A Guide To The

C - Corp Tax Calculator

By Denver Tax Software, Inc.

Compute compensation for personal use of company vehicle:
http://www.denvertax.com/eac

Contents

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Overview

Why Use This Program

Purpose

The purpose of this program is to quickly and easily determine corporate income tax.

Getting The Most Out Of This Program

Quick Start

Go to the section "Installing and Running" on page 2. We have tried to design the program so that you don't have to refer to this manual! When you are entering inputs, there will be a section of the input screen that discusses what you should be inputting.

The help file is identical to this manual. The help file, accessed by clicking on the **Help** menu choice, has the same Table Of Contents (Contents) and index that this printed manual does. However, the help file has word search features which are not possible with the written manual.

When the program installs, it also installs a copy of this manual in Adobe's Acrobat (.pdf) format. If you want a hard copy of the manual, click on the manual icon in the Denver Tax Software Group (**Start** - **Programs** - **Denver Tax Software Group**). That will bring up the manual in the Acrobat Reader. The manual can be printed from the Acrobat program.

Installing and Running

System Requirements

Operating System: Microsoft® Windows® versions 95, 98, ME, NT 4, 2000 or XP. Please refer to the readme.txt file to see if service packs might be required.

Program Features

This program has features as follows:

- The program computes either regular C- Corp tax or Personal Service Corporation tax.

- The program computes the capital loss carryover to the subsequent year.

- Section 1231 gains are treated as capital gains and Section 1231 losses are treated as ordinary losses.

- The charitable deduction limitation is computed, if appropriate.

Installation

All commands you need to enter will be typed in **bold** type.

Installing To A Single Machine

For the purpose of these instructions, we are assuming that your CD drive is drive D, if it is not, please make the appropriate changes. To install the program to a single machine, use the following steps:

1. Click on the **Start** button.

2. Click on the **Run** menu item.

3. Type **D:SETUP** and press the **ENTER** key.

4. Follow the instructions in the installation program.

Starting the DTS C – Corp Tax Calculator

The Installation program will create a "Denver Tax Software" Start Group, if it doesn't already exist. The DTS C – Corp Tax Calculator will be placed within this group.
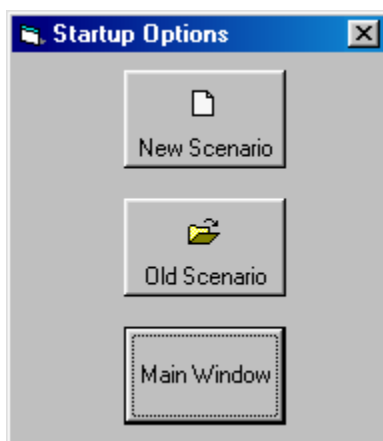
To start the DTS C – Corp Tax Calculator, click on the **Start** button, click on the **Programs** button, click on the **Denver Tax Software** program group, then click on the **DTS C – Corp Tax Calculator** icon.

Using The DTS C – Corp Tax Calculator

The Startup Options Screen

The first screen to appear when starting the program is the About Screen. This is where you will find the program's version. It also has a button that will help you locate information about your system. That information might come in handy if technical support is needed, or if you are simply curious.
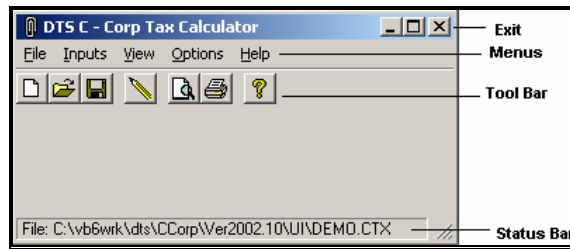
The next screen is the Startup Options Screen.

If this is going to be a new scenario, **click** on the **New Scenario** button. If you are going to use a previously saved file, **click** on the **Old Scenario** button.

The next screen that will appear is the Input Screen. The Input Screen is discussed in detail in a separate section. See "Inputs" on page 7.

The Main Window

Basic Parts Of The Main Window

Minimize, Maximize – Restore Size, and Exit Buttons

The upper right portion of the Main Window has the standard buttons to minimize, maximize – restore size and exit. If you have used any other programs designed for 32 bit Windows systems, you are already familiar with those buttons.

Menu File Inputs View Options Help

This is where you can pick menu choices. See "Menu", below.

Tool Bar

Using the Tool Bar is typically the fastest and easiest way to use the program. Tool Bar choices are described with the Menu selections. See "Menu", below.

Status Bar File:

This displays what file or scenario is active.

Menu

<u>File</u>

New . This brings up a blank input screen.

Open . This brings up a screen where you can choose a previously saved file. Once the file has been selected, the input screen will appear with that file's information.

Save . This saves the current scenario to the file shown in the Status Bar.

Save As…. This is where you can choose a filename.

*When you **click** on the Input Screen's **OK** button, the scenario will be automatically saved.*

This is the Menu choice where you can rename a file. Use this a lot if you are running a "what if" analysis.

