the keyword.



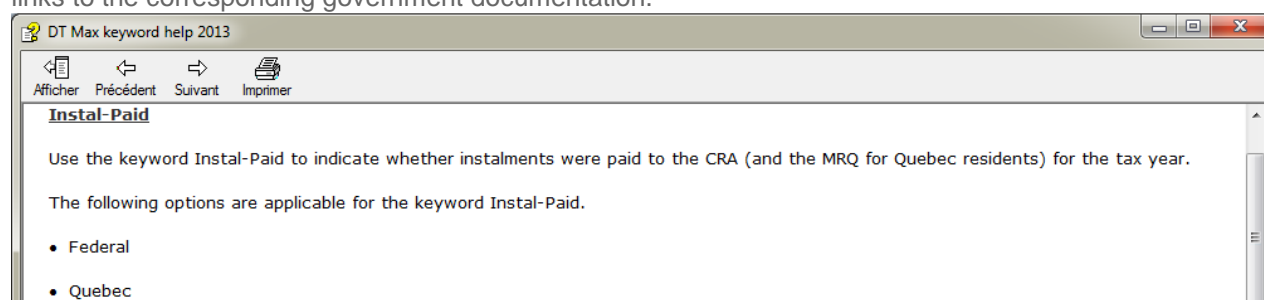
A more detailed way of finding out the functionality of a specific keyword is to right-click on the keyword, and select **Help for this keyword**. You can also press **CTRL-F8** on your keyword.

Expand group	F6
Contract group	Shift+F6
Help for this keyword	Ctrl+F8
Attach note to keyword	Ctrl+N
Keyword properties	
Tag keyword "For review"	?
Tag keyword "Checked OK"	=
Open file of other family member	Ctrl+F12



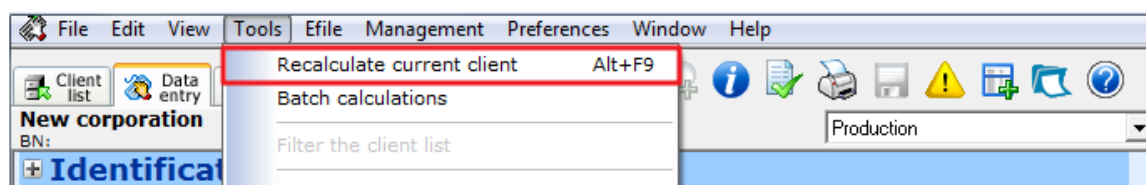
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A new window will appear, giving a more detailed explanation on the functionality of the keyword and, if relevant, links to the corresponding government documentation.



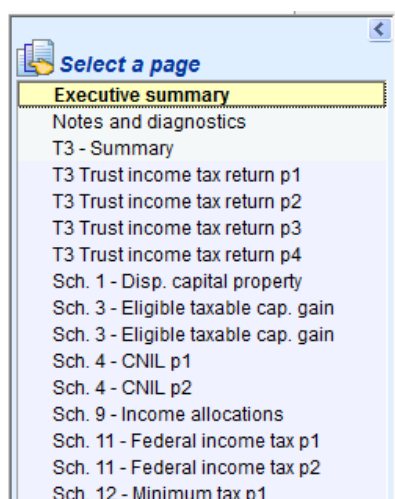
## TAX RETURN SCREEN

Once you have completed the Data Entry of your client and you have cleared all the error and warning messages, you are now ready to view the tax return. DT Max will produce the entire tax return based on the entries you have made in the Data Entry. Simply click on the **Tax Return** tab to view the tax return. You can also go to the **Tools** menu, and select **Recalculate current client**, or press **ALT-F9**.



## Page Index

On the left-hand side of the screen, you will see a menu with the names of the family members on top and a list of forms below. By clicking on each family member's name, you can see their calculated tax return with all relevant forms below.



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By clicking on a form, DT Max will display the completed form on the right-hand side of the screen.

**Executive summary**

Trust/estate name	Inter vivos Trust Ontario
Client number	5007
Taxation year end	30-12-2013
Filing date	30-03-2014
Province of residence	Ontario
Contact name (authorized person)	
Telephone number	
Fax number	
Email address	

The forms listed in the Page Index are colour coded.

Forms that are shown in grey are **in-house forms**. These are not official government forms. These are forms created by DT Max to give you additional information on your client's return. These include summaries and other calculations that are not found on the tax return.

**T3 - Summary**

Name: Inter vivos Trust Ontario  
Account number: 135792468  
Taxation year end: 2013

	2013	2012	2011	2010	
Capital Gains	1	4,465	4,465	4,465	4,465
Pension income	2				
Dividends	3				
Foreign income	4				
Investment income	5				
Business	6	97,175	103,675	103,675	103,675
Income tax	21	14,739	15,682	15,682	15,682
Adjustments	22				
Dividend credit	26				
Donations credit	27	552	552	552	552
AMT carryover	30				
Basic federal tax	31	14,187	15,130	15,130	15,130

Forms that are shown in beige are the reproduction of the **official Federal forms**. These forms are completed by DT Max based on the entries in the client's data entry. They include the tax return, schedules, and other relevant forms.

**T3 Trust income tax return p1**

Canada Revenue Agency / Agence du revenu du Canada

**T3 Trust Income Tax and Information Return**

Legislative references on this return refer to the *Income Tax Act* and *Income Tax Regulations*. All references to "the guide" on this return refer to Guide T4013, *T3 Trust Guide*.

**Step 1 – Identification and other required information**

Residence of trust at the end of the tax year  
Specify country (if other than Canada):

If Canada, enter the province or territory: Ontario

Name of trust: Inter vivos Trust Ontario

Name of trustee, executor, liquidator, or administrator: Mr. Liquidator

Mailing address of trustee, executor, liquidator, or administrator: 24 Brookfield #202

Trust account number: 135792468

Do not use this area

Telephone number: (416) 555-1313



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Forms that are shown in green are the reproduction of the **official Provincial forms**, including the Quebec tax return. These forms are completed by DT Max based on the entries in the client's data entry.

**TP-646-V - Trust tax return p1** 36/68

**REVENU QUÉBEC**

**Trust Income Tax Return**

**1 Information about the trust**

Identification number (if you do not check box 10)

1a 1112223301

Name of trust

1b Succession Québec

RQSF-1202  
TP-646-V  
1 of 4

## QuickTrack feature

DT Max offers a sourcing feature called **QuickTrack**, which allows you to "source" amount appearing on the tax return by clicking through to the applicable schedules and forms -- and ultimately the original keyword entry.

In order to "source" a specific amount on a form to its origin, simply double-click on the amount or right-click it and select **Go to source**. DT Max will take you to the source form where the amount was calculated.

**Sch. 11 - Federal income tax p1** 15/68

**T3 - Federal Income Tax**

Protected B when completed Schedule 11

For information on completing this schedule, see Chapter 3 in Guide T4013, *T3 Trust Guide*. Include a completed copy of this schedule with the trust's return.

Enter your **taxable income** from line 56 of the T3 return.

123,250.00

**Step 1 - Tax on taxable income**

**Testamentary trusts or grandfathered inter vivos trusts**

Use the amount from line 1 to determine which **one** of the following columns you have to complete.

If the amount from line 1 is:	more than \$43,561, but not more than \$87,123	more than \$87,123, but not more than \$135,054	more than \$135,054
_____	_____	_____	_____

Go to source F6

Source keywords F8

Override this field Ctrl+F2

Help for this field Ctrl+F8

Tag: For review ?

Tag: Error !

Tag: Checked OK =

Tag: Final check #

Add a review note Ctrl+N

**Step 4 - Calculating taxable income** (see lines 51 to 56 in the guide)

**Deductions to arrive at taxable income**

Non-capital losses of other years (see line 51 in the guide)	_____	51.
Net capital losses of other years (see line 52 in the guide)	_____	52.
Capital gains deduction for resident spousal or common-law partner trust only (line 10 of Schedule 5)	_____	53.
Other deductions to arrive at taxable income (specify - see line 54 in the guide)	_____	54.
Add lines 51 to 54	_____	55
Line 50 minus line 55. This is the trust's <b>taxable income</b> .	_____	56.

123,250.00

If the amount is more than zero, enter the amount on line 56, and on line 1 of Schedule 11.

If the amount is zero or negative, enter "0" on line 56.

If minimum tax applies, enter the positive or negative result from line 56 on line 23 of Schedule 12.



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In order to see the source keywords to use for a specific field that is currently blank, simply double-click on the empty field or right-click the field and select **Source keywords**.

The screenshot shows the 'Investment expenses' section of the software. A right-click context menu is displayed over a blank field, with the 'Source keywords' option highlighted. The menu includes the following items:

- Go to source (F6)
- Source keywords (F8)
- Override this field (Ctrl+F2)
- Help for this field (Ctrl+F8)
- Tag: For review (?)
- Tag: Error (!)
- Tag: Checked OK (=)
- Tag: Final check (#)
- Add a review note (Ctrl+N)

A new window will appear with a list of keywords you can use in order to enter an amount within this particular field. Choose the appropriate keyword and select **Add to data**. DT Max will take you back into the Data Entry to the specific keyword that you have selected.

The 'Source keywords' window is shown, displaying a list of keywords and their descriptions. The 'Total-Inc-Ded' keyword is selected, and the 'Add to data' button is highlighted with a red box. The window also includes a 'Keyword:' field and buttons for 'Add to data', 'Find in data', and 'Keyword help'.

You can also perform field overrides directly on the specific fields using **QuickTrack**. Simply right-click on the field, and select **Override this field**. A new window will appear, allowing you to enter an amount within that field without using the Data Entry.

The screenshot shows the 'Override this field' context menu and the 'Override' dialog box. The context menu includes the following items:

- Go to source (F6)
- Source keywords (F8)
- Override this field (Ctrl+F2)
- Help for this field (Ctrl+F8)
- Tag: For review (?)
- Tag: Error (!)
- Tag: Checked OK (=)
- Tag: Final check (#)
- Add a review note (Ctrl+N)
- Remove the review tag (\*)
- Remove ALL review tags from this client
- Hide the review tags (+)
- List all the review tags

The 'Override' dialog box is also shown, prompting the user to enter an amount for 'Schedule 1 field: 106'.

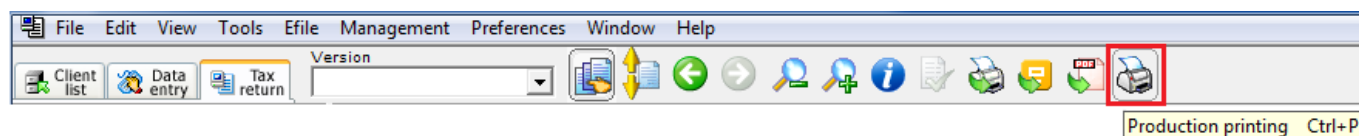
**Disclaimer:** We strongly discourage the use of field overrides. They can cause calculation errors. Please contact our support department before using any field overrides.



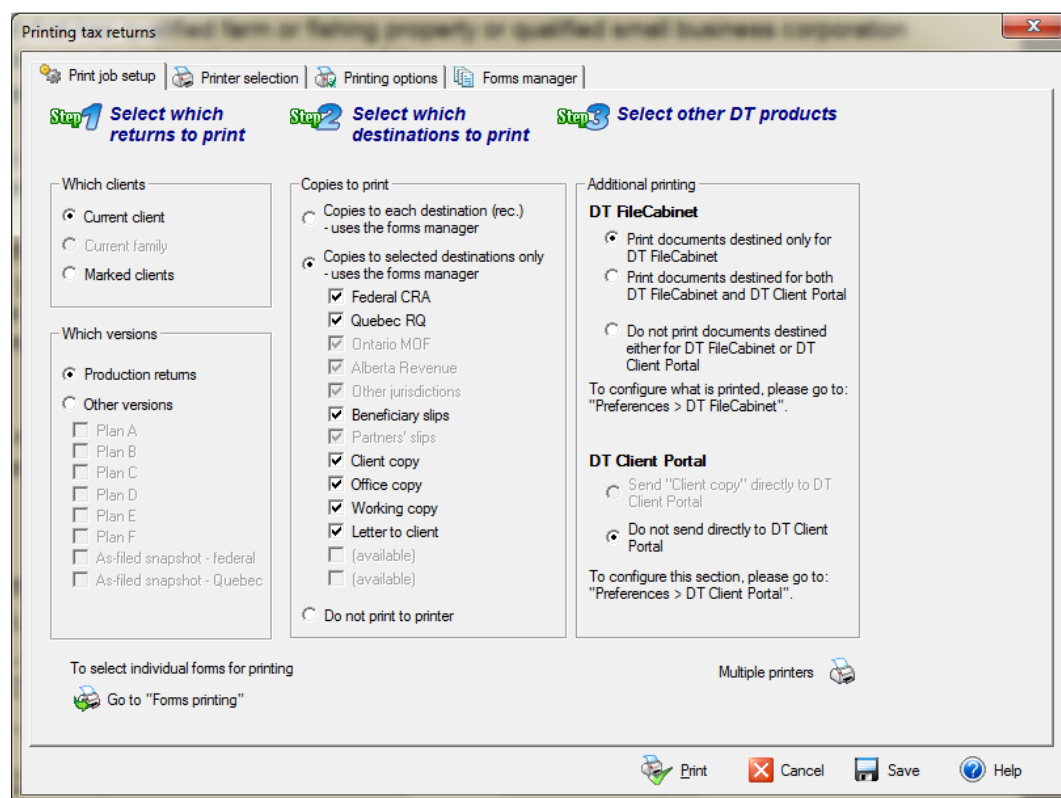
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## Printing the tax return

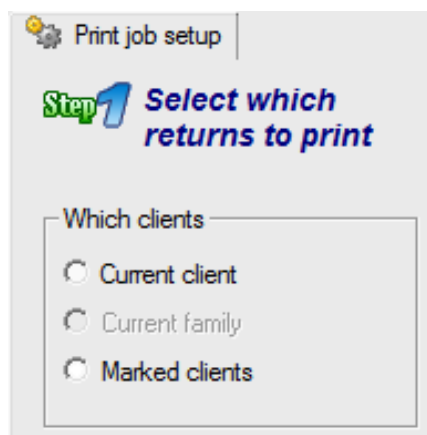
Once you have verified the tax return, you are now ready to print. In order to print the entire return or perform what is called **Production printing**, click on the **Production printing** icon.



A new window appears, with several options to choose from.



By default, you will be on the **Print job setup** tab. On the left-hand side, under **Step 1**, choose the clients you want to print. Your choices are current client or marked clients.



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Below, choose which versions of the tax return you want to print: the Production or the Plans (Plans will be discussed in a later chapter)

Which versions

☐ Production returns

☒ Other versions

☐ Plan A

☐ Plan B

☐ Plan C

☐ Plan D

☐ Plan E

☐ Plan F

☐ As-filed snapshot - federal

☐ As-filed snapshot - Quebec

On the right, under **Step 2**, choose which copies to print. You can print all destinations from the **Forms Manager** or select the specific ones you want to print (Forms Manager will be discussed in a later chapter).

Printing tax returns

Print job setup | Printer selection | Printing options | Forms manager

**Step 1 Select which returns to print** | **Step 2 Select which destinations to print** | **Step 3 Select other DT products**

Which clients

☒ Current client

☐ Current family

☐ Marked clients

Which versions

☐ Production returns

☒ Other versions

☐ Plan A

☐ Plan B

☐ Plan C

☐ Plan D

☐ Plan E

☐ Plan F

☐ As-filed snapshot - federal

☐ As-filed snapshot - Quebec

**Copies to print**

☒ Copies to each destination (rec.) - uses the forms manager

☐ Copies to selected destinations only - uses the forms manager

☒ Federal CRA

☒ Quebec RQ

☒ Ontario MOF

☒ Alberta Revenue

☒ Other jurisdictions

☒ Beneficiary slips

☒ Partners' slips

☒ Client copy

☒ Office copy

☒ Working copy

☒ Letter to client

☐ (available)

☐ (available)

☐ Do not print to printer

**Additional printing**

**DT FileCabinet**

☒ Print documents destined only for DT FileCabinet

☐ Print documents destined for both DT FileCabinet and DT Client Portal

☐ Do not print documents destined either for DT FileCabinet or DT Client Portal

To configure what is printed, please go to: "Preferences > DT FileCabinet".

**DT Client Portal**

☐ Send "Client copy" directly to DT Client Portal

☒ Do not send directly to DT Client Portal

To configure this section, please go to: "Preferences > DT Client Portal".

To select individual forms for printing

Go to "Forms printing"

Multiple printers

Print Cancel Save Help

You may also choose to print a selection of pages rather than doing a full production printing. To print selected pages only, click the **Select pages to print** icon.

File Edit View Tools Efile Management Preferences Window Help

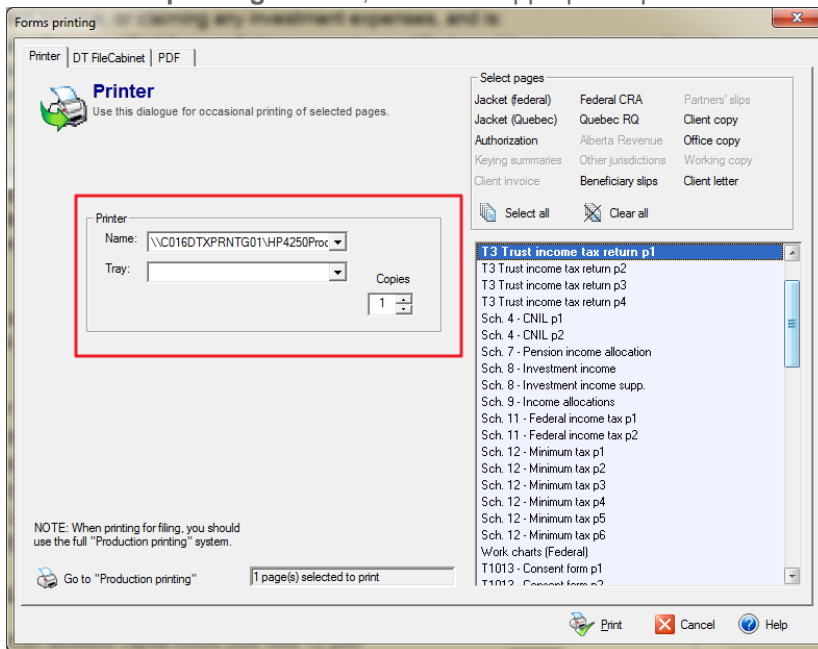
Client list Data entry Tax return Version

Select pages to print

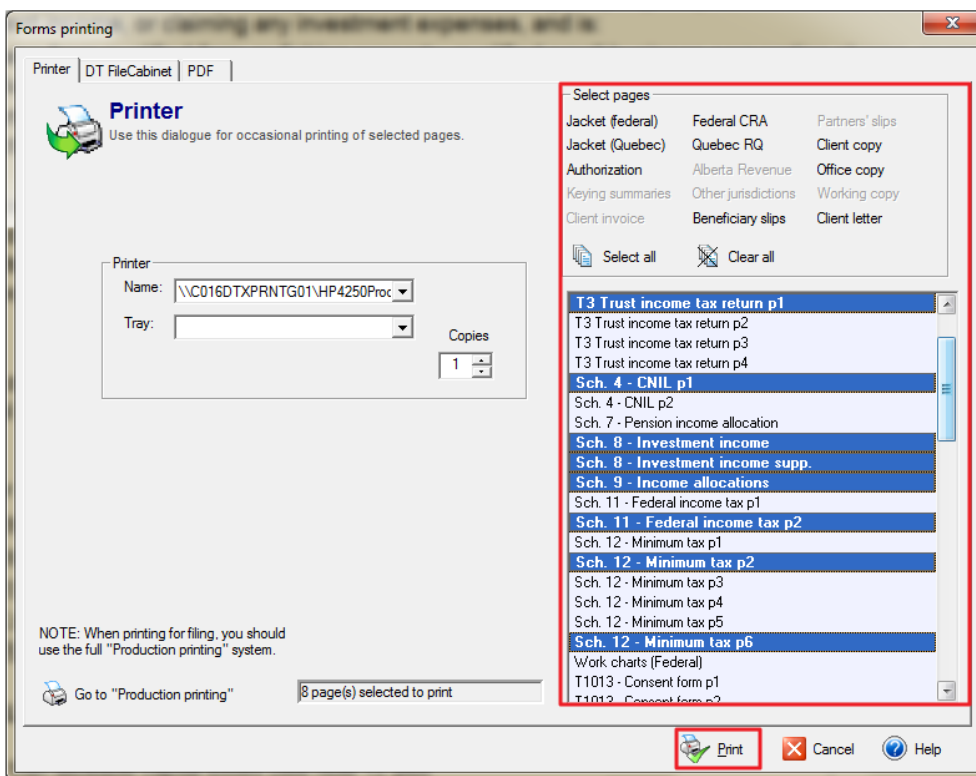


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In the **Forms printing** window, select the appropriate printer and number of copies to print in the **Printer** section.



In the **Select pages** section, all relevant forms for your client will be listed. Select the page(s) you wish to print and click **Print**.



**Tip:** You may choose to select the pages one at a time by holding down **CRTL** on your keyboard and clicking the corresponding pages from the list.



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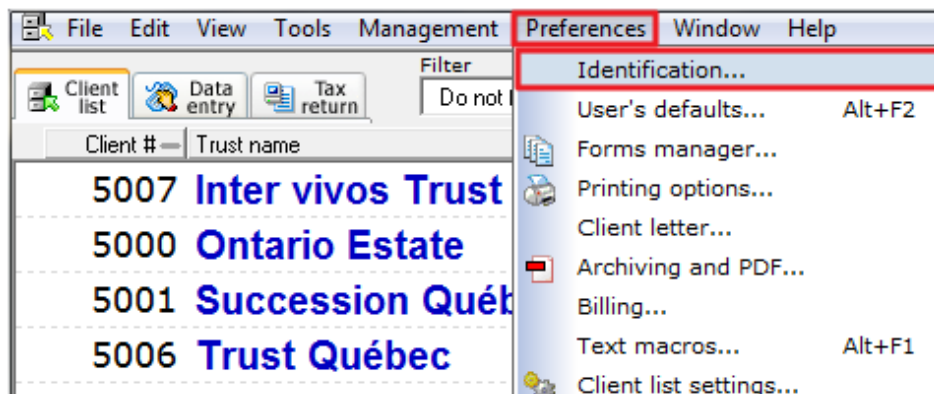
## PREFERENCES MENU

The Preferences menu is the place where you can setup DT Max to perform automatic tasks for you. In the DT Max Basics section, we will see the items you should setup at the beginning of every year before starting any files.

### Identification

The Identification section is the place where you will enter your identification information as a tax preparer. DT Max will automatically complete the relevant authorization forms for all your clients in the Client List.

