

Prior Year Return Import Utility

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With ArkWorks, you have the ability to import tax returns from TaxWorks 2001 through 2004. You can now have all of your clients' tax returns stored in one, easy-to-access location. To use the utility, click the Tools menu and select TaxWorks Prior Year Import. You can also access this utility by clicking the Start button, then selecting All Programs, ArkWorks, and TaxWorks Prior Year Import.

*Note: In order to import prior year tax returns, you must have the corresponding prior year TaxWorks program(s) installed.

Once the program launches, select the Tax Year for the tax returns you would like to import to ArkWorks. Then verify the *TaxWorks Database Path*, make changes if needed from the *Change Path* and *Archive Drive* drop down boxes, and click Import. When the process is complete, you will see the results of your import.

