

Advanced Accounting- Instructions to do Problems 1 and 2 on the Tax slayer Practice Lab

Please sign up for the tax software.

- 1) Go to the Google taskbar and type in Tax Slayer Springboard.
- 2) Select the option Tax slayer VITA/ TCE springboard-TaxSlayer Pro
- 3) Select Practice lab.
- 4) Type in the password for the practice lab that is: TRAINPROWEB
(This is case sensitive)
- 5) When the sign in Window comes up.
- 6) Sign in with your User Name and Password.
- 7) Select- Go to Practice Area, on the Practice Lab Home page.
- 8) Go to the bottom right of the screen that is Section 6: Enhancements and Miscellaneous.
- 9) Select Practice Return 1.
- 10) Select attachments under Practice Exercise 1 on the right-hand side of the screen. The one on top has the question on it. It is also attached separately. The second download has the answers on it.
- 11) At this point go to the practice area.
- 12) Enter the first three digits of the Social Security number from the sheet titled Practice Social Security and EIN Numbers. Enter 0000 for the last four digits. Repeat and start the return.
- 13) Enter the filing status and select continue. Whenever you make any change, including entering data in the W-2s, you must select continue, otherwise the software does not save.
- 14) Once you are done, complete problem 2.

Please follow along with the video in following link:

<https://drive.google.com/open?id=1N1lZSYOpMiO4grNgw1pa-yzH12NFj0j2>

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