Bloomberg Tax

ESTATE & GIFT TAX™ 706 PREPARER

QUICK START GUIDE

January 2021

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QUICK START GUIDE

INTRODUCTION

WELCOME TO BLOOMBERG TAX & ACCOUNTING

Thank you for your interest in **706 Preparer from Bloomberg Tax & Accounting**, the easy-to-use, comprehensive estate tax preparation software that uses the latest technology to simplify your estate tax return preparation.

The Software License Agreement covering the use of the program is displayed in a scrolling window during the program installation process. Please read this agreement before opening the envelope and using the program. For instructions on installing the program, please see **Installation** on page 6.

USER SERVICES

If you have questions about using the program, please call Customer Support, 800.424.2938, for assistance. **Bloomberg Tax & Accounting** Customer Support is available during regular business hours, Monday through Friday, 9:00 am to 7:00 pm (ET) to answer any questions you may have. See **Frequently Asked Questions** on page 30 for solutions to common problems. Additional information is available from the Customer Support knowledge base at www.pro.bloombergtax.com/software-resources.

We continue to update our Web site with revised FAQs, program updates, and other program information. Use the **Check for Update** feature (located in the program's **Help** menu) to download maintenance releases from the Bloomberg Tax & Accounting Products Website.

With your subscription, you also receive prompt notification of program updates and enhancements.

We invite you to submit your comments on the program and guide. Please submit your comments to the Support Team on our website at pro.bloombergtax.com/software-resources, or the mailing address below:

Bloomberg Tax & Accounting
1801 S. Bell St.
Arlington, VA 22202

OVERVIEW OF THIS GUIDE

This Quick Start Guide contains program installation instructions and it serves as a tutorial and reference guide. It is divided into the following sections:

- **Introduction** – Provides information on getting help from Bloomberg Tax & Accounting Customer Support, conventions and terminology used in this guide.

- **Installation** – A hands-on guide that takes you through installing the program on standalone workstations, entering state return access keys, starting and closing the program, installing program updates, and uninstalling the program.
- **Program Overview** – Helps you get familiar with the program interface, features and tools.
- **Frequently Asked Questions** – Covers possible problems and solutions to those problems. Serves as the guide's general reference chapter.
- **Index** – Detailed index of guide contents.

CONVENTIONS USED IN THIS GUIDE

You may use either the mouse or the keyboard to perform most of the tasks or functions within 706 Preparer. If a task requires that you press a **single key**, that key is shown alone:

Press **F1**.

If a task requires that you press a series of keys consecutively, we display the keys separated by a comma:

Press **2**, Enter.

If a task requires that you press a series of keys concurrently, we display the keys joined by a plus sign:

Press **Alt**+**F**.

The term "form" is used throughout the guide to represent IRS forms, schedules, and attachments. Regardless of whether the Form pane contains a form, schedule, or attachment, the program regards it as a "form." See also **Special Terms Used in the Program** on page 15.

INSTALLATION

SYSTEM REQUIREMENTS

- Windows 7, Windows 8, Windows 8.1, or Windows 10
- 2 GB RAM
- 4 GB free disk space

We recommend a Pentium III (or higher) with 48 MB free disk space and 256 MB RAM (or higher).

706 Preparer is available for download from our Electronic Fulfillment Center. If installing an update to an earlier version of 706 Preparer, we suggest that you do **not** uninstall the previous version of the program before installing an update. See **Installing Program Updates** on page 13 before you begin reinstallation.

SINGLE-USER INSTALLATION

These procedures should be performed by the network system administrator, supervisor, or other person who is familiar with the network operating system and who can create directories and assign access rights on the network.

The installation process consists of three parts: (1) downloading the program from the Electronic Fulfillment Center (2) installing the Microsoft Visual C++ Redistributable Setup program and (3) installing the 706 Preparer program.

DOWNLOAD FROM ELECTRONIC FULFILLMENT CENTER

1. Before you begin this process, please add **Product_Delivery@bna.com** to your email safe senders list so that you will be able to receive the download link email.
2. You will be required to enter your **Customer ID** and **Access Code**. This information was sent through a letter and/or email to the main contact on the customer account.
3. Open your browser to **advantage.bloombergtaxtech.com** and click on **Download Software** in the top right corner.
4. Enter your **Customer ID** and **Access Code** and click **Next**.
5. Verify or make changes to the main contact to receive product information and updates. You will have the choice to send the email with the link to download the software to the main contact or a different person.
6. Check email for an email sent from **Product_Delivery@bna.com** with a link to download the software. In this email, click on the link to access the software download page.
7. On the software download page, click on the **Download** button to begin the download.

INSTALL MICROSOFT VISUAL C++ REDISTRIBUTABLE SETUP PROGRAM

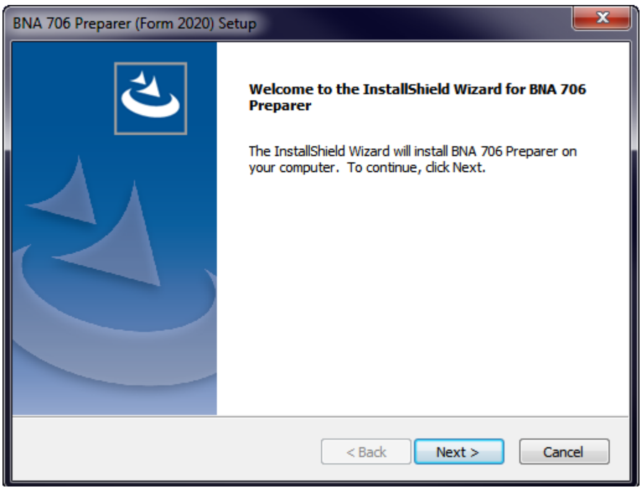
Note. If the Microsoft Visual C++ Redistributable Setup program that the 706 Preparer uses is already installed on your computer, you do not need to reinstall it.

1. When the software download from the Electronic Fulfillment Center is complete you will need to run or open the downloaded program setup file (.exe) file to begin the installation of the software on the workstation.
2. The “Microsoft Visual C++ Redistributable” setup screen opens. If you agree with the license terms, click **I agree to the license terms and conditions**, and then click **Install**.

3. Click **Next**. When the **Microsoft Visual C++ 2012 Redistributable Setup** program finishes installing, **Setup Successful** displays on the screen.
4. Click **Close**.

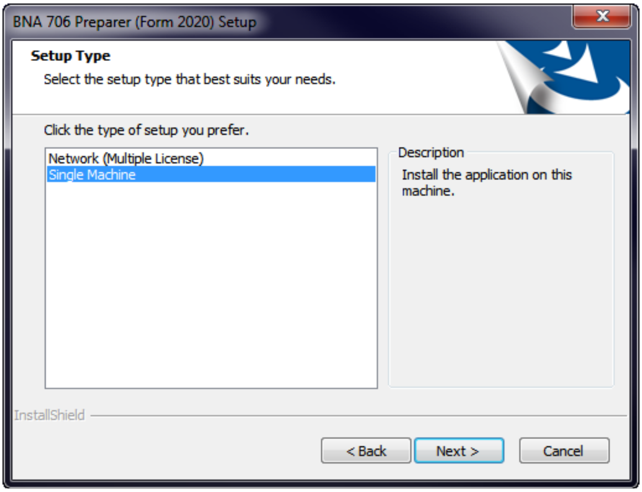
INSTALL 706 PREPARER PROGRAM

1. When the software download from the **Electronic Fulfillment Center** is complete, you will need to run or open the downloaded program setup file (.exe) file to begin the installation of the software on the workstation.
2. The **Welcome** panel opens. We suggest that you exit all Windows programs before continuing.



After you have read the **Welcome** panel, click **Next** to continue.

3. The **Setup Type** panel opens, displaying your installation choices: **Network (Multiple License)** or **Single Machine**.



Select **Single Machine**. Then, click **Next**.

4. The **Bloomberg Tax & Accounting Software License Agreement** panel is displayed in a scrolling window. Read through the License Agreement. If you agree with the terms, click **Yes** to accept the terms of the agreement and continue with the **Setup** program.

   (If you click **No**, the **Exit Setup** message opens.)

Note. To review the License Agreement while you are working in the program, click **Help** on the Menu bar, then select **Contents > Overview > Program Help > License Agreement**.

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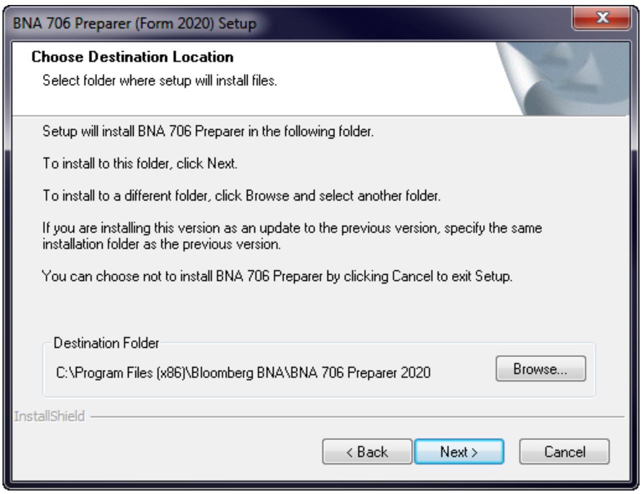
5. The **Choose Destination Location** panel opens.



