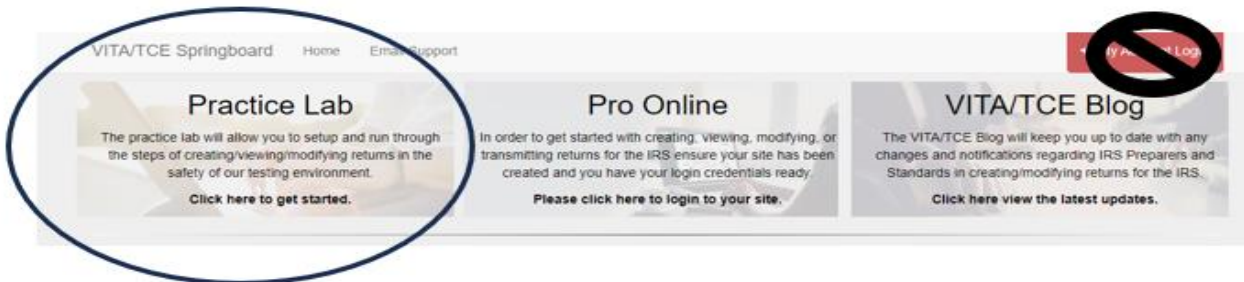# Practice Problems

The Practice Lab is available within the tax software we use during the season called TaxSlayer. You may use this area to get to know the software and to get ready for your tax law test. You cannot mess anything up in the Practice Lab.

The 2023 version is available but not 100% final. Think of it like you are living in your house while undergoing renovation.

<u>Returning Users</u>: You may use your credentials from last year or reset them.

<u>New Users</u>: Follow these instructions to create an account.

Use VITA/TCE Springboard page: https://vita.taxslayerpro.com

To gain access enter this password for everyone first: **TRAINPROWEB**
Then, create an account.

Once you have accessed Practice Lab you will see this screen.
FYI--There are 6 sections with training resources if you want to review them--
- Sections 1,2,3, and 5 are more for program managers and coordinators.
- **Section 4 & 6 are areas for tax preparers and reviewers** --Section 4 shows how to do certain things within the software, Section 6 has practice scenarios and recorded webinars. (those get updated later)

Click <u>GO TO Practice Area</u> to use the software.

Practice Lab - Home

Welcome to the practice lab. The links below will help you get a better understanding of the software and best practices regarding tax processes. If you would like to begin using the software in the practice area, please press the link below.

Go to Practice Area »

Section 1: Getting Started with TaxSlayer Pro Online

Section 2: Configuring TaxSlayer Pro Online

Section 3: Installing TaxSlayer Pro

Section 4: Preparing a Return
- ▶ User Guides
- ▶ Starting a Tax Return
- ▶ Entering Basic Income Part 1

Section 5: Electronic Filing
- ▶ User Guides
- ▶ Creating the e-file
- ▶ Electronically Filing a State Return

Section 6: Enhancements and Miscellaneous
- ▶ User Guide
- ▶ TaxSlayer Customer Portal
- ▶ TaxSlayer Scanned Documents

- Publication 4012 has helpful screenshots for each section starting with Tab B. Don't forget to refer to the Intake Form and Interview Notes (for the Practice Problems and the Test

- At the tax site you will need to go through the E-File section of the return to complete it. Tab K is a helpful resource for this section. For the test and for training you do not need to complete this section if you do not want to.

- Select **Start a New Return** to begin the data entry for the tax return.

- Select **Client Search** if you want to look for a return already complete or one in progress.

We have created scenarios for you to work on along with a spreadsheet with results (AGI, Amount of Tax and Result) for you to check.

<u>12/4/2023 note</u>: The state return information has not been loaded into the system yet. For your tax test there are no questions related to the state return. When it's loaded you will be prompted to select a locality for the tax customer. For the practice problems (or test) select any VA locality and answer "yes" that a return was filed last year. You do not have to answer the questions below on the sales/use tax.