In order to set this up, go to the **Preferences** menu and select **Identification**.



In the first tab, **Main name and address** enter the identification information of your firm.

A screenshot of the 'Tax preparer identification' dialog box. The 'Main name and address' tab is selected and highlighted with a red rectangle. The dialog contains the following fields: Company name, Street, City, Province (a dropdown menu showing 'Quebec'), Postal code, Country (a dropdown menu showing 'Canada'), Contact person (radio buttons for 'Mr.' and 'Mrs./Miss'), First name, Last name, Title or position, Phone number, Extension, Fax number, and Email address. At the bottom, there are 'Save', 'Cancel', and 'Help' buttons.

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In the second tab, **Alternate Address**, enter an alternate address you can use for certain tax returns. To activate this address in a particular tax return, use the keyword **FIRM-ADDRESS**, and select **Alternative address** in the client's Data Entry.

The screenshot shows the 'Tax preparer identification' window with the 'Alternate name and address' tab selected. The form includes fields for Company name, Street, City, Province (dropdown menu showing 'Quebec'), Postal code, and Country (dropdown menu showing 'Canada'). It also has fields for Contact person (Mr./Mrs./Miss), First name, Last name, Title or position, Phone number, Extension, Fax number, and Email address. At the bottom, there is a dropdown menu for 'When to use alternate name and address' with the option 'Never - always use "Main name and address"'. The 'Save', 'Cancel', and 'Help' buttons are at the bottom right.

In the third tab, **Identification numbers**, enter all of your pertinent identification numbers that identifies your tax preparation practice. At the bottom of the window, enter the relevant ID numbers needed for the T1013 and MR-69. Click **Save** once you are done.

The screenshot shows the 'Tax preparer identification' window with the 'Identification numbers' tab selected. The form includes fields for Business number, Trustee in bankruptcy number, Quebec enterprise number (NEQ), Quebec identification number (with 'IC 0001' next to it), T1013 RepID, GroupID, Name of group, Goods and services tax information (GST/HST registration number, GST/HST rate dropdown menu showing '13 %', and 'Use HST' checkbox), Provincial sales tax information (PST registration number, PST rate dropdown menu showing '0 %', and 'Apply GST before applying PST' checkbox), MR-69 RepID, and Social insurance number. The 'Save', 'Cancel', and 'Help' buttons are at the bottom right.



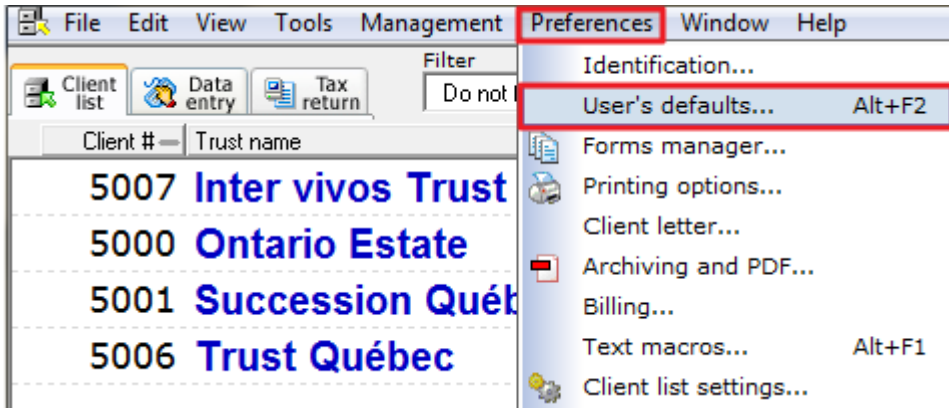
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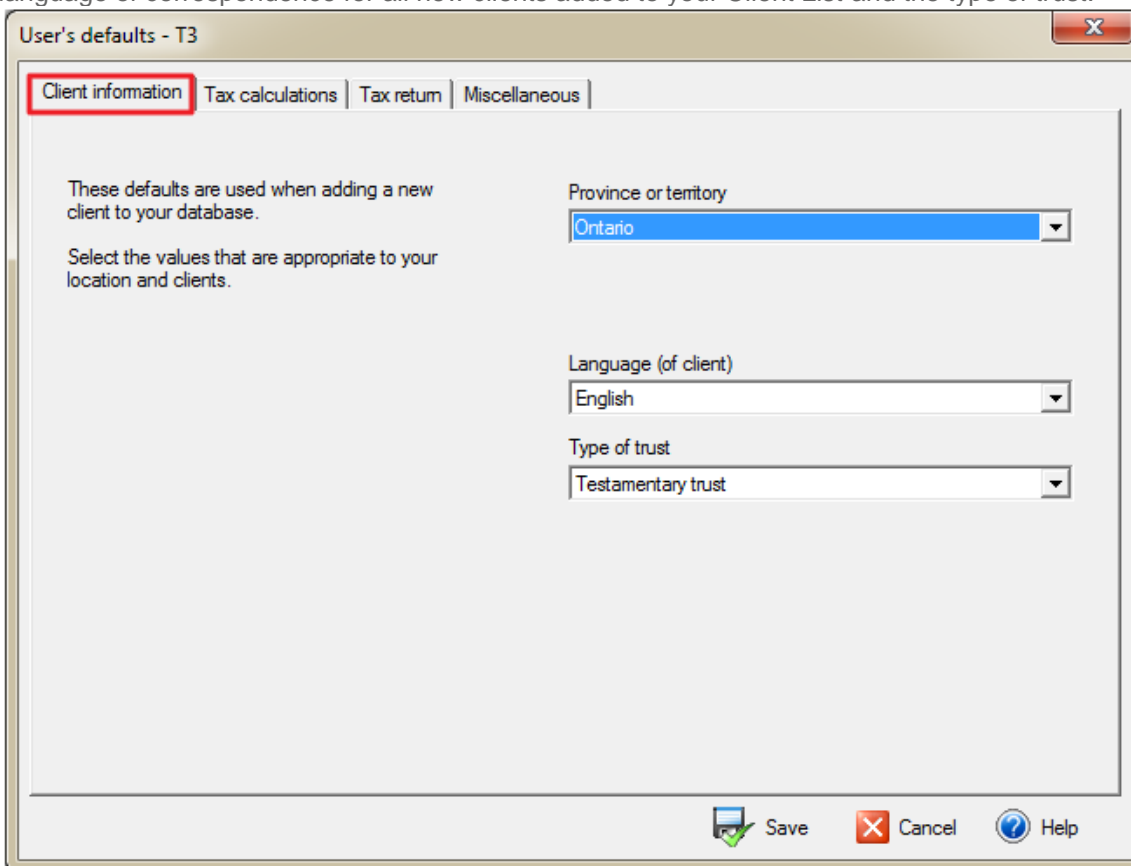
## User's Defaults

The **User's Defaults** section is the place where you can choose defaults for all your clients. Through this section, you can have DT Max automatically complete certain areas of your clients' tax returns. Moreover, you can setup technical defaults as well, such as your range of client numbers and a verification system.

In order to access this section, go to the **Preferences** menu, and select **User's Defaults**.



The first tab is the **Client information** tab. Within this tab, you can select the default province of residence, language of correspondence for all new clients added to your Client List and the type of trust.



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In the **Tax calculations** tab, indicate how you want DT Max to handle the instalment payment calculation.

The screenshot shows the 'User's defaults - T3' dialog box with the 'Tax calculations' tab selected. The 'Calculation of instalments / overpayments' section has a dropdown menu with 'No instalment calculation' selected. Below it, a list of options is shown: 'Government method', 'Prior year option (1/4)', and 'No instalment calculation' (which is highlighted in blue). At the bottom, there are 'Save', 'Cancel', and 'Help' buttons.

In the **Tax Return** tab, you can set up fields that DT Max will automatically complete in the client's tax return. You can also set up your defaults for the authorization forms generated within your client's tax return. You can set the limit of consent and the level of authorization you want for all your clients.

The screenshot shows the 'User's defaults - T3' dialog box with the 'Tax return' tab selected. The 'Mailing address' section has a dropdown menu with 'Trustee's address' selected. Below it, a list of options is shown: 'Trustee's address' (highlighted in blue), 'Mailing address (if different than trustee's)', and 'Accountant's address'. The 'Print balance due in "amount enclosed" field' section has a dropdown menu with 'No payment' selected. The 'Print refund code to claim refund' section has a dropdown menu with 'Claim refund' selected. The 'Authorization form' section has a dropdown menu with 'Limit of consent' selected, and a list of options: 'Authorize all years' (highlighted in blue). The 'Comparison data' section has a spinner box set to '4' and a text box: 'Number of prior years to show on summaries. (Data must exist on the prior years' print queues.)'. There are two checkboxes: 'Display the tax planning summary' (checked) and 'Print "Estate of" on federal T3 slips for testamentary trusts' (checked). At the bottom, there are 'Save', 'Cancel', and 'Help' buttons.



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In the **Miscellaneous** tab, you can setup other preferences such as the range of client numbers, verification requirements (discussed later on), company logo on the client letter, and enabling sorting.

The screenshot shows the 'User's defaults - T3' dialog box with the 'Miscellaneous' tab selected. The dialog is divided into several sections:

- Range for new client numbers:** 'from ...' is set to 1 and 'to ...' is set to 10000. A note below states: 'Client numbers must be in the range from 1 to 99,999,999.'
- Currency format:** 'English' is selected with the format '12,345.67', and 'French' is selected with the format '12 345,67'.
- Data entry capitalization:** A dropdown menu is set to 'none (as entered)'.
- Verification requirements:** Two checkboxes are present: 'Keywords' and 'Tax return', both of which are unchecked.
- Field review tags:** Two checkboxes are present: 'Allow tagging of fields' and 'Print tags with "Screen print"', both of which are checked.
- Display company logo:** A section with a text box for 'Name of logo bitmap file' containing 'DTWLOGO.BMP' and a 'Logo help' button. Below this is a large empty rectangular area for the logo.
- Sorting options:** Two checkboxes are present: 'Enable sorting where possible' and 'Show as "Inactive" (grey) any files not accessed in past 2 years', both of which are checked.

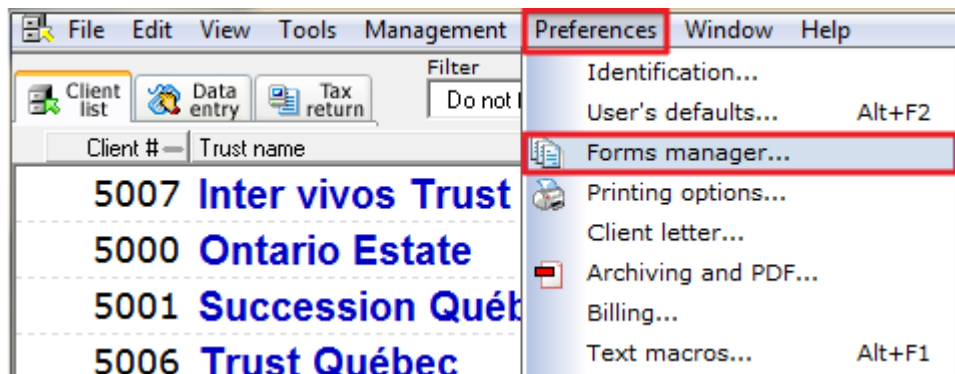
At the bottom of the dialog are three buttons: 'Save' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Help' (with a blue question mark icon).

Once you have gone through all the tabs, click **Save** at the bottom of the window, and DT Max will apply this setup to all your clients.

## Forms Manager

The **Forms Manager** is the place where you determine what forms will print when you print your client's tax return through **Production Printing**.

To access the **Forms Manager**, go to the **Preferences** menu and select **Forms Manager**.



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You will now see a list of forms on the left-hand side of the window as well as columns. Each column represents a **Destination**. In other words, the forms that are printed under a particular column are “destined” for the place indicated in the column header, for example, the client copy.

The screenshot shows the 'Printing tax returns' window with the 'Forms manager' tab selected. It displays a table with columns for destinations: Federal CRA, Quebec RQ, Beneficiary, Client copy, Office copy, Working copy, and Letter to client. The rows list various tax forms and schedules, with red 'X' marks indicating where a form is printed for a specific destination.

Name of form or schedule	Federal CRA	Quebec RQ	Beneficiary	Client copy	Office copy	Working copy	Letter to client
Executive summary	X	X	X				
Notes and diagnostics	X	X	X				
T3 - Summary	X	X	X				
TP-646 - Summary	X	X	X				
T3 - Trust income tax return		X	X				
Sch. 1 - Disposition of capital property		X	X				
Sch. 1A - Capital gains on gifts		X	X				
Sch. 2 - Reserves capital property		X	X				
Sch. 3 - Eligible taxable capital gains		X	X				
Sch. 4 - CNIL		X	X				
Sch. 5 - Spouse's capital gain deduction		X	X				
Sch. 6 - Minimum tax allocation		X	X				
Sch. 7 - Pension income allocation		X	X				
Sch. 8 - Investment income		X	X				
Sch. 8 - Investment income & expenses supp.		X	X				
Sch. 9 - Income allocations		X	X				
Sch. 10 - Part XIII.2 & XIII		X	X				

There are 3 different options to choose from when editing the **Forms Manager**. The options are: **Do not Print**, **Print if required (paper)** and **Print if data exists**.

This close-up shows the 'Printing conditions' section with four options: 'Do not print' (selected with a red X), 'Print if required (paper)' (with a printer icon), 'Print if required (EFILE or paper)' (with a document icon), and 'Print if data exist' (with a green checkmark icon).

Under the **Federal CRA** and **Quebec RQ Destinations**, choosing **Print if required (paper)** for a specific form means that the form will print IF it is required AND you are paper-filing the client's tax return.

Under every other **Destination**, choose **Print if required (paper)** if you wish to paper file the return.

If you choose **Print if data exists** for a specific form, DT Max will print the form not only if it is required to make a complete tax return, but also if it contains any information that may be useful in understanding or verifying the return. This applies to all **Destinations**.



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In order to edit the **Forms Manager**, simply right click at the intersection of the form and the **Destination**, and choose amongst the 3 different options.

**Printing tax returns**

Printer selection | Printing options | **Forms manager**

**For each combination of destination and form, select the printing conditions**

Mark a range of cells by holding down the left mouse button and dragging the mouse. Then choose the required printing condition from these options -->

**Printing conditions**

- ☒ Do not print
- ☐ Print if required (paper)
- ☐ Print if required (EFILE or paper)
- ☐ Print if data exist

**Form order**

- ☒ Screen order
- ☐ Print order
- ☐ Alphabetical order

Name of form or schedule	Federal CRA	Quebec RQ	Beneficiary	Client copy	Office copy	Working copy	Letter to client
Executive summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Notes and diagnostics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
T3 - Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TP-646 - Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
T3 - Trust income tax return	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 1 - Disposition of capital property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 1A - Capital gains on gifts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 2 - Reserves capital property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 3 - Eligible taxable capital gains	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 4 - CNIL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 5 - Spouse's capital gain deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 6 - Minimum tax allocation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 7 - Pension income allocation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 8 - Investment income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 8 - Investment income & expenses supp.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 9 - Income allocations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 10 - Part XII.2 & XIII	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Print this list | Reset

OK Cancel Save Help

**Tip:** A quick way of editing the **Forms Manager** is to cancel the printing of all the forms within a **Destination** and then select the forms you wish to print.

In order to do this, click on the **Destination** header. Once clicked, the entire column will be highlighted in yellow.

**Printing tax returns**

Printer selection | Printing options | **Forms manager**

**For each combination of destination and form, select the printing conditions**

Mark a range of cells by holding down the left mouse button and dragging the mouse. Then choose the required printing condition from these options -->

**Printing conditions**

- ☒ Do not print
- ☐ Print if required (paper)
- ☐ Print if required (EFILE or paper)
- ☐ Print if data exist

**Form order**

- ☒ Screen order
- ☐ Print order
- ☐ Alphabetical order

Name of form or schedule	Federal CRA	Quebec RQ	Beneficiary	Client copy	Office copy	Working copy	Letter to client
Executive summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Notes and diagnostics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
T3 - Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TP-646 - Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
T3 - Trust income tax return	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 1 - Disposition of capital property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 1A - Capital gains on gifts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 2 - Reserves capital property	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 3 - Eligible taxable capital gains	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 4 - CNIL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 5 - Spouse's capital gain deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 6 - Minimum tax allocation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 7 - Pension income allocation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 8 - Investment income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 8 - Investment income & expenses supp.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 9 - Income allocations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sch. 10 - Part XII.2 & XIII	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Print this list | Reset

OK Cancel Save Help



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Right click in the highlighted area, and select **Do not print**.

**Printing tax returns**

Printer selection | Printing options | Forms manager

**For each combination of destination and form, select the printing conditions**

Mark a range of cells by holding down the left mouse button and dragging the mouse. Then choose the required printing condition from these options -->

**Printing conditions**

- ☒ Do not print
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**Form order**

- ☒ Screen order
- ☐ Print order
- ☐ Alphabetical order

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Notes and diagnostics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T3 - Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TP-646 - Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do not print  
Print if required (paper)  
Print if required (EFILE or paper)  
Print if data exist

Now pick the forms you would like to print by right-clicking at the intersection of the form and the **Destination**, and choose amongst the 4 different options.

Once you have completed the editing of the **Forms Manager**, click on **Save**. DT Max will now apply your setup to all your clients' returns within the Client List.

**Printing tax returns**

Printer selection | Printing options | Forms manager

**For each combination of destination and form, select the printing conditions**

Mark a range of cells by holding down the left mouse button and dragging the mouse. Then choose the required printing condition from these options -->

**Printing conditions**

- ☒ Do not print
- ☐ Print if required (paper)
- ☐ Print if required (EFILE or paper)
- ☐ Print if data exist

**Form order**

- ☒ Screen order
- ☐ Print order
- ☐ Alphabetical order

Name of form or schedule	Federal CRA	Quebec RQ	Beneficiary	Client copy	Office copy	Working copy	Letter to client
Executive summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes and diagnostics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T3 - Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TP-646 - Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T3 - Trust income tax return	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 1 - Disposition of capital property	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 1A - Capital gains on gifts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 2 - Reserves capital property	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 3 - Eligible taxable capital gains	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 4 - CNIL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 5 - Spouse's capital gain deduction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 6 - Minimum tax allocation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 7 - Pension income allocation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 8 - Investment income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 8 - Investment income & expenses supp.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 9 - Income allocations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sch. 10 - Part XII.2 & XIII	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print this list | Reset

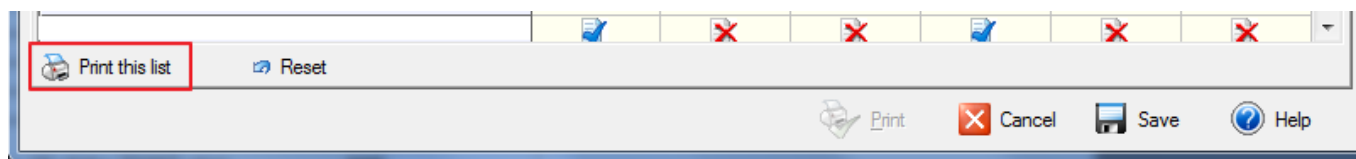
OK | Cancel | **Save** | Help



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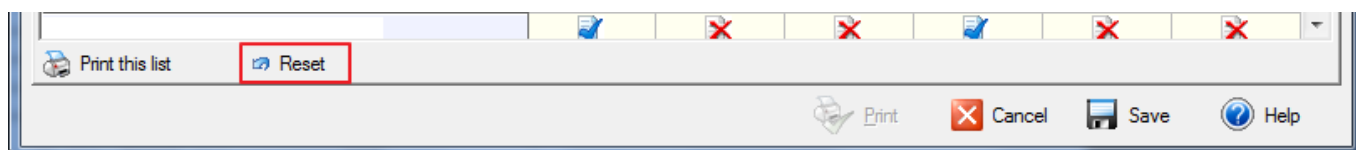
It is strongly recommended that you print your **Forms Manager** setup after you have completed the editing. This allows you to have a backup copy of the setup you have performed.

In order to print your **Forms Manager** setup, click on **Print this list**.

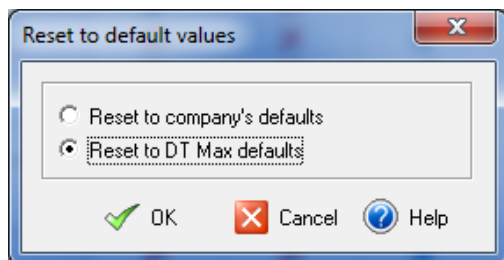


If you make mistakes editing your **Forms Manager**, you can always return to DT Max's default setup.

In order to reset your **Forms Manager**, click on **Reset**.



A new window appears. Select **Reset to DT Max defaults**. Then click **OK**.



## DT MAX ADVANCED FEATURES

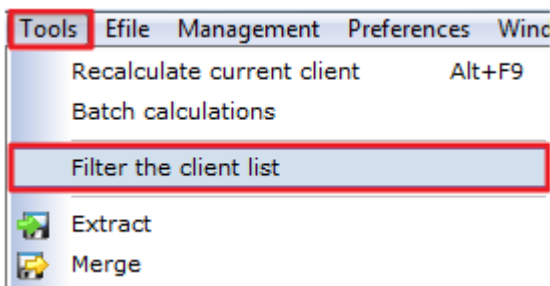
Now that we have seen some basic features of DT Max, we will visit some more advanced features of the program. We will breakup these features amongst DT Max's three screens and the Preferences menu.

### CLIENT LIST

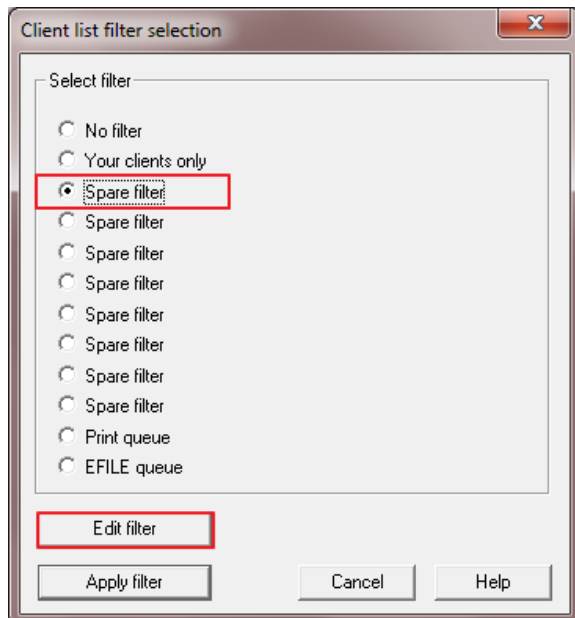
#### Filtering the Client List

DT Max allows you to filter your Client List in order to find specific clients that meet certain criteria. For example, you can find your clients that have a testamentary trust, clients for which you used a specific keyword in their Data Entries, etc... These filters are customizable to suit your needs.