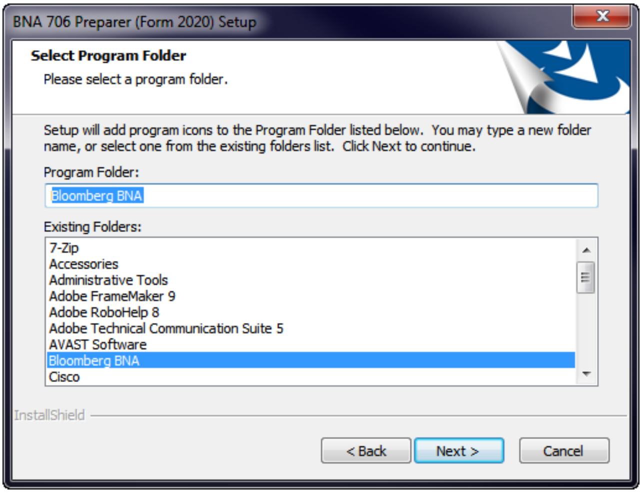
We strongly suggest that you install the program to the default path:

C:\Program Files\Bloomberg BNA\BNA 706 Preparer 2020

Click **Next** to accept the default destination.

Alternatively, click **Browse** to choose a different location. The Choose Folder dialog opens, displaying a list of the folders available on **C:\Program Files**. Select a drive and folder (you may enter a new folder name, if you wish). Click **OK**. The focus returns to the **Choose Destination Location** panel. Click **Next**.

6. The **Select Program Folder** panel opens.



This panel allows you to select the folder that holds program icons. We recommend accepting the default Bloomberg BNA folder, in the Programs folder of the Windows Start menu. To choose a different program folder, select a folder from the list or enter a new folder name in the **Program Folder** box. Click **Next**.

7. A message informs you that to complete the installation you must run the program for the first time and asks whether you want to start the program now. We recommend that you select **Yes**.

NAME OF PROGRAM ICON

You will find that the “706 Preparer (Form 2020)” icon has been added to the Bloomberg BNA folder of the Windows Start menu and to your Windows desktop. This name will allow you to easily start the correct version of the program for the return you are working on.

FOLDERS CREATED DURING INSTALLATION

In addition to the program installation folder selected in step 5 on page 9, the installation routine creates these subfolders:

- **Backups** — stores copies of 706 Preparer forms created with the program.
- **DefFiles** — contains the 706 Preparer form and definition files for the program.

- **IRS PDF Files** — contains the IRS publications and IRS form instructions in portable document format (PDF). The files are accessed from the 706 Preparer's Help menu.
- **Program** — contains the program executable, dynamic link library files, and help system files, as well as the 706 Preparer Quick Start Guide (in portable document format (PDF)).
- **Samples** — contains the sample 706 Preparer return files.
- **Templates** — allows you to quickly add all the forms and schedules required for most single- or married-decedent estate tax returns. (All templates that are created later will be stored in this folder.)

The program installation routine also creates these subfolders in the My Documents (Documents) folder:

- **\Documents\BNA 706 Preparer (Form 2020)\Data** — initial default folder for storing return files.You can change the Data folder by selecting **Options** > **Preferences** on the Menu bar.
- **\Documents\BNA 706 Preparer (Form 2020)\Samples** — contains the sample BNA 706 Preparer return files.
- **\Documents\BNA 706 Preparer (Form 2020)\Templates** — allows you to quickly add all the forms and schedules required for most single- or married-decedent estate tax returns. (All templates that you later create will be stored in this folder.)

This completes the Single-User Installation.

SET UP THE 706 PREPARER DATABASE

This step is recommended for new program installations.

Note. This step may be bypassed if you are installing an update to the same installation folder as the previous program version. If you are installing an update to a new installation folder, on the **Options** menu, select **Preparer Database**, then select **Path**. The **Open** dialog opens. Specify the path to the old preparer database.

706 Preparer uses a common database to store the information for all preparers using the program. If you also use the **709 Prepare**r, you may also share a preparer database between the two programs. You may also use the Preparer Database from the previous version of **706 Preparer**. If you need to maintain the integrity of the preparer information from prior year returns, you may want to copy the 706 Preparer Database (practitioners.inf) from the prior version's **\DefFiles** subfolder.

You may want to set up the 706 Preparer Database for all preparers before setting up all workstations, so that the information is in place for the preparers when they are ready to use the program. This also provides for a uniform database setup. To set up a new preparer database, follow these steps:

1. Start 706 Preparer at a licensed workstation.

2. On the **Options** menu, select **Preparer Database**, then select **Edit**. The **Edit Preparer Information Database** dialog opens.
3. Click **New** at the bottom of the dialog, then enter the information for the preparer. Repeat this step for each preparer.
4. After adding all preparers to the database, click **OK**.

If the preparer used in the currently open return does not exist in the preparer database, the program will offer to add its information to the database when you open the **Edit Preparer Information Database** dialog.

Alternatively, if returns created under a prior version of 706 Preparer are opened, the program will offer to add the preparer information from the return when the **Edit Preparer Information Database** dialog is accessed.

If desired for security purposes, you may limit the WRITE permissions to the preparer database file (located in **\DefFiles\practitioners.inf**) so that limited workstations can update this information.

ENTERING STATE RETURN ACCESS KEY

If you have already installed the 706 Preparer program and later decide that you want to access one or more state estate tax return forms, then call Customer Support at 800.424.2938 to purchase a state return access key.

With the just-purchased state return access key(s) at hand, perform the following steps:

1. Start the **706 Preparer** program.
2. From the **Options** menu, select **State Return Access**. The **State Return Access** dialog opens.
3. Click **Enter Access Key**. The **State Return Access Key** dialog opens.
4. Enter the state return access key and click **OK**. You will now be able to add, open, and otherwise use the state return form(s) you purchased.

   Note. A state estate tax return is not yet available for every state. To see which state returns are available in the current version of the program, from the **Forms** menu, select **Return Editor** to open the **Return Editor** dialog and search for the particular state return. As more state returns are made available, they will be added to the list displayed in the **Return Editor** dialog.

   Note. You will only be able to complete these steps for the number of State Return Licenses purchased.

STARTING THE PROGRAM

1. From the **Windows Start/Programs/Bloomberg BNA** menu, select **BNA 706 Preparer (Form 2020)**. Or, double-click the **706 Preparer (Form 2020)** icon on the desktop to start the program.

2. On the **File** menu, select the **Open** command, then select the file in the **Open** dialog.

When loading is complete, the 706 Preparer program window opens. See **Program Workspace** on page 17.

QUITTING THE PROGRAM

When you quit 706 Preparer, the program closes the return. To quit the program, do one of the following:

- If the **File** menu is closed, click the program window's **Close** button or press Alt+F4.
- If the **File** menu is open, select **Exit** or press X.

Note. The program does not ask for verification before closing the program. However, it does ask if you want to save any changes to the return before closing it.

INSTALLING PROGRAM UPDATES

Note. It is suggested that you do **not** uninstall the previous version of the program before installing an update. The uninstall process would make the earlier tax year program versions unavailable to you.

Make sure that you have exited 706 Preparer before starting to install the new version.

If you already have a previous version of the program installed (on your PC), follow the instructions for **Single-User Installation** on page 7, choosing a new or existing program installation folder as directed below.

TAX YEAR UPDATES

When you're installing a version of the program that includes updated tax forms to 706 Preparer (e.g., the version being installed is 2020.0 and the previous version was 2019.2), when prompted for the Destination Folder specify a different installation folder from the previous version or use the default installation folder name. Otherwise, the new files will replace the program files from the previous version and the older program version will be inaccessible.

NON-TAX YEAR UPDATES

When you are installing an interim maintenance release (e.g., a program patch) or a program update that doesn't include an updated 706 form, when prompted for the Destination Folder, specify the same installation folder as the previous version.

UNINSTALLING THE PROGRAM

When you uninstall **706 Preparer**, all program files created during the initial installation are deleted. (The return files and preparer database are not deleted.) User preferences are also deleted. For this reason, we generally do **not** recommend uninstalling an older version before updating the program.

To uninstall **706 Preparer**, go to the Windows Start menu, select **Settings**, and then choose **Control Panel**. When the **Control Panel** opens, double-click **Add/Remove Programs**. To uninstall a single-machine of the program, choose **706 Preparer** from the list.

To guard against an accidental uninstall, the program asks for a confirmation before starting. Click **Yes** to continue. While uninstalling, the program shows the progress of the operation. The program deletes all files created during the initial program installation, as well as the program icons included in the **Bloomberg BNA** menu/program group. If all files are deleted from the **706 Preparer** folders during uninstallation, the process deletes the empty folders as well.

Note. The Uninstall program will not delete any files created or modified after the initial program installation. This includes any return (*.706) files – even those in the 706 Preparer folder – and certain program configuration files (such as BNA706Preparer.gid), as well as any 706 Preparer program shortcuts that were created, renamed, or moved.

PROGRAM OVERVIEW

The 706 Preparer simplifies and automates the process of preparing estate tax returns. Items entered on the **Data Entry** panes for the interactive Form 706 and schedules are calculated and recalculated automatically or can be calculated when desired. This version of the program reflects the 2019 IRS Form 706 and the 2020 published instructions.

Instructions (both the IRS instructions and program-specific instructions) are available for every line of Form 706 (and several other IRS forms and schedules), as you complete them, as well as for every field of each **Data Entry** pane.

Note. The 2020 calculations have been updated to comply with the most recent federal tax law changes.

Specially designed wizards are provided to help make the entries for the following calculations:

- marital and charitable residue calculations
- zero federal tax calculations
- generation-skipping transfer calculations

Specially designed reports are provided to support these calculations.

The program also calculates the state tax for those tax years under which current law is in effect. The state rates and exemptions for all states are built into the program.

The program allows you to complete forms and save them in a return so that you can retrieve and change them as needed. The program's online Help provides filing requirements and other general information about each form. IRS instructions, when provided, and program-specific instructions for each form line are also available in the Help system.

