



## Quick Start Guide for 2005 SEXTAX Demo Program

### 1. You should find enclosed

2005 SEXTAX Demo CD containing:  
Year 2005 Tax Preparation Programs  
Year 2005 Florida CPE Planner

The CPE Planner is a fully functional program that is free to Florida accountants.

### 2. Installation

Insert the CD into your computer's CD drive. It should run automatically. Move the mouse pointer over the various titles and single click to select (the pointer will change to a hand when it is over a valid selection). Follow the on-screen prompts to indicate the Program(s) you want to install. We suggest that you install your demo to the default \SEXTAX DEMO folder.

**General Note:** You will not be able to install the Demo "on top" of any existing full version SEXTAX Programs.

### 3. To start your Demo Program


**From the Windows Desktop:** Use the *SEXTAX 2005 Demo* shortcut to start your SEXTAX Programs.

**From the Start/Programs Menu:** Locate the *SEXTAX folder*, and click *2005 Demo*.


After the Program Introduction Screen, the Program Manager Screen will appear. This is the "home base" for all SEXTAX Windows Programs. Refer to Program Help and the Windows Manual (on the CD) for assistance in using the Program Manager as well as the individual tax programs.

**Note:** A special Initial Setup Options Screen appears the first time you run SEXTAX to guide you through the initial program setup screens.

### 4. Preparer Information

Select *Preparer Information* from the Initial Setup Options Screen, or from the *Setup Menu*, or use the  Toolbar shortcut. Enter firm information pertinent to your company as the tax preparer.

### 5. Client Letters & Bills

Standard client transmittal letter and bill descriptions are provided with each program. All letters and bills can be reviewed and modified. Access *Transmittal Letters* or *Client Bills* from the Initial Setup Options Screen, or from the *Setup Menu*, or use the  Toolbar shortcut. All changes are saved and will "flow" to each client's return.

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## 6. Client Setup

You must set up a client permanent file before you can prepare a client's return. From the Program Manager Screen, click the **New Client** button to create and enter permanent file data for a new client. All data will automatically "flow" to the client's tax return. To modify an existing client's permanent file information, select the client, then click the **Permanent File** button.

## 7. Prepare Tax Returns

To prepare a tax return, select the desired client from the client list on the Program Manager Screen. Either click the **Prepare Return** button, or click the Toolbar shortcut to go to a specific tax return program. Note, the Federal Tax Return depends upon the Client Type.

### Toolbar Shortcuts

- |   |  |  |
|---|--|--|
|  Federal Program     |  Tangible Program |  Intangible Program |
|  Depreciation        |  F1120 Program    |  Sales Tax Program  |
|  Payroll Tax Program |  |  |

Refer to Program Help for each program as necessary.

To get a quick overview about how a program works, go to the **Help Menu**, then **Contents**, and view the information under **Overview** about **Using the Program**.

## 8. Getting Help

**From your Windows Desktop** - You can view the Program Help files without actually going into the SACTAX Programs. From *Start, Programs, SACTAX, Program Help*, select the desired help item.

**From within the SACTAX Programs** - Use the F1 key for SACTAX program help from any screen. Use the Help menu or right-click any input field to access SACTAX help or IRS Form Instructions. Most dialogs also have a help button for instant program help. **SACTAX Manual on CD** - The User's Manual for Year 2005 Programs is on the Demo CD in a format that uses Adobe Acrobat Reader. If you do not have Acrobat Reader, you can install it from our CD.

**Technical Support** - For additional assistance, Call SACTAX Technical Support at (800) 678-1789 or Fax (386) 738-0770.



**Saxon Tax Software, Inc.**

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

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