

ProSystem fx[®] Practice Management

This bulletin provides important information relating to **ProSystem fx Practice Management** version 2010.10.03. Please review this bulletin carefully prior to installation, and if you have any questions, please call Customer Support at **1-800-PFX-9998**.

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NEW IN THIS RELEASE

2010.10.03

October 2010

Reports

- **WIP/AR Reconciliation** now accurately reports WIP Prior and Current balances when using date range criteria equal to either Current Year or Prior Year in conjunction with a start date not equal to the first day of the firm's fiscal year.
- **Client Ledger** now accurately reports WIP Prior and Current balances when using date range criteria equal to either Current Year or Prior Year in conjunction with a start date not equal to the first day of the firm's fiscal year.

NEW in 2010.10.02

September 2010

Enhancements

GL Interface

- General Ledger Interface is now available for **Client Accounting Suite**. To set up the interface, select General Ledger Interface from the File menu in Administration. Use this interface to create journal entries from ProSystem fx Practice Management. Transactions will be written to a table which can be imported into Client Accounting Suite for General Ledger reporting.

Payroll Interface

- Payroll Interface is now available for **Client Accounting Suite Payroll**. To set up the interface, select Payroll Interface from the File menu in Administration. Use this interface to transfer payroll timesheet information from ProSystem fx Practice Management to Client Accounting Suite Payroll. Paychecks can then be printed in Client Accounting Suite Payroll.

NEW in 2010.10.01

September 2010

Enhancements

Firm

- **Three new default invoice formats are now available:** Project WIP Detail – By Category, Project WIP Detail – By SubCategory, and Project WIP Detail – By Service Code.

These invoice formats group WIP transactions by category, subcategory, or service code ordered by date and subtotaled by project.

Contact Management

- **Open AR Balance Only** is a new checkbox on the AR tab of Contact Management. Selecting this new checkbox removes items paid in full, showing only those items on which an outstanding balance is owed. This checkbox is a per user option and remains selected regardless of client until it is deselected.
- **AR Net** is a new column you can add to the AR tab of Contact Management to show the net amount remaining for those items with an outstanding balance. To add this column, go to Preferences/My Contact Management Info/AR.

Reports

- **New Secondary Sorts** are available on the following reports: AR Aging, AR Reconciliation, Billing Worksheet, WIP/AR Aging, WIP/AR Reconciliation, and WIP/AR Summary.

Each primary staff position sort (for example, Primary Partner) can now be further sorted by either a secondary staff position sort (for example, Primary Partner by Bill Manager) or a secondary staff position sort and a sort by group (for example, Primary Partner by Bill Manager by Group).

Each secondary sort method continues to allow the ordering of the report output by Client Code, Client Sort Name, Client Master - Code, or Client Master - Sort Name.

Features Menu

- **CPE Assistant** is a new link on the Features menu to the website <http://cpeassistant.com>. This tracker helps CPAs monitor and maintain their CPE certification.

Help Menu

- **Technical Support selection on the Help menu is now called "ProSystem fx Practice Management support on the web."** Six additional selections have been added under the updated Help menu option:
 - Product Home Page
 - Product Updates
 - Efx News
 - Browse our Knowledge Base
 - Contact Support
 - My Account

Corrections

Accounts Receivable

- **The Bank Deposit Slip** no longer prints the transaction code if entered in Bank Setup.

Reports

- **Time Entry Register** displays the full dollar and cents amount (with decimal places) in the Totals column if the amount is greater than 9 characters.
- **Work Type** is now available on the following reports: Client List, Client Project List, Accounts Receivable, Billable Work in Process, Billed Detail, MTD/YTD Client Production, and MTD/YTD Client Billing.
- **WIP/AR Reconciliation** now prints same Prior and Current balances with the use of the *Any Range* option as it does with the use of the *Current or Prior Year* option, if negative invoice amounts (including adjustments) were included in the firm database converted by Professional Services.
- **Client Employee List Positions** displays the Tax Reviewer and the Tax Preparer in the appropriate columns on the report.

Report Writer

- **Employee Banked Hours** displays the Prior Period Hours on the report.

NEW in 2009.90.03

January 2010

Extension Forms are now available for Tax Year 2009.

Project Management

Budget hours and amounts for project budget records budgeted at either the category or the subcategory level are now written to the proper database field. Changes made to budget records budgeted at the category or subcategory level via **Project Find and Change – Detail** (any node) now update the appropriate fields as well.

The correction within this update will be applied on a go-forward basis to new projects or newly edited projects.

Existing projects should be reviewed prior to rolling forward to ensure that both the correct budget hours and budget amounts are associated with each project.

If your firm budgeted at the service code level, it is not necessary to apply this version.

NEW in 2009.90.02

October 2009

ProSystem fx Practice Management is now compatible with Windows 7 Enterprise, Windows 7 Ultimate, and Windows 7 Professional.

Accounts Receivable

Payments in Balance Forward detail are labeled correctly on the statement when applied to an invoice reported in the statement current activity.

Project Management

Inactive clients no longer display in Project Management lookup.

Time Entry

Employee Management Report headings now display as PTD and RTD.

Reports

The Employee Posted Summary now saves report criteria when you click OK.

Report Writer

Report Writer now processes production reports that have user-defined applied filters with improved memory allocation.

MTD/YTD Client Employee Billing Reports now have enhanced flexibility in whether you include or exclude expenses in the realization percent. The existing PTD and YTD Realization % fields will always include expenses for detail and total rows. New fields have been added to never include expenses for detail and total rows (**PTD Realization w/o Expenses** and **YTD Realization % w/o Expenses**). Select the appropriate field for the report calculation required by your firm.

CORRECTIONS 2009.90.01

May 2009

Internet Time Entry

Changes to any Time Entry Custom description used as the default for an employee now display and default on subsequent time entry transactions.

Use Client Views/Client Invoices to view the WIP associated with an invoice. Select the invoice number blue hyperlink to view the WIP. A new window displays with Invoice Reconciliation at the top and the associated WIP in a list below. To close the window, click the Back to Invoices button.

Accounts Receivable

The Redistribute window of Correct AR no longer displays offset records when redistributing previously exported GL entries (from GL Interface).

Payments re-display correctly on their entry date if Enter Payments is closed and then re-opened prior to posting.

Billing

Blank lines in the body of the invoice now share the same font used for invoice body text, keeping the visual spacing consistent.

Invoicing with a Paragraph/Description type format (and Employee Hours selected as the only the Employee Detail Option) now generates the invoice successfully.

Billing by Subcategory no longer summarizes like-kind subcategory codes with different categories under one description on the invoice.

Contact Management

Business Affiliate Contacts now display in View Details on the Contacts tab.

Quick Letters to Contact Address for Business Affiliates (from the Actions menu in View Details) can now be generated successfully.

Project Management

If your firm is new to ProSystem fx Practice Management with this release the project positions "Tax Preparer" and "Tax Reviewer" are now named "Project Tax Preparer" and "Project Tax Reviewer."

Reports

Billing Worksheets can now be printed with more combinations of billable and nonbillable clients and WIP.

Enabling the new option **No Current Billable WIP** allows all selected clients to be included on the print output regardless of billable, non-billable, or billed WIP balances for the designated period ranges. This option is recommended for use with a limited selection of clients who have no chargeable WIP balance. See Help for details on using the new **No Current Billable WIP** check box with the existing options to print Billing Worksheets.

AR Aging and WIP AR Aging reports now generate successfully when processing with the Reports Queue. These reports also no longer include clients with a balance of zero.

WIP/AR Aging minimum balance and starting period qualifiers now consistently filter report results when the qualifier's value is not set to the default value.

