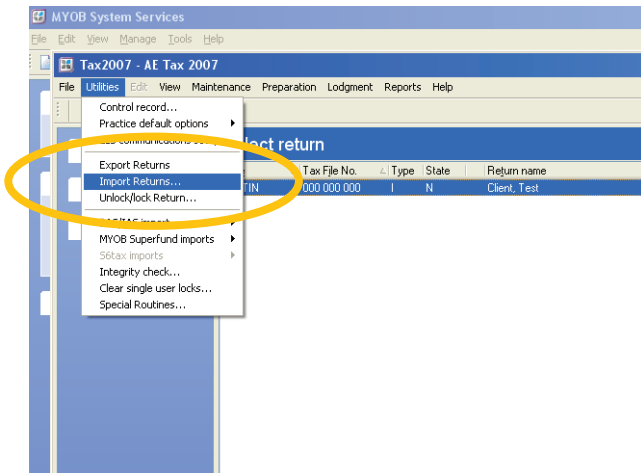


AE Tax - Importing Tax Returns



Step 1

The following steps allow you to import tax returns using Account Executive Tax (formerly Classic Tax).

Note:

Please save the Tax Return backup you receive (called EXPORT with no extensions) in the Sol64 Export Folder.

Step One

From the menu bar, select **Utilities**,

- Click on **Import Returns**

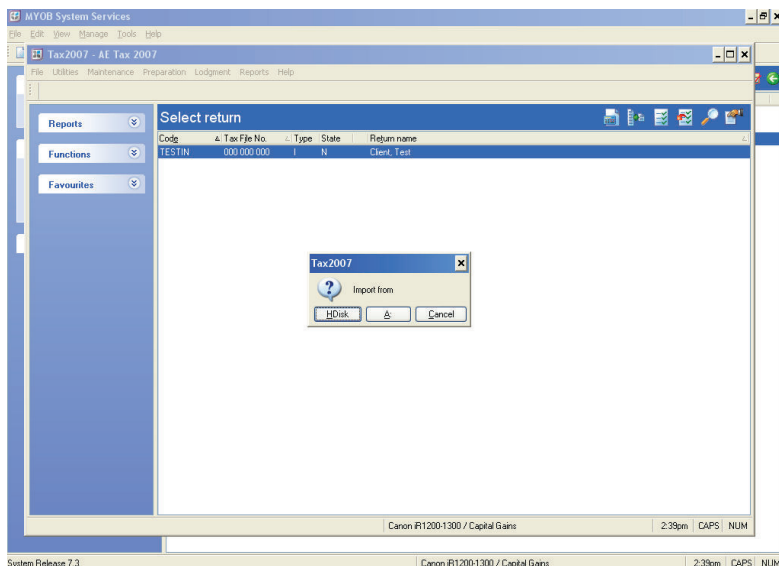
Step Two

Enter **Master Password** in the window that appears.

Step Three

A Window will appear to prompt you for a destination to import the file to.

- select **Hdisk** option



Step 3

Step Four

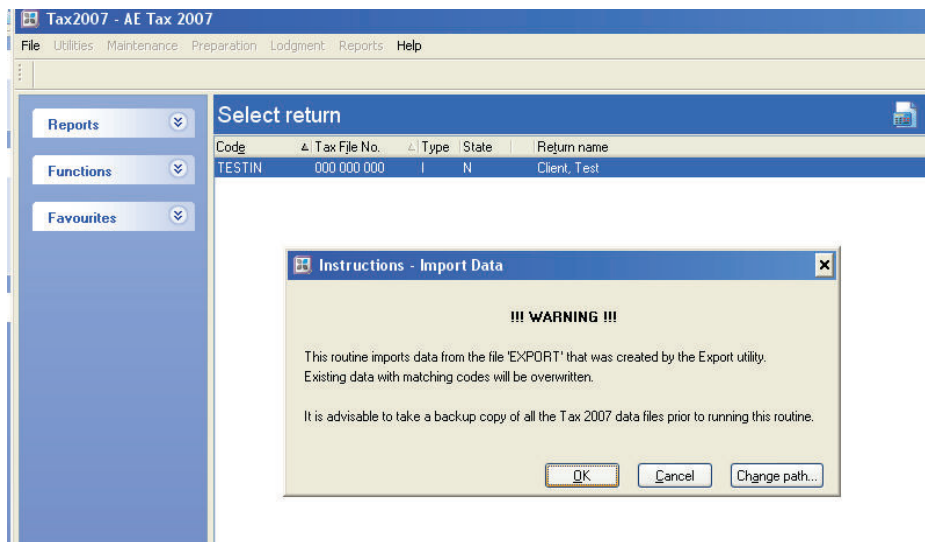
You will receive a Warning message that Tax will overwrite existing return data when it imports returns from the Export file.

- Select **OK**

The return has now been imported.

Note:

The routine will run, and when it finishes the locked returns will become unlocked & can be accessed for editing.



Step 4