MOUSE POINTERS AND INSERTION POINTS

Use the mouse pointer to set the cursor's position when you click the left mouse button. The pointer is represented in various ways, depending on the task that is being performed.

The **single-arrow**-shaped pointer appears over dialogs, menus, form fields, title bars, and buttons, etc. This pointer "points" to selections you can make. This pointer changes to an insertion bar when you click a field in the **Data Entry** pane.

The **double-arrow**-shaped pointer appears when the pointer is correctly positioned to re-size a window or pane by clicking and dragging on the window border or pane divider.

The **magnifying glass** pointer appears when you are in **Print Preview**. By clicking and moving the magnifying glass pointer, you can zoom in or out on a particular area of the display.

| The **insertion bar** appears when you click in a text or amount field in the **Data Entry** pane.

The **I-beam**-shaped insertion point appears over boxes (or **Data Entry** fields) in which you can enter text, such as the **File name** text box on the **Open** dialog.

The **help pointer** appears after you click the **Help** button on the toolbar.

SPECIAL TERMS USED IN THE PROGRAM

ZERO FEDERAL TAX

The "Zero Federal Tax" (ZFT) calculation shows the lowest marital deduction that produces zero (or the least) federal tax. The deduction and taxes are interdependent, requiring an interrelated calculation.

ZERO FEDERAL AND STATE TAX

The "Zero Federal and State Tax" (ZFST) calculation shows the lowest marital deduction that produces zero (or the least) taxes for both federal and state. The deduction and taxes are interdependent, requiring an interrelated calculation.

INTERRELATED RESIDUAL CHARITABLE

The "Interrelated Residue Charitable" (IRC) calculation shows the charitable deduction when the residuary fund goes to charity after payment of death taxes.

INTERRELATED RESIDUAL MARITAL

The “Interrelated Residue Marital” (IRM) calculation shows the marital deduction when the residuary fund goes to the spouse after payment of death taxes. As with ZFT, the deduction and taxes are interdependent, requiring an interrelated calculation.

INTERRELATED RESIDUAL MARITAL AND CHARITABLE

In the combined “Interrelated Residue Marital/Charitable” (IRM/IRC) calculation scenario, the residuary fund passes to both charity and the spouse according to the respective percentages that you enter.

INTERRELATED CALCULATION

A general term used to refer to any of the above calculations.

RETURN

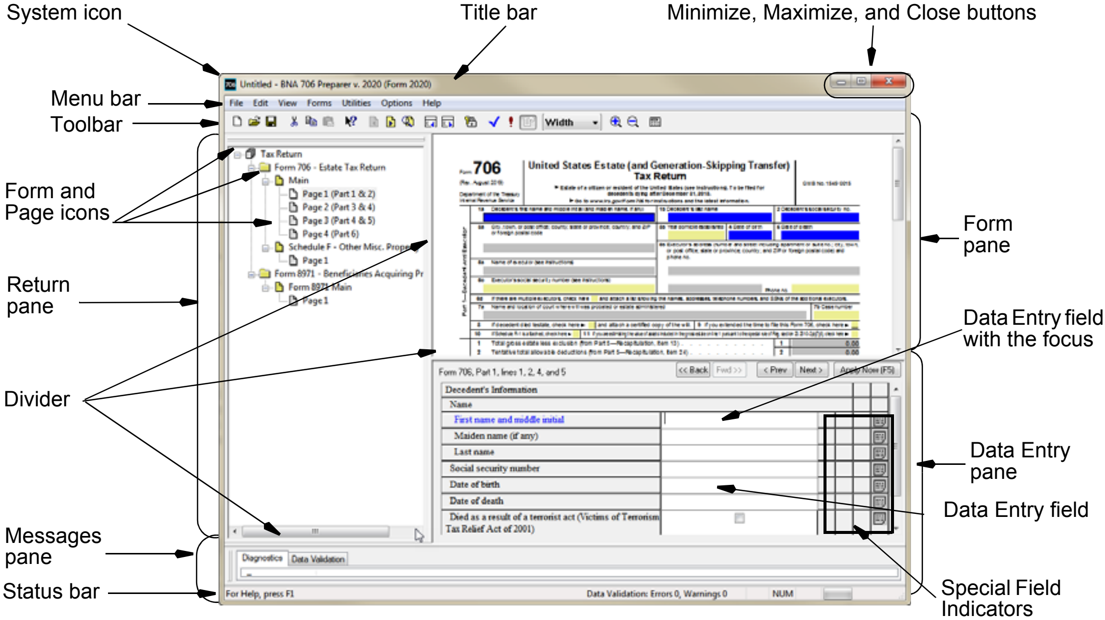
Consists of the forms, schedules, and attachments that together represent the facts of an Estate Tax return. A return in the 706 Preparer program uses the extension **.706**. The program includes two sample returns.

RETURN SET

Consists of the IRS forms and schedules that comprise an Estate Tax return, plus any additional custom-designed reports included in the defined return set. The program includes three predefined return sets (IRS, Client, and Preparer). You can add or delete return sets, or change the reports included in the set. The **Return Set** is used to predefine the items included in (or excluded from) a return printed for the intended recipient.

PROGRAM WORKSPACE

This section identifies and describes elements of the 706 Preparer window as it appears when running the program under Windows.



RETURN PANE

The **Return** pane appears on the left-most side of the program window. In addition to Form 706 and Schedule F, the **Return** pane lists all forms and schedules (as well as attachments) added to the open return. Double-clicking any form in the list brings the item into focus for review in the Form pane and for data entry or edit in the **Data Entry** pane.

FORM PANE

The **Form** pane appears inside of the program window (to the right of the **Return** pane and above the **Data Entry** pane) and contains the form selected in the **Return** pane. When you create a new return, Form 706, page 1, automatically opens in the **Form** pane.

You can click on the fields of the **Form** pane to open the corresponding **Data Entry** pane that is used to enter data for that field, and place the cursor in the **Data Entry** field that applies to that form field. You can not make entries directly in the Form pane.

The colors of the fields indicate the type of field, whether a direct input field, calculated field, or the selected field. The **Data Entry** pane contains the input fields for the selected field(s). To change the field colors, from the **Options** menu, select **Preferences**.

When you resize the **Form** pane, the image resizes automatically if the **Zoom** is set to **Width**.

DATA ENTRY PANE

The **Data Entry** pane appears immediately beneath the **Form** pane and is used to enter and edit data into fields that are, in turn, reflected in the corresponding area of the **Form** pane.

You can bring focus to a particular form field of the **Data Entry** pane by double-clicking the form's page in the **Return** pane and then either clicking in the appropriate field of the form shown in the Form pane or clicking the **Next Data Entry Pane** button  until the **Data Entry** field is reached. Similarly, you can move around in the **Data Entry** pane by clicking on the field or by pressing either the Tab and Shift+Tab keys or the Down Arrow and Up Arrow keys to reach a particular **Data Entry** field.

The **Forward** button and **Back** button allow you to navigate between data entry fields. This can save you time navigating from one pane to another. The **Forward** button reverses a **Back** button press. For instance, if you discover that you had pressed the **Back** button too many times (beyond the point to which you wanted to return), you can press the **Forward** button enough times to reach that particular point.

To see the results of your entries updated in the **Form** pane immediately, click the **Apply Now** button or press F5. (Press F9 to recalculate the return.)

MESSAGES PANE

The **Messages** pane lists any diagnostics and data validation messages for the return when you select **Run Diagnostics** from the **Utilities** menu. The **Messages** pane is displayed when the program is opened. To hide the **Messages** pane (e.g., to facilitate data entry), from the **View** menu, deselect **Messages** Pane.

The **Message** pane's **Data Validation** tab interactively displays — as you enter data — messages concerning required or missing entries. We suggest that you display this tab as you make entries for a return.

SYSTEM ICON

The System Icon is located in the upper-left corner of a window's title bar. If you click the **706 Preparer icon**, a menu will open, offering basic window operation options such as Size, Move, Maximize, etc.

TITLE BAR

The Title bar, located across the top of the progam window and to the right of the System Icon, displays the name of the file and the application.

MINIMIZE AND MAXIMIZE BUTTONS

The **Minimize** and **Maximize/Restore** buttons are located in the upper-right corner of the program's title bar.

CLOSE BUTTON

The **Close** button is the button located in the upper-right corner of the program's title bar and on some dialogs. If you click this button, its program (or other window) will close.

MENU BAR

The Menu bar is located beneath the Window Title Bar. The Menu bar lists the names of the program's available menus from which you can select commands, options, and forms.

TOOLBAR

The Toolbar is located at the top of the program's workspace. The Toolbar consists of a row of buttons that can be used to quickly invoke basic program commands, such as New, Open, Save, Next Page, etc. Each button contains a ToolTip indicating the button's function. See **Toolbar Buttons**, below.

STATUS BAR

The Status bar is a horizontal bar at the bottom of the program window. The status bar consists of a program status message area at the left and some shadow boxes at the right. The program status message area displays program operation messages such as "initializing," "running diagnostics," etc. When you highlight a menu or submenu item, a brief Help line describing that item will appear in this area of the status bar.

SPECIAL FIELD INDICATORS

The Special Field Indicators are located to the right of data entry fields. These special field indicator buttons provide access to specialized handling for most fields. See **Special Field Indicators** on page 21.

TOOLBAR BUTTONS

The Toolbar command on the **View** menu displays or hides the Toolbar. By default, the Toolbar is displayed.

