

2016 Lacerte Conversion Instructions

The conversion process will convert as much information as possible that will remain unchanged for 2016. It is not intended to convert all of your tax data. The conversion process does not, in any way, modify your Lacerte data files. During the conversion process, select data is extracted from the Lacerte data file and used to create a Drake data file, leaving the Lacerte data file in its original state. It is not necessary to install the Drake 2015 software in order to convert your data files.

Important things to do before running the conversion:

- If your client files are password protected it is recommended to remove the password prior to running the conversion.
- If you have already entered tax returns in the Drake Software 2015 Program, be sure to back them up before you run the conversion. Select **Tools > File Maintenance > Backup**. If you need assistance, please contact our support team at (828) 524-8020.

Conversion Program Updates:

If you have an established internet connection, the conversion program, when launched, will automatically pick up and install any updates that have been released. To verify you are running the latest conversion program, double-click the conversion program icon on your desktop and compare the version number at the bottom of the screen to the version number listed on our support website (support.drakesoftware.com). Once you are logged into the support site, click the Conversions link to see a list of all conversions offered and their latest version number. Our support website also provides you with a searchable knowledge base, state specific information, online EF database, and many more useful tools.

Installation:

- 1) If you are installing from CD, insert the Lacerte Conversion CD into your CD drive. The program should start automatically. If the program does not start automatically, click the Windows **Start** button and then click **Run**. Type **D:\setup.exe** (substitute the correct drive letter if not D) and then click **OK**.
- 2) The **Conversion Setup Wizard Welcome** screen will appear. Click **Next**.
- 3) The **Drake License Agreement** screen will appear. To continue, click **I agree**, and then click **Next**.
- 4) The **Destination Folder** screen will appear, where you can choose where you want to install the conversion program. The default (recommended) location will be preset. Click **Next** to use the default location or click **Browse** to choose a different location, and then click **Next**.

- 5) The **Menu Folder** screen will appear. Click **Next**.
- 6) The installation will begin, showing a progress bar on your screen. Click **Finish** when the process is complete.

Converting Client Files:

You will see two icons on your desktop, **2016 Lacerte Conversion** and **2016 Lacerte Conversion Instructions**. To begin converting your client files, double-click the **2016 Lacerte Conversion** icon.

- 1) The **Lacerte Conversion** screen will display.
- 2) Select the type of return to convert or select “All Available Types” to convert all return types supported.
- 3) Verify the data path for your **Lacerte** data files. You may click **Browse** to find the correct location. (**Note:** The default path for your 2015 Lacerte data files will be C:\Lacerte\15tax\). However, if Lacerte is installed on a network drive or a different local drive instead of the local C drive, that drive letter will show as the default. Ex. If Lacerte is on network drive F, the default path will be F:\Lacerte\15tax\).
- 4) Save Drake Files To: (**Note:** The default path will be C:\Drake15\). However, if Drake is installed on a network drive or a different local drive instead of the local C drive, that drive letter will show as the default. Ex. If Drake is on network drive F, the default path will be F:\Drake15\). Verify the path is correct and click the **Convert** button.
- 5) The conversion process begins. When the process is complete. Click the **Exit** button.
- 6) Repeats steps 1 thru 5 for all other return types.

Any current depreciation expense amounts that were overridden in Lacerte will be converted directly from your Lacerte data files. Current depreciation expense amounts that were not overridden are not stored in the Lacerte data files. We perform a depreciation calculation during the conversion process as an attempt to generate the current depreciation expense amounts. You must review and verify the current depreciation expense amounts in the Drake 2015 program or the prior depreciation expense amounts in the Drake 2016 program once you have updated your returns. There is no guarantee that the amounts converted will match what was calculated in Lacerte. Business use percentages for depreciation purposes that are automatically calculated in Lacerte from mileage on automobiles do not convert to Drake. In Drake 2015, you can remove the overridden calculated depreciation amount on the 4562 screen, set the “For” field on the 4562 screen to AUTO and set the “MFC” field on the 4562 screen to designate the appropriate AUTO screen. Then recalculate the return to see the calculated business use percentage.

Accessing Converted Returns in Drake Software:

After converting your Lacerte data files to the Drake Software 2015 file format, you must repair the index files in order to see a list of your clients in Drake Software 2015 under the File menu. Start Drake Software 2015 and follow these steps:

- 1) Select **Tools>Repair Index Files**.
- 2) Select **Repair All**.
- 3) Select **Scan client files and add names to index**.
- 4) Click the **Exit** button.
- 5) Select **File>Open/Create Returns**.
- 6) Select **All Clients**.

Updating Converted Returns in Drake Software:

To update your clients to the Drake 2016 program, please refer to your Drake Software Manual. After updating to Drake 2016, you must repair the index files in order to see a list of your clients under the File menu. Start Drake Software 2016 and follow the steps presented above to repair the index files.

Questions:

If you have any questions concerning the conversion or converted data, please feel free to call the Conversion Team at (828) 349-5546.