In order to set up filters in DT Max, within the Client List screen, go to the **Tools** menu and select **Filter the Client List**.



A new window appears, allowing you to choose amongst available or spare filters. Choose one of the spare filters to customize and click **Edit filter**.



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A new window appears, with several customization options to choose from. As a first step, you should always change the name of the filter to what you are trying to find.

Client list filter

Name of filter  
Spare filter

Accountant code  
\* (Enter \* for all accountants.)

Processing status of client  
\*  
\*  
\*  
\*  
\*  
Change processing status filters

These processing statuses apply to:  
\*

Days since last activity  
Between \* and \*

Client birthdays  
Between \* and \*

Keywords  
\*  
\*  
\*  
\*

Language  
☒ All clients  
☐ English only  
☐ French only

Calculated tax data

OK Cancel Help

You can use one or several filters in combination when filtering your Client List.

## Accountant Code

You can filter your Client List by the **Accountant code**, or **User ID**, that is assigned to a specific client. Remove the asterisk and enter the **Accountant code** or **User ID**.

Client list filter

Name of filter  
Spare filter

Accountant code  
\* (Enter \* for all accountants.)

Processing status of client



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## Processing Status of Client

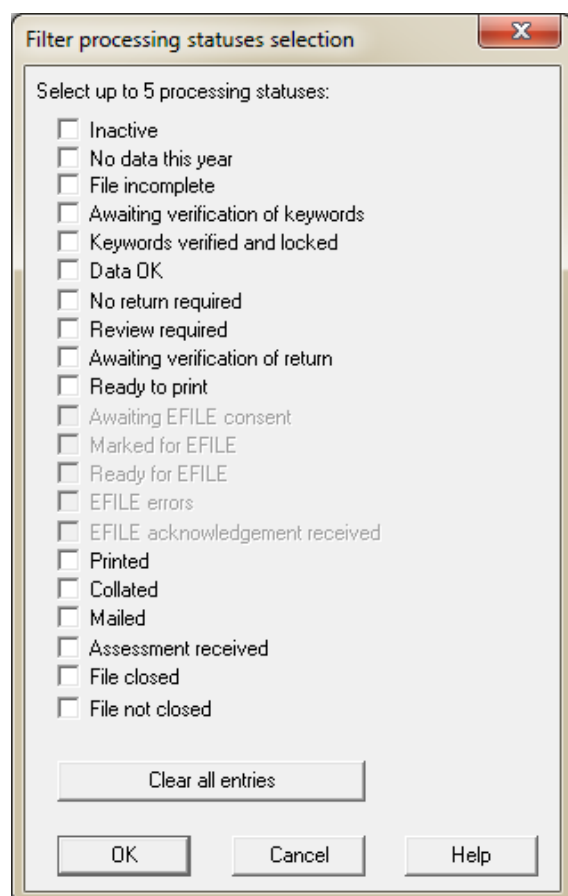
You can filter your Client List based on the **Processing Status** currently assigned to your client's file. The **Processing Status** indicates to you at which point you have reached in the completion of your client's tax return. For example, it will indicate if you have errors in the data entry, if your client's trust is a testamentary, etc...

In order to activate the processing status filters, click on **Change processing status filters**.



A new window appears, allowing you to select several processing statuses for filtering. You can select up to 5 processing statuses at the same time.

The processing statuses you have chosen will appear in the **Processing Status of Client** section.



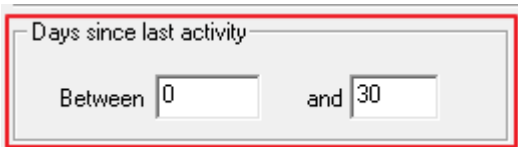
**Tip:** Your best option when filtering through processing statuses is to only choose one processing status at a time. This will render more precise results when filtering.



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## Days since last activity

You can filter your Client List based on the days since you have edited your clients' files. Simply enter a range of number of days, for example from 0 to 30 days, to see which clients you have worked on during the last month.

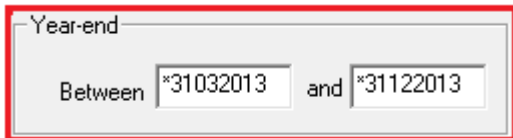


Days since last activity

Between  and

## Year end

You can filter your Client List using the clients' year end date. Enter the date in the following format: *ddmmyyyy*. Enter the range of client year end you want to filter.



Year-end

Between  and

## Keywords

You can filter your Client List based on the keywords you have entered in the Data Entry. For example, you can enter CCA-Class, and DT Max will find the clients that have capital cost allowance keyword in their Data Entry. You can search up to 4 keywords in one filter



Keywords

**Tip:** Your best option when filtering through keywords is to only enter one keyword at a time. This will render more precise results when filtering.



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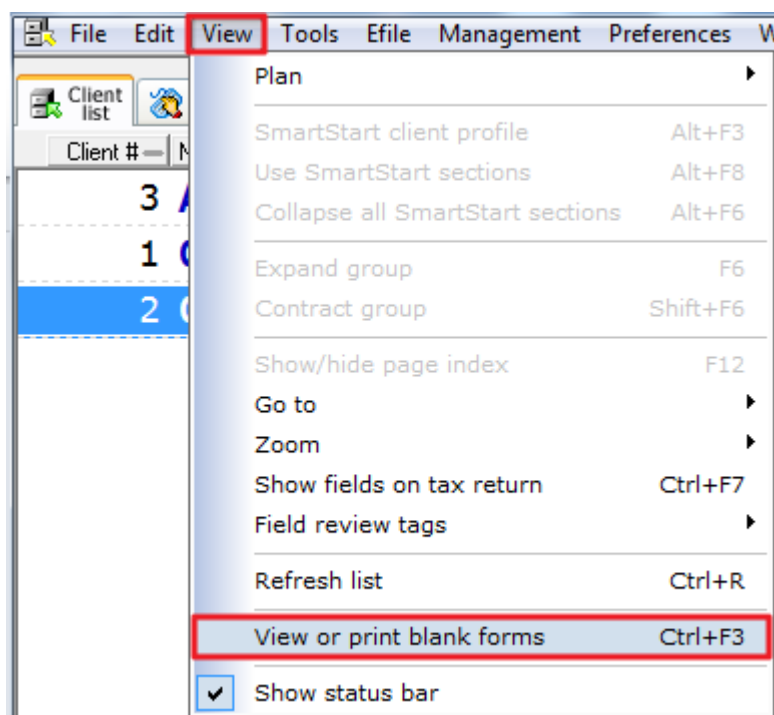
You can also perform reverse filters with the **Keywords** section. Simply add an exclamation mark “!” at the front of the keyword you enter within this section, and DT Max will exclude the clients that have this keyword in their Data Entry.



## Calculated Tax Data

You can filter your Client List based on amounts calculated in the client's tax return. For example, you can find clients that have an amount on a specific line of the tax return.

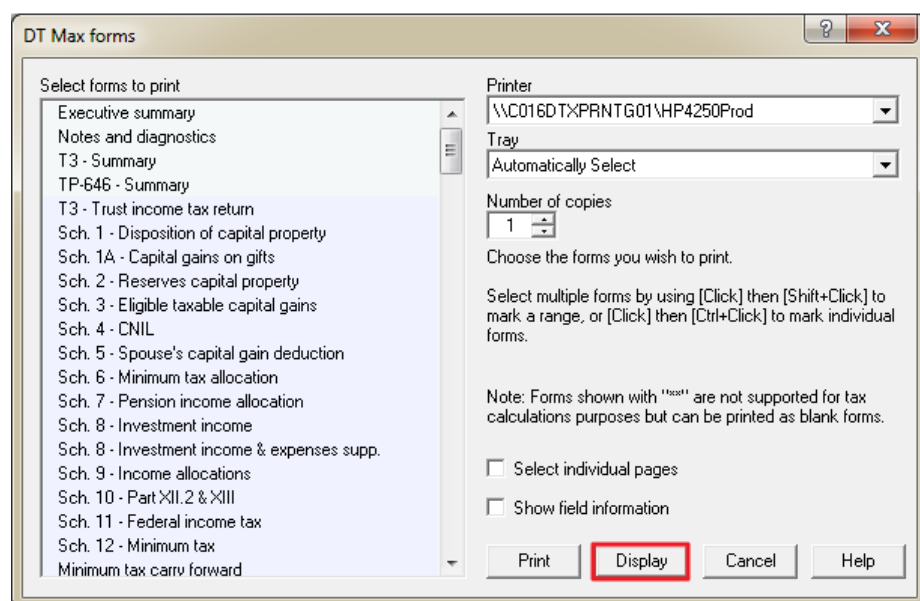
In order to do so, you must first get the **Field Codes** on the tax return. To view the **Field Codes**, go to the **View** menu and select **View or print blank forms**.



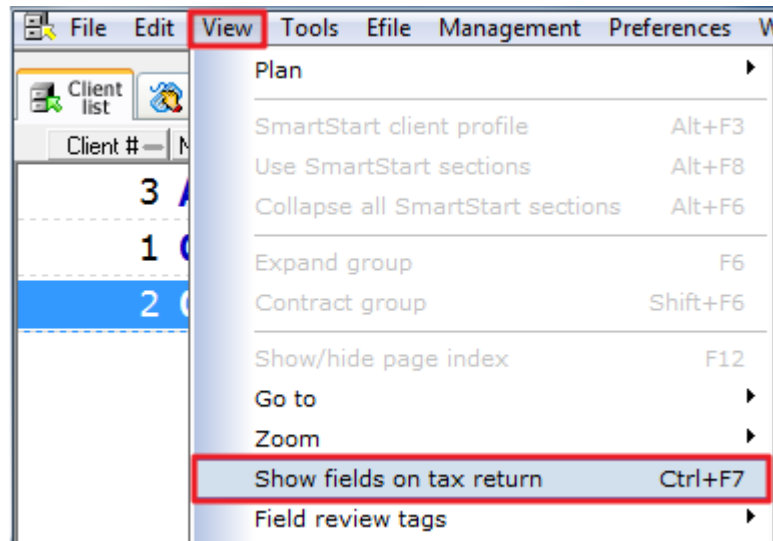
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A new window will appear, allowing you to pick any form that DT Max produces and view it on the screen in blank format.

Select the form on which you want to filter a specific field, and click **Display**.



Find the field or line you wish to apply a filter to, then go back to the **View** menu and select **Show fields on tax return**.



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You will notice that field codes will appear within every line of the form you are viewing. You can now either mark down the particular field code you need for use within a filter or you can print the form with the field codes showing and archive these pages for future reference when filtering.

the trust's eligible taxable capital gains that qualify for the capital gains deduction.

**Investment expenses**

Investment expenses claimed in the year

Carrying charges and interest expenses (line 21 of the T3 return)		\$16.1	1	
Accounting fees (do not include amounts included above as a carrying charge)	4020	+	\$16.4020	2
Trustee fees against any property income	4030	+	\$16.4030	3
Foreign taxes on property (deducted under subsection 20(11) or 20(12))	4040	+	\$16.4040	4
Debt obligations under subsection 20(21)	4050	+	\$16.4050	5
Net rental losses (amount shown as a loss on line 09 of the T3 return)		+	\$16.6	6
Share of partnership's net loss other than allowable capital losses (see Note 1), plus loss from a limited partnership deducted by the trust	4070	+	\$16.4070	7
Other property expenses not included above (see Note 2)	4080	+	\$16.4080	8

Once you have the field code you need, go back to the **Client List**, then go to the **Tools** menu, and select **Filter the Client List**.

File Edit View **Tools** Efile Management Preferences Window Help

Client list Data entry

Client # Name

119	,
120	,
5000	Bois
5001	Trembl

Recalculate current client Alt+F9

Batch calculations

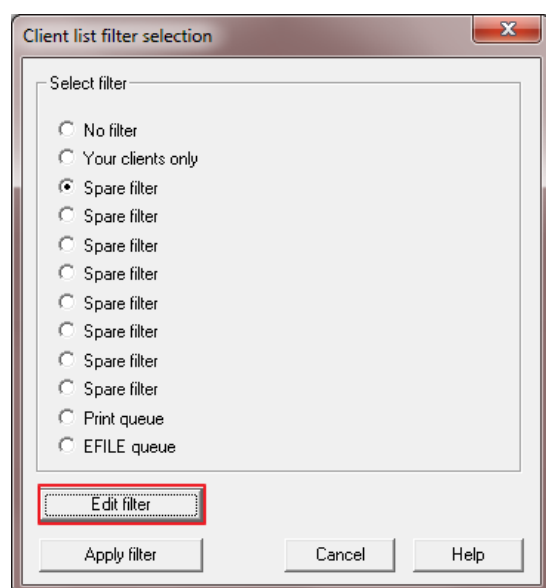
**Filter the client list**

Extract

Merge

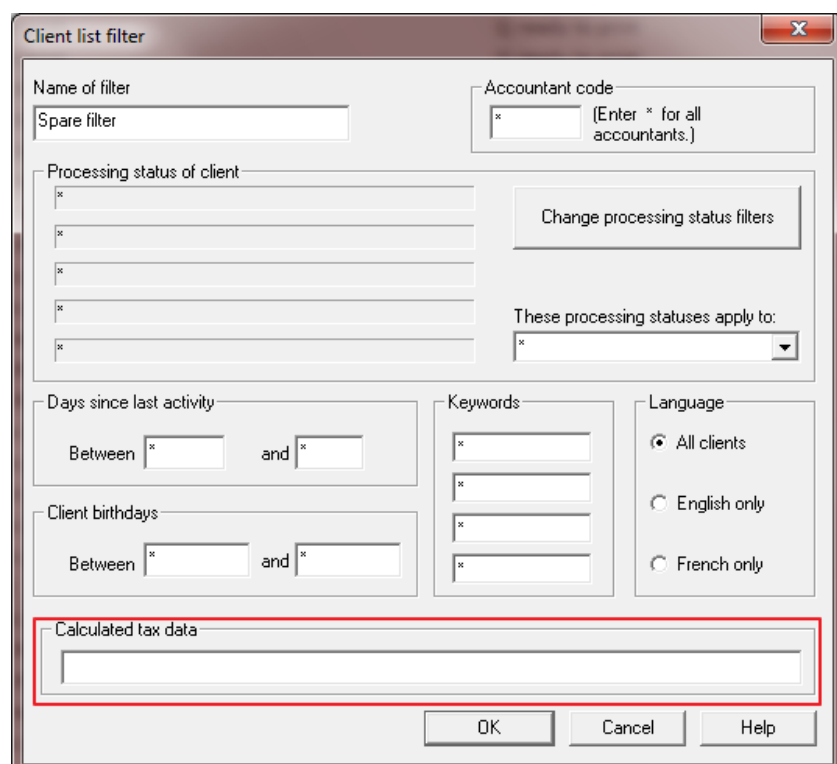
Clone family members

Choose one of the spare filters to customize and click **Edit filter**.



The 'Client list filter selection' dialog box contains a 'Select filter' section with a list of radio buttons. The options are: 'No filter', 'Your clients only', 'Spare filter' (which is selected), and seven more 'Spare filter' entries, followed by 'Print queue' and 'EFILE queue'. At the bottom, there are three buttons: 'Apply filter', 'Cancel', and 'Help'. The 'Edit filter' button is highlighted with a red rectangle.

Go to the **Calculated Tax Data** section, and enter the field code you are searching for in the proper format. The field code you will enter is the same as the one you noted when you viewed the fields on the blank forms.



The 'Client list filter' dialog box is a complex form with several sections. At the top, there are fields for 'Name of filter' (containing 'Spare filter') and 'Accountant code' (containing an asterisk). Below these are sections for 'Processing status of client' with a list of asterisks and a 'Change processing status filters' button, and 'These processing statuses apply to:' with a dropdown menu. There are also sections for 'Days since last activity' and 'Client birthdays', both with 'Between' and 'and' fields. A 'Keywords' section has four input fields with asterisks. A 'Language' section has three radio buttons: 'All clients' (selected), 'English only', and 'French only'. At the bottom, there is a 'Calculated tax data' section with a large text input field, which is highlighted with a red rectangle. The dialog box has 'OK', 'Cancel', and 'Help' buttons at the bottom right.



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The field codes have to be entered in a specific format. You must also specify what precisely you are looking for within a particular field. For example, for a specific field, you have to specify whether the condition you want is that the field is equal to zero, or a field is within a specific range.

When entering the field code, you must start with the percentage symbol "%". For example, if the field you marked down and you want to filter on was D25:101, it must be entered as such:

**%D25:101**

Having specified the field code, you must now specify the condition, i.e., what are you looking for within this field. To specify the condition, you must use mathematical symbols such as:

> Greater than

< Smaller than

= Equal to

>= Greater than or equal to

<= Smaller than or equal to

Using the previous field as an example, if you are looking for a client that has an amount within this particular field, your filter would be entered as follows:

**%D25:101>0**

You can specify any amount within the condition. You can also use any of the mathematical symbols mentioned above.

You can also search two field codes at the same time. In order to filter your client list based on one field code **or** another, your filter would be entered as follows:

**(%D25:101>0) %OR (%D25:101<0)**

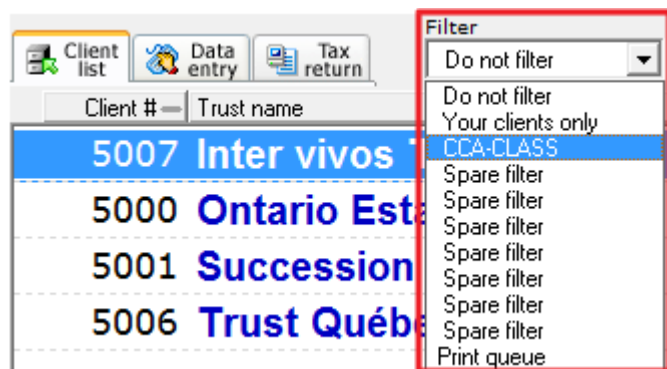
You must enter each field code within brackets.

If you are searching for one field code **and** another, your filter would be entered as follows:

**(%D25:101>0) %AND (%D25:101<0)**

## Filters menu

Once you have setup your filters, they will be placed in the **Filters** menu for future use. In order to re-select one, in the Client List, simply click on the drop-down menu and select the one you need.



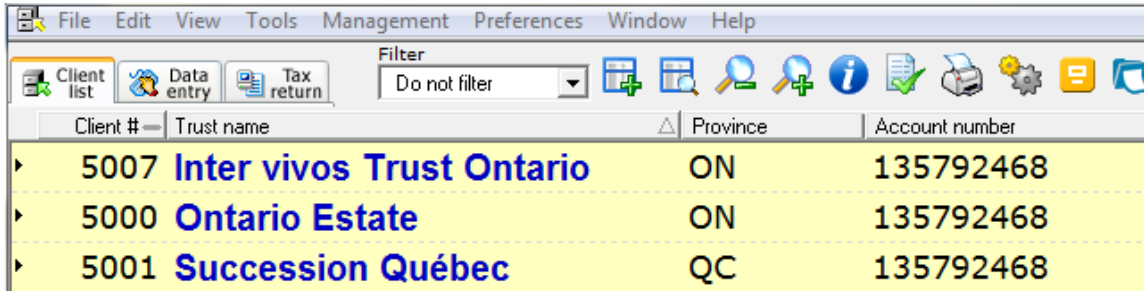
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## Extracting and merging clients

Extracting and merging clients is the process of exporting or importing existing client files in your Client List.

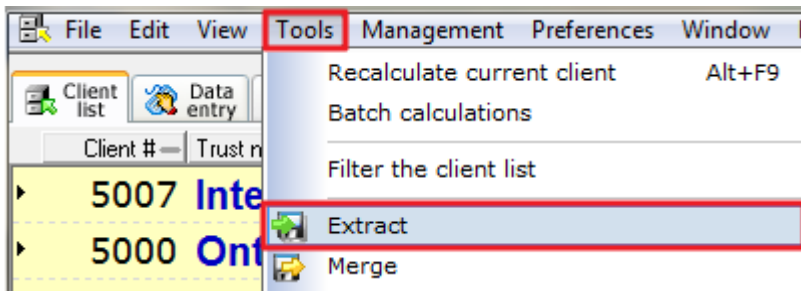
### Extracting Clients

As a first step, you must select which clients you want to extract. To choose a client to extract, simply click on their name in the Client List. If you want to select several clients, press the **Space** bar on the names of the clients you wish to extract. A yellow highlight will cover their names in the Client List.



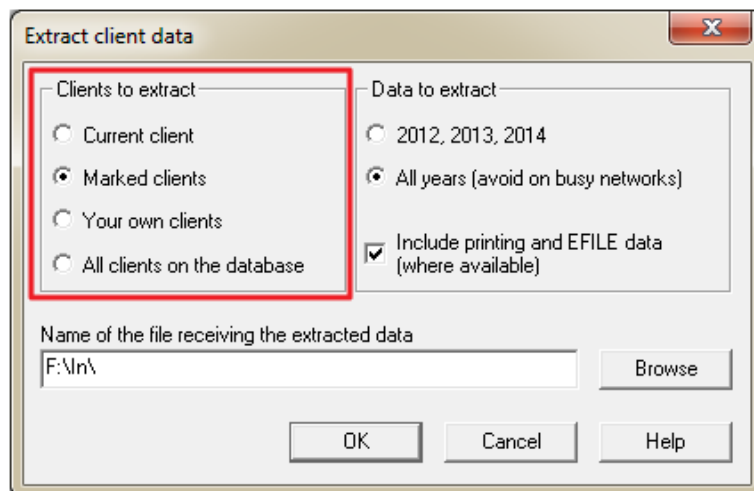
Client #	Trust name	Province	Account number
5007	Inter vivos Trust Ontario	ON	135792468
5000	Ontario Estate	ON	135792468
5001	Succession Québec	QC	135792468

Once you have selected the clients to extract, go to the **Tools** menu and select **Extract**.



A new window will appear, allowing you to choose from several options.

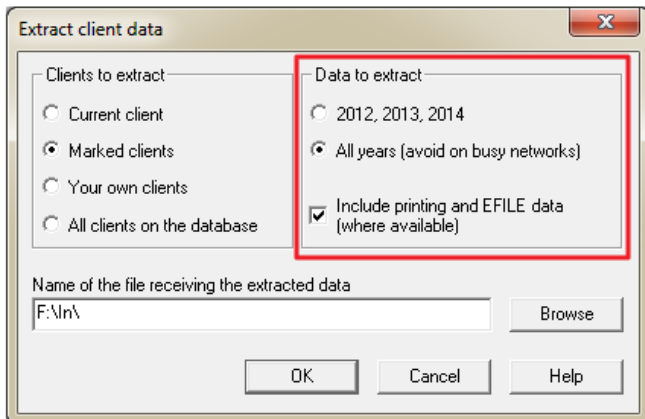
In the **Clients to extract** section, choose which clients you want to extract from the Client List.