The **706 Preparer** toolbar contains buttons that you can click to quickly perform a program command or procedure, such as create a new return or open an existing return. Each button contains a title indicating the button's function. The Toolbar contains the following buttons:

 **New** — Starts a new return.

 **Open** — Opens an existing return.

 **Save** — Saves your entries and selections in the return and lets you name a new return.

Cut — Removes the selected data and places it on the Clipboard. Using a combination of the **Cut** and **Paste** commands, you can cut the contents of the selected field from the current location and paste it to another location within the same form, to a different form, or to another Windows application.

Copy — Places the selected data on the Clipboard. Using a combination of the **Copy** and **Paste** commands, you can copy the contents of the selected field to another location within the same form, to a different form, or to another Windows application.

Paste — Places the data in the Clipboard at the insertion point. Using a combination of the **Cut** or **Copy**, and **Paste** commands, you can paste the Clipboard's contents to another location within the same form, to a different form, or to another Windows application.

Help — Allows you to access Help on Spot to get help by clicking the area in question.

Previous Page — Opens the previous page within the **Form** pane.

Next Page — Opens the next page within the **Form** pane.

Return Editor — Displays the **Return Editor** dialog to allow you to add, remove, or open a form or schedule to the current return.

Previous Data Entry Pane — Opens the previous **Data Entry** pane. This button is also found at the top of the **Data Entry** pane.

Next Data Entry Pane — Opens the next **Data Entry** pane. This button is also found at the top of the **Data Entry** pane.

Show/Hide Calculated Fields — Shows or hides the calculated fields in the **Data Entry** pane (where applicable). When displayed, the calculated fields are displayed with a background of gray, by default. This command must be selected to override a calculated field.

Run Diagnostics — In the **Messages** pane, it updates and displays the diagnostic messages currently issued for the open return.

Show Data Validation Messages — Brings focus to the data validation messages (if any) under the **Data Validation** tab in the **Messages** pane.

Show/Hide Messages Pane — Shows or hides the **Messages** pane at the bottom of the 706 Preparer window.

Zoom Settings — Allows you to quickly select a pre-defined zoom setting.

Zoom In — Magnifies the image in the **Form** pane.

Zoom Out — Decreases the image in the **Form** pane.

Recalc All — Reloads each form in memory and recalculates the amounts in each field to ensure that calculations are updated.

SPECIAL FIELD INDICATORS

Expand Entry — Located in the **Data Entry** pane to the right of some fields. Click to enter text in the **Expand Entry** (description) dialog. The text will print on multiple lines. Allows you to enter long descriptions or access a Pick List (e.g., Asset ID or Reference ID).

Lock/Unlock Calculated Field — Locks or unlocks a calculated field in the **Data Entry** pane (where applicable). When unlocked, this command allows you to make an entry and override the program-calculated entry. The **Show Calculated Fields** button (see above) must be selected to override a calculated field.

Caution! If you re-lock the field, the program replaces your entry with the original program-calculated entry.

List (Inactive/Active) — Located in the **Data Entry** pane to the right of any editable amount field. Allows you to enter descriptions and dollar amounts in the **List** dialog to provide an "adding machine tape" list to any amount field. In its' disabled state (top button), the button is disabled and will not allow the **List** dialog to open. When the button is enabled (center button), the field is editable but does not contain data. The bottom button depicts the state of the button when you have entered data into the List.

Note (Inactive/Active) — Located in the **Data Entry** pane to the right of any entry field. This feature allows you to enter special footnotes in the **Note** dialog for a field. The top button is enabled but it does not contain data. The bottom button depicts the state of the button when it is enabled and you have entered data into the Note.

FORMS PREPARED BY THE PROGRAM

Below is a complete listing of the IRS forms that are prepared by the program.

The list includes specially designed reports that have been created by Bloomberg Tax & Accounting for the 706 Preparer program to display the results of state, charitable, marital, and interrelated calculations, as well as the form attachments, program diagnostics, etc. The structure and operation of these forms cannot be modified.

IRS FORMS AND SCHEDULES

Form 706	United States Estate (and Generation-Skipping Transfer) Tax Return:
Schedule A	Real Estate
Schedule A-1	Sec. 2032A Valuation
Schedule B	Stocks and Bonds
Schedule C	Mortgages, Notes, and Cash
Schedule D	Insurance on the Decedent's Life
Schedule E	Jointly Owned Property
Schedule F	Other Miscellaneous Property
Schedule G	Transfers During Decedent's Life

Schedule H	Powers of Appointment
Schedule I	Annuities
Schedule J	Funeral Expenses and Expenses Incurred in Administering Property Subject to Claims
Schedule K	Debts of the Decedent, and Mortgages and Liens
Schedule L	Net Losses During Administration and Expenses Incurred in Administering Property Not Subject to Claims
Schedule M	Bequests, etc. to Surviving Spouse
Schedule O	Charitable, Public, and Similar Gifts and Bequests
Schedule P	Credit for Foreign Death Taxes
Schedule Q	Credit for Tax on Prior Transfers
Schedule Q Worksheet	
Schedule R	Generation-Skipping Transfer Tax
Schedule R Worksheet	
Schedule U	Qualified Conservation Easement Exclusion
Schedule PC	Protective Claim for Refund
Worksheet TG	Taxable Gifts Reconciliation
Continuation Schedule	Completed automatically during the Print or Print Preview process for additional detail lines of information in cases where there is insufficient room on the form or schedule
Form 56	Notice Concerning Fiduciary Relationship
Form 706-CE	Certificate of Payment of Foreign Death Tax
Form 712	Life Insurance Statement
Form 2848	Power of Attorney and Declaration of Representative
Form 4768	Application for Extension of Time to File a Return and/or Pay U.S. Estate (and Generation-Skipping Transfer) Taxes
Form 8275	Disclosure Statement
Form 8275-R	Regulation Disclosure Statement
Form 8821	Tax Information Authorization
Form 8822	Change of Address
Form 8971	Information Regarding Beneficiaries Acquiring Property From a Decedent

SPECIALLY DESIGNED ATTACHMENTS

Pre-defined Attachments:	Automates preparation of attachments for additional information in the following areas:
Form 706	Additional Executors
Schedule A-1	Additional Persons Holding Interest
Schedule P	Additional Foreign Death Tax Credit
Custom Attachment(s)	Blank forms attached to specific pages in the return where you can make disclosures, elections, or calculations, etc.
Comments	Allows you to add “sticky-note” attachments to any page displayed in the Form pane
Lists	Allows you to add “adding machine tape” detail to support any Data Entry amount field. See **Special Field Indicators** on page 21 for further information.

Notes	Allows you to add a note that acts as a footnote to any Data Entry field. See **Special Field Indicators** on page 21 for further information.

SPECIALLY DESIGNED REPORTS

State Death Tax Calculations	Displays the state tax calculations.
Probate Inventory	Displays an inventory of assets not excluded from probate (can be exported to an editable file in rich text format (RTF)).
Interrelated Calculation Proof	Provides proof of the results of the interrelated marital/charitable calculations.
Beneficiaries Calculation	Shows how the amounts for each beneficiary on Form 706, Part 4, line 5 were derived.
Diagnostic Messages	Displays the diagnostic messages issued for a return.
Notes	Displays the notes you entered in Data Entry pane fields.
Lists	Displays the lists you entered to support Data Entry pane amount fields.

STATE ESTATE-TAX-RETURN-RELATED FORMS

State Return access must be purchased by calling Bloomberg Tax & Accounting Product Sales at 800.424.2938.

New York

Form ET-706	Estate Tax Return
Form ET-14	Estate Tax Power of Attorney
Form ET-133	Application for Extension of Time to File and/or Pay Estate Tax
Form ET-141	New York State Estate Tax Domicile Affidavit, For estates of decedents dying after May 25, 1990

PROGRAM CALCULATIONS

- Allows you to adjust the residuary estate before it is allocated to the beneficiaries (Form 706, Part 4, line 5).
- Allows you to select direct entry or program calculation to determine the amount received by the surviving spouse (Form 706, Part 4, line 4c) — carried from Schedule M, line 4.
- Calculates the minimum marital bequest that will reduce the federal and/or state tax to zero or the lowest possible amount. (The State Tax Calculator creates a printable report that can be filed with the return.)
- Calculates the federal Estate Tax using Tax Table A or the special Rate Schedule for victims of terrorism, as appropriate.
- Calculates the state estate or inheritance taxes for all states, including those “decoupled” from EGTRRA 2001 changes.
- Interrelated Marital/Charitable Deductions:
  - Interrelated Marital (including or excluding state or GST tax)
  - Interrelated Charitable (including or excluding state or GST tax)

- Split Interest Charitable Trusts (calculates the deductible percentage of charitable trusts, including actuarial computations, for the following trusts):
  - Charitable Annuity Trust (CLAT or CRAT)
  - Charitable Unitrust (CLUT or CRUT)
  - Pooled Income Fund
- Zero Federal Tax (ZFT)
- Zero Federal Tax Including State Tax (ZFST)
- Allows adjustments for state and federal marital deductions.
- Special Credits:
  - Prior Transfers Credit
  - Foreign Tax Credit
  - Pre-1977 Gift Tax Credit
- GST (Schedule R) - allows you to allocate the GST exemption.
- Allows you to define multiple residuary beneficiaries for inheritance tax states in the interactive Beneficiary dialog.
- Extensively supports stocks, bonds, dividends, and interest on Schedule B — enter the details of the security, and the program will calculate different valuations.
- Handles Schedule R inclusion ratio calculation.
- Handles community property by backing out half of the value of all designated assets or liabilities (including funeral and administration expenses on Schedule J, and debts and mortgages on Schedule K) on a separate line of each applicable schedule.

