

What to look for in new tax software

Once you're ready to evaluate new tax software, what are some must-haves to look for? Here's a checklist to get you started.

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|-----------------------|--|---|-----------------------|---|---|
| <input type="radio"/> | Installation
Will it be easy to migrate your data and install your new software? |  | <input type="radio"/> | Interface
Is the user interface intuitive and easy-to-use, even for beginners? |  |
| <input type="radio"/> | Integration
What other programs does your software integrate with? Consider your research guidance, firm management solutions, bookkeeping, accounting, and auditing tools, and client data sources. |  | <input type="radio"/> | Accuracy
What is the accuracy rating of the software within the profession as compared to other programs? It's important to consider accuracy as it minimizes risk and redundancy. |  |
| <input type="radio"/> | Software updates
Are updates automatic so they don't disrupt your workflow, especially during busy season? |  | <input type="radio"/> | Regulatory changes
Do you receive real-time regulatory updates when they occur? |  |
| <input type="radio"/> | Affordability
Are total costs commensurate with value? Consider software costs, annual fees, and cost-per-return/user so that they do not become a burden. |  | <input type="radio"/> | Diagnostic tools
Are diagnostic tools available? These can check for errors and help reduce risk of human error. |  |
| <input type="radio"/> | Technical support
What technical support is available? Can you access help via the phone, email or live chat? |  | <input type="radio"/> | Electronic signatures
Can returns and engagement letters be sent out digitally for review and signature? |  |
| <input type="radio"/> | Electronic file sharing and client portal integration
Can you gather client information through an online organizer? Are finalized tax returns sent digitally via a secure client portal? |  | <input type="radio"/> | Barcode scanning
Can documents with bar codes, like Forms W-2 and Schedules K-1, be scanned? |  |
| <input type="radio"/> | Electronic payments
Are digital invoices an option? Can clients pay electronically? |  | <input type="radio"/> | Data importing
How is data imported? Is it automatically entered from QuickBooks or Excel? Does it extract data from source documents? Or can you download client data from their financial institutions? |  |
| <input type="radio"/> | Customer reviews What do current customers think about the software? Look through customer reviews. |  | | | |

To learn more about a fully automated and powerful tax preparation solution, visit: tax.tr.com/ultratxcs