Report Writer

Optional Report Criteria filters for **From** and **To** now load correctly into the Run Report window when you save the report criteria.

Timers

Timers have been enhanced to improve hardware compatibility and prevent unnecessary delays in elapsed time.

2008 EXTENSION FORM DOWNLOAD

January 2009

Extension Forms are now available for Tax Year 2008. This download is supported for version 2007.70.01 or higher.

CORRECTIONS 2008.80.05

October 2008

Internet Time Entry

Internet Time Entry has been updated. If you are licensed for Internet Time Entry, download and install the ISO image of 2008.80.05 from the Support website to receive this Internet Time Entry update.

- The speed of Client Lookups has been improved.
- A WIP Listing report has been added for historical reporting of WIP including reimbursable expenses.

Accounts Receivable

The list for finance charge calculations no longer includes clients with previously voided transactions and a zero current balance as of the cutoff date.

Reports

The WIP/AR Aging report now uses the Minimum WIP Amount to filter the report results when the default AR Amount is not adjusted.

The Employee Budget Report (Weekly) displays Actual amounts in the correct week.

The Project Status report has been updated.

- This report now prints correctly for non-budgeted employees when selecting the Employee Summary reporting detail level. The Employee Summary report also no longer generates the "Item has already been added" error and no longer multiplies employee actual hours by the number of budget rows.
- The Project Status "Detail" report no longer reports the sum of all employee actual hours for each employee budgeted to the same service code but distributes actual hours to the appropriate employee.
- Work has been done on enabling the corresponding report criteria tab (for Department, NAIC Code, Line of Business, etc.) when selecting Project Type as a secondary sort on this report.
- The exception error no longer generates when running the Project Status report by Assigned Employee.

The Client Budget to Actual report has been updated.

- Non-budgeted row detail is no longer grouped with budgeted row detail using the Service Code detail option.
- Actual hours for employees budgeted to either a category or subcategory level are also reporting accurately.
- Both budgeted and non-budgeted employee detail rows are now ordered initially by the employee's last name. Depending on the level of detail additional ordering by Category/Subcategory and Service are applied to the budgeted detail rows.

- The Employee Name and Project Position fields have been separated and no longer run together when printing for Employee/Service Code detail.
- Project types are now grouped correctly when they are repeated on this report.
- The Project and Project Description summary line now truncates and allows the report information for budget hours and budget amounts to print correctly.
- Service code descriptions no longer overlap the Budget Hrs or Budget Amount column values if the description is greater than the allowed space.
- The report now generates successfully without an invalid column name error when selecting to print with an Assigned Employee/Client Code sort for a selected employee.

CORRECTIONS 2008.80.04

October 2008

Internet Time Entry has been updated. If you are licensed for Internet Time Entry, request a 2008.80.04 CD and install from the CD.

- Project information displays accurately in Internet Time Entry after selection.
- The Expense column in Internet Time Entry is now visible when selecting to print an edit list for only reimbursable expenses.

Time Entry delays when choosing to save a record with an associated project have been eliminated.

The Detail Project Status report now calculates actual hours when budget detail for more than one non-budgeted employee exists. This report also now accurately reports actual hours for employees budgeted at either a category or subcategory level.

Report Writer has been updated.

- MTD/YTD reports adhere to the date range if all fields on the report are PTD.
- The YTD date range displays appropriately in the header and amounts are correctly reported when running MTD/YTD reports for a date range outside of the current fiscal year.
- Production Report Writer reports now adhere to the fiscal year range.
- PTD Rate, YTD Rate, Effective Rate, and Rate columns calculate totals based on the totals from detail report rows instead of totaling in summary with the *Show Detail* or *Drill Down* detail option enabled.
- Employee and Client Product and Billing reports generated with Report Writer display PTD and YTD rates and fees correctly.

The Employee Productivity report displays *Other Nonbillable* time in the Prior PTD and Prior RTD columns.

The Client Budget to Actual report accurately reports actual hours/amounts when an employee has both budgeted and non-budgeted time associated with a project.

Employee Monthly Production can be printed for reporting periods fewer than twelve months.

Versiondb.exe has been updated to retain records for the Report Queue and will not reset the header and footer RTF files.

NEW in 2008.80.02

August 2008

Enhancements in this release are centered on CCH Coolbar features.

Users who release their time to the firm administrator may now release their time in Outlook. There is a new Time menu in the Task pane in the DataCenter. This menu includes **Create Time** and **Release Time**. Users who use the Real Time release to WIP will still need to release their time from Practice Management.

Users will be able to update the project status when entering time. In addition, one or multiple employees may be marked complete.

Clients may now be sorted by the client sort name. Lookup is also available by client sort name.

There is additional security for AR lists in the DataCenter including outstanding balances and invoices. This security is based on report security in Practice Management.

You may open Coolbar Options from a selection on the DataCenter menu in Outlook (in addition to Shift Clicking the **Log** button).

Review Time Entries, WIP, Invoices, and A/R Activity are now available on new tabs in the Client Detail Views. In addition to these enhancements:

- The label of the Cash Receipts tab in DataCenter/Finance has been changed to **A/R Activity**. This tab displays one year of activity by default. You can remove the advanced filter to display all three years available.
- ProSystem *fx* Practice Management now includes the ability to enable/disable CCH Coolbar email storage as a decision for the firm. If you are updating from a previous version of CCH Coolbar, email storage will be enabled. To disable email storage, open **Employee Coolbar Setup** from Lists/Employees and de-select the **Enable Email Storage** check box.

In addition to CCH Coolbar enhancements, the following CCH Coolbar correction has been made:

- AR balances displaying in CCH Coolbar are now in sync with ProSystem *fx* Practice Management reporting.

The following ProSystem *fx* Practice Management correction has been made:

- AR Aging on Invoices now includes prior period invoice amounts in the aging buckets in addition to the current invoice amount.

NEW in 2008.80.01

May 2008

Remote Administration is now available in Basic Edition.

Export to Excel is available from the right-click menu on any list or grid. If you select this right-click option, the list is moved directly into Excel, instead of filtering it through a report format first. The number of columns in the generated Excel spreadsheet is not limited by the number of columns on a list and includes all available columns (up to 99) without wrapping text within a column.

The new Excel .xlsx format is now available from Print to Excel if Office 2007 is installed. The new .xlsx format overcomes Excel version 2003 and prior limitations with large spreadsheets, allowing over 65,536 rows in a spreadsheet. If you have Office 2007 installed and you anticipate having a large spreadsheet (over 65,536 rows) you must save to the .xlsx format. If you do not have Office 2007 installed and you anticipate having a large spreadsheet, an .xml file will be created. This .xml file can then be opened in Office 2007. Regardless of the version of Office installed, the Row Start and Column Start options are no longer available and text that exceeds the column width will be wrapped when choosing Print to Excel.

CORRECTIONS 2008.80.01

The following items are included with this release:

Accounts Receivable

After entering a payment and selecting a distribution, you can now re-distribute the payment if necessary.

AR statements printed with AR Aging include aging bucket amounts for the master client and all grouped engagements (consolidated engagement amounts).

You can now use "Net to Zero" to offset items in Later Distribution across Engagements without producing Data Integrity issues.

Finance charges voided AFTER voiding a payment which had been applied incorrectly now display correctly in the body of the statement. The finance charges always displayed correctly if they were voided prior to the voiding of the payment.

Administration

In Batch Time Entry, after changing to a different employee (assigned to the same project), Budget to Actual information displays as expected for the new employee.

When reviewing time (in View Edit Rates in Time Entry), the rights of the logged on employee stay in effect and do not change to the employee whose time is being reviewed.

Transfer – Lump Sum WIP reduces and/or flags expenses correctly when Split All WIP Transactions Selected is used for the Transfer Method.