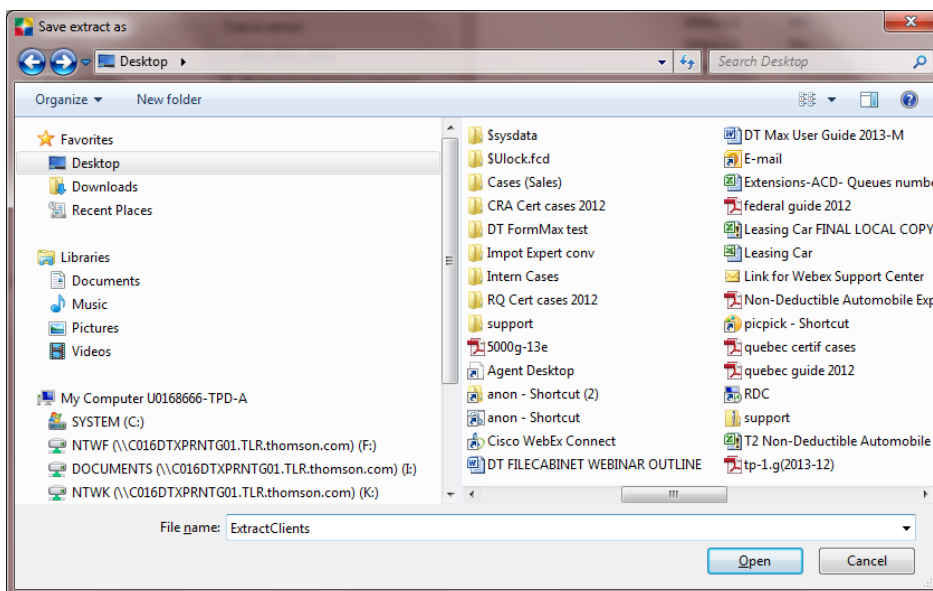
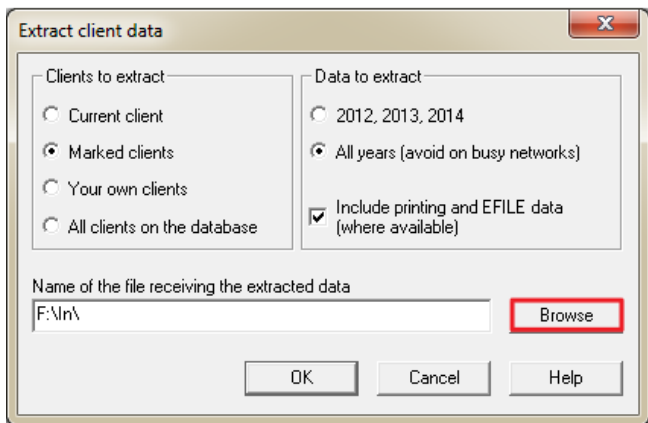
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In the **Data to extract** section, select which years you want to extract.



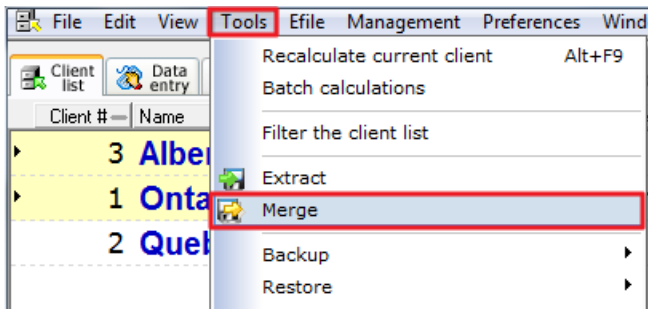
In the bottom portion of the window, you can name and choose the path for which you want to save your extract. Click on the **Browse** button, and choose the path you want to save the extract through **Windows Explorer**.



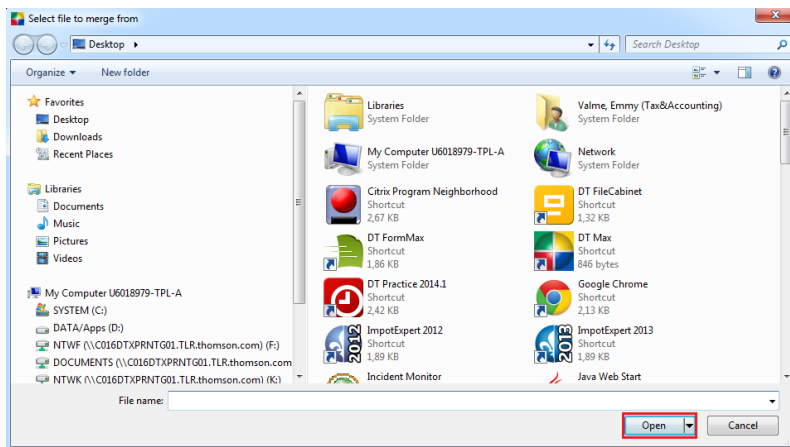
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## Merging Clients

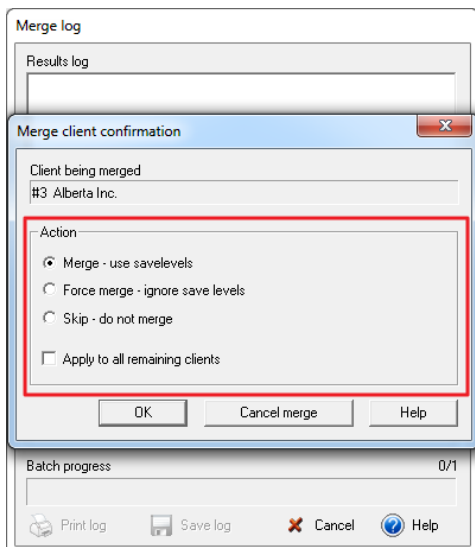
In order to merge a client in your Client List, go to the **Tools** menu and select **Merge**.



Windows Explorer will appear, allowing you to locate the client you wish to merge. Select the file and click **Open**.



A new window will appear. In the **Action** section, select whether you want to “use the save levels” of the files or force the merge.



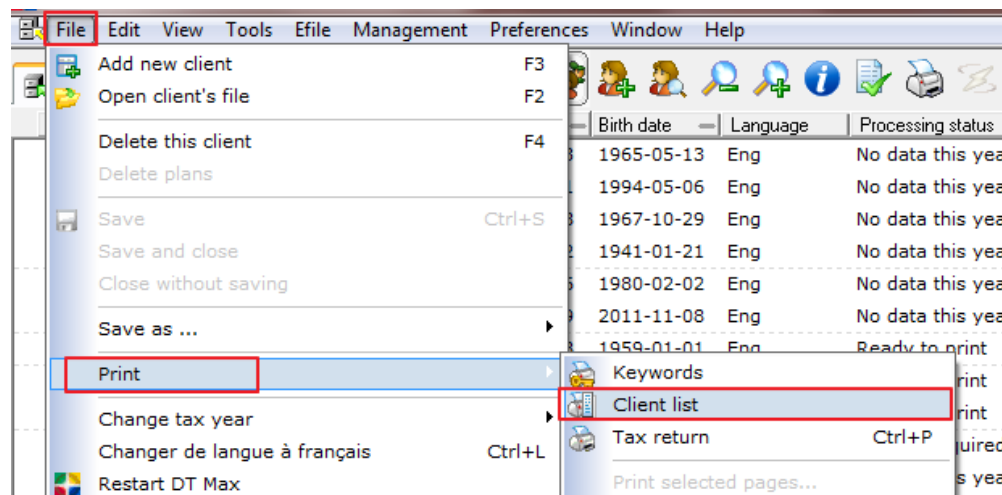
**Note:** If the Client Number of the file you are trying to merge is already used in the Client List, DT Max will not allow you to merge the file. You will have to renumber the client file that is currently in your Client List. See the pertinent section below for instructions on how to renumber a client file.

## Printing/Exporting the Client List

DT Max allows you to print your Client List with the basic information of each of your client's files.

DT Max also allows you to export your Client List to other programs such as Excel, Word, or Outlook.

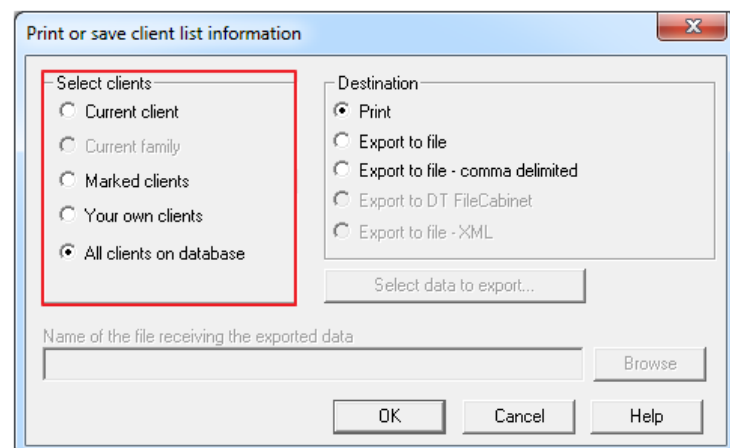
In order to print or export your Client List, go to the **File** menu, select **Print**, then select **Client List**.



You can also click on the printer icon located at the top task bar of the Client List.

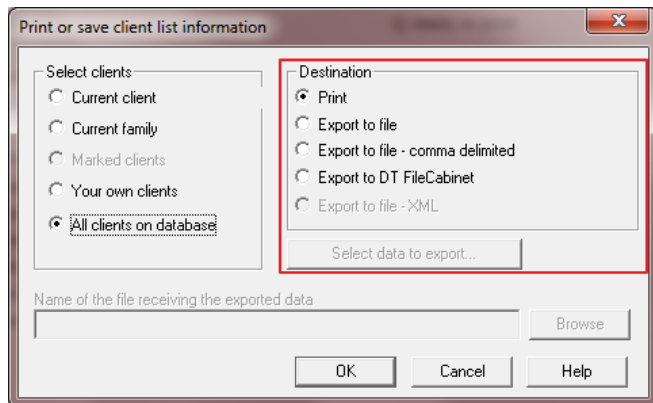


In the **Select Clients** section, choose which clients you want to print or export.



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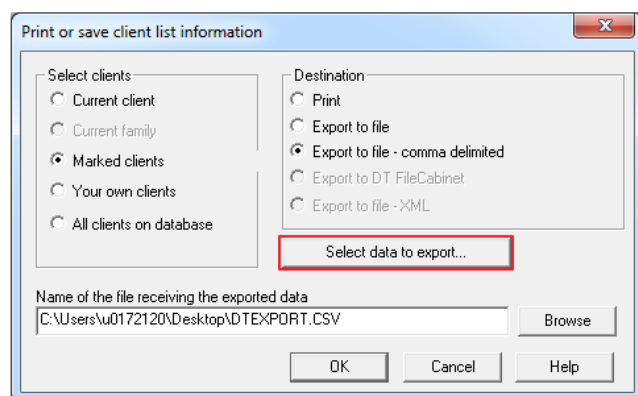
In the **Destination** section, select whether you want to print or export your Client List.



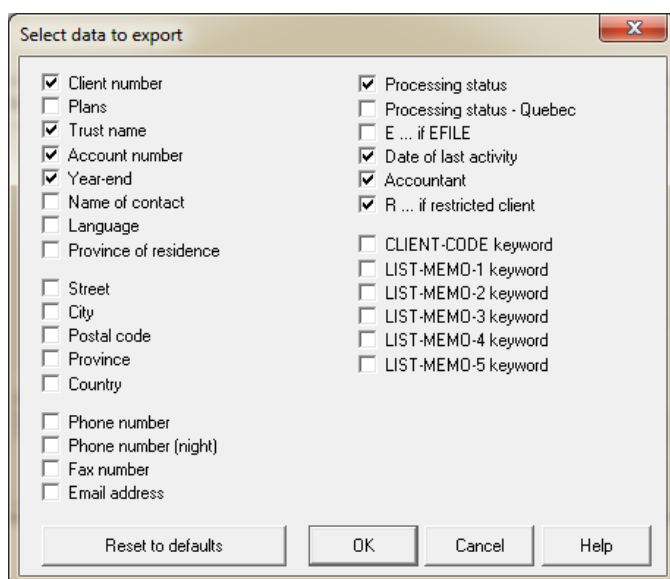
If you choose to print, DT Max will print the Client List with the information you have chosen to display when you personalized your Client List (see the section **Personalizing the Client List** above).

If you choose to **Export to file**, you can now select which information you want to export to Excel, Word, or Outlook. To choose the information you want to export, click on **Select Data to Export**.

**Tip:** Your best option when exporting the Client List is to choose **Export to file – comma delimited**.

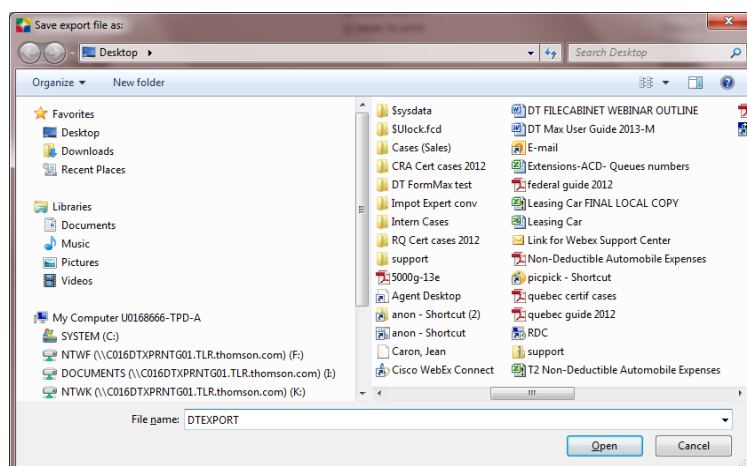


A new window appears, allowing you to choose what information you want to export. Tick the appropriate boxes and click **OK**.



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In the **Name of file receiving the exported data**, click on **Browse**. **Windows Explorer** will appear, allowing you to choose the path of the export file and to name the file.



The format DT Max use for the export file is “.CSV”, which is compatible with most Microsoft Office applications such as Word, Excel, and Outlook.

You can load this file directly using Microsoft Excel. The export file will have all the information you have selected to export.

	A	B	C	D	E	F
1	Client #	Name	Account number	SIN	Birth date	Processing status
2	5000	Ontario Estate	135792468	135792468	Dec30	Ready to print

You can also use the export file as an address book for Microsoft Outlook. As a first step, make sure to choose the appropriate information for an address book such as e-mail, address, and phone number when selecting the data to export (see above). Once this is done, create the export file and then import the export file directly into Microsoft Outlook.

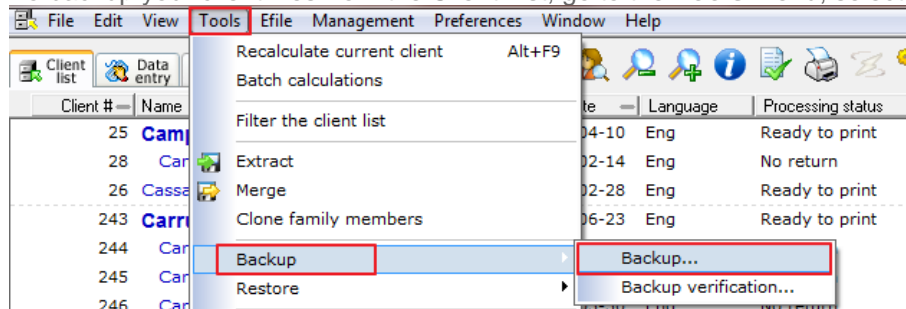
## Backup/Restore your Client List

DT Max offers a quick and efficient way to backup and restore your client files from the Client List. Not only does DT Max backup your client files, but it will also backup your **Preferences** menu settings.

**Tip:** It is strongly recommended that you backup your client files at regular intervals. During tax season, we recommend that you backup the Client List at the end of every day.

## Backup

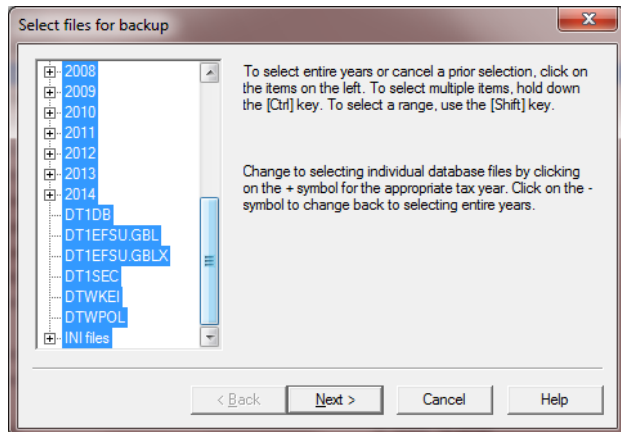
To backup your client files from the Client List, go to the **Tools** menu, select **Backup**, then **Backup**.



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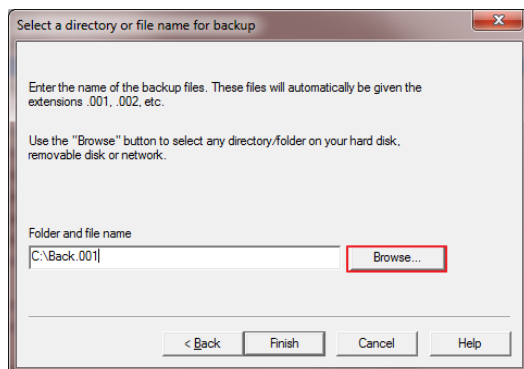
In the window that appears, choose the years and setup files you wish to backup. You can use CTRL + click to select which years and setup files you wish to backup.

Click **Next** once you have made the appropriate selections.



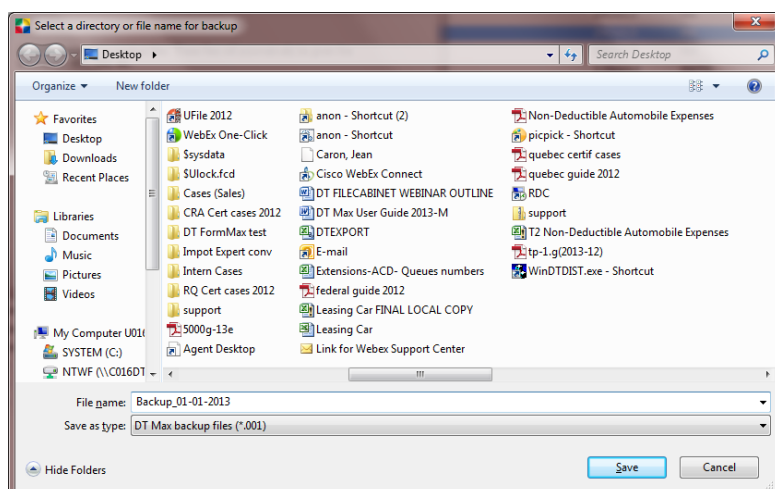
**Tip:** It is strongly recommended that you backup all years and settings.

DT Max will now prompt you to save your backup file in a particular location. Click **Browse**.



Window Explorer will appear, allowing you to choose the location you want to save the backup file.

You can rename the backup file to the name you wish. We recommend that you put the date you are backing up in the name of the file.



**Note:** DO NOT change the name of the extension given to the backup file.

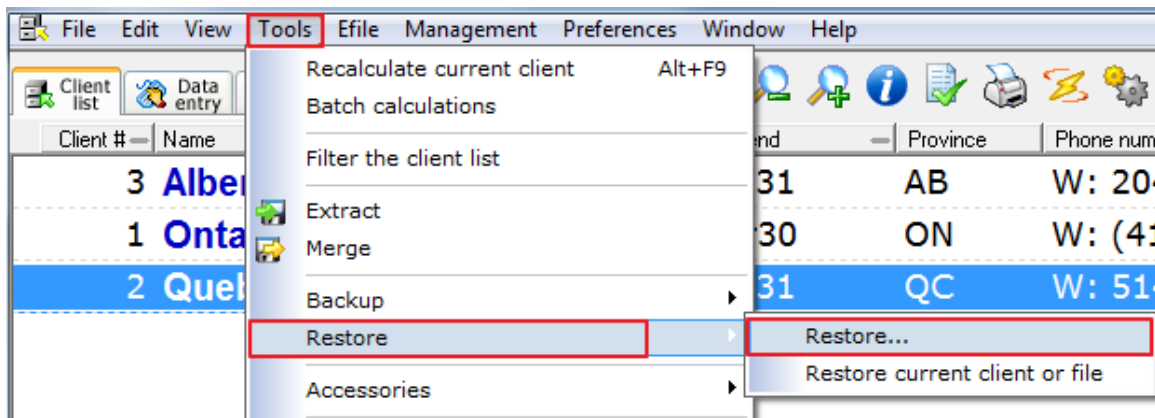


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## Restore

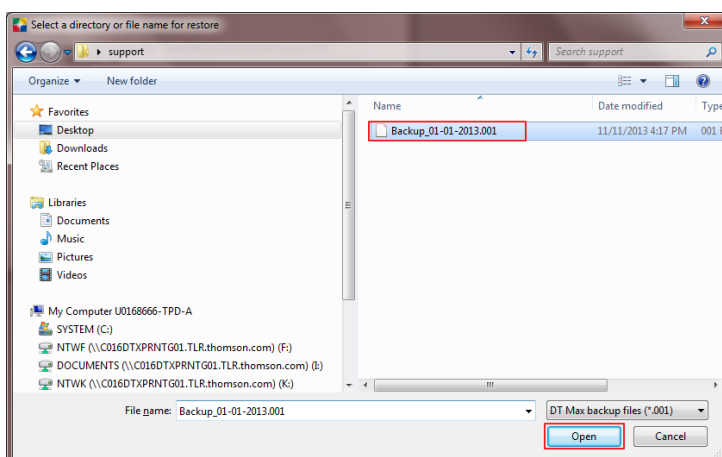
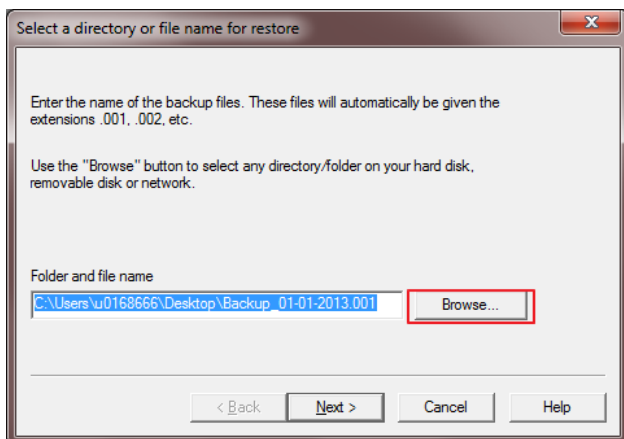
To restore a backup file, go to the **Tools** menu, select **Restore**, then **Restore**.

