

# How to Restore a Tax Return to "In Progress" Status in TaxSlayer

Changes in TaxSlayer functionality now allow a user to restore a tax return previously marked **Complete** to **In Progress**.

SSN	FIRST	LAST	PHONE	PREPARER	STATUS	STATE STATUS
XXX-XX-4567	JANE	TAXPAYER	(512) 555-1212	IRS	In Progress	

Tools Select

There may be occasions when a tax return in TaxSlayer must be restored to **In Progress** status after it has been marked **Ready for Review**, **Approved**, or **Complete**. These occasions might include:

- You begin a quality review but the taxpayer must leave before it is complete.
- A tax preparer has mistakenly checked the **Complete** box although the return has not been quality reviewed or approved.
- A tax return previously marked **Approved** and **Complete** *but not transmitted* will undergo revisions or other changes that require a return to **In Progress** status.

## **In order to restore a return that has been marked Ready for Review and Complete (but has not been Approved) to In Progress status:**

1. Open the tax return in TaxSlayer and navigate to the submission screen.
2. Uncheck **Is Complete** and then **Save and Exit**.
3. Open the return again and navigate to the submission screen.
4. Uncheck **Ready for Review** and then **Save and Exit**.
5. From the Client Search page in TaxSlayer, verify that the status of the return is now **In Progress**.

**In order to restore an Approved and Complete tax return to In Progress status:**

1. Open the tax return in TaxSlayer and navigate to the submission screen.
2. Uncheck **Is Complete** and then **Save and Exit**.
3. Open the return again and navigate to the submission screen.
4. Check **Ready for Review** and then **Save and Exit**.
5. Open the return again and navigate to the submission screen.
6. Uncheck **Ready for Review** and then **Save and Exit**.
7. From the Client Search page in TaxSlayer, verify that the status of the return is now **In Progress**.