Delete Mailer Selections in a Tracking folder removes only the contacts for the client (instead of ALL contacts) when “Group by Mailers” is selected.

When selecting a mailer that generates more than three labels (Quick Labels and Avery 5160 type labels) the last label (or last row) is no longer duplicated.

ABRA Earnings Codes in the Payroll Interface can now be processed by all aspects of the Payroll Interface.

Billing

A Surcharge is no longer generated if the percentage billed/remaining does not round to two decimal places in Partial Billing.

Final Print Date is removed from the Billing Edit List after undoing Final Print for the invoice.

Invoices can be successfully generated for clients who are being billed for both Progress and WIP (by selecting the items to bill and Partial Billing with an “Amount Billed” equal to the “Net” value in the Invoice Recap).

Invoices using the Paragraph/Description Category format display Employee Billed rate and hours correctly.

A blank line no longer appears between expense transactions on invoices.

The firm default invoice format option for Print Prior Balance (selected in Administration/Firm/Invoice Formats/Page Format) is recognized for Fixed Fee clients.

When final printing Fixed Fee invoices for clients with a prior balance and a default billing format selecting to Print Prior Balance, the Invoice Printing Error Report is no longer generated in error.

Client Custom keywords display correctly on invoices, statements, and dunning letters if the Final Print invoice is undone, the billing is cancelled, and the client is rebilled.

Billing a WIP transaction with a zero amount and clicking the Adjust Selected button no longer generates an “Attempted to divide by zero” error message.

The Billing Recap displays the appropriate clients if first selecting “No Selection” as the Bill Manager. Clients with large adjustments (in excess of 1,000,000%) display in Billing Recap.

Correct WIP Unbilled (in the Billing module) now adheres to the Client Security Lookup by Office set up in Administration (Security Setup).

Contact Management

The extra line after the Salutation (caused when using the “Copy to Clipboard” feature) has been removed.

If the Fiscal Year has not been entered for a client, the Fiscal Year End Month is blank in Contact Management.

Project Management

Employee Scheduling now reflects correct employee information on the Employee Schedules report when you change employees on the Detail window.

Projects with detail can be rolled to a new year if you select to Change Hourly Rate and set the rate option to “correct rate based on service code and project type.”

When selecting View Employees by Monthly Schedule (by Project View), scheduled hours now display.

Reports

The AR Aging report prints in agreement when it is printed by Primary Partner/Client Code, or by Primary Partner. The report also prints in agreement when printing by Summary or Detail.

The AR Cash Receipts report displays payments correctly if they have been moved to a different client through Correct AR.

The AR Collections report prints the correct Original Amount (Original Invoice Total) when a Master Client and Engagement are billed together and the Engagement portion of the invoice has been paid in full. This report adheres to the

Cutoff Date and no longer includes items that have been paid in full. It also prints correctly if the Cut Off date is prior to the current date.

The AR Reconciliation report now includes clients with ending balances but no beginning balances as of the starting date for the report.

The AR Void and Corrections report prints payments that have been posted and then re-distributed with the post date of the corrected transaction.

The Billing Worksheet displays all clients, including On Hold and non-billable clients with outstanding billable WIP. Exporting a Billing Worksheet to Excel no longer sets the first column to an oversized pre-defined width.

The Client Ledger report now reflects amounts entered through Load A/R as billed amounts (instead of also reflecting them as beginning balances).

The High Client Billing report prints successfully when selecting Grouping by Client Number.

The Invoice History report prints consistently when printed consecutive times with different grouping options. If using a Canadian date method, the Invoices tab of the Invoice History report is now available and the report can be filtered by invoice.

The Realization by Reason Code report no longer lists the Master Client on the report twice when the Master Client and Engagement are billed together and the report is sorted by Client Code or Client Sort Name.

The WIP/AR Reconciliation report by Client Master Codes does not include deleted engagements. This report always printed correctly when printing by Client Code. This report also no longer truncates the last digit if WIP or AR is greater than \$999,999.99.

The WIP/AR Aging and AR Aging reports no longer drop an Engagement's balance if (1) the first engagement has AR, the second engagement has no AR, and the third engagement has AR that Nets to Zero or (2) this is a multi-engagement client with only one engagement that meets the criteria, and AR Amount and/or Starting Period have been changed from the default.

The Realization Percentage (Real%) on the PTD Employee Billing report calculates correctly when selecting to use Expenses in the calculation.

The PTD Employee Service report by Service Code now displays subtotals.

The Project Position Due Date List now groups project positions for the same project on one line instead of printing them on separate lines.

The Client Budget-to-Actual report displays employee actual hours/amounts accurately if the employee has been budgeted more than once to a project.

The Client Project History report no longer subtotals by project description but only subtotals by Project Type.

The Project Status report prints successfully (in Summary and Detail) when printed by selected employees. The report always printed successfully for ALL employees.

Report Writer

Subtotal Options on the Report Format tab of Run Report have been changed to Detail Options. Three options are now available. Select Show Detail to see a detail report with everything (detail, subtotals, and totals). Select Drill-Down Detail (formerly Detail, Subtotals, Totals) to print a Summary report with group subtotals and totals, and drill-down detail. When you select this type of report you can drill down on-screen to the detail in Report Viewer. Select No Detail (formerly Subtotals and Totals only) to print a Summary report with only group subtotals and totals.

When filtering for reports, the second filter is now recognized if the first filter is set to "Not Between."

Multiple filters on the same field operate as expected (the last filter no longer overrides all previous filters in effect).

Filters on the Accounts Receivable Report Writer report are now recognized as intended.

When building a Report Writer report for billed detail including the Invoice Number column and choosing to group by the invoice number, the group header displays as a number field instead of a currency field with a decimal and two decimal places after the invoice number.

Sorting is now available on the Invoiced Amount field in the Report Writer Client Billing report (enabling you to report invoiced amounts in descending order).

The Report Writer Billable Work in Progress report subtotals when there is only one line (for example, one entry per day).

The Report Writer MTD/YTD Employee Production report displays MTD and YTD period totals properly.

The Employee List can now be successfully printed with Canadian Date formats.

Time Entry

You can now record time to a Marketing service code while using both Client Lookup Security/Time Entry/Contact Management (by Individual Clients) and Individual Client Lookup Preference in Time Entry.

Double-click to select items in the “Follow-up,” “Marketing Tickler,” or “Personal Task” View. You could always open items by double-clicking when the view was set to ALL.

The Employee Management report no longer displays inactive employees when you remove the selection to include inactive employees.

Running Alerts with no criteria enabled has no impact as any previously generated Alerts from the Alerts table are cleared prior to running Alerts.

General

Mail Monitor will now process email requests for any ProSystem *fx* Practice Management workstations initially installed with version 2007.70.01.

Batch preview no longer resets margins for all statements and invoices after the first client previewed.

VersionDB now converts Prospect Mailers.

When exporting a list or grid to Excel using the right-click option, long fields (such as descriptions), or columns which have been narrowed or that contain a value with commas or spaces, no longer wrap to the cell below the current cell, preventing you from easily manipulating the data in Excel. Exporting dollar amounts to Excel always exports them as currency.

Custom Library

The Billed Fees Analysis report now generates successfully regardless of the staff position selection.

The Employee Productivity by Service Codes YTD Totals for billable hours print for only the current year.

Custom Billing Worksheets can be printed successfully if the initial report criteria included ALL clients and this was changed prior to printing to a selected group of clients only. They can also be printed in employee summary format even if there is only one transaction for the client within the date range selected.

NEW in 2007.70.03

January 2008

Extension Forms have been updated for Tax Year 2007.