PROGRAM FEATURES

- Automates preparation of IRS Form 706 and related forms and schedules, including amended returns.
- Performs all computations (including interrelated calculations) automatically.
- Carries schedule totals automatically to the Form 706.
- Program will convert return data from prior versions of 706 Preparer to the current version's file format and will re-compute calculations automatically.
- Attractive user interface, incorporating state-of-the-art visual controls, including zoom, print preview, and resizable window panes.
- Displays all official IRS forms as they actually appear.
- Securities pricing service data can be imported to Schedule B, Schedule E, or Schedule G.

- All entered asset information can be exported into an editable file in rich text format (RTF).
- Special features for Section 7520 interest rates:
  - Ability to set Section 7520 rates for periods whose rates were not available when the program was published.
  - Ability to download new Section 7520 rates from the Internet monthly without exiting the program.
- Allows review of all tax tables and rates.
- Easily move an asset entered on the wrong schedule to the schedule where it belongs — no retyping needed.
- Online help messages provide IRS or custom instruction for each line. In addition, online help is completely indexed for easy access to topics with hypertext jumps to related topics.
- Diagnostic messages immediately alert you to missing or erroneous data. Hyperlinks direct you to the problem's most likely source when you double-click the message.
- Overwrite option allows you to adjust calculated values; automatically highlights overridden fields with a special color.
- Auto Backup feature automatically saves current return data in a temporary file, thus providing protection against data loss in the event of system failure.
- Special dialogs and wizards assist data entry for state, charitable, and marital/charitable interrelated calculations and let you review the results of your entries.
- The Return Editor and Return Pane allow you to add, open, and remove forms, schedules, and attachments within a return, and quickly navigate to all tax return form and schedule pages.
- Customized return templates let you store the forms, schedules, and preparer settings within a return as a template that you can later use to quickly build a return.
- Flexible formatting for detailed “grid” areas allows you to:
  - Add, append, delete, and sort rows
  - Specify adjustable space between rows, and print a horizontal line between rows
  - Prevent the item number from printing for a given row
  - Split long descriptions between pages
- Comments let you add printable “sticky note”-style attachments to refer to other attachments or make other notations anywhere on a page. You can choose to print Comments as needed.

- Special Alternate Valuation Treatment:
  - Shows or hides alternate valuation information
  - Handles asset information according to the valuation method you select (either alternate or date of death valuation)
- Optional State estate tax return modules available for Arizona, California, Florida, New York, and Texas.

SMART DATA ENTRY

- Data Entry panes guide you through the entries needed to prepare the return.
- Instantly processes and posts entries to all appropriate places in the return, bypasses inapplicable fields, and adds required schedules automatically and interactively as you enter return data.
- Securities pricing service data can be imported to Schedule B, Schedule E, or Schedule G.
- Lets you enter the information for each estate asset just once – including the value at death and alternative value data – in the same Data Entry pane. Then after you choose the most beneficial valuation method, the program automatically displays only those entries appropriate to the selected valuation method on Schedules A, B, C, D, E, F, G, H, and I.
- Allocate the Alternate Value or the Value at Date of Death of any asset to as many beneficiaries as required.
- Extensively supports stocks, bonds, dividends, and interest on Schedule B — enter the details of the security, and let the program calculate the value at death. When you specify the type of security, the program displays only the Data Entry fields pertinent to that type of security. Or, you can enter the values you want to see directly into the program.
- Make entries for beneficiaries receiving at least $5,000 just once for the federal calculations.

  Link specific bequests to a beneficiary from the asset schedules — the program automatically posts the asset values to the beneficiary's Data Entry pane for Form 706, Part 4, line 5. You need only enter a Reference ID that identifies the beneficiary on an asset's row to carry the asset's valuation back to the Part 4.

  Specify residual allocations (simply enter the percentage and the program calculates the residuary amount), make adjustments, and review the amount of estate taxes paid by the beneficiary.
- Link Asset to Deduction feature lets you easily post the description and net value of each linked asset to Schedule M or O.
- Pick List dialogs reduce errors and assist review and revisions for links of assets to beneficiaries and deduction schedules.

- Reduces data entry — you need only enter preparer information once for all client files, and enter estate information once for each return.
- Preparer Database allows you to set up information – or different combinations of information – for each preparer in your firm, and then specify which preparer's information you want applied to any return.
- Allows you to use the same Preparer Database for 706 Preparer and 709 Preparer — reduces update and maintenance for new or changed preparer information.

SPECIAL REPORTS

- **Diagnostic Messages Report** — The program prepares the report showing the diagnostics messages issued for the return.
- **Probate Inventory Report** — The program saves the information to create a Probate Inventory Report as you enter assets. The Probate Inventory report can be easily printed or exported to an editable file in rich text format (RTF).
- **Calculation of State Tax Calculation Report** — The program prepares the report showing the state death tax calculations.
- **Interrelated Calculations and State Death Taxes** — The program prepares printable reports documenting the computations.
- **Beneficiaries Calculation Details Report** — The program prepares the report as you enter beneficiaries on Form 706, Part 4, line 5 and link assets to these beneficiaries.
- **Attachments** — Provides blank supplemental schedules (attachment notes) where you can make disclosures, elections, or calculations.
- **Notes Report** — The program prepares the report showing the Notes that you entered in Data Entry pane fields.
- **Lists Report** — The program prepares the report showing the Lists that you entered to support Data Entry pane amount fields.

PRINT FLEXIBILITY

- Print preview lets you review current or selected forms, the entire return, or selected reports on-screen before printing.
- Easy print selection; print the entire return, selected schedules, or only specified pages of multi-page forms.
- Time-saving Return Sets feature allows you to set up and save combinations of IRS forms, schedules, and various reports to print a full, ready-to-send copy of the return tailored to different recipients.

  Three standard return report groupings are available: IRS, Preparer, and Client.

  Custom Return Sets for each available state estate tax return.

Select specific reports (Diagnostic Messages, Interrelated Calculations, etc.) to print with a return.

- Font selection for printing return data provides greater flexibility in tailoring the program output to your needs.
- All printed forms meet IRS specifications for filing.
- Lets you preview and print blank copies of IRS forms and schedules.
- Allows you to print zeros on the form as desired.
- Detailed “grid” schedule options: horizontal line between items, extra space between items, split long descriptions into separate rows.
- Flexible print selection for each Comment – you can choose to print Comments as needed.

OTHER PROGRAM FEATURES

- Continuation schedules are automatically generated when you enter information that does not fit on the form. Subtotals are automatically posted back to the appropriate schedule.
- Allows dollars and cents entry.
- Automatically checks (you choose how often) for Section 7520 rates, state tax changes, and maintenance updates on the Bloomberg Tax & Accounting Products Updates Web page.
- Check Spelling feature lets you verify or correct the spelling in any data entry field – you can customize the spell checker dictionary.
- Toolbar allows easy access to common tasks, including starting new returns and return navigation.
- Font options allow you to customize the appearance of the entries on the form for estate data and for the labels and entries in the Data Entry panes.
- Cut, Copy, and Paste features allow you to transfer information between the 706 Preparer and other Windows programs.
- History feature allows you to review when a return was saved.
- Color options provide a wide range of colors for on-screen text and field backgrounds.
- Zoom options let you change the display magnification of forms.

ONLINE HELP AND SUPPORTING DOCUMENTS

APPLICATION HELP

You can press F1 to receive context-sensitive help while using the program. You can receive “on-the-spot’ help by clicking the **Help** button and then placing it on an area in the return, on a dialog, or on a toolbar command.

Extensive built-in help system includes answers to frequently asked questions (FAQs).

TAX HELP

Official IRS instructions for each line on each form, to the extent that such instructions have been issued.

The full online text of IRS Publications 448 (Federal Estate and Gift Taxes), 559 (Survivors, Executors and Administrators), 561 (Determining the Value of Donated Property), 950 (Introduction to Estate and Gift Taxes), and 3920 (Tax Relief for Victims of Terrorist Acts) is included in the program.

Note. Much of IRS Publications 448 is obsolete so it is not available in the **IRS Publications** section in Help. However, it is included in the **Contents** section in Help for informational purposes only.

Program Help includes a list of common Form 706 attachments to help ensure form acceptance by the IRS (for example, death certificate, valuation appraisals, trust instruments, etc.).

CUSTOM HELP

Short explanations and/or instructions for each line in each form, as needed, to supplement IRS instructions.

DYNAMIC HELP

A click on the toolbar turns the cursor into a question mark that can then be positioned on any active area of the form to instantly produce help for that item.

MESSAGES PANE HELP

Error messages on the Diagnostics tab report inconsistent data entry. If you double-click a message, the program will take you to the field that caused the message.

Messages on the Data Validation tab report inconsistent data entry and assist with the return preparation process.

IRS DOCUMENTS

Official IRS Publications available on the Help menu in Adobe Acrobat (PDF) format include Pub. 559 Survivors, Executors, and Administrators, Pub. 561 Determining the Value of Donated Property, Pub. 950 Introduction to Estate and Gift Taxes, and Pub. 3920 Tax Relief for Victims of Terrorist Attacks.

Official IRS Instructions available on the Help menu in PDF format for all IRS forms and schedules prepared within the program.

DOCUMENTATION

Includes a Quick Start Guide with helpful answers to FAQs.

FREQUENTLY ASKED QUESTIONS

This section covers some possible problems and what to do when the unexpected happens. It is also intended to help you to quickly become familiar with 706 Preparer.

The issues are grouped by the following subject areas:

PROGRAM WINDOW

See page 27 for an illustration of the parts of the program window.

How do I get to the next page of a form or schedule?

You can get to the next page of a form or schedule by doing one of the following:

- In the **Return** pane, double-click the item for the page that you want to view.

  or

- On the toolbar, click the **Next Page** button .

  or

- From the **Forms** menu, click **Next Page**.

  or

- In the **Form** pane or the **Data Entry** pane, press Ctrl+down arrow.