**Tip:** Make sure no other user is currently in the program when performing this task in a network database.



DT Max will restart and a new window will appear prompting you to choose the backup file you have already saved.

Click on **Browse**, and locate the specific backup file you wish to restore using Windows Explorer.



**Disclaimer:** When restoring a Client List, DT Max will override and replace the existing Client List, including all your Preferences. Make sure that the backup file is up to date.



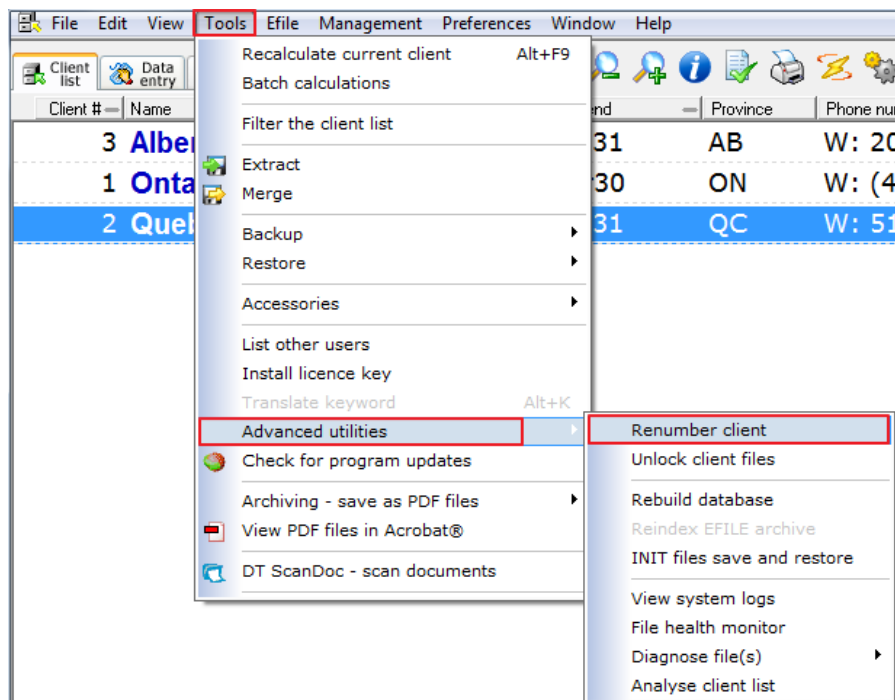
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## Renumbering Clients

DT Max automatically assigns numbers to every client file you create in the Client List. This number is usually shown to the left of the client's name. The Client Number is important in order to avoid duplicate files within your Client List (see **Extracting and Merging Clients** section above).

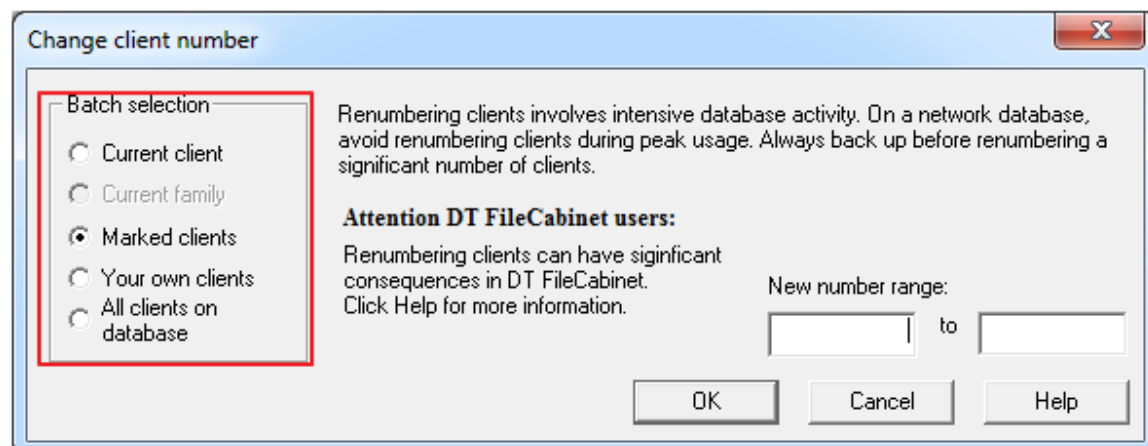
To change the Client Number of an existing client in your Client List, you must select the client for which you wish to change the Client Number. They should appear highlighted in blue in your Client List. If you wish to change the client numbers of several clients, press the **Space** bar on the names of the clients you wish to renumber. A yellow highlight will cover their names in the Client List.

Once you have selected your clients, go to the **Tools** menu, select **Advanced Utilities**, then select **Renumber Client**.



A new window appears, allowing you to renumber your clients.

In the **Batch Selection** section, choose the clients for which you wish to change the Client Number.

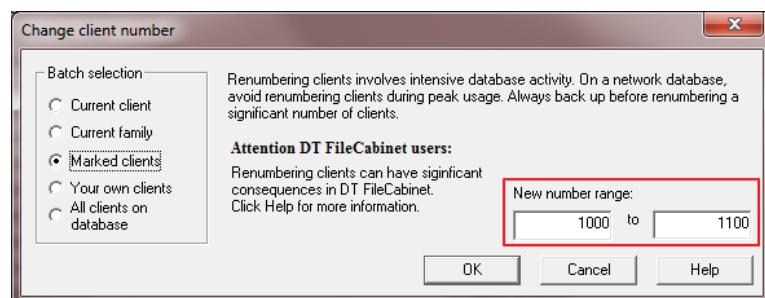


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In the **New number for this client** section, enter the client number you want for your client. If you have chosen any other option except **Current Client** in the **Batch Selection** section, DT Max will ask for a **range** of Client Numbers.

Click **OK**.



The 'Change client number' dialog box features a 'Batch selection' section on the left with radio buttons for 'Current client', 'Current family', 'Marked clients' (which is selected), 'Your own clients', and 'All clients on database'. To the right, a text box explains that renumbering involves intensive database activity and advises backing up before renumbering a significant number of clients. Below this, an 'Attention DT FileCabinet users' section notes that renumbering can have significant consequences in DT FileCabinet and provides a link for more information. A 'New number range' section contains two input fields with '1000' and '1100' entered, separated by a 'to' label. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

## DATA ENTRY

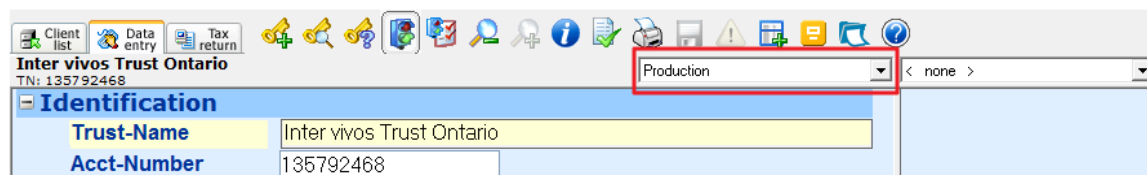
### Plans (Tax Planning)

The **Plans** within DT Max represent a unique tool of the Data Entry that allows you to try out different tax scenarios without altering the client's original file. DT Max will create up to six full tax returns within your client's file that are distinct from your client's original file. No need to create dummy files.

You can try several different tax planning scenarios. Once you have created the scenario, DT Max will produce a comparative summary between these plans.

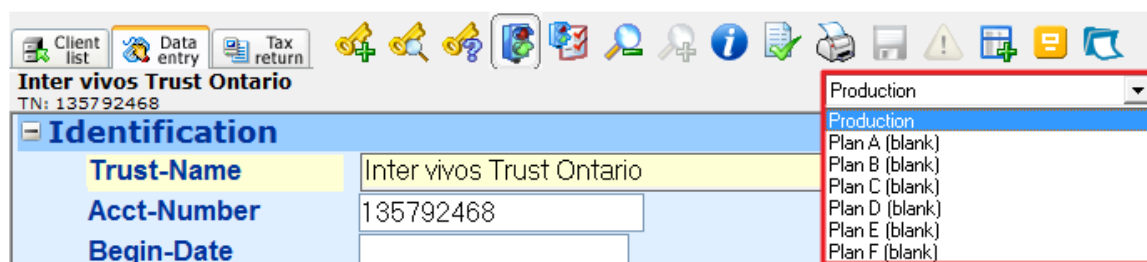
### Creating a Plan

To create a Plan within the client's Data Entry, click on the **Production** drop-down menu.



The screenshot shows the DT Max interface for 'Inter vivos Trust Ontario' with TN: 135792468. The 'Data entry' tab is active. A red box highlights the 'Production' drop-down menu in the top right corner, which currently shows '< none >'. Below the menu, the 'Identification' section displays 'Trust-Name' as 'Inter vivos Trust Ontario' and 'Acct-Number' as '135792468'.

DT Max now offers you six plans, indicated with the letters A to F. Choose the first plan offered, **Plan A (blank)**.



This screenshot shows the same DT Max interface, but the 'Production' drop-down menu is open, revealing a list of options: 'Production', 'Plan A (blank)', 'Plan B (blank)', 'Plan C (blank)', 'Plan D (blank)', 'Plan E (blank)', and 'Plan F (blank)'. A red box highlights this list. The 'Identification' section remains the same, showing 'Trust-Name' as 'Inter vivos Trust Ontario' and 'Acct-Number' as '135792468'.

A new window appears, allowing you to choose from several options:

**Keep Blank:** Choose this option if you want to produce a new return. This is the option to choose when you are producing alternative tax returns.

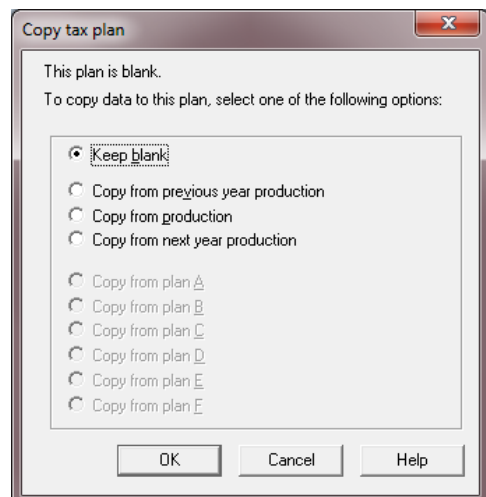
**Copy from previous year's production:** Choose this option if you are trying a tax planning scenario for which the income levels are almost identical from one year to the next. In this case, DT Max will bring over the Data Entry you made for this client from the prior year into the Plan.



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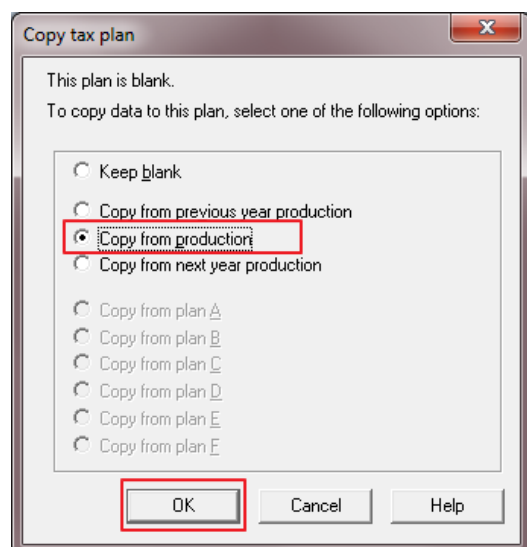
**Copy from Production:** Choose this option if you want to try a tax planning scenario for the current year. DT Max will bring over the Data Entry you have already entered from the client's current year original file (Production) into the Plan.

**Copy from next year's production:** Choose this option if you are in a prior year and want to bring over the Data Entry of the following year for comparative purposes. In this case, DT Max will bring over the Data Entry you made for this client from the following year into the Plan of the prior year.

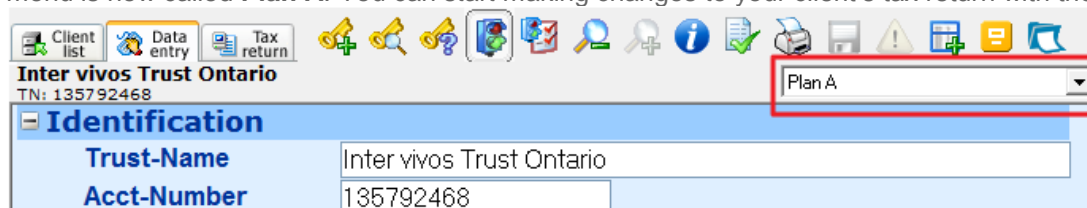


The most common scenario for which you will use plans is the current year tax scenario (**Copy from Production** option). The rest of the **Plans** chapter will show you how to use the Plans with this scenario.

Once you have chosen **Copy from Production**, click **OK**.



Now you are in the Data Entry, which looks identical to your **Production**. However, the **Production** drop-down menu is now called **Plan A**. You can start making changes to your client's tax return with the Plan.



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## Naming your Plan

The next step after creating your Plan is to name it.

In order to name a Plan, add the keyword **PLANTITLE**. Enter the name of the Plan in the appropriate box.

The screenshot shows the DT Max software interface. At the top, there is a toolbar with various icons. Below the toolbar, the text 'Inter vivos Trust Ontario' and 'TN: 135792468' is displayed. A dropdown menu on the right shows 'Plan A'. The main area is titled 'Notes' and contains a list of notes: 'Notes', 'Notes-Annual', 'Notes-Audit', 'List-Memo1', 'List-Memo2', 'List-Memo3', 'List-Memo4', 'List-Memo5', and 'Plan-Title'. The 'Plan-Title' field is highlighted with a red box and contains the text 'No Instalments'.

Once you calculate the Plan, DT Max will rename the plan as per your entry within the keyword **PLANTITLE**.

The screenshot shows the DT Max software interface. At the top, there is a toolbar with various icons. Below the toolbar, the text 'Inter vivos Trust Ontario' and 'TN: 135792468' is displayed. A dropdown menu on the right shows 'Plan A - No Instalments'. The main area contains two fields: 'Trust-Name' and 'Acct-Number'. The 'Trust-Name' field is highlighted with a red box and contains the text 'Inter vivos Trust Ontario'. The 'Acct-Number' field contains the text '135792468'.

## Editing the Plan

You can edit the Data Entry of a Plan in the same way as you edit the Production or original file. All the Data Entry features are available in a Plan.

## Delete Plans

Plans created in the data entry screen can be remove from the DT Max menu. Simply click on File then Delete plans.

The screenshot shows the DT Max software interface. The 'File' menu is open, and the 'Delete plans' option is highlighted with a red box. The menu items are: 'Add new client' (F3), 'Open client's file' (F2), 'Delete this client' (F4), 'Delete plans', 'Save' (Ctrl+S), 'Save and close', and 'Close without saving'.

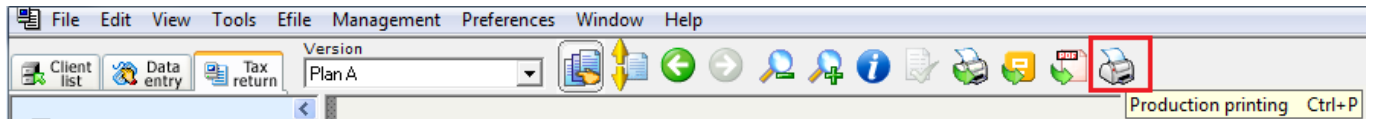


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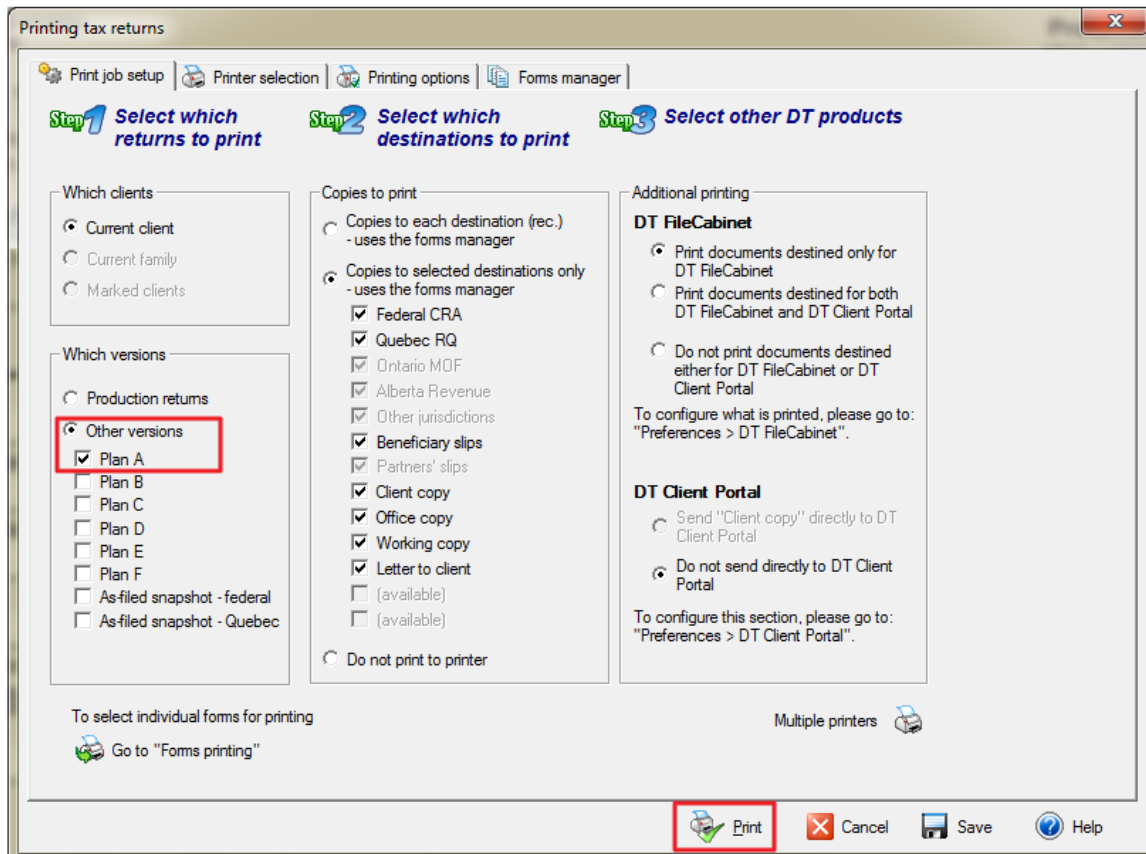
## Printing Plans

You can use **Production printing** when printing a Plan.

To print the entire tax return in a Plan, while in the Tax Return Screen, click on the **Production Printing** icon.



In the **Print Job Setup** window, under the **Which versions** section, select **Other versions**. Now select the appropriate Plan. Click **Print**.



**Disclaimer:** Although you can print a Plan you should not submit it to the government.

## Right-hand side display

The **Right-hand side display** is a unique feature to DT Max which allows you to have real-time comparatives while you are completing your client's Data Entry. For example, you can view the entries you made in the previous year on the right-hand side of the Data Entry.

Not only can you view comparative information, you can also bring over information from the right-hand side to your client's Data Entry (see pertinent section below).



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## Previous year

The first option you can choose from the Right-hand side display is the previous year. Click on the drop-down menu, and select the previous year.

Client list Data entry Tax return

Inter vivos Trust Ontario  
TN: 135792468

Production < none >

< none >

2012

Carryforwards from 2012

2013 production

Calculated carryforwards to 2014

2014

Other client

Carryforward to stub period

Plan A

Plan B

Plan C

Plan D

Plan E

Plan F

Data entry template

**Identification**

Trust-Name Inter vivos Trust Ontario

Acct-Number 135792468

Begin-Date

Year-End 30-12-2013

Language English

Estate-of

Apply-TrustAcct#

Now all the client's prior year Data Entry is displayed in the right-hand side of the screen.

Client list Data entry Tax return

Inter vivos Trust Ontario  
TN: 135792468

Production 2012

**Business income**

**Business** T2125 - Business

+ Business-Id Genesis

Year-Open 01-01-2013 01-01-2012

Year-End 31-12-2013 31-12-2012

Street 101 Lost Highway

City Toronto

Province Ontario

PostCode H0H 0H0

NAICS 517000

Product Telecom %100 100

Ownership Sole proprietorship

Account-Number XX1234567

Fisc-Period Fiscal year-end already based on calendar year

Income Gross sales, commissions, or fees \$ 140,000.00 150,000.00

Expenses Advertising \$ 1,200.00 4,200.00

Expenses Entertainment expenses \$ 2,800.00 1,800.00

Expenses Insurance \$ 1,500.00 1,500.00

Expenses Accounting and other professional fees \$ 2,500.00 2,500.00

Expenses Salaries, wages and benefits (including e...) \$ 35,000.00 35,000.00

Expenses Travel \$ 1,225.00 2,225.00

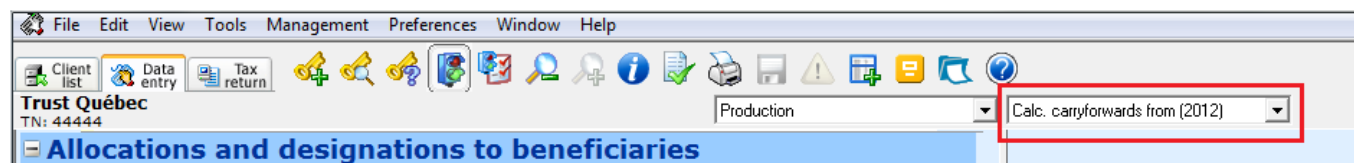
All prior year amounts will match up side by side with the current year amounts as long as the description entered for the slip or business statement is the same from one year to the next.



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## Carryforwards from the previous year

You can display the carryforward amounts from the previous year on the right-hand side. Simply select **Carryforwards from XXXX** on the right-hand side display drop-down menu.