CORRECTIONS 2007.70.02

October 2007

The following items are included with this release:

Accounts Receivable

Dunning letter templates accept imported keyword merge fields.

Separator pages between statements during batch print may be suppressed.

Administration

RTF documents such as invoices and statements accept imported graphical image files such as company logos.

Payroll Interface

Editing timesheets may be restricted to a set pay period, rather than all pay periods being editable.

Overtime pay accounts for exception pay such as holiday pay.

Project Management

Custom fields may be assigned a default value during the initial creation of the field.

Employee information may be assigned for budget-to-actual budget records without the need to complete the record at that time, and is saved for later completion.

Reports/Report Writer

Column totals may be displayed with double underlines.

Month-to-Date/Year-to-Date reports allow date parameters to be edited before saving the reports for the first time.

Batch reporting allows zero records to be accepted without terminating the batch print job.

Aging buckets accept a third numeric character to allow aging periods from 100 to 999 days.

SQL Utilities

Using SQL utilities to attach a database in a non-standard location no longer adds an extra .mdf extension to the end of the filename.

Time Entry

A single timer may be edited when multiple timers are running.

Editing a timer's elapsed time retains the fractional time default set in the global settings, such as rounding to a quarter-hour.

A controlled shutdown can be initiated at the user's discretion while a timer is left running.

VersionDB.exe Utility

Updating to version 2007 from version 2004, if the interim releases are bypassed, imports client phone numbers in Contact Management.

NEW in 2007.70.01

August 2007

Microsoft® Vista compatible items include.

- **Calendars** (used in the drop-down for date fields) have been enhanced.
- **ProSystem fx Practice Management is compatible with Office 2007 (Word and Excel)**. New .docx files (available with Word 2007) can be used in mailers and letters in the Marketing and Contact Management modules.
- **Updatedb.exe** is now **Versiondb.exe**.
- **Workstation Setup** now installs Microsoft® SQL Express instead of MSDE when installing **Remote** components. MSDE is still supported for server installations and for all Remote workstations. Microsoft SQL Express will also be used for all NEW server installations (instead of MSDE) if SQL is not detected on the server.

ProSystem fx Permission Key for software licensing is included with this release. This change (also used for support, distribution, and billing) replaces your current client number with a new ProSystem fx Practice Management account number.

- **Permission Key Options** are now part of the ProSystem fx Practice Management installation. You will need your ProSystem fx Account Number (the **Business ID** number on your distribution kit packing slip) and password (obtained by calling Customer Support at **1-800-PFX-9998**). Use the ProSystem fx Account Number as your User ID when downloading the permission key from the Internet. Check the Installation Guide for complete instructions on the Permission Key.
- **The Support Website** is transitioning from our present Support site to **CCHGroup.com**. Support options at CCHGroup.com are available to all staff members. The User ID and Password are not required to log onto this site. Any software downloads from the Support Website cannot be licensed without obtaining a Permission Key (which does require the User ID and Password for security).
- **Use your ProSystem fx Account Number when logging Support calls.**

Report Writer has transitioned from Crystal Reports (for report generation), making this feature Vista compatible.

- All existing reports written in all 2006 versions of Report Writer can still be generated with this new version.
- When running Workstation Setup, the Crystal Reports option is no longer needed.
- Most Report Writer options are the same as those in versions prior to this release.

- “Group by” functionality on the **Report Format** tab has been expanded for totaling on all sorts (previously limited to sorts 1-3). If you select to group by a sort, you can also subtotal and page break on that sort criteria. Grouping and subtotals must still be selected for each sort. Report processing time is related to the number of groups selected for the report.
- In View Layout, the first 20 lines from the final report display as a preview in the layout function, instead of the generic words and numbers previously generated by Crystal Reports.
- When printing reports, report subtotals line up vertically with the report headers and report detail.
- Export options from the Report Viewer include these document types: PDF, HTML, Text, CSV (comma separated values), MHT (multi-purpose Internet mail extension html), Excel, Rich Text, and Graphic.

AR Statements show all finance charges summarized by invoice number to display one line item per invoice no matter how many engagements make up the invoice.

General Ledger Interface includes an export to ProSystem *fx* Write-Up version 3.5 or higher. Identify the department type representing offices in the Write-Up Chart of Accounts. Then link specific items/types from the Chart to specific ProSystem *fx* Practice Management offices. The journal entries are exported directly to the Write-Up database.

SQL Utilities now requires Administration rights for security with Vista. Other changes to SQL Utilities include:

- **SQLbackuprestore.exe, SQLattachdb.exe, and SQLdetachdb.exe** are not compatible with Microsoft SQL 2005 and are no longer active.
- SQL Utilities options which are no longer active include the right-click **Maintenance** option from the Database menu and **SQL/Configuration Version** from the Help menu. If you are running SQL 2005 or SQL 2005 Express, use the Microsoft SQL manager (a free tool that can be downloaded from the Microsoft website) for backups and for SQL database manipulation.

Screen Positioning is now available on dual monitors if you are running Citrix or Terminal Services. Open the **Help** menu and select **Screen Positioning**. Follow the instructions to identify the default monitor and positioning of all windows.

The CPAS Viewer File (CPASNViewer) is no longer active with this release. ProSystem *fx* Practice Management now exports directly to PDF format and this feature is no longer needed.

Log a Call Through the Internet and Download License File via the Internet are no longer active with this release due to the transition to the ProSystem *fx* Account Number (Permission Key) and Vista requirements.

The location of the cpas.ini and pmnet.ini files has changed with this release. The cpas.ini and pmnet.ini files are no longer stored in the Windows folder of the local workstation. Instead they will be placed in a proprietary directory folder based on your operating system.

CCH Coolbar, a NEW workstation add-on for ProSystem *fx* Practice Management, is available with this release. Contact your sales representative for more information. Licensing CCH Coolbar disables Appointments in ProSystem *fx* Practice Management for the firm as Outlook replaces this feature. Setup options for CCH Coolbar appear on the new **File** menu in versiondb.exe. Use CCH Coolbar to:

- **Extend Outlook** as an enterprise tool by linking Outlook emails, appointments, and tasks to clients, business affiliates, leads, and referrals in the ProSystem *fx* Practice Management database.
- **Enter Time** in Outlook from the tasks and appointments that are often the basis of billable time.
- **Gain quick access** to the wealth of client, business affiliate, lead, and referral information stored in the ProSystem *fx* Practice Management database, within the framework of Outlook.
- **Review live firm information** (such as AR, WIP, cash receipts) from ProSystem *fx* Practice Management in Outlook.

CCH Coolbar honors the ProSystem *fx* Practice Management security established for the firm employees in Security Setup. It does not honor client trims. If your firm uses client trims in ProSystem *fx* Practice Management, they will not be available in CCH Coolbar.

NEW in 2006.60.03

January 2007

Extension Forms have been updated and modified for Tax Year 2006. Two extension forms are now available: Form 4868 and Form 7004. Use **Form 4868, Application for Automatic Extension of Time To File U.S. Individual Income Tax Return** to extend 1040 projects. Use **Form 7004, Application for Automatic 6-Month Extension of Time to File Certain Business Income Tax, Information, and Other Returns** for business tax (1120, 1120S, 1065, etc.) and other tax projects.

Allow Rate and Amount Corrections Before Lock Reconciliation has been added as a Security option in Administration and is set to Yes by default. If you change this option to No, the rates and amounts in Correct WIP-Unbilled for WIP transactions dated prior to (or the same as) the lock reconciliation date cannot be modified by the employee.

CORRECTIONS 2006.60.03

Accounts Receivable

Posting multiple AR payments for the same client posts only the selected payment.

The cover letter prints before the statements when printing statements by partner if the first client for a partner does not qualify for a statement.