Print Preview… . Use this to display the reports to the screen. You can display any combination of Input Report, Detailed Analysis Report or Summary Report.

Print… . Print the reports. You can print any combination of Input Report, Detailed Analysis Report or Summary Report.

Exit. Exit the program.

Inputs

Inputs . Enter information into the program. This will bring up The Input Screen. See "Inputs" on page 7.

View

Reports… . Display the reports on the screen. You can display any combination of Input Report, Detailed Analysis Report or Summary Report.

Options

Fonts…. You can change the fonts to make the reports appear differently. We recommend staying with Courier or Courier New.

Help

Contents . Displays the table of contents for the help file.

Search For Help On…. This gives you the choice to search the help file using either the index or a keyword search.

This is identical to the very first screen that the program displays.

About. This displays the information about the DTS AT&T Divestiture Basis Tracker. This is where you can find the program's version number and ways to contact DTS.

Inputs

Entering Information

Data Entry

The DTS C – Corp Tax Calculator uses the normal input procedures that most Windows programs use. To move from one input to another you can either use the mouse to select the input item you want, or press the **TAB** key to move through them. To exit an input screen you can use the mouse to click on the appropriate button.

You may find it easier to enter numeric information using the numeric keypad. If so, make sure the **Num Lock** key is on.
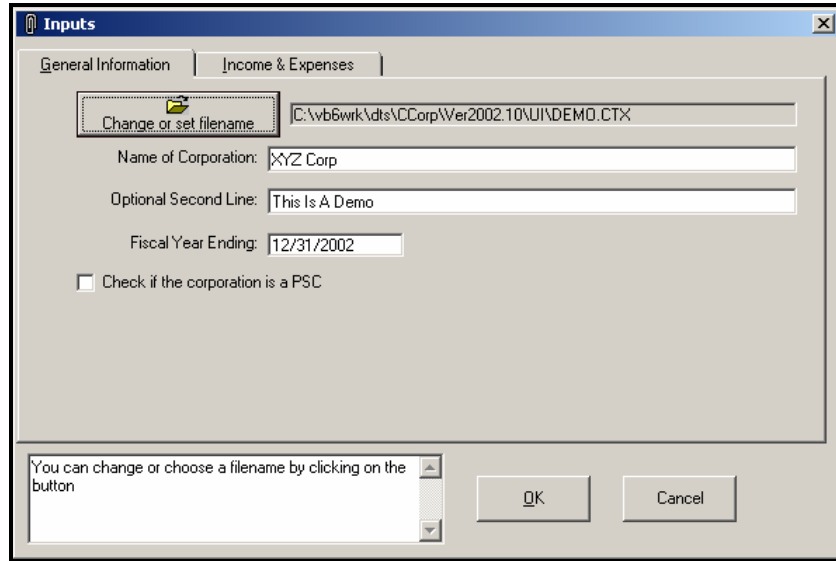
How To Move Around The Input Screens

The input screen is broken down into tabbed dividers similar to a tabbed notebook. To move to a different tab simply click on the tab you want to move to. The input screen's tabs are *General Information* and *Income & Expenses*.

How To Exit The Input Screens

When working with an input form, the **OK** button or **ENTER** key will exit the form and save the information you entered to a file. The **Cancel** button is used to exit the screen without saving the information you entered.

Input Screens

General Information Tab

Change or set filename

This is an improvement on the Windows interface. With most Windows programs, when you click on a form's OK button you just move to the next screen. When you click on the OK button in this program, it actually saves your data for you.

Click on the [Change or set filename] button to choose or change a filename.

Name of Corporation

Enter the name of the corporation.

Optional Second Line

Enter information that you would want to appear as the second line on the reports.

Fiscal Year Ending

Enter the Fiscal Year End. *Always enter the year as four digits!*

Check if the corporation is a PSC

Check the box if you want the tax to be figured using Personal Service Corporation rates.

Income & Expenses Tab

Base Income

Enter the corporate taxable income before capital gains, Section 1231 gains
and losses, charitable contributions and NOL carryovers from prior
years.

Short – Term Capital Gains(-Losses)

Enter any Short - Term Capital Gains and Losses. Losses be entered as
negative numbers.

Long – Term Capital Gains(-Losses)

Enter any Long - Term Capital Gains and Losses. Losses be entered as
negative numbers.

Capital Loss Carryover To This Year

Enter any capital loss carryovers from prior years to this years. Enter only
positive numbers.

Section 1231 Gains(-Losses)

Enter any Section 1231 Gains and Losses. Losses should be entered as
negative numbers.

Charitable Contributions

Enter charitable contributions. The program will contribute any limitations.

NOL Carryover To This Year

Enter any Net Operating Loss carryover to the current year. Enter only
positive numbers.

To delete a buy or sell:

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C - CORP TAX CALCULATOR

by
Denver Tax Software, Inc.

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