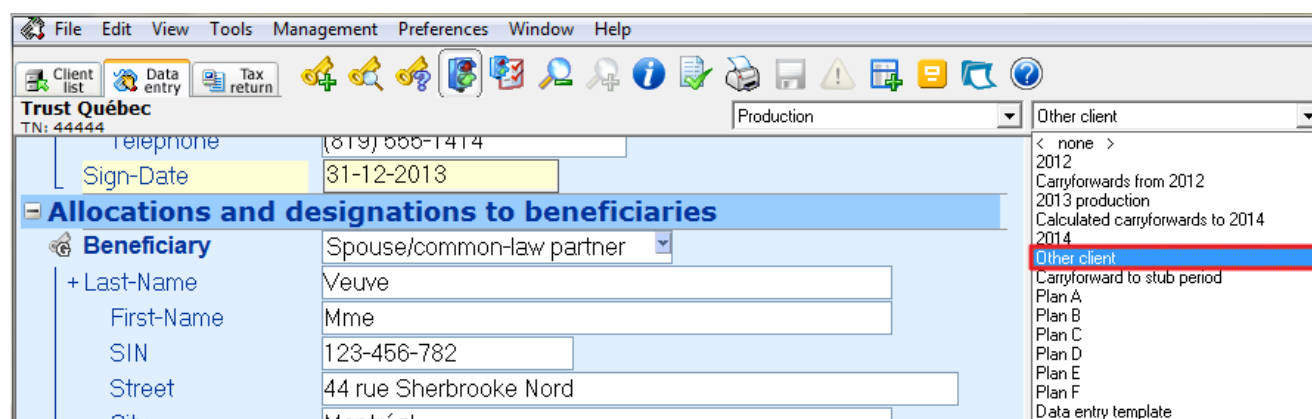


**Tip:** This option is particularly useful if you accidentally lose the carryforwards within your client's Data Entry. You can always recover them using this option.

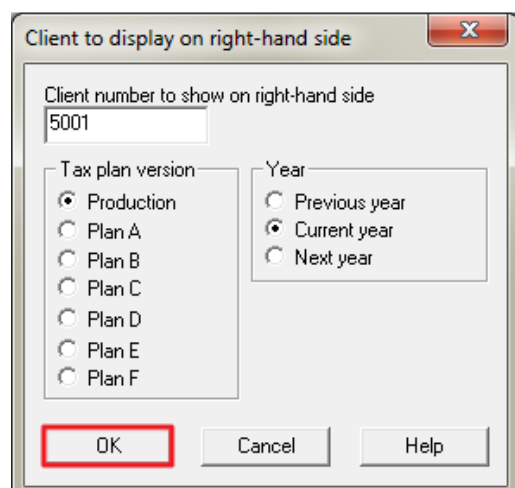
## Other Client

You can also choose to display any other client located in the Client List on the right-hand side. The only information you need is the Client Number of the client you wish to display on the right.

Go to the right-hand side drop-down menu, and select **Other Client**.



A new window appears. Enter the client number of the client you wish to display on the right. Then choose which version of the file you want to see and which year. Click **OK**.



Now you can see side-by-side the Data Entry of your client with the “other client” displayed on the right.



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## Plans

You can display the Data Entry you performed in a specific Plan on the right-hand side. Click on the right-hand side drop-down menu and select the specific Plan you wish to display.

Client list Data entry Tax return

Trust Québec  
TN: 44444

Production

Other client

Identification

Trust-Name: Trust Québec

Acct-Number: 44444

ID-Number: 1112223301

Begin-Date:

Year-End: 30-12-2013

Language: French

Estate-of:

Other client options:

- < none >
- 2012
- Carryforwards from 2012
- 2013 production
- Calculated carryforwards to 2014
- 2014
- Other client
- Carryforward to stub period
- Plan A**
- Plan B
- Plan C
- Plan D
- Plan E
- Plan F
- Data entry template

## Copy data from right to left

For any option you choose on the Right-hand side display feature, you can copy selected data from the right-hand side to the left.

To copy data for entire keyword groups, click on the **Main keyword of the group** for which you want to copy data that is located to the left.

Then, press **F5** to highlight the group.

Client list Data entry Tax return

Trust Québec  
TN: 44444

Production

Trust

Inter vivos trust

Trust-Type: Spouse or common-law partner

Residence: Quebec

Canadian-Res: Yes

GrandFathered: Yes

Date: Date trust created

SIN:

Testamentary trust

Date trust created: 28-09-2000

SIN: 123-456-782

Once the keyword group has been highlighted, right-click in the highlighted area and select **Copy to left-hand side**.

You can also use the shortcut keys **ALT+C**.

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Mark

Clear marks Alt+F5

**Copy to left-hand side Alt+C**

Add keyword F11

Add jurisdiction amount Alt+J

You can also copy individual keywords from the right-hand side to the left.

To highlight a specific keyword for which you want to copy the data from the right-hand side, simply **CTRL + Click** on the keyword itself. Then copy over the data from right to left using the process mentioned above.

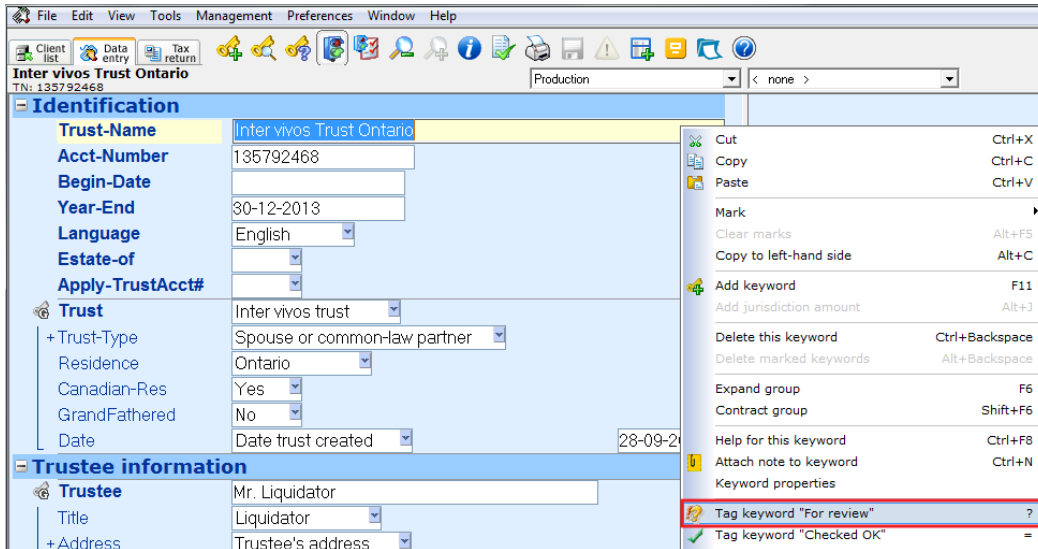


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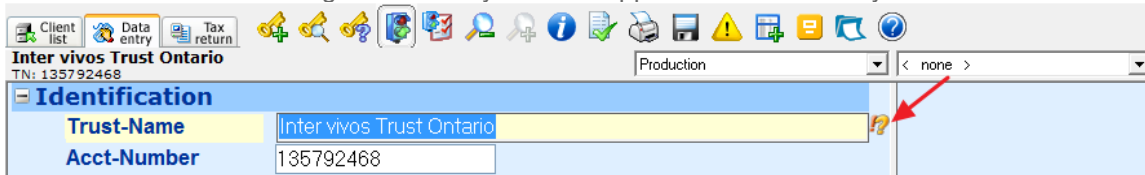


## Review Tags

The Review Tags feature allows you to tag a specific keyword entry when you are working in the Data Entry screen. To place a review tag simply right-click the relevant keyword entry. A new window will appear. Select **Tag Keyword "For review"**.



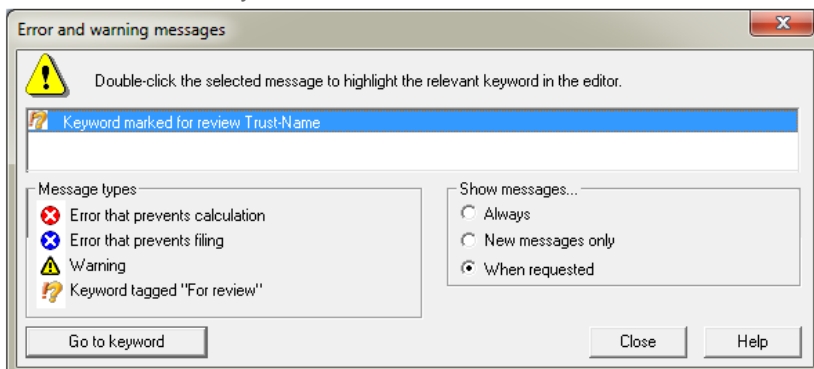
An exclamation and interrogation mark symbol will appear beside the entry.



Once a Review Tag is inputted, DT Max will add a review note in the **Error and warning messages** section. To view these review notes, click on the **Error and warning messages** icon.



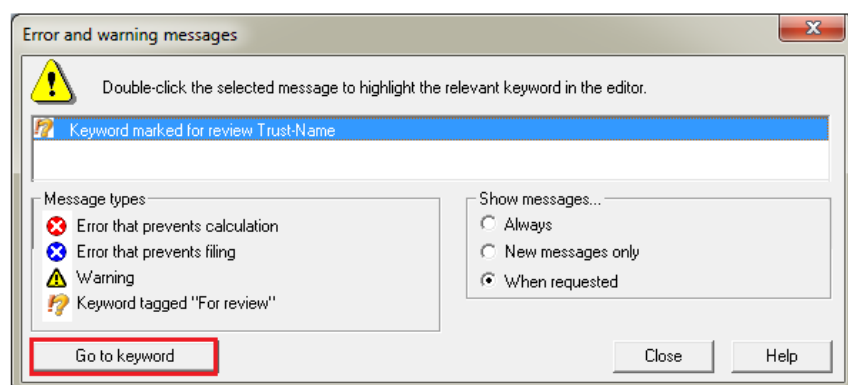
In this new window, you will be able to view the list of error and warning messages as well as the review tags.



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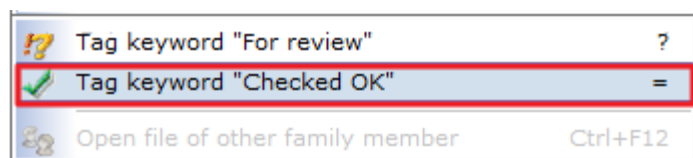
To jump to the review tag in the Data Entry, select the message and click **Go to keyword**.



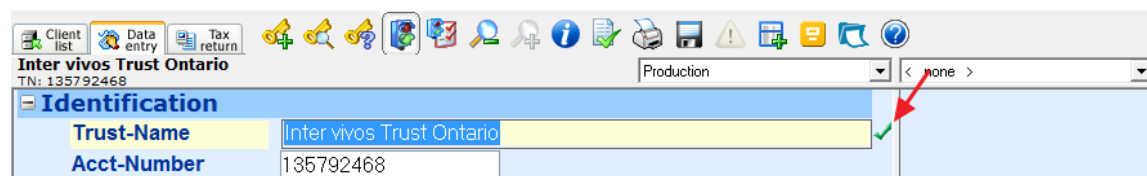
The keyword will be highlighted in your client's Data Entry.

### “Checked OK” Keyword Tag

The “**Checked OK**” keyword tag allows you to remove a “**For review**” tag or dismiss a warning message indicated in the **Error and warning messages** section. To input the “**Checked OK**” keyword tag, in your client's data entry, right-click the relevant keyword entry. A new window appears. Select **Tag Keyword “Checked OK”**.



A checkmark symbol will now appear beside the entry.



**The entry was tagged “For review”:** By tagging the entry “**Checked OK**”, DT Max removes the corresponding warning message that appeared in the **Error and warning messages** section as well as marking the entry with a checkmark.

**The entry is “inconsistent”:** In the **Error and warning messages** section, DT Max generates a warning when an amount seems inconsistent in respect to other relevant entries. DT Max will then suggest the expected amount for that entry. By tagging the entry “**Checked OK**”, you can confirm the original amount entered and effectively dismiss the warning message. This warning message will no longer appear in the **Error and warning messages** section.



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## Frequently used Keywords

### Trust

Use the keyword **Trust** to indicate the type of trust that was created. Use the drop menu to choose between **Testamentary trust** and **Inter vivos trust**.

The screenshot shows the 'Trust' section of a software interface. The 'Trust-Type' dropdown menu is open, displaying two options: 'Testamentary trust' and 'Inter vivos trust'. The 'Inter vivos trust' option is highlighted. The background shows the 'Identification' section with various fields like Residence, First-Nation, Canadian-Res, Country, Date, SIN, and Trust-Info.

### Trust-Type

Specify the type of trust using the drop down menu of the keyword **Trust-type**. Depending on your selection in the keyword Trust different options will be available.

The first screenshot shows the 'Trust-Type' dropdown menu open, displaying four options: 'Testamentary trust', 'Spouse or common-law partner', 'Lifetime Benefit trust', and 'Other (specify)'. The 'Testamentary trust' option is highlighted. The second screenshot shows the 'Trust-Type' dropdown menu open, displaying a list of options: 'Spouse or common-law partner', 'Unit trust', 'Mutual fund trust', 'Communal / Religious organization', 'Employee benefit plan', 'Registered disability savings plan (RDSP)', and 'Real estate investment trust (REIT)'. The 'Spouse or common-law partner' option is highlighted. Both screenshots show the 'Trust' section of the software interface with the 'Trust-Type' dropdown menu open.



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## Trustee

Complete the trustee's information by completing the keyword **Trustee**.

Enter the last name or the business name of the trustee that holds legal title to property in trust for the benefit of the trust beneficiaries.

TN: Production

**Trustee information**

**Trustee** ABC. INC

First-Name

If the trustee is an individual enter the last name in the first keyword of the group followed by the first name.

TN: Production

**Trustee information**

**Trustee** Mcfield

First-Name Murray

## Beneficiary

To complete the information of the person who will benefit the trust created use the keyword **Beneficiary**. The beneficiary information will be reported on schedule 9 of the federal return and schedule C of the Quebec return. The information will also be reported on any relevant slips such as the T3.

TN: Production

**Allocations and designations to beneficiaries**

**Beneficiary**

- Last-Name
- Name
- Name
- Residence
- Fed-Acct-Num
- Minor
- Infirm
- Deceased
- Preferred
- + Allocation
- + Specified-Ben

Settlor

Spouse/common-law partner

Former spouse/common-law partner

Child, grandchild or great grandchild

Spouse of a child, grandchild or great grandchild

Minor

Corporation

Trust

Association, club or partnership

Government, organization or tax exempt entity

Other



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## Allocation

The allocation of income to the beneficiary is done through the secondary keyword **Allocation**. In the drop down menu choose between the following options:

- As per will/trust document
- Preferred beneficiary election

**New trust** TN: Production

### Allocations and designations to beneficiaries

**Beneficiary**

- + Last-Name: Miller
- First-Name: Linda
- SIN: 777-888-777
- Street: 123 adam street
- City: Calgary
- Province: Alberta
- + Residence: Alberta
- Design-Ben:
- Deceased: No
- Preferred: Yes
- + Allocation:
  - As per will/trust document
  - Preferred beneficiary election
- Legal-Guardian:
- Relationship:

In the keyword **Allocation-Type** indicate whether the income to be allocated is a **percentage** or **fixed amount** of the trust's income.

**John Miller** Production

### Allocations and designations to beneficiaries

- + Allocation: As per will/trust document
- Allocation-Type:
  - Percentage
  - Fixed amount



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Specify the type of income in the keyword **Income-Type** and enter the **percentage** or **fixed amount** to be allocated to each beneficiary.

Client list | Data entry | Tax return | John Miller | Production

### Allocations and designations to beneficiaries

Allocation-Type: Percentage

Income-Type: Income | Capital gains | Income and capital gains

% 10

Client list | Data entry | Tax return | John Miller | Production

### Allocations and designations to beneficiaries

Allocation-Type: Fixed amount

Income-Type: Income | Capital gains | Income and capital gains

\$ 50,000.00

## TAX RETURN

### Review Tags

DT Max's review tags feature allows you to directly tag a field on the tax return for further review. To access this feature, simply right-click the field you wish to tag. You will have a selection of four different tags to choose from.

Client list | Data entry | Tax return | Version: Production 2013

### T3 Trust income tax return p4 - 7147

Step 5 - Summary of tax and credits (see lines 81 to 100 in the guide)

Protected B when completed 4

**Tax:**

Total federal tax payable (see line 81 in the guide)	13,537.18	81
Provincial or territorial tax payable (from the applicable provincial or territorial form)	7,271.15	
Part XII.2 tax payable (line 12 of Schedule 10)		
<b>Add lines 81 to 83. Total taxes payable</b>	<b>20,808.33</b>	

**Credits:**

Tax paid by instalments	14,835.00	
Total tax deducted (see lines C, D, and 86 in the guide)		C
Transfer to Quebec		D
Net tax deducted (line C minus line D)		

Right-click context menu options:

- Go to source (F6)
- Source keywords (F8)
- Override this field (Ctrl+F2)
- Help for this field (Ctrl+F8)
- Tag: For review (?)
- Tag: Error (!)
- Tag: Checked OK (=)
- Tag: Final check (#)
- Add a review note (Ctrl+N)

Similarly to the tagging tool available in the Data Entry screen, DT Max allows you to tag a field either "**For review**" or "**Checked OK**". The utilities of these tags were explained in the previous section.



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In the Tax Return screen, two additional review tags are available for use.

When tagging a field as “**Error**”, DT Max will highlight the field in red and input an **X** symbol in the navigator section to the left of the screen to indicate that an error is present and must be verified before the final production of the tax return.

Client list Data entry Tax return Version Production 2013

Select a page

- Executive summary
- Notes and diagnostics
- T3 - Summary
- T3 Trust income tax return p1
- T3 Trust income tax return p2
- T3 Trust income tax return p3
- T3 Trust income tax return p4**
- Sch. 1 - Disp. capital property

**T3 Trust income tax return p4 - 7147**

Step 5 – Summary of tax and credits (see lines 81 to 100 in the guide) Protected B when completed 4

Tax:

Total federal tax payable (see line 81 in the guide)	13,537.18	X
Provincial or territorial tax payable (from the applicable provincial or territorial form)	+ 7,271.15	82
Part XII.2 tax payable (line 12 of Schedule 10)	+ 83	
Add lines 81 to 83. Total taxes payable	= 20,808.33	

Credits:

Tax paid by instalments	14,835.00	
Total tax deducted (see lines C, D, and 86 in the guide)		C
Transfer to Quebec		D
Net tax deducted (line C minus line D)		

Once the error tag has been verified, you may right-click the field and select **Tag: Final check**.

Client list Data entry Tax return Version Production 2013

Select a page

- Executive summary
- Notes and diagnostics
- T3 - Summary
- T3 Trust income tax return p1
- T3 Trust income tax return p2
- T3 Trust income tax return p3
- T3 Trust income tax return p4**
- Sch. 1 - Disp. capital property
- Sch. 3 - Eligible taxable cap. gain
- Sch. 3 - Eligible taxable cap. gain

**T3 Trust income tax return p4 - 7147**

Step 5 – Summary of tax and credits (see lines 81 to 100 in the guide) Protected B when completed 4

Tax:

Total federal tax payable (see line 81 in the guide)	13,537.18	✓✓
Provincial or territorial tax payable (from the applicable provincial or territorial form)	+ 7,271.15	82
Part XII.2 tax payable (line 12 of Schedule 10)	+ 83	
Add lines 81 to 83. Total taxes payable	= 20,808.33	

Credits:

Tax paid by instalments	14,835.00	
Total tax deducted (see lines C, D, and 86 in the guide)		C
Transfer to Quebec		D
Net tax deducted (line C minus line D)		

Go to source F6  
Source keywords F8  
Override this field Ctrl+F2  
Help for this field Ctrl+F8  
Tag: For review ?  
Tag: Error !  
Tag: Checked OK =  
**Tag: Final check #**  
Add a review note Ctrl+N

DT Max will now highlight the field in green and input a double checkmark symbol in the navigator.

Client list Data entry Tax return Version Production 2013

Select a page

- Executive summary
- Notes and diagnostics
- T3 - Summary
- T3 Trust income tax return p1
- T3 Trust income tax return p2
- T3 Trust income tax return p3
- T3 Trust income tax return p4**
- Sch. 1 - Disp. capital property
- Sch. 3 - Eligible taxable cap. gain
- Sch. 3 - Eligible taxable cap. gain

**T3 Trust income tax return p4 - 7147**

Step 5 – Summary of tax and credits (see lines 81 to 100 in the guide) Protected B when completed 4

Tax:

Total federal tax payable (see line 81 in the guide)	13,537.18	✓✓
Provincial or territorial tax payable (from the applicable provincial or territorial form)	+ 7,271.15	82
Part XII.2 tax payable (line 12 of Schedule 10)	+ 83	
Add lines 81 to 83. Total taxes payable	= 20,808.33	

Credits:

Tax paid by instalments	14,835.00	
Total tax deducted (see lines C, D, and 86 in the guide)		C
Transfer to Quebec		D
Net tax deducted (line C minus line D)		

In addition to the review tags, DT Max also allows you to attach notes to specific fields on the tax return. To add a note, right-click the desired field and select **Add a review note**.

Client list Data entry Tax return Version Production 2013

Select a page

- Executive summary
- Notes and diagnostics
- T3 - Summary
- T3 Trust income tax return p1
- T3 Trust income tax return p2
- T3 Trust income tax return p3
- T3 Trust income tax return p4**
- Sch. 1 - Disp. capital property
- Sch. 3 - Eligible taxable cap. gain
- Sch. 3 - Eligible taxable cap. gain

**T3 Trust income tax return p4 - 7147**

Step 5 – Summary of tax and credits (see lines 81 to 100 in the guide) Protected B when completed 4

Tax:

Total federal tax payable (see line 81 in the guide)	13,537.18	✓✓
Provincial or territorial tax payable (from the applicable provincial or territorial form)	+ 7,271.15	82
Part XII.2 tax payable (line 12 of Schedule 10)	+ 83	
Add lines 81 to 83. Total taxes payable	= 20,808.33	

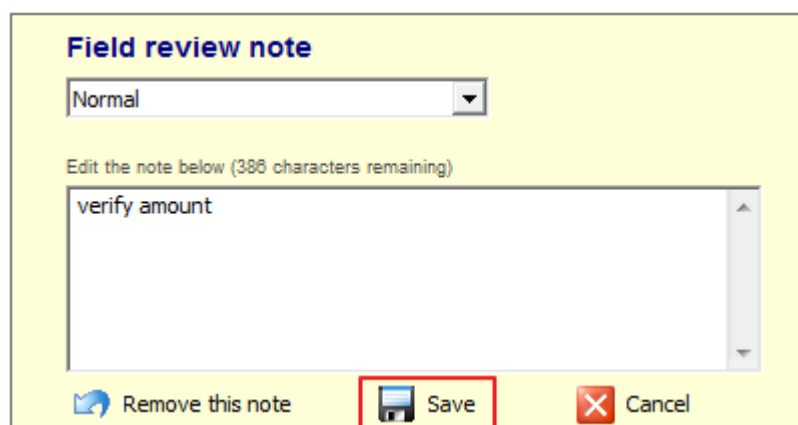
Credits:

Tax paid by instalments	14,835.00	
Total tax deducted (see lines C, D, and 86 in the guide)		C
Transfer to Quebec		D
Net tax deducted (line C minus line D)		

Go to source F6  
Source keywords F8  
Override this field Ctrl+F2  
Help for this field Ctrl+F8  
Tag: For review ?  
Tag: Error !  
Tag: Checked OK =  
Tag: Final check #  
**Add a review note Ctrl+N**

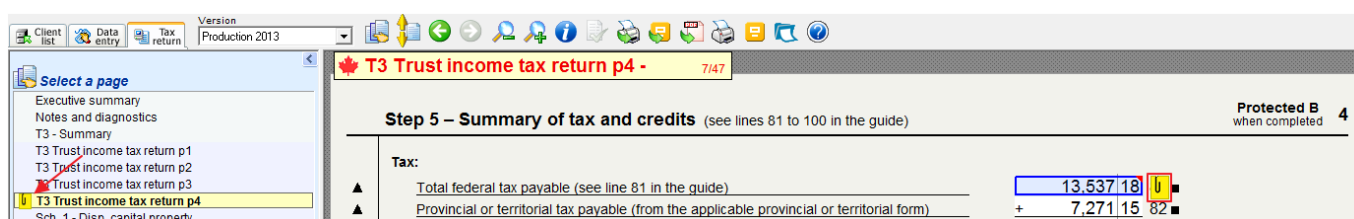
A new window will appear allowing you to enter a review note of up to maximum of 400 characters. Once you have

entered the note, click **Save**.