Invoices without a balance no longer print on statements without a credit or debit amount if you select to Print Zero Balance Invoices.

Invoice numbers with more than nine characters display in lookup when entering payments.

Finance charges calculate with the correct percentage.

The Deposit Slip prints multiple copies if requested. You can also preview the deposit slip before printing.

Administration

AR entries are rolled when deleting and rolling one engagement into another engagement in the same master client, and AR NetCheck calculation errors on the Data Integrity report are no longer generated.

The New Firm Setup Checklist displays when creating a new firm in UpdateDB.

WIP transfers can be made with the ENTER and TAB keys as well as selecting with the mouse.

Searching for WIP transactions in Correct WIP – Unbilled is faster, especially if the employee has no WIP transactions on file.

When deleting and rolling an engagement that has been billed with the master, we recommend that you roll it into the master client. However, you can delete and roll the engagement client into another client if you wish. If you roll to another client, invoice history and AR will be updated.

The Qualify for Yellowbook Credit option no longer remains selected by default.

Billing Registers can be printed when selecting to update invoices by client where multiple engagements have been invoiced together without the master client.

Remote Import imports the last day of the month when importing large data files.

Marketing Mailers can be sorted by office.

Billing Worksheets sort correctly when printed by Primary Partner/Client Master – Sort Name.

Using the default employee “Supervisor” login no longer deducts from your available user license.

Time Entry Client Trims can be reset back to the Office default after setting an individual employee trim.

The Selected Primary Partner button on the Select Bill List Criteria window is available if any Employee Lookup Security option is selected.

The Progress Billing Tax Rate allows for four decimal places.

Correct WIP Detail includes inactive service codes when a WIP record is selected in which the service code was inactivated after the transaction was released.

The Assignment Report (in Correct WIP Projects) prints successfully.

Reverse Billing allows the entry of a nine digit invoice number.

The Rate Correction Register displays the actual date of the WIP transaction instead of MM/dd/yyyy.

Time entered for holiday, personal, sick, and vacation is recognized when creating a timesheet from WIP if using the Payroll Interface to CPA Accounting CPAPayroll, Sage Abra, or Other Payroll.

Appointments

The duration of appointments is not limited to the increments set up in Appointments/Options/Day/Week View option.

Updating the database will not change appointment start and end times.

Changing an employee after setting the Calendar to a future date does not reset the Calendar back to the current month but keeps the Calendar in the selected timeframe.

Past due appointments can be shown on the Appointment Due Dates tab as well as in Time Entry by selecting the Show Past Due option.

Lists sort when selecting other columns and selecting the Tracking Status button.

Printing the calendar in Appointments adheres to the user preference for appointment increments and user modifications to Start Time and End Time.

The start and end time information is retained when you press the Tab key from Start Time or End Time on the Print Appointments window.

Printing a Weekly Calendar in Appointments prints the current week when printed from the Weekly tab.

Pressing the Tab key to advance through the options in Appointment Setup moves you to each option on the window in order.

Selecting Tracking Status from within Appointments after selecting the OK button no longer adds a blank row within the Due Date list.

You can only edit, mark complete, or track the status of one entry in the Client Project List; multi-select is not available.

The employee name is included when printing a Calendar or Trifold in Appointments.

The cursor is set to the employee lookup drop-down when changing employees in Appointments.

Billing and Invoicing

Category codes can contain an apostrophe and the apostrophe does not cause an error in Billing.

The Time Entry Memo does not include the Time Entry Date if it is not selected in Format Options in Billing.

You can override progress tax when generating invoices.

You can no longer apply more progress than was originally billed.

In Partial Billing, you can no longer generate a zero invoice; this would create an invoice without the associated WIP records while retaining the original amount of WIP.

Changing the default to enable or disable the Invoice Format options of Suppress Zero Line Items and Print a Courtesy Line for Write Downs will update the invoice once the default has been saved.

The previous invoice format will not cause a check totals error when progress is being applied.

Sales Tax is added to the invoice if a non-master engagement displays at the top of the "Client Engagement Section" prior to selecting the Bill button (if the sales tax is overridden).

Billing using the Navigation Bar in conjunction with Applied Progress no longer creates problems generating invoices or viewing the Billing Recap prior to generating invoices.

The on-screen billing view can be changed from the Navigation Bar.

Billing Review status is retained when viewing an invoice with multiple engagements.

Beginning WIP displays WIP as of the Bill Through Date instead of WIP as of the WIP Approval Date when modifying the Bill Through Date in Billing.

The sales tax amount on an invoice does not change when selecting to override sales tax for a client who is not set up to calculate sales tax.

Filters applied on the Invoices tab of the Billing Edit List are taken into consideration when the report is printed.

Contact Management

Employees in detail positions for replicated projects only display one record for each project position type and employee when there are multiple projects of the same type with the same employee assigned to the detail positions.

The employee assigned in Client Notes is not changed to the first employee in the list if the assigned employee is marked as Inactive.

Staff members cannot modify and delete client contacts in the Contacts tab of Contact Management if security is set up so that staff members cannot Edit Contact Addresses when they are in Contact Management.

Invoices printed from Contact Management retain the same margin setting as invoices printed from Billing.

You can send emails to clients by office in Contact Management.

Sending email to multiple contacts in Contact Management populates the email address in the bcc: field.

Project Management

You can copy a project to a client and then click the List Project button again without generating an error.

Projects roll to the new year with project budgets and detail positions if new year budgets are based on current year actual, WIP is associated with the project being rolled, or if you are using the Service Code Detail option and project detail is deselected.

A project budget without detail is increased by the percentage entered when it is rolled to a new year by client.

The cursor automatically moves to the appropriate field in the window when selecting from the Navigation Bar.

The Person In-Charge is copied to a new project when you select to copy a project in Project Management.

IRS form text fields no longer generate errors if you enter more than 30 characters.

Tax Routing Slips print headings for the Primary Partner and Bill Manager without an overlap.

Tax Extension Forms no longer display internal IRS specifications in nonprintable areas of the forms.

WIP for all engagements displays on the Project Tracking/File Locator window only if the "Show all engagements for this client" option is enabled.

Reports

The report criteria options for the AR Aging and WIP AR Aging reports are stored separately and will print specifically for the requested report.

The AR Collections report prints faster if only one client is selected in a large database.

The Client Budget to Actual report no longer groups all unbudgeted time into the last service code that is budgeted.

The Marketing report prints when selecting to generate the report by Marketing Method.

The Project Position Due Date list displays the correct due date (instead of the original date) when printed.

The Employee Posted Summary report displays Banked and Used information for the report timeframe (instead of the entire year).

The PTD Employee Billing report subtotals the PTD Realization % column correctly. The report detail was always correct.

Filters applied on the Invoices tab of the Invoice History report are taken into consideration when the report is printed.

Time Entry

When releasing time you are prompted if the client or service code you are using is invalid.

The Firm Preference for project selection is taken into consideration when using client or service code trims in Time Entry.

The second digit of the cents portion of the dollar amount for the totals on the Time Entry Edit List prints for dollar values greater than \$100,000.00.

Changes to remote user databases are made when selecting to Import Changed Data Only.

LoadTime Import

The LoadTime Import allows you to import transactions for an employee with a 0.00 nonbillable rate and fee of zero.

In/Out Log

You can open the In/Out Log in ProSystem fx Practice Management Basic Edition. This feature was always available in Office/Enterprise Edition.

A status name of more than 30 characters no longer generates an error but is still truncated because of the size of the field.

UpdateDB/Installation/Remote

Indexes are built correctly when running UpdateDB for SQL 2005 Express. SQL 2005 Express is used for Remote installations instead of the MSDE instance.