How do I change the size of the Form pane or Data Entry pane?

Use the mouse to hover the pointer over the border of the particular window pane until it changes to a split indicator or double-arrow pointer. Then, click on the border and drag to resize the window.

DATA ENTRY AND EDITING

I have a lot of information to provide in the description fields of the schedules and it is hard making these long descriptions in the small data entry fields. Can I have more space to make my entries?

Yes, you can. When a data entry field has the **Expand Entry** button, you can click this button to create additional space for long descriptions.

An asset was assigned to the wrong beneficiary. How do I correct this?

Go to the **Data Entry** pane for the asset. Click the **Expand Entry** button next to the **Asset Value Bequeathed To** field. In the **Asset Allocation** dialog's "Allocate" column, de-select (un-check) the currently-selected (wrong) beneficiary; then, select (check) the correct beneficiary. From the drop-down list, select **Distribute Total Evenly** and click the **Distribute** button. Click **Finish** to close the **Asset Allocation** dialog. Press F9 to recalculate the return.

I would like to cut and paste information from another schedule to Schedule M or O. How can I do that?

The 706 Preparer has a procedure other than cutting and pasting to take information from an asset schedule to a deduction schedule (either Schedule M or O). You can use the **Link Asset to Deduction** feature for this purpose.

1. For the asset schedule involved, in the Form pane, click the asset row whose data you want to link to either Schedule M or Schedule O (in this example, Schedule M).
2. From the **Edit** menu, select **Grid Rows**, then select **Link Asset to Deduction** (or, right-click and select **Link Asset to Deduction**). If the asset was assigned an Asset ID, the **Link Asset - Deduction Schedule** dialog opens.

   If an Asset ID was not assigned to the asset, the **Edit Asset ID** dialog opens. Enter an Asset ID, then click **OK** to open the **Link Asset - Deduction Schedule** dialog.
3. In the **Deduction Schedule** area of the **Link Asset - Deduction Schedule** dialog, select **M** (Schedule M) and click **OK**.

On the deduction schedule, you'll find a new row containing the information for the asset. Note that because the assets are linked, any changes you make to the asset's values will automatically be updated on the deduction schedule.

Of course, you can also "copy and paste" text from one field to another. For example, click the **Description** field in the **Data Entry** pane of a given schedule, highlight the text, then click the **Copy** button. Now, go to the schedule to which you want to copy the text, click the **Description** field, then click the **Paste** button. Note, however, that any changes you may later make to the asset field will not be reflected in the deduction schedule; you will have to re-copy/paste the data involved.

How do I find the data entry field for a specific field on the Form pane?

In the **Return** pane, double-click the icon for the form page, then click the particular field on the **Form** pane. The associated **Data Entry** pane will be displayed with the focus on the associated **Data Entry** field.

How do I clear both the Yes and No answers for a question?

In the **Data Entry** pane, click the check box that contains the check mark once. Note that the box is now gray. Press **Delete**.

How do I show calculated fields in the Data Entry pane?

To show (or hide) calculated fields in the **Data Entry** pane, on the toolbar, click the **Show/Hide Calculated Fields** button .

How do I override a calculated field?

1. Click the **Show/Hide Calculated Fields** button to show the calculated fields in the **Data Entry** pane. Then, click the calculated field you want to override.
2. Double-click the **Locked** button to the right of the calculated field to unlock the field for editing. The button changes to the **Unlocked** button .
3. Enter the new value into the field, then click the **Apply Now (F5)** button at the top of the **Data Entry** pane.

Caution: Do not double-click the **Unlocked** button unless you want to restore the calculated value.

How do I restore the calculated amount to a field I overwrote previously?

1. With calculated fields showing in the **Data Entry** pane, click the calculated field in the **Data Entry** pane where you want to restore the value.
2. Double-click the **Unlocked** button to the right of the calculated field to lock the field and restore the calculated value. Note that the button changes to its locked state .

I overwrote a calculated amount and now the number I entered isn't being used in that field anymore. What happened?

The program restores the calculated amount to an overwritten field when you return to the field and double-click the **Unlocked** button .

How do I enter assets on Schedule B?

The program provides two methods: direct entry and calculated entry.

To use the direct entry method:

1. Leave the **Security type** field blank or select **None**.
2. Make entries in the **Alternate Valuation Date**, **Alternate value**, and **Value at date of death** fields.
3. Also enter any other required data in the other fields provided. One field is provided for each of the schedule columns.

To use the calculated entry method:

1. Select **Bond**, **Dividend**, **Interest**, or **Stock** in the **Security type** field. The program automatically adds fields to the **Data Entry** pane that are appropriate to the selected security type.
2. For all security types, fully describe the item in the **Description** and **Alternate value** row description fields, and enter the Alternate Valuation Date.
3. Make entries in the fields described below.
   - For **Stocks**, enter the CUSIP number, Unit value, Alternate Unit value, and Number of Units. (Value = Unit value × Number of Units.)
   - For **Dividends** from the above stock, enter Unit value (dividends per share), Number of Units, and select Suppress item number. (Value = Unit value × Number of Units.)
   - For **Bonds**, enter the CUSIP number, Unit value (percent of the Par (Face) Value, enter 95% as 95), Alternate Unit value (percent of Par (Face) Value), Number of Units, and Face amount of the bond. (Value = (Unit value ÷ 100) × Number of Units × Face Amount of Bond.)
   - For **Interest** from the above bond, enter interest amount in the Face amount of bond (or interest amount) field, and select **Suppress item number**.

     The program will calculate the Alternate Value and Value at Death from these entries. After you select whether or not to use Alternate Valuation on Form 706, page 2, the program will present the items on Schedule B according to the examples in the IRS instructions, hiding the data not appropriate for the valuation method selected. As long as the Alternate Valuation question is unanswered or answered as Undecided, the program displays all entries on Schedule B.
4. If you want to link the item to a beneficiary, enter the beneficiary's Reference ID.

   Or, if you want to link the item to Schedule M or O, enter a unique Asset ID before using the **Link Asset to Deduction** command (accessed from the Edit menu).

How do I enter community property into a schedule?

On the schedule row of a community property asset, enter the property at full value. Then select **Treat as community property** under the **Classification** heading of the **Data Entry** pane.

If you designate an asset as community property and then link it to Schedule M or O, the program automatically posts ½ of the value of the asset to that schedule.

For debts, mortgages, and liens, on a Schedule K row, enter the full amount of the liability. Then select the **Treat as community property** field.

How do I make sure the program treats a schedule item as jointly owned property, or excludes a schedule item from the Probate Inventory Report?

1. In the **Form** pane, click the schedule item.
2. In the corresponding **Data Entry** pane, enter the property at full value, then select **Treat as jointly owned property** or **Exclude from Probate Inventory Report**, as applicable, under the **Classification** heading of the **Data Entry** pane.

   Note that items on Schedule G are automatically excluded from the Probate Inventory Report unless you designate otherwise on the **Printing** tab of the **Preferences** dialog (accessed from the **Options** menu).

When I'm entering estate data into a return, I don't usually know whether the assets will be valued at the Alternate Valuation Date or at the date of death. Can the program accommodate this?

Yes. The program uses your entry ("Yes," "No," or "Undecided") on Form 706, Part 3, line 1 ("Do you elect alternate valuation?") to automatically determine which value to apply on the asset schedules of the return. As you construct the return, you can change the Alternate Valuation election as often as you like — the program automatically updates the affected schedule entries to correspond with your selection.

Can I specify which assets are bequeathed to a beneficiary on Form 706, page 2, Part 4, line 5?

Yes. First, enter each beneficiary in a separate row on Form 706, Part 4, line 5. For each beneficiary, in the **Select an entry method** field, select **Calculation**. Click the **Expand Entry** button next to the **Reference ID** field. In the **Edit Beneficiary ID** dialog, enter a unique Beneficiary ID, then click **OK**.

Next, for each asset that you want to assign to a beneficiary: Click the **Expand Entry** button next to the Asset value bequeathed to field. In the **Asset Allocation** dialog's "Allocate" column, select (check) the beneficiary. From the drop-down list, select **Distribute Total Evenly** and click the **Distribute** button. Click **Finish** to close the **Asset Allocation** dialog. Press F9 to recalculate the return.

If you return to the row on Form 706, Part 4, for the beneficiary to whom you've assigned an asset, you will see that the program has posted the asset's value to the schedule.

I entered a date and would now like to delete that date. How can I do this?

In the **Date** field of the **Data Entry** pane, click the date to highlight the day, month, or year, then press **Delete**.

GRIDS

How do I keep an item number from being displayed or printed on a schedule?

In the **Form** pane, click the row whose item number you want to omit. In the **Data Entry** pane, select **Suppress item number**.

How do I change the order of items already entered on a schedule? I want to rearrange schedule items to match an appraisal report.

1. With the focus on any row of the schedule involved, on the **Edit** menu, select **Grid Rows**, then select **Sort**.
2. On the **Grid Rows Arranger** dialog, select the row you want to move, then click **Up** or **Down** until the row is properly positioned.
3. Click **OK**.

When applicable, the program automatically renumbers the rows to reflect the new sort order.

I have a large number of items on my schedule. How can I jump to an item in the middle of the schedule?

1. Right-click one of the items on the schedule in the **Form** pane.
2. From the shortcut menu, select **Go to Row**. A dialog opens that lists the items on the schedule.
3. Highlight the item you want to move to, then click **OK**.

Can the program print lines separating items on the schedule?

Yes.

1. From the **Options** menu, select **Preferences**.
2. On the **Grids** tab of the **Preferences** dialog, select **Show Horizontal Grid Lines**.
3. Click **OK**.