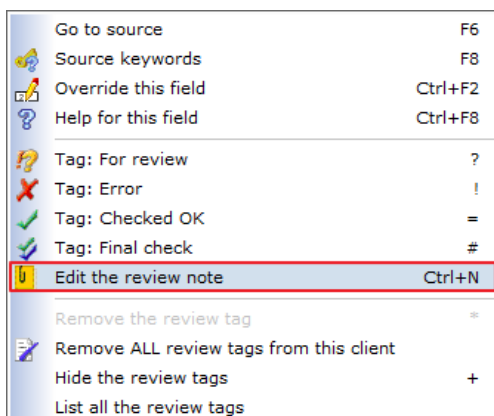
The 'Field review note' dialog box has a yellow background. At the top, there is a dropdown menu with 'Normal' selected. Below it, a text area contains the note 'verify amount'. At the bottom, there are three buttons: 'Remove this note' (with a trash icon), 'Save' (with a floppy disk icon and highlighted with a red box), and 'Cancel' (with a red X icon).

A yellow note page symbol will appear in the navigator indicating that a review note is present.



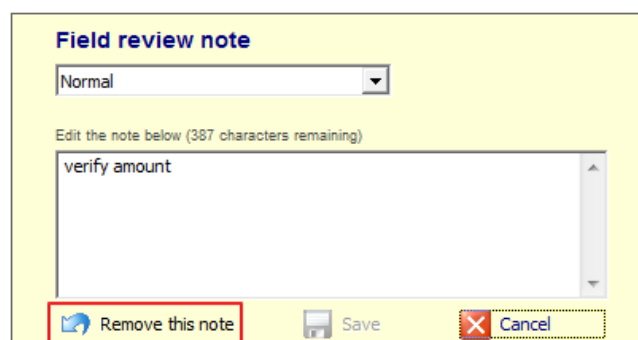
The screenshot shows the 'T3 Trust income tax return p4' window. The left sidebar shows a list of pages, with 'T3 Trust income tax return p4' highlighted and marked with a yellow note icon. The main area shows 'Step 5 - Summary of tax and credits' with a table of tax amounts. The 'Tax' section includes 'Total federal tax payable' (13,537.18) and 'Provincial or territorial tax payable' (7,271.15). A yellow note icon is visible next to the 'Total federal tax payable' value.

Once one or more review notes are no longer required, you may choose to remove them individually or all at once. To remove an individual review note, right-click the corresponding field and select **Edit the review note**.



The context menu lists several actions for a review note. The 'Edit the review note' option, which includes a yellow note icon and the keyboard shortcut 'Ctrl+N', is highlighted with a red box. Other options include 'Go to source' (F6), 'Source keywords' (F8), 'Override this field' (Ctrl+F2), 'Help for this field' (Ctrl+F8), 'Tag: For review' (?), 'Tag: Error' (!), 'Tag: Checked OK' (=), 'Tag: Final check' (#), 'Remove the review tag' (\*), 'Remove ALL review tags from this client', 'Hide the review tags' (+), and 'List all the review tags'.

From the **Field Review Note** window, select **Remove this note**.



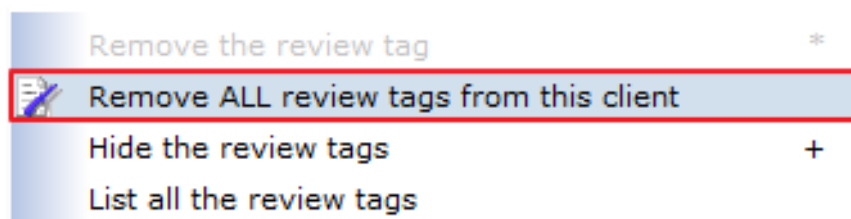
This is another instance of the 'Field review note' dialog box. It is identical to the first one, but the 'Remove this note' button (with a trash icon) is highlighted with a red box.



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To delete all the review notes and tags at once, right-click any field and select **Remove ALL review tags from this client**.



## PDF

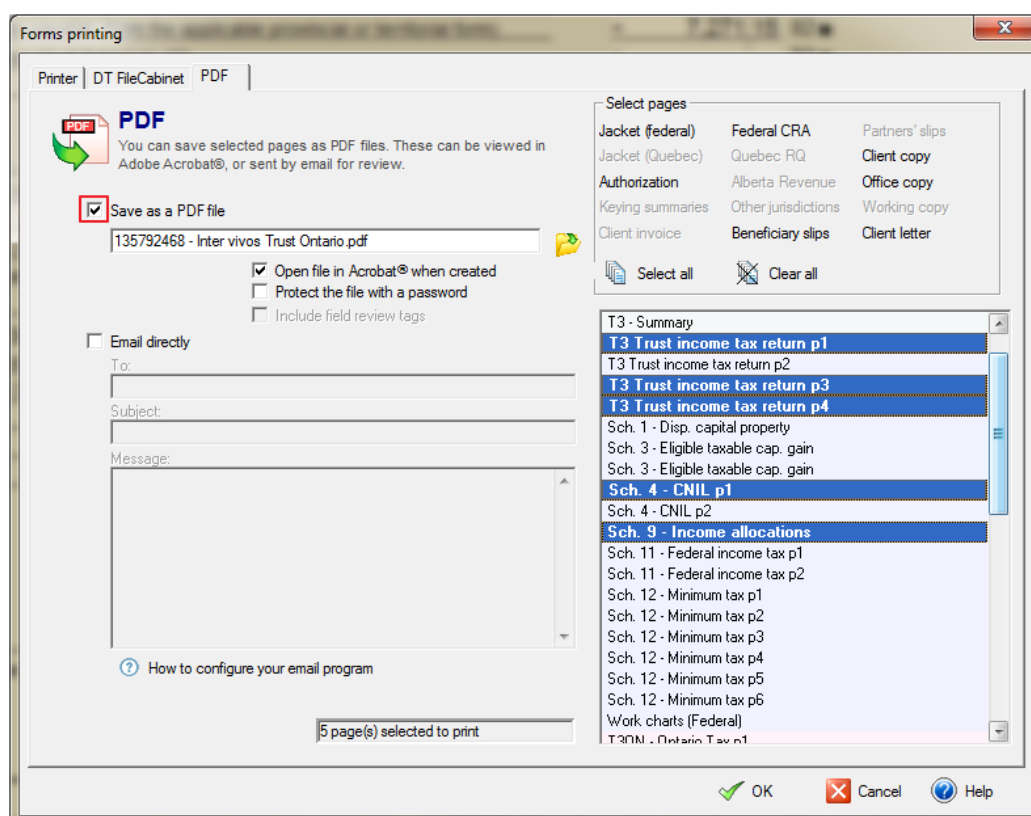
DT Max's PDF function allows you to save selected pages of the tax return as PDF files. These files can be archived or even sent in an e-mail directly through DT Max.

To access this feature, once on the **Tax Return** screen, click the **PDF** icon located on the toolbar.



A new window will appear.

To save selected pages of the tax return as PDF files, tick the box next to **Save as a PDF file**.



Once selected, you will be able to browse a save location by clicking the browse icon.



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Forms printing

Printer | DT FileCabinet | PDF

**PDF**

You can save selected pages as PDF files. These can be viewed in Adobe Acrobat®, or sent by email for review.

☒ Save as a PDF file

135792468 - Inter vivos Trust Ontario.pdf

☒ Open file in Acrobat® when created

☐ Protect the file with a password

Select pages

Jacket (federal)	Federal CRA	Partners' slips
Jacket (Quebec)	Quebec RQ	Client copy
Authorization	Alberta Revenue	Office copy
Keying summaries	Other jurisdictions	Working copy
Client invoice	Beneficiary slips	Client letter

Select all Clear all

Three additional options are also available. You may choose to **Open the file in Acrobat® when created**, to **Protect the file with a password**, and to **Include field review tags** in the saved PDF file.

Forms printing

Printer | DT FileCabinet | PDF

**PDF**

You can save selected pages as PDF files. These can be viewed in Adobe Acrobat®, or sent by email for review.

☒ Save as a PDF file

C:\Users\w0168666\Desktop\Intern Cases\Intern Cases Solutions\1

☐ Open file in Acrobat® when created

☐ Protect the file with a password

☐ Include field review tags

Select pages

Jacket (federal)	Federal CRA	Partners' slips
Jacket (Quebec)	Quebec RQ	Client copy
Authorization	Alberta Revenue	Office copy
Keying summaries	Other jurisdictions	Working copy
Client invoice	Beneficiary slips	Client letter

Select all Clear all

Validation errors listing

Executive summary

In order to send the PDF files directly as an e-mail, simply tick the box next to **Email directly** and enter the relevant information in the section below.

Forms printing

Printer | DT FileCabinet | PDF

**PDF**

You can save selected pages as PDF files. These can be viewed in Adobe Acrobat®, or sent by email for review.

☐ Save as a PDF file

135792468 - Inter vivos Trust Ontario.pdf

☒ Open file in Acrobat® when created

☐ Protect the file with a password

☐ Include field review tags

☒ Email directly

To: trust@email.ca

Subject: T3 return

Message:

How to configure your email program

Select pages

Jacket (federal)	Federal CRA	Partners' slips
Jacket (Quebec)	Quebec RQ	Client copy
Authorization	Alberta Revenue	Office copy
Keying summaries	Other jurisdictions	Working copy
Client invoice	Beneficiary slips	Client letter

Select all Clear all

T3 - Summary

- T3 Trust income tax return p1
- T3 Trust income tax return p2
- T3 Trust income tax return p3
- T3 Trust income tax return p4
- Sch. 1 - Disp. capital property
- Sch. 3 - Eligible taxable cap. gain
- Sch. 3 - Eligible taxable cap. gain
- Sch. 4 - CNIL p1
- Sch. 4 - CNIL p2
- Sch. 9 - Income allocations
- Sch. 11 - Federal income tax p1
- Sch. 11 - Federal income tax p2
- Sch. 12 - Minimum tax p1
- Sch. 12 - Minimum tax p2
- Sch. 12 - Minimum tax p3
- Sch. 12 - Minimum tax p4
- Sch. 12 - Minimum tax p5
- Sch. 12 - Minimum tax p6
- Work charts (Federal)
- T3001 - Ontario Tax p1

4 page(s) selected to print

OK Cancel Help

The **Select pages**

section allows you to make a selection of which pages



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you would like to save to PDF or send directly by e-mail. DT Max will only list the relevant pages with regards to your client.

Forms printing

Printer | DT FileCabinet | PDF

**PDF**

You can save selected pages as PDF files. These can be viewed in Adobe Acrobat®, or sent by email for review.

☐ Save as a PDF file

135792468 - Inter vivos Trust Ontario.pdf

☒ Open file in Acrobat® when created

☐ Protect the file with a password

☐ Include field review tags

☒ Email directly

To: trust@email.ca

Subject: T3 return

Message:

How to configure your email program

4 page(s) selected to print

Select pages

Jacket (federal)	Federal CRA	Partners' slips
Jacket (Quebec)	Quebec RQ	Client copy
Authorization	Alberta Revenue	Office copy
Keying summaries	Other jurisdictions	Working copy
Client invoice	Beneficiary slips	Client letter

Select all Clear all

T3 - Summary

T3 Trust income tax return p1

T3 Trust income tax return p2

T3 Trust income tax return p3

T3 Trust income tax return p4

Sch. 1 - Disp. capital property

Sch. 3 - Eligible taxable cap. gain

Sch. 3 - Eligible taxable cap. gain

Sch. 4 - CNIL p1

Sch. 4 - CNIL p2

Sch. 9 - Income allocations

Sch. 11 - Federal income tax p1

Sch. 11 - Federal income tax p2

Sch. 12 - Minimum tax p1

Sch. 12 - Minimum tax p2

Sch. 12 - Minimum tax p3

Sch. 12 - Minimum tax p4

Sch. 12 - Minimum tax p5

Sch. 12 - Minimum tax p6

Work charts (Federal)

T3NL - Ontario Tax n1

OK Cancel Help

**Tip:** You may choose to select the pages one at a time by holding down **CRTL** on your keyboard and clicking the corresponding pages from the list.

## PREFERENCES MENU

### Security System

DT Max features a security system which enables you to set up the program so that only authorized personnel are allowed to use certain specified attributes.

When DT Max is first installed, all users can access any program feature as passwords are not required until the security system is activated.

User IDs and passwords are tied to a specific DT Max database. If you use different databases, each database must have its own security system setup.

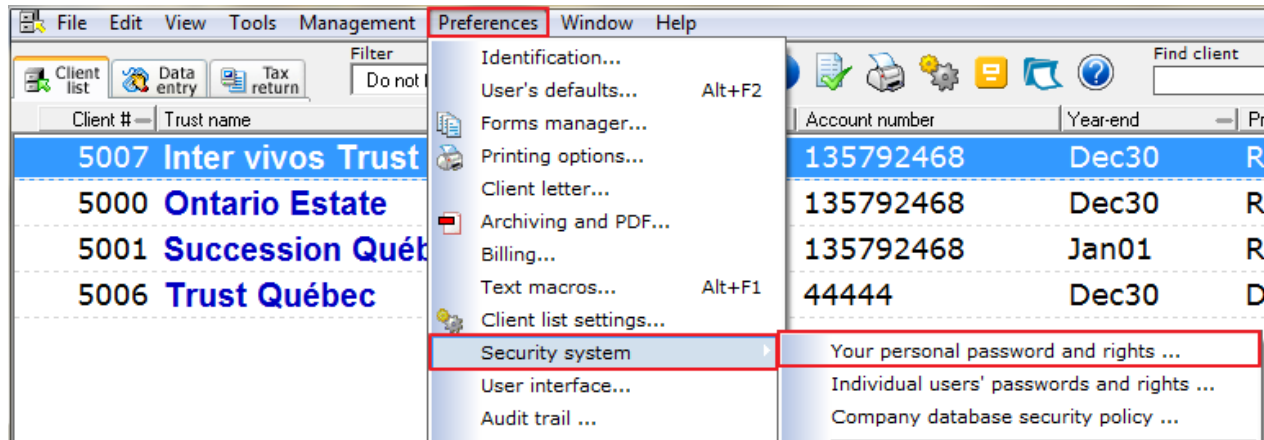


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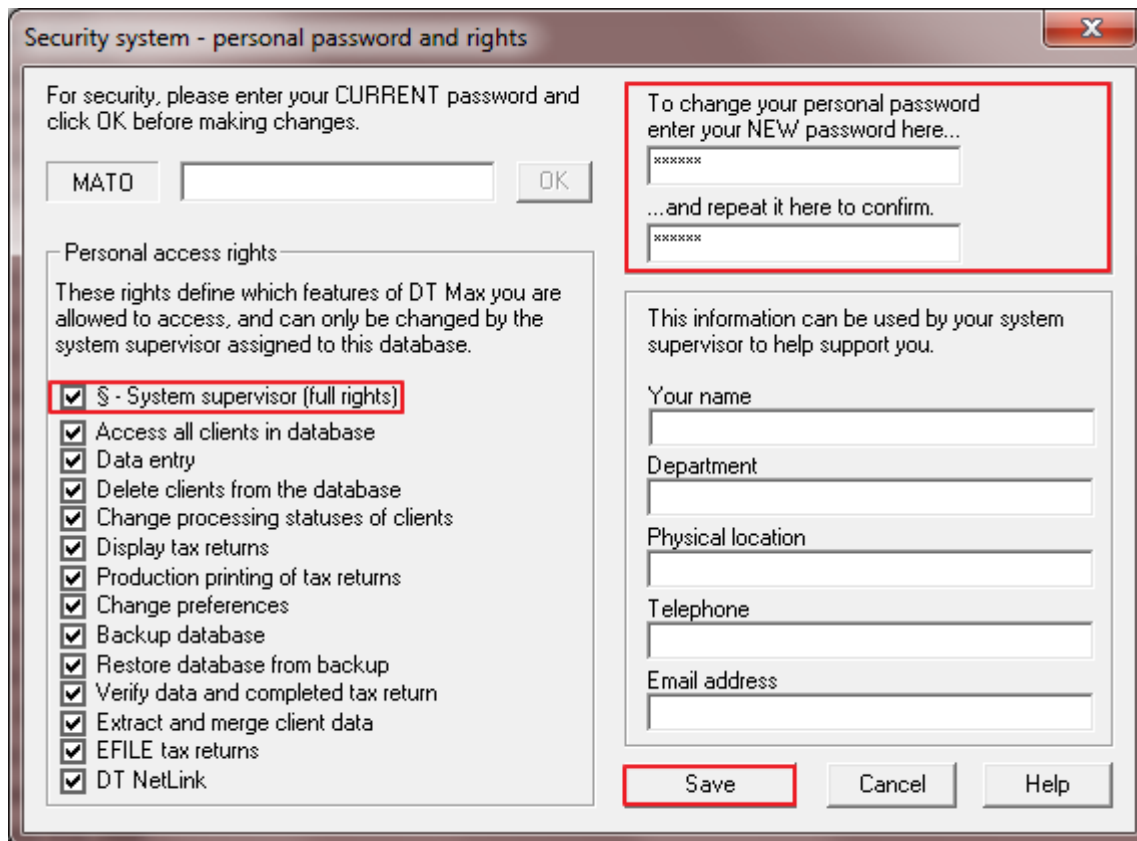
## Setting up a supervisor

As a first step, you must set yourself up as a DT Max supervisor. In order to do this, you must create your password.

Go to the **Preferences** menu, select **Security System**, and then select **Your personal passwords and rights**.



A new window appears. Enter your new password at the top right. Make sure that in the **Personal Rights** section, the box next to **System Supervisor** is ticked. Click **SAVE**.

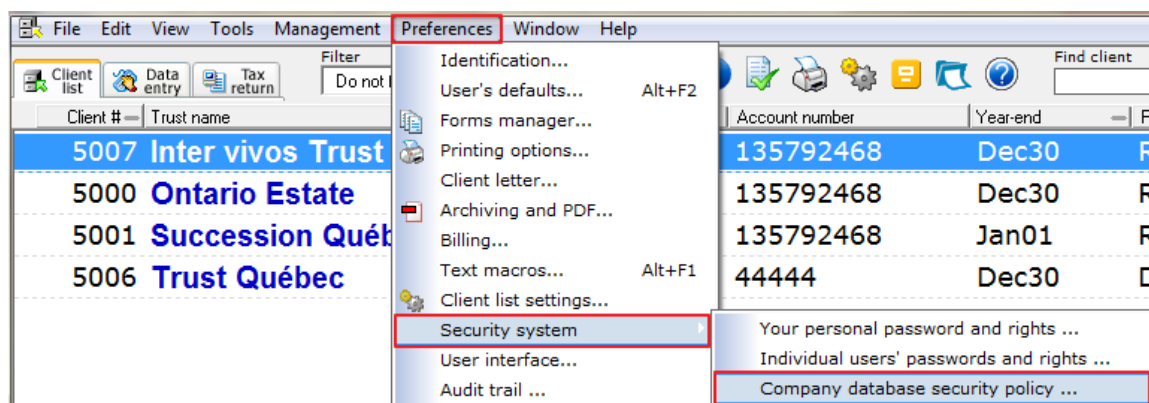


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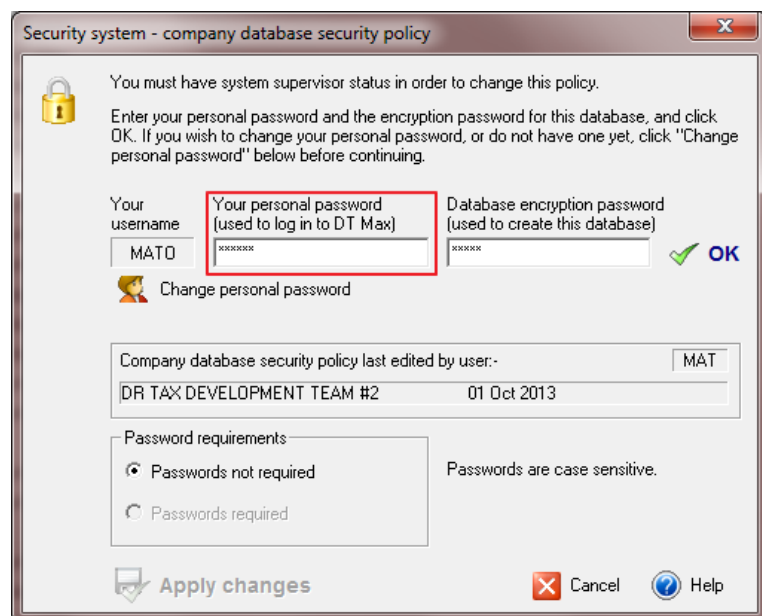
## Company Database Security Policy setup

Once you have set up the supervisor, you must now set up the **Company Database Security Policy**.

Go to the **Preferences** menu, select **Security System**, and then select **Company database security policy**.