Report Queue information is not deleted when migrating from CPAPractice Manager.

Pending Timer records can be deleted off-line.

Custom Library

The Employee Budget report prints Canadian date formats.

Custom Billing Worksheets print correctly when selecting the employee summary and when also selecting the Employee and Print Employee Rate checkboxes.

ProSystem fx Tax Link

The Firm Preference for project selection is taken into consideration when selecting projects in the Timers.

The Search Results list on the ProSystem fx Tax Client Link window can be sorted by column.

NEW in 2006.60.02

October 2006

With this release ProSystem fx Practice Management is compatible with SQL 2005. If you plan to migrate your SQL 2000 Instance to SQL 2005, see the SQL 2000 to SQL 2005 Migration Guide, located on the CD (\VPM\DOC\SQL2005_MIGRATION.PDF).

CORRECTIONS 2006.60.02

You can customize Report Writer formats and modify Client Custom fields if you are using the dd/mm/yyyy date format and your regional settings are set to English (Canada).

Engagements billed with the master client will qualify for finance charges and calculate correctly.

When printing statements with engagements grouped with the master client, AR Aging will include aging totals for all engagements and the master client, instead of for the master client only. Statements will also age correctly if a payment was entered and applied after the statement cut-off date to an invoice dated prior to the balance forward date.

Your firm can enable the alert type for "AR for Clients past number of days old" on the Alert Conditions tab in Firm/Alert Setup.

Billing will accept a Category, Subcategory, or Service Code with an apostrophe.

When opening the Invoice tab in Contact Management, then scrolling through a large list of invoices and selecting an invoice, the invoice you select displays (instead of displaying any invoice at random).

The client e-mail address no longer displays in error for a contact in Individual Clients/Client Information, Lists/Clients, and Lists/Contacts.

Projects will be rolled to the new year with detail.

The Employee tab displays when printing the Marketing Report by Responsible Person and the Project Status report by Assigned Employee.

The Client Budget to Actual report by Service Code no longer combines service codes in the detail of the report. The report totals were always correct.

Banked hours entered in Time Entry round to the correct increment selected in Firm Setup instead of rounding to the nearest hour. Marketing service codes can also be entered if using client trims and excluding clients.

All client contact telephone numbers will display and are stored correctly after running updatedb.exe if your firm migrated from a 2004 version of CPAPractice Manager to 2006.60.01.

NEW in 2006.60.01

June 2006

The ProSystem fx Tax Link is now included as part of the ProSystem fx Practice Management software and is no longer an add-on that must be purchased separately. If your firm uses ProSystem fx Tax, see the online Help system in ProSystem fx Practice Management for more information on setting up the Link.

Certain add-on products and features previously available in CPAPractice Manager were not initially available in ProSystem fx Practice Management. The following add-ons are now available:

General Ledger and Payroll Interface

Professional Services Custom Report Library
The following features are now available:
Canadian Custom Options and Date Settings
Loadtime Utility

Employee Internet Time Entry Setup (available from Administration/Employees) is only active if your firm has purchased the NEW optional Internet Time Entry ADD-ON. Use this option to identify the employees who will have access to Internet Time Entry. The window displays the employee name, employee code, status, and office, and can be sorted by any column. Select the check box to activate Internet Time Entry for an employee. Only those employees who are selected will be able to access Internet Time Entry. The number of available licenses displays for reference, as well as the number of employees selected for Internet Time Entry. If you purchase Internet Time Entry, note that Internet Time Entry and ProSystem *fx* Practice Management must stay in sync on the same version. If your firm installs a new version of ProSystem *fx* Practice Management, you must also install the same version of Internet Time Entry.

Expenses Always 100% (available from Administration/Firm/Firm Setup) allows you to set a firm preference that will exclude expenses from Billing write-up/down calculations when calculating using Employee Bill Amounts. The option to allocate write up/down amounts by hours excludes expenses automatically. Firms will continue to have a choice of which allocation method to use but now have more flexibility with this option. Use this option if your firm calculates write-up/down amounts using Employee Bill Amounts and wants to exclude expenses. There will be a secured option to override this decision in Quick Bill, Adjust Selected WIP, and Partial Bill for on-the-fly biller decision making.

Security for Onscreen Status Billing is available with five invoice review statuses for use by your firm in onscreen billing. In some firms decisions about the final or approved status of a bill is only made by selected individuals. Security options have been added for the five onscreen invoice review statuses (labeled on the Status Description tab of Firm Invoice Format Setup). The security for each is a hierarchical setting that gives each staff member rights to the review status they have security for as well as each level prior to that status in the billing cycle. For example, if a staff member has security clearance for Reviewed Status 3, they also have security for Reviewed Status 1 and 2, but they do not have security for Reviewed Status 4 and 5. Use Security Setup (Administration/Firm) to set the new security options.

Force Project Selection in Time Entry (available from Administration/Firm/Firm Setup/Time Entry tab) gives firms the ability to set a firm preference requiring employees to select an actual project for each Time Entry transaction entered. If your firm has increased the use of project and budget to actual reporting it may become increasingly important for employee data entry to be accurate. Use this option if your firm is concerned about employees consistently selecting the projects with which their time is associated in order to achieve more accurate project statistics and budget to actual reporting. Project selection in the Timer will also be required if you select this optional feature. In addition, if you use the Internet Time Entry ADD-ON, projects will also be required for Internet Time Entry transactions.

Allow Staff Assignments and Project Status Dates to be Customized gives your firm the ability to customize the staff position labels of employees associated with clients as well as the project tracking date labels. You now have options (in Administration/Firm/Firm Setup) to customize the staff assignment and project tracking status labels to better describe your firm's staff descriptions and project flow. These customized label settings will flow through ProSystem *fx* Practice Management not only in list building and user preferences for list viewing but also for reporting. Use the Client Staff tab of Firm Setup to customize the staff assignment labels and the Project Status Date tab of Firm Setup to customize the project tracking status labels.

Suppress CPE and Marketing Prompts in Time Entry are NEW preference items in Firm Setup to allow you to disable the Time Entry prompts for additional information when using CPE or Marketing service codes. These prompts are turned on by default, but if you want to disable them you can go to Administration/Firm/Firm Setup/Time Entry. If these prompts are disabled, you do not have the option to enter additional Marketing and CPE information when entering Time.

Billing by % Option gives your firm the option to enter a % of selected WIP to bill versus entering the amount of WIP to bill. If you use this option the write up/down is calculated based on the difference between the total amount of WIP selected and the calculated amount of selected WIP using the percent to bill that you enter. Billing by percent is available in Quick Bill, Adjust Selected WIP, and Partial Bill. An example of one situation when this option would be beneficial is if you know that a client should get a 10% discount you can select to bill by percent and bill the client at 90% of the selected WIP. The write down will be equal to the 10% discount, eliminating the need to calculate the actual amount.

AR Aging by Master Client has been added to the AR Aging Report when printing by Master Client to summarize by invoice for multi engagement billing. When this option is selected, you will only see one line per invoice when there are multiple engagements included in the invoice instead of a separate line for each engagement.

Print Reports for Any Date Range and Save Report Selections allows you to print the majority of reports for any date range. For many reports this includes the ability to print for date ranges that cross fiscal years. Because you can now print a report for any date range, several YTD reports were changed to accommodate this new “range-to-date” or RTD. They include:

- Employee Productivity
- PTD RTD Employee Bill NonBill
- PTD RTD Employee Billing
- PTD RTD Production
- Firm Management Report (Time Entry)
- Emp Management Report (Time Entry)

A new preference has been added to reports to allow you to save your report selection criteria. This is a per user preference. If there are certain reports that you regularly print using specific selection criteria, you now only have to set that criteria one time and then save your report criteria. Once report criteria has been saved for a report it will automatically be set the next time you select the report. To select the preference to be prompted each time you print a report with different criteria than your default selections go to Reports/Preferences. If you do not wish to turn on this prompt, you still have the option within each report to select Save Current Report Criteria from the Preferences menu. You also have the option within the individual report preferences to Reset to Default Criteria.

