Course Objectives

After completing this course you will be able to:

1) View multiple returns simultaneously
2) Detach windows and synchronize scrolling across multiple windows
3) Lock and unlock completed returns and jurisdictions
4) Attach supporting documentation to returns in the software
5) Understand how to amend returns within the software
6) Locate instructions for available returns
7) Add custom preparer notes for all filings
8) Make use of the comment and markup features provided in the software