How do I enter a new row on a schedule?

To add a new row, with the focus on any row of the schedule involved:

- From the **Edit** menu, select **Grid Rows**, then select either **Insert** (to add a row before the row with the focus) or **Append** (to add a row after the last row on the schedule).

  or

- In the **Data Entry** pane, click the **Next Data Entry Pane** button from the last row, or press Tab from the last **Data Entry** field of the last row.

How do I add space between the rows of information on the grids?

1. Click **Options** on the toolbar.
2. Select **Preferences**. The **Preferences** dialog opens.
3. On the **Grids** tab, make sure **Add Space** is selected, then increase the number in the **Height of Space** box.

I entered an asset in the wrong place. Can the entry be moved?

The program permits you to move one row of asset entry at a time. You may move information from any asset schedule to another. In the Form pane, click the row that you want to move, then:

- Right-click the row, then select **Move Asset**.

How do I scroll through the grid? I don't know how to find an item on the schedule.

One way is to click on an item in the grid in the Form pane, then click the **Next Data Entry Pane** button until you reach the item you want.

Another way is to use the **Go to Selected Row** dialog. This dialog lists all the rows on a grid and shows the values in each column of the grid for all items, so it is easy to find the item you want. To use the **Go to Selected Row** dialog, right-click on an item in the grid, then, from the shortcut menu, select **Go To**. Note that you can click and drag on the divider of a column heading in the dialog to expand the displayed values.

ADDING FORMS AND CONTINUATION SCHEDULES

How do I add forms or schedules to a return?

From the **Forms** menu, select **Add**. On the **Return Editor** dialog, click the form or schedule you want to add to the return, then click **Add**. To select multiple forms, press Ctrl or Shift as you click each form.

How do I add an additional Form 706-CE (Certificate of Payment of Foreign Death Tax) or Form 712 (Statement of Life Insurance)?

At the top of the Return pane, right-click the **Tax Return** icon, select **Add**, then select **Form 706-CE** or **Form 712**. The duplicate forms are added to the bottom of the **Return** pane.

The estate I am working on has a lot of stocks and bonds. How do I add a continuation schedule?

Continue entering rows of data on the original schedule. When all rows of the schedule have been filled, the program automatically creates a continuation schedule — viewable at print time — as you insert new rows.

If you want all the rows of a schedule to print on a continuation schedule:

1. Insert a new row at the top of the schedule with the description “See Continuation Schedule.” Click **Suppress Item Number**.
2. From the **Edit** menu, highlight the new grid row, then click **Force Continuation**.

ATTACHMENTS

How do I set up a “Sticky Note” in the program?

1. Right-click on the **Form** pane where you want to place your sticky note.
2. From the shortcut menu, click **New Comment**. The cursor changes shape to cross-hairs.
3. Click and hold down the left mouse button. Continue to hold down the mouse button while you drag the mouse diagonally down and to the right, until the yellow Comment is the size and shape you want. (Drag means to hold down the left mouse button while moving the mouse.)
4. Release the mouse button. The **Comment Text Editor** dialog opens.
5. Enter your text into the **Comment Text Editor** dialog.
6. Click **OK**.

Note. The sticky note can be marked to print (or not print) by right-clicking the note and selecting one of the items on the **Print Options** submenu.

If you close the sticky note and need to edit its contents:

1. Right-click the sticky note. It’s color changes to that of a selected field.
2. From the shortcut menu, click **Edit**. The **Comment Text Editor** dialog opens.
3. Edit your text, then click **OK**.

How do I add a note in the client file to display or print with the return?

You can add a note in the client file as follows:

- With the focus on the related schedule, from the **Forms** menu, select **Attachments**, select **Custom**, then select **Add**. Type the attachment's title in the Enter new title for custom attachment dialog, then click **OK**. Then, to enter the note itself, double-click the attachment in the **Return** pane to open the **Custom Attachment Editor** dialog.

  or

- In the **Return** pane, right-click the page to which you want to attach the note. Select **Add**, then select **Custom Attachment**. Double-click the new item titled **Custom Attachment**.

How do I move an attachment so that it prints after a different page, form, or schedule?

In the **Return** pane, left-click on the attachment's title, then drag and drop onto another page.

CALCULATIONS

How do I recalculate the return?

Press F9 or click the **Recalculate All** button to recalculate the values on the return.

To update the diagnostic messages in the Messages pane, press F10 or click the **Run Diagnostics** button .

How do I round the values on the estate tax return to dollars?

To round the value of the open return, from the **Options** menu, select **Round to Dollars**.

To round future returns, from the **Options** menu, select **Preferences**. The **Preferences** dialog opens. On the **General** tab of the **Preferences** dialog, select **Round to Dollars**.

MARITAL AND CHARITABLE CALCULATIONS

I want to calculate a residuary charitable remainder annuity trust. How do I do that?

1. In the Form pane, click on the appropriate Schedule O item.
2. In the **Trust Calculation data** section of the **Data Entry** pane, select **Annuity Trust** for the Fund Type. The program automatically adds fields to the **Data Entry** pane that are appropriate to the Fund Type.

3. Now select:
   - Lead or Remainder: Remainder
   - Residuary or Nonresiduary: Residuary

   As you make these selections, the program issues messages to the **Data Validation** tab of the **Messages** pane to remind you of certain required entries.

   Note. The program uses the Date of Death as the Month of Transfer and automatically chooses the "best" Section 7520 interest rate. You can override this default, if necessary.

4. Enter the payment frequency, payout percentage, whether payment is at the beginning or end of the period, etc. After entering the information, the program calculates a Deductible Percentage used in the Interrelated Calculations.
5. From the **Utilities** menu, select **Interrelated Calculator**. From the wizard, choose **Interrelated Charitable**.
6. On the **Interrelated Marital/Charitable Calculation** wizard, enter any appropriate adjustments.

   The program will determine the Deductible Percent of Fund and the Net Deductible Part of Fund (pre-Tax) amount on the **Interrelated Charitable Calculation** wizard using information from the Residuary Trust. The program carries the Charitable Deduction and Taxes calculated through the **Interrelated Calculations** wizard to the detail row for the Residuary Trust on Schedule O and to the lines 4a though 4c.
7. Preview the **Interrelated Calculation Report** to see the details behind the calculations.

How do I enter an interrelated calculation?

1. From the **Utilities** menu, select **Interrelated Calculator**.
2. Complete the entries in the **Interrelated Marital/Charitable Deduction** wizard, clicking the **Next** button to continue.

How do I control which assets are available to fund interrelated marital or charitable bequests?

On all asset schedules, check the **Exclude from residuary fund** box for the asset to indicate that you wish to exclude this asset from the fund for interrelated calculation purposes.

Do not select the **Exclude from residuary fund** field if you either enter or link this asset to Schedule M, Schedule O, or Schedule R. The **Interrelated Calculations** wizard will automatically exclude such assets from the fund.

You may also change the asset amount in the **Fund Adjustment** area on the second panel of the **Interrelated Marital/Charitable Deduction** wizard (accessed from the **Utilities** menu).

When I select the interrelated marital or charitable calculation, the calculated deduction is 0.

To generate an interrelated marital or charitable deduction, in addition to selecting one of these calculations, you must make an entry for Deductible Percent of Fund on the **Deductible % of Fund** panel of the **Interrelated Marital/Charitable Deduction** wizard (accessed from the **Utilities** menu).

STATE TAXES

How do I select a state to calculate estate taxes?

Go to Form 706, Page 1. On the **Form** pane, click line 3a in Part 1. In the **Data Entry** pane's **State** field, select a state from the list.

How do I adjust the state death tax calculated amount?

From the **Utilities** menu, select **State Death Tax Calculator**. After verifying the state name in the upper left field, enter adjustments (positive or negative numbers) into the appropriate field (**Adjustment for State Taxable Estate**, **Adjustment to State Death Tax**, or **State GST Tax**). You can also override the calculated state tax, by clicking the **Override** button and entering the state death tax value manually. It will be used in the Interrelated Calculations.

I want to prepare a tax return for New York. How can I do that?

The program calculates the tax for all 50 states in order to perform the interrelated calculations for marital and charitable deductions. The program also includes estate tax returns for several states. To see the states currently included in the program, from the **Forms** menu, select **Add** to open the **Return Editor** dialog. The dialog lists all IRS forms and state estate tax returns that can be added to an open return.

PRINTING AND DISPLAY

How do I prevent Form 712 from printing in the return I print for my client?

You have complete control over the items that print in a return set.

From the **Options** menu, select **Return Sets**. In the **Defined Return Sets** box, click **Standard Client**. Scroll through the **Include Forms and Schedules** box, click the check box for Form 712 to clear it, then click **OK**.

I can't seem to preview the last item on a continuation schedule, although the item's valuation is included in the totals.

Sometimes an item on a form cannot be previewed properly at a particular zoom setting on a particular monitor because of the monitor's resolution, video driver, etc. Changing to a different zoom setting usually allows you to see the missing item. Even if you can't see the item in the preview window, the item will be included in the printed return.

How do I keep unused forms and schedules from printing with the return?

Even if there is no data entered, all forms and schedules listed in the Return pane will print when you print a return. You can remove unused forms and schedules from the **Return** pane.

Alternatively, to make sure unwanted forms are not printed:

1. From the **File** menu, select **Print**, select **Forms**, then select **Selected**.
2. When the **Select Forms to Print** dialog is displayed, double-click each form you want to print. After selecting each form you want to print, click **Print**.

How do I print just one Form, Page, or Schedule?

With the form, page, or schedule to be printed open in the **Form** pane, from the **File** menu, select **Print**, select **Forms**, then select **Current Page** (or press Ctrl+P).

How do I print a Continuation Schedule without the form?