CORRECTIONS 2006.60.01

Adding an engagement no longer creates additional master clients for the same engagement if you answer Yes to, “You have changed your Master Client Setup. Are You Sure?” when you select to make the new engagement the master.

You can update Bill Rates for multiple employees in Employee Find and Change.

Clients selected for mailers display correctly with check marks when choosing the “All Types” mailer view.

Detail service codes can be edited successfully.

Bank information and account numbers print in the correct location on the deposit slip. Deposit slips with only one deposit print page and deposit ticket totals. Using the default to print deposit slips prints accurate bank setup information instead of the ‘No Selection’ bank code. Selecting multiple deposits at random (instead of ALL) properly lists all selected deposits in the list and deposit slip.

You can apply any portion of the distribution to an engagement if it is not the engagement chosen when selecting an entry to be applied in Later Distribution.

Statements will not be generated for clients if you previous selected to use the Suppress Print Criteria option and have entered a date that is prior to the date of the invoice that should qualify for a statement. As a workaround to this, select the Print Criteria tab and check the “Do not print statement if current invoice” box in the Suppress Print Criteria section of the window and specify a more recent date in this default. Deselect the check box again if you do not want to use this option and the statement will print.

The Billing Register sorts and prints based on the selected sorted column.

The description of the project associated with each WIP item prints on Billing Worksheets when grouping by project. Billing worksheets with Invoice History and the option to “Exclude Progress from Realization” print. Billing Worksheets also print with aging and page orientation set to Portrait.

All Check Totals errors have been corrected in invoicing. When the invoice format options of Time Entry Memo and Expense Subtotals by Line Item are selected, the time entry memo prints for expense type service codes (memos always printed for time service codes). Clients with fix fee bills available display on the Generate Invoice window when using 'No Selection' as Bill Manager.

The client name and code print in the title of the listing when you right-click and print from the A/R tab in Contact Management. The Invoice Date on the Invoice tab displays in descending date order.

The summary of both project budget hours and amounts no longer resets to zero when adding budget detail records without hours or amounts. Project records are created correctly for the sub-engagement (instead of the Master Engagement) when both the sub-engagement and the master share the same sort name.

Roll Projects to New Year no longer rolls previous years' values for the project tracking dates.

Numbers are no longer exported as text when selecting Excel as the output option.

The A/R Aging report now recognizes additional criteria options of number of periods when printing the report in detail. The report always recognized the number of periods correctly when printed in summary.

The Employee Budget report no longer prints inactive employees when they are deselected. This report also prints in month/year order for firms with a FYE other than December 31.

The Employee Nonbillable report groups employee codes correctly for subtotaling.

The Invoice Number Status report prints accurately when printed by Invoice Date. The report always printed correctly when printed by Invoice Number.

The Realization Report by Reason Code report prints correctly when sorted by Bill Manager/Client Code for multi-engagement clients with different bill managers for different engagements.

Deleted reimbursable expenses no longer print on the Reimbursable Expense report.

Progress bill amounts for engagement accounts starting with the second engagement are no longer duplicated on the WIP/AR Aging report.

In Report Writer, underlines appear and print under the last line of detail before the "group by summary" line on Report Writer reports. Removing a sort criteria from a Report Writer report after it has been created and saved will no longer generate an error. Reports generated from the MTD/YTD Client Production report type include Client Num.Eng as an available field selection. They will also report hours accurately for the specified date range. Reports generated from the MTD/YTD Employee Production report type report hours accurately for the specified date range.

Totals on the Time Entry Register are no longer doubled for the first employee on this register when printing for multiple date ranges in the same session.

Installing ProSystem fx Practice Management

If you have purchased the Internet Time Entry add-on, remember that ProSystem fx Practice Management and Internet Time Entry **must be in sync**. If you install the latest version of ProSystem fx Practice Management, you must also install the same version of Internet Time Entry.

Installing from a CD

You will need the CD you received in order to install the software. **Verify that you have a current backup before installing.**

Installing ProSystem fx Practice Management is a six-step process that should be performed in the following order:

1. Verify your ProSystem fx Account Number and Password.
2. **Release ALL time from Remote workstations** (connected or not connected to the network) before the firm's server is updated with this new version.
3. Install ProSystem fx Practice Management on the server.
4. **Run workstation setup on ALL workstations** for this release **ONLY** if you are upgrading from a release prior to the 2010.10.01 release. If you are upgrading from 2010.10.01 or higher, workstation setup is not required.
5. Update your database to the current version by running **Versiondb.exe**.

If your firm is licensed for CCH Coolbar, in addition to updating the database, select the **File** menu from **Versiondb.exe** and run the **CCH Coolbar Data Creator** to update the add-on.

6. Verify your SQL backup procedures.

Step 1: Verify your ProSystem fx Account Number and Password

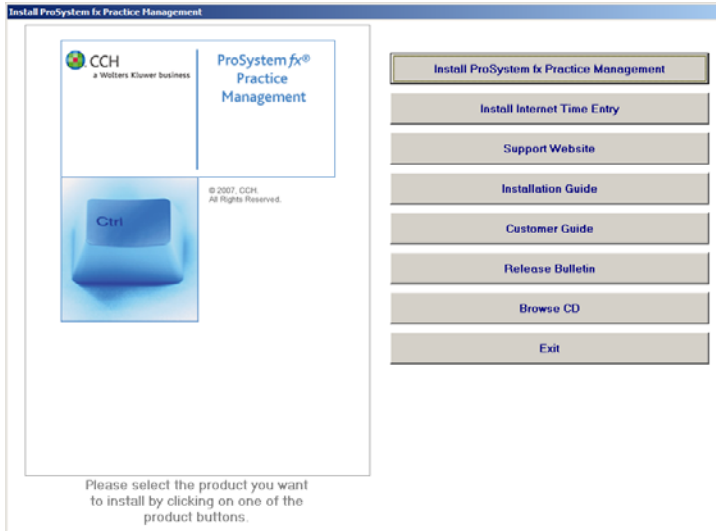
Your ProSystem fx Account Number is the **Business ID** number on your packing slip (included with this distribution kit). Your Password can be obtained by calling Customer Support at **1-800-PFX-9998**. Make sure you have your account number and password **BEFORE** starting the installation. You will need this information to activate the permission key for software licensing.

Step 2: Release All Remote Time

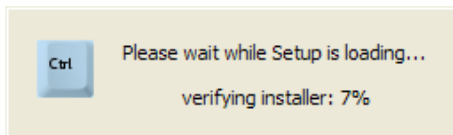
If your firm has Remote workstations (connected or not connected to the network), all Remote workstations must release all time before the server is updated with this new version.