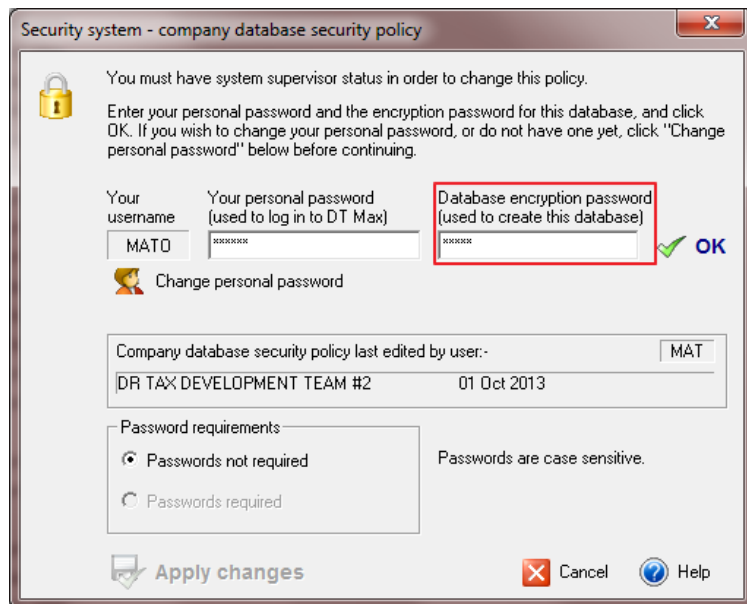


In **Your personal password**, enter the password you set up in the previous step.



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In **Database encryption password**, enter the password you had set up for the database during the installation process. Click **OK**



Security system - company database security policy

You must have system supervisor status in order to change this policy.

Enter your personal password and the encryption password for this database, and click OK. If you wish to change your personal password, or do not have one yet, click "Change personal password" below before continuing.

Your username: MATO

Your personal password (used to log in to DT Max): [REDACTED]

Database encryption password (used to create this database): [REDACTED]

Change personal password

Company database security policy last edited by user: MAT

DR TAX DEVELOPMENT TEAM #2 01 Oct 2013

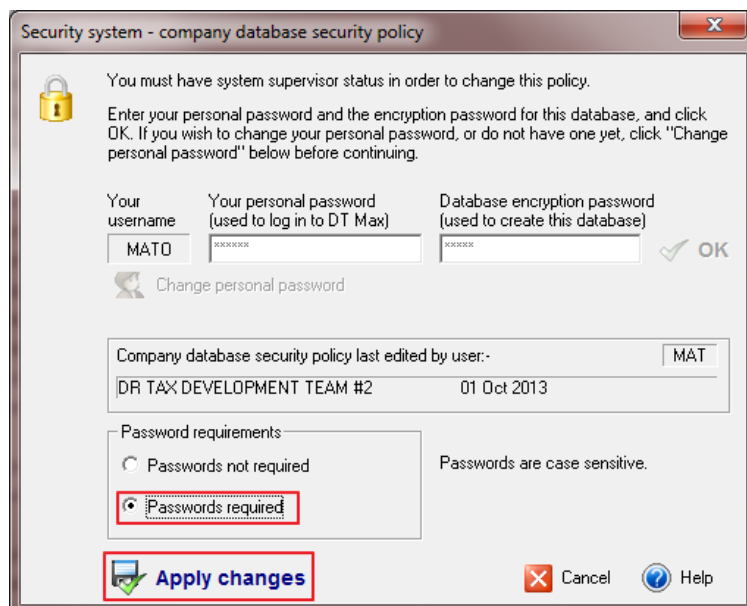
Password requirements:

- ☐ Passwords not required
- ☐ Passwords required

Passwords are case sensitive.

Apply changes Cancel Help

Now the **Password requirements** section unlocks, allowing you to choose amongst the two options presented. Select **Password required** and then click **Apply changes**.



Security system - company database security policy

You must have system supervisor status in order to change this policy.

Enter your personal password and the encryption password for this database, and click OK. If you wish to change your personal password, or do not have one yet, click "Change personal password" below before continuing.

Your username: MATO

Your personal password (used to log in to DT Max): [REDACTED]

Database encryption password (used to create this database): [REDACTED]

Change personal password

Company database security policy last edited by user: MAT

DR TAX DEVELOPMENT TEAM #2 01 Oct 2013

Password requirements:

- ☐ Passwords not required
- ☒ Passwords required



Passwords are case sensitive.

Apply changes Cancel Help



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Restart DT Max. You will now be required to enter your password in the Splash Screen.  
Enter your password in the appropriate box and click **Start**.



Tax year :  
2013

DT Max products

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**DR TAX DEVELOPMENT TEAM #2**

[Help](#)  
[Tutorials](#)  
[What's new?](#)  
[Knowledge base](#)  
[Support](#)

**START**

Username :  
USER

Password :  
XXXXXXXXXX

Database location :  
F:\In\Emmy\DemoClients\

Recently accessed clients :

Name	Client #
------	----------

Français

Individual users’ passwords and rights

Once you have setup the Company database security policy, you must now assign a username, password, and rights to all other users of DT Max.  
Go to the **Preferences** menu, select **Security System**, and then select **Individual Users’ passwords and rights**.

File Edit View Tools Management Preferences Window Help

Client list Data entry Tax return Filter

Client # Trust name

5007	Inter vivos Trust
5000	Ontario Estate
5001	Succession Qué
5006	Trust Québec

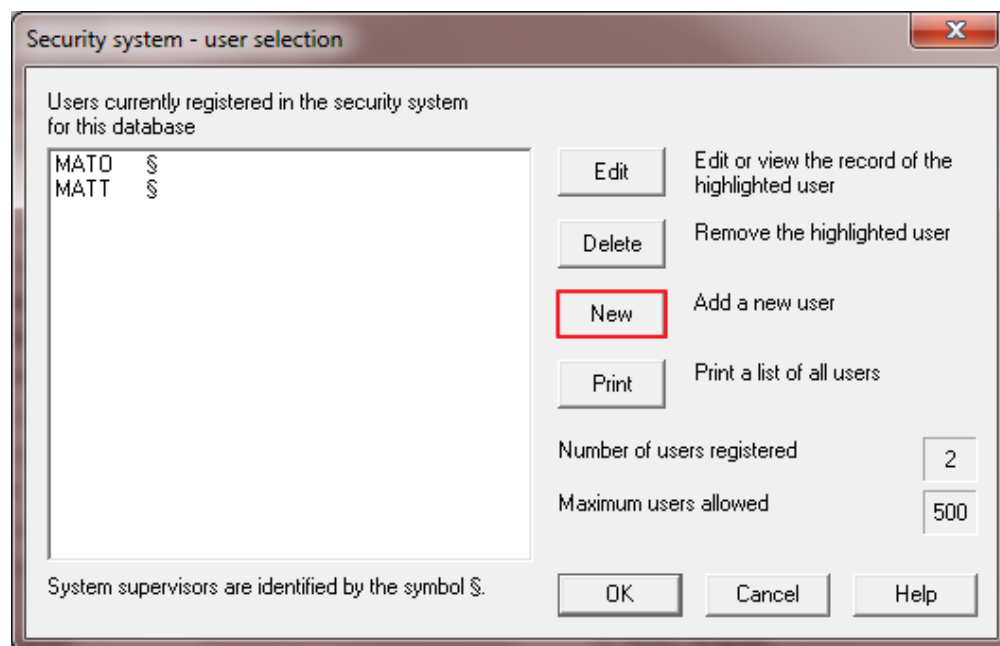
Identification...  
User's defaults... Alt+F2  
Forms manager...  
Printing options...  
Client letter...  
Archiving and PDF...  
Billing...  
Text macros... Alt+F1  
Client list settings...  
**Security system**  
User interface...  
Audit trail ...  
DT ScanDoc setup ...  
DT FileCabinet...  
DT Client Portal...

Find client

Account number	Year-end	Pr
135792468	Dec30	R
135792468	Dec30	R
135792468	Jan01	R
44444	Dec30	D

Your personal password and rights ...  
**Individual users' passwords and rights ...**  
Company database security policy ...  
Setup files manager ...  
System policy manager ...  
Keywords ...

A new window appears. Click **New** to add a user to the database.



The dialog box is titled "Security system - user selection". It contains a list of users currently registered in the security system for this database. The list shows two users: MATO and MATT, both with a dollar sign (\$) next to their names. To the right of the list are four buttons: Edit, Delete, New, and Print. The "New" button is highlighted with a red border. Below the buttons are two text boxes: "Number of users registered" with the value 2, and "Maximum users allowed" with the value 500. At the bottom are three buttons: OK, Cancel, and Help. A note at the bottom left states: "System supervisors are identified by the symbol \$."

Users currently registered in the security system for this database	
MATO	\$
MATT	\$

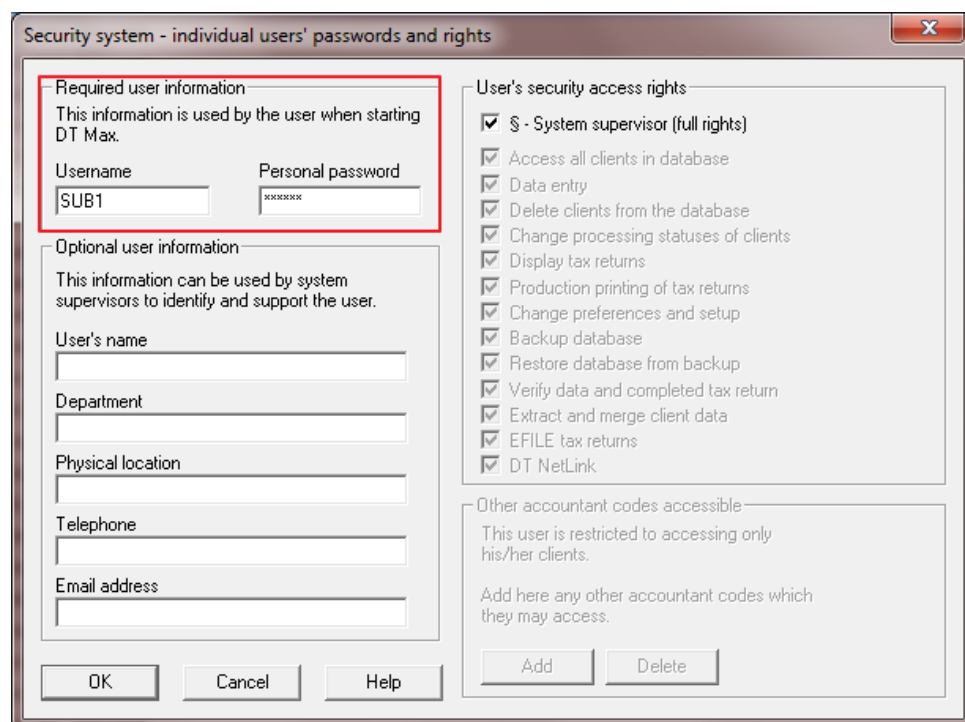
Buttons: Edit, Delete, **New**, Print

Number of users registered: 2  
Maximum users allowed: 500

System supervisors are identified by the symbol \$.

Buttons: OK, Cancel, Help

In the **Required user information** section, enter the user name and password of the new user you are creating.



The dialog box is titled "Security system - individual users' passwords and rights". It is divided into two main sections. The left section is titled "Required user information" and contains fields for Username (SUB1) and Personal password (\*\*\*\*\*). Below this is the "Optional user information" section, which includes fields for User's name, Department, Physical location, Telephone, and Email address. The right section is titled "User's security access rights" and contains a list of checkboxes, all of which are checked. These include: \$ - System supervisor (full rights), Access all clients in database, Data entry, Delete clients from the database, Change processing statuses of clients, Display tax returns, Production printing of tax returns, Change preferences and setup, Backup database, Restore database from backup, Verify data and completed tax return, Extract and merge client data, EFILE tax returns, and DT NetLink. At the bottom right, there is a section titled "Other accountant codes accessible" with a note that the user is restricted to accessing only his/her clients. Below this note are two buttons: Add and Delete. At the bottom left are three buttons: OK, Cancel, and Help.

**Required user information**  
This information is used by the user when starting DT Max.

Username: SUB1  
Personal password: \*\*\*\*\*

**Optional user information**  
This information can be used by system supervisors to identify and support the user.

User's name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Physical location: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email address: \_\_\_\_\_

**User's security access rights**

- ☒ \$ - System supervisor (full rights)
- ☒ Access all clients in database
- ☒ Data entry
- ☒ Delete clients from the database
- ☒ Change processing statuses of clients
- ☒ Display tax returns
- ☒ Production printing of tax returns
- ☒ Change preferences and setup
- ☒ Backup database
- ☒ Restore database from backup
- ☒ Verify data and completed tax return
- ☒ Extract and merge client data
- ☒ EFILE tax returns
- ☒ DT NetLink

**Other accountant codes accessible**  
This user is restricted to accessing only his/her clients.  
Add here any other accountant codes which they may access.

Buttons: Add, Delete

Buttons: OK, Cancel, Help

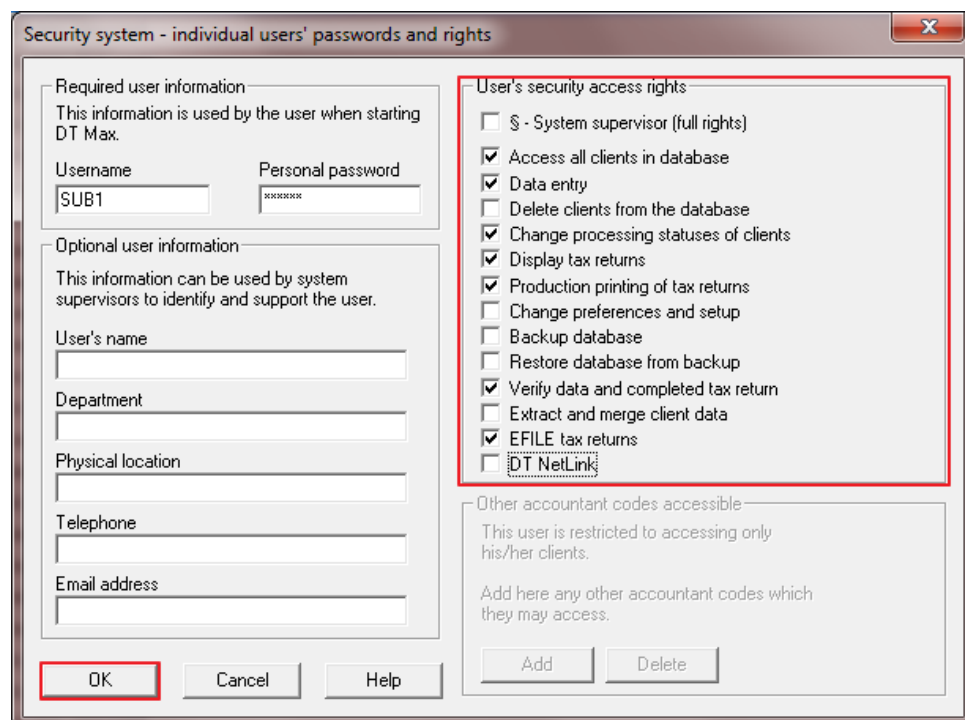


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In the **User's security access and rights** section, untick **System Supervisor** and then untick the rights you want to disable for this particular user.

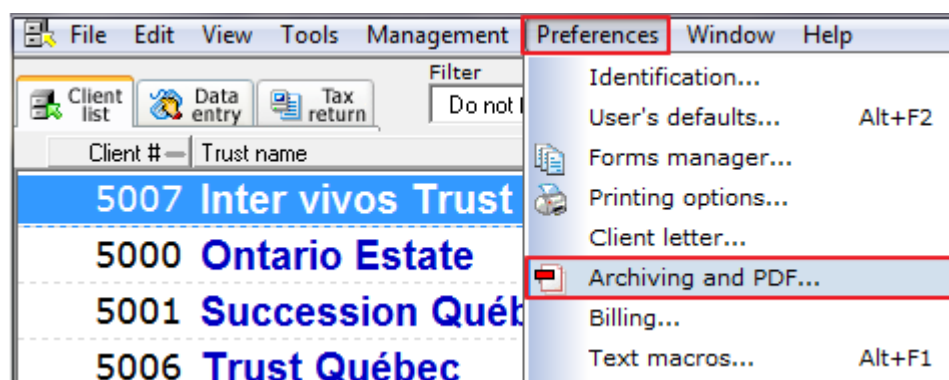
Click **OK** once you are done.



## Archiving and PDF

The archiving and PDF tool allows you to greatly reduce the volume of paper used to store your client's documents. Once enabled, DT Max will automatically save an archived copy of the tax returns produced. These archived files are stored in a PDF format easily accessible for future viewing or printing.

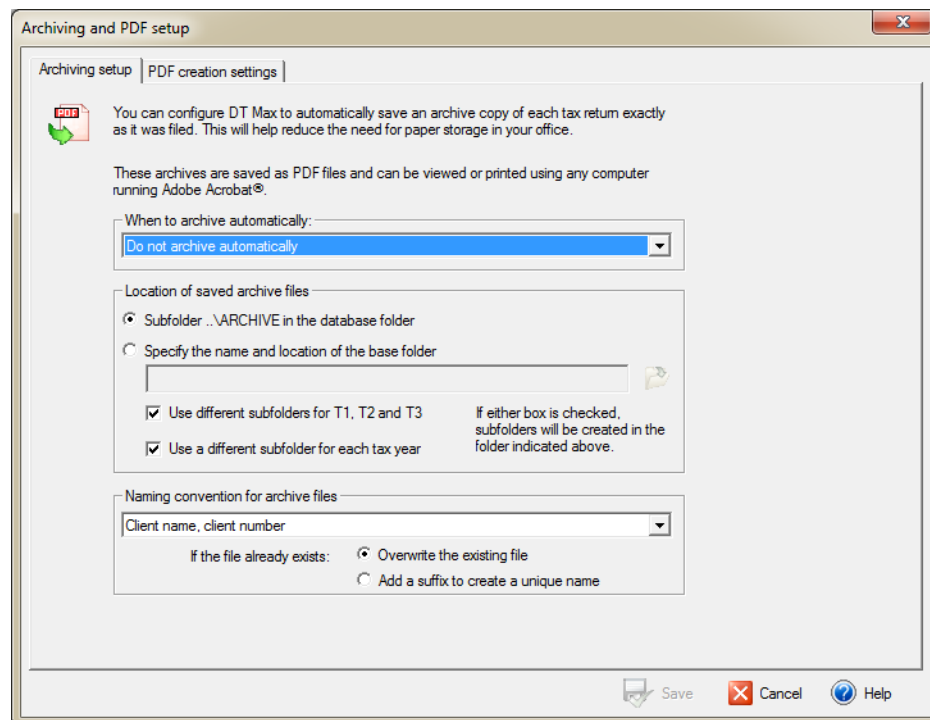
To access this feature, go to the **Preferences** menu and select **Archiving and PDF setup**.



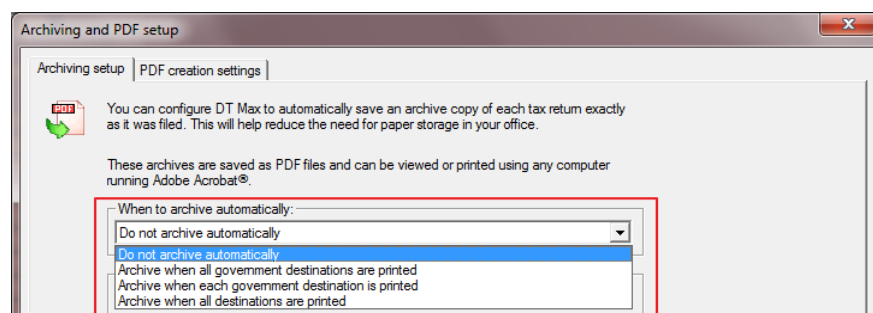
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A new window will appear with several options.

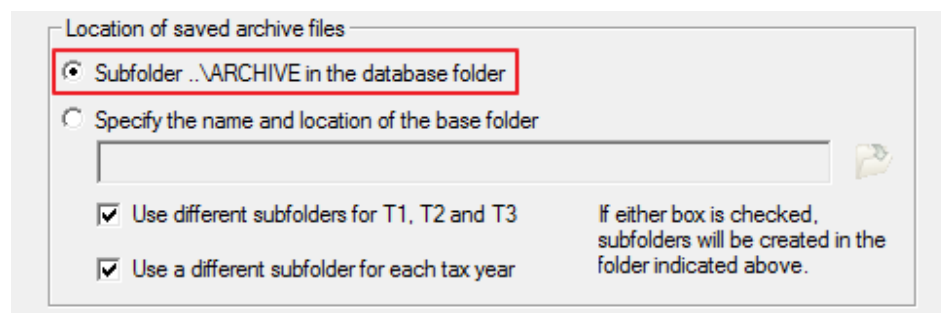


In the **When to archive automatically** section, you may choose amongst 4 options. Make the appropriate selection.



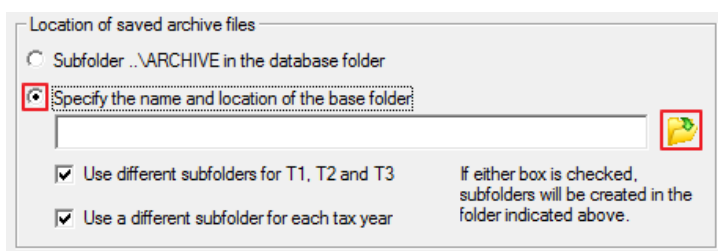
**Tip:** We strongly recommend to select the “**Archive when all destinations are printed**” option.

In the **Location of saved archive files** section, you may select the location of the base folder where the files will be archived. DT Max will implicitly offer you to save the files in a subfolder located in your database folder.



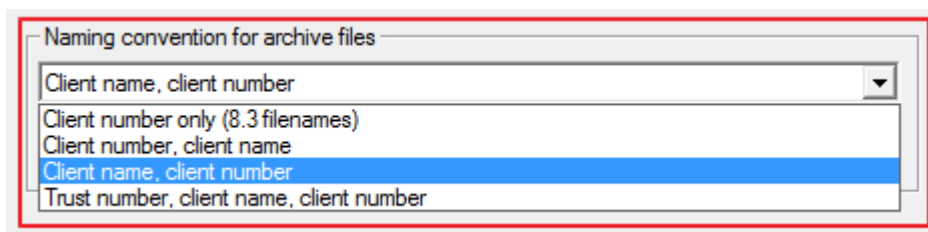
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You may however choose to manually select a base folder location by ticking the box next to **“Specify the name and location of the base folder”** and clicking on the “browse” icon.



**Tip:** We strongly recommend to keep the **“Use different subfolders for T1, T2, T3”** and **“Use a different subfolder for each tax year”** options selected. This will ensure a proper classification and archiving of your client files.

In the **Naming convention for archive files** section, choose amongst the 5 options. This section will determine how the files will be named in the archive folder. The file name can be composed of the client’s name, client number.



**Tip:** We recommend using the **“Client name, client number, business number”** option.



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