You can print a Continuation Schedule by itself as follows:

1. From the **Options** menu, select **Preferences**. On the **Printing** tab, select **Display Page Selection Dialog when Printing Selected Forms**. Click **OK**.
2. From the **File** menu, select **Print**, select **Forms**, then choose **Selected**. The **Select Forms to Print** dialog opens.
3. Click the schedule with the continuation schedule you want to print, then click **Print**. The **Print** dialog opens.
4. Make any changes needed in this dialog, then click **OK**. The **Select Pages to Print** dialog opens, with all pages preselected.
5. Click the pages that you want to print (the item for the continuation schedule will include "Cont" in its label), then click **OK**.

How do I view the Interrelated Residue Charitable Proof report?

From the **File** menu, select **Preview**, select **Reports**, then select **Interrelated Calculation**.

The printed form is missing words and lines.

Your printer may have lost fonts from memory or may not have enough memory to print the forms. Try turning off the printer and turning it back on again before reprinting a page from the return.

The form looks fine on-screen, but the form prints oddly.

A printer font that the form needs may not be loaded. Call Customer Support at 800.424.2938 for assistance.

I'm trying to describe the location of a real estate asset using the geographical coordinates but I don't know how to enter the degree symbol (°).

The degree symbol will print only if the degree symbol is one of the characters in the font you've selected for printing. Not every font includes the degree symbol in its character set.

If you selected Arial or Times New Roman as the font for printing, press and hold down the **Alt** key while you enter **0176** on the numeric keypad to create the degree symbol.

To determine which font you are using for printing, from the **Options** menu, click **Preferences**, click the **Fonts** tab, then, from the **Area Applied** list, select **Form Pane Fields (Display/Print)**.

There is something odd about the appearance of the IRS form on-screen. I see a "copyright" symbol (©) displayed on Form 706, Part 1, line 8, rather than the solid arrow found on the actual form. Also, the boxes "holding" the X's were missing. I see this both on the Form pane and in print preview.

The 706 Preparer program may be missing a font. Re-install the 706 Preparer program and see if this fixes the problem for you.

If this does not work:

1. On the Windows Start menu, click **Settings**, then click **Control Panel**.
2. In the **Control Panel**, double-click **Fonts**.
3. Scroll down to **Super Symbols**, click the item, then, from the **File** menu, click **Delete**.
4. From the **File** menu, select **Install New Font**. The font is stored in the Resources/Fonts folder of the 706 Preparer Installation Files.

When "Show Calculated Fields" is on, I see the fields "Printed Alternate Valuation Date", "Printed alternate value", and "Printed value at date of death" in the Data Entry panes for several schedules. What are these fields for?

The program prints the values in the three "Printed..." fields on the schedule. The program uses your entry in Form 706, Part 3, line 1 ("Do you elect alternate valuation?") to determine whether a "printed" field is empty or filled with the value in the corresponding **Data Entry** field. That is, although there are values in both the Alternate value and Value at date of death fields for a given row, the program uses your entry (**Yes**, **No**, or **Undecided**) on line 1 to determine if the alternate value is printed (line 1 is **Yes** or **Undecided**) or not (line 1 is **No**).

How do I get zeros to display and print in a schedule's Value column?

In the **Form** pane, click the field for which you want to show zeros, then, from the shortcut menu, right-click the field and select **Show Zeros**.

Repeat for each field in which you want to show zeros.

What schedules are included in the Probate Inventory Report?

The **Probate Inventory Report** lists the description and value at date of death of each asset included in the probate estate as entered for Schedules A, B, C, D, E, F, H, and I. These assets constitute the “Gross Estate.” Items on Schedule G are included on this report only if the Include Schedule G Items on the **Probate Report** option is selected on the **Preferences** dialog, **Printing** tab.

PREPARER DATABASE

How do I set up a preparer profile for my practice?

1. From the **Options** menu, select **Preparer Database**, then select **Edit**.
2. On the **Edit Preparer Information Database** dialog, click **New** then enter the preparer’s name and other related information. Click **OK**.

   To set up additional preparers, repeat these steps.

I use the BNA 709 Preparer and have several preparers already set up in a Preparer Database — do I have to set up these preparers all over again for 706 Preparer?

No. You can easily share the same Preparer Database.

1. From the **Options** menu, highlight **Preparer Database**, then select **Path**.
2. In the **Open** dialog, browse to where your BNA 709 Preparer’s practitioners.inf file is stored, click on the file, then click **Open**.

How do I specify a preparer for a return?

1. From the **Options** menu, select **Preparer Database**, then click **Select**.
2. On the **Select Preparer for Current Return** dialog, click the name of the preparer to be used on the return, then click **OK**.

   The program will automatically use the preparer’s information in the database when preparing Form 706.

UPDATES

How do I update the program with new monthly Section 7520 rate changes?

From the **Options** menu, select **Tax and Interest Rates**. On the **Tax and Interest Rates** dialog, with **7520** highlighted, click **Add**. On the **7520 Rate** dialog, select a new month, enter the new rate in the **Value** field, then click **OK**.

Will I have to do anything special to get program updates? How much will the updates cost?

No. Program updates are distributed through the program's web update feature (click **Check for Update** on the **Help** menu). Either way, there is no additional charge for program updates distributed during your license term.

How do I know when a new release or program patch is available?

If you have access to the Internet, use either of the following procedures:

Option 1: From the **Help** menu, click **Check for Update**. The program will tell you if a new maintenance release of the program is available on the Bloomberg Tax & Accounting Updates Website. If a release is available, the program offers you an opportunity to connect to the site where you can download the release. You can have the program check for updates automatically, as often as you want. On the **Preferences** dialog (accessed from the **Options** menu), click the **Updates** tab then make your selections. Click **OK** when finished.

Option 2: Check for 706 Preparer updates by accessing our Web site at **https://pro.bloombergtax.com/software-resources/**. Under **SoftwareCustomer Support**, click **See Support Options**. Double-click to select **Estate & Gift Tax 706 Preparer** from the list of programs. The description and version number of the available update is displayed, along with detailed instructions for installing the update. If, after reading the instructions, you decide to install the update, click **Download Estate & Gift Tax 706 Preparer Service Pack** to apply the update to your 706 Preparer program.

Alternatively, call Customer Support at 800.424.2938 and ask a technician if any program updates are available.

Can the program automatically check for program updates on your Web site?

Yes it can. From the **Options** menu, select **Preferences**. On the **Preferences** dialog, click the **Updates** tab. Among other options on that tab, you can enable Web Updates and set the program to check for updates at startup.

MISCELLANEOUS

Where are the backup files located?

For standalone installations, the backup files are located in C:\ProgramData\BNA 706 Preparer (Form 2020)\Backups.

The backup files consist of two types:

1. BSO (Before Save Over) — The current version of a return file is copied here before the save operation is performed. The operation is performed on up to five previous versions of each return file.
2. WRK — Unsaved work files are saved when you elect not to save your changes to a return.

How do I access help for a specific field?

- In either the **Form** pane or the **Data Entry** pane, click the **Data Entry** field in question, then press F1, or
- From the **Help** menu, select **Help on spot**. Then click the field in question, or
- On the toolbar, click the **Help** button . Then click the field in question.

How do I create a new return using a template?

1. From the **Options** menu, select **Preferences**. On the **General** tab of the **Preferences** dialog, select **Show Templates for New Returns**, then click **OK**.
2. From the **File** menu, select **New**. On the **New 706 Return** dialog, select **From a Template**, highlight a template from the list, then click **OK**.

Note. To set a template as the default, select **Set as default for future returns** on the **New 706 Return** dialog.

What are the different types of diagnostic messages in the Messages pane?

The messages are ranked according to severity as:

Error Messages

Warning Messages

“Incomplete” Messages

“Informational” Messages

What keyboard shortcuts does 706 Preparer offer?

You can access any menu or command using the standard Windows shortcut (Alt+ underscored letter of the command or menu). The 706 Preparer also provides several other keyboard shortcuts that allow you to bypass the menu system by pressing one or more keys to run program functions.

- The shortcut keys shown in the following table are organized by subject. Note that many commands can also be executed by clicking the appropriate button on the toolbar.

Operation	Shortcut	Operation	Shortcut
Return			
New 706 Return	Ctrl+N	Open Existing Return	Ctrl+O
Auto Calc Mode	Ctr+A	Round to Dollars	Ctrl+R
Apply Entries on Data Entry Pane to Form Pane	F5	Recalc Return	F9
Run Diagnostics	F10	Save Return	Ctrl+S
Print Current Form Page	Ctrl+P	Save Return As Template	Ctrl+T
Navigation			
Previous Page in the Return	Ctrl+Up Arrow	Next Page in the Return	Ctrl+Down Arrow
Previous Data Entry Pane	Ctrl+Left Arrow, or Alt+P, or Ctrl+Shift+P	Next Data Entry Pane	Ctrl+Right Arrow, or Alt+N, or Ctrl+Shift+N
Grid Rows			
Insert Row	Alt+Shift+I	Append Row	Alt+Shift+A
Sort Rows	Alt+Shift+S	Asset Mover	F8
Go to Row	Ctrl+G	Delete Row	Alt+Shift+D
Comments			
New Comment	Alt+Shift+N	Edit Comment	Alt+Shift+E
Move/Resize Comment	Alt+Shift+M	Remove Comment	Alt+Shift+R
Field Properties			
Select Font for Field Properties	Alt+Shift+F		
Text Editing			
Copy	Ctrl+C	Cut	Ctrl+X
Paste	Ctrl+V	Undo	Ctrl+Z
Redo	Ctrl+Y		
Miscellaneous			
Help	F1	Exit Program	Alt+F4

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