Step 3: Install ProSystem fx Practice Management on the server

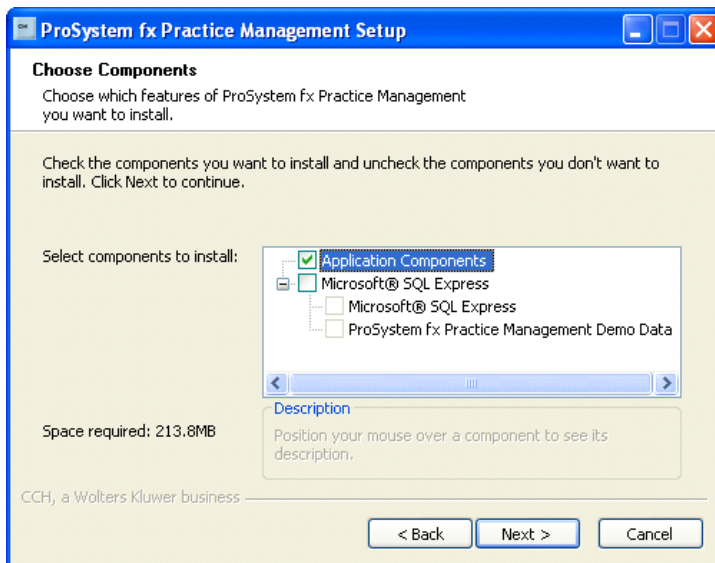
1. Shut down everything that is running on the workstation, including the Tray and/or Practice Task Timers.
2. If your CD drive is not set for Auto Run, select **Run** on the Start menu. Click **Browse** and select the CD drive. Select **Setup.exe**.
3. The main installation window displays.



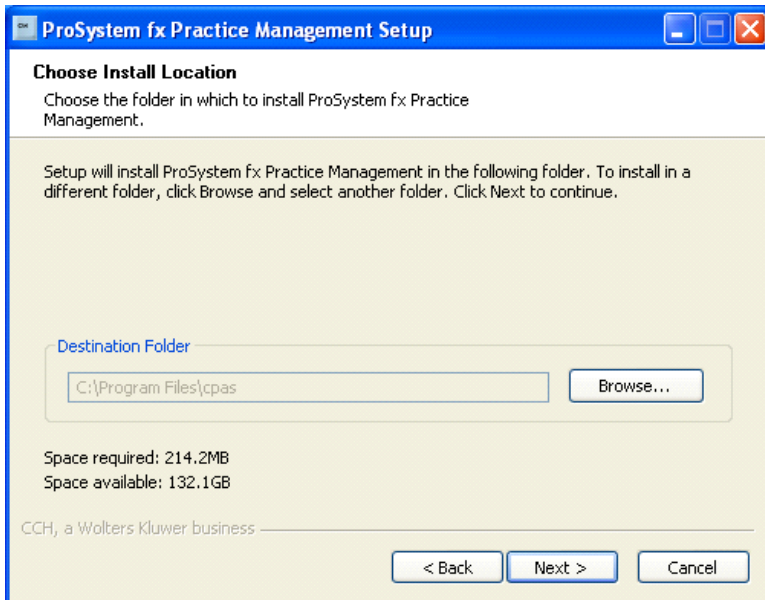
4. Select **Install ProSystem fx Practice Management**.
5. The Setup begins loading.



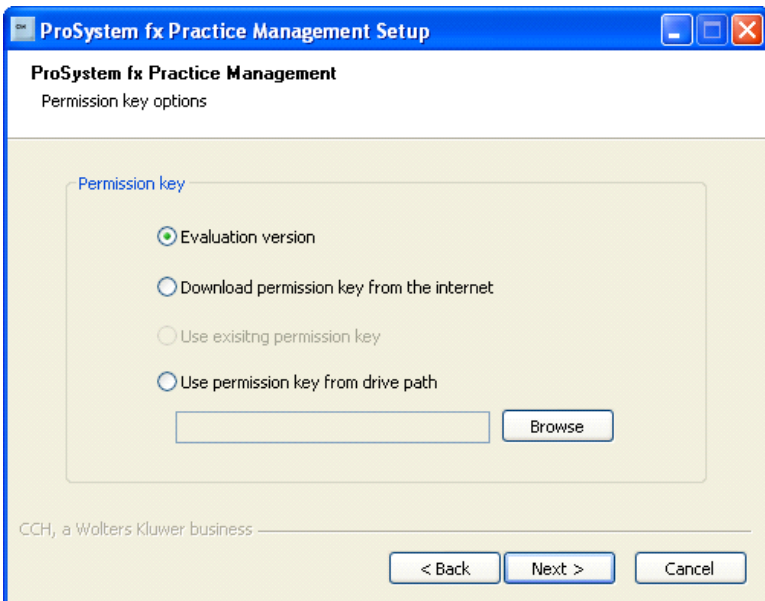
6. A Setup Wizard window displays. Click **Next**.
7. The License Agreement displays. Select “I accept” and click **Next**.
8. The Choose Components window displays. Use this window to select the components to install. The check box for **Application Components** (to install ProSystem fx Practice Management) is selected by default. Because you have already installed SQL Server, MSDE, or Microsoft® SQL Express, the **Microsoft® SQL Express** option will be disabled. Click **Next**.



9. Select the folder where Setup will install ProSystem fx Practice Management. Click **Next** to install to the default directory of `\cpas`.



10. A permission key is required for licensing. The same permission key can be used for all CCH Tax and Accounting products. Select one of the permission key options for this installation.



If a CCH permission key is detected on the server, **Use existing permission key** will be selected by default. If a permission key is not detected, this option will be disabled.

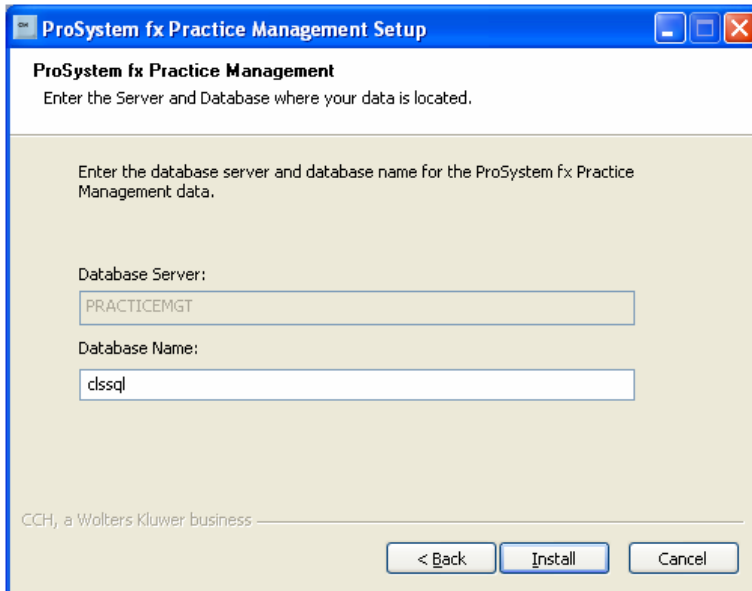
Select **Download permission key from the Internet** if you want to download the permission key from the Internet. After clicking **Next** you will be asked to log in to the Single Sign-On (SSO) web page with your User ID (ProSystem fx Account Number) and password.

Select **Use permission key from drive path** if you want to browse to a permission key file that is stored in a folder on the network or on a disk drive. Enter the location of the permission key file (or click **Browse** to locate the file).

Select **Evaluation version** only as a temporary option if you do not know your ProSystem *fx* Account Number and have not obtained a password. The installation continues after selecting the evaluation version but you will be limited to 2 employees. Once you finish the evaluation, identify your Account Number (which is the Business ID on your packing slip sent with the software), and call Customer Support at **1-800-PFX-9998** to obtain the password. Then run the installation again to become fully licensed by selecting a different permission key option.

Click **Next**.

11. Now enter information about your server and database. The server and database names default from your previous installation. Double-check that the defaults are correct on this window.



12. You are now ready to begin installation. Click **Install** to begin the installation of ProSystem *fx* Practice Management. A progress bar shows that ProSystem *fx* Practice Management is being configured.
13. A message tells you that the Installation is complete. Click **Close**.

Step 4: Run workstation setup

Follow these instructions for each workstation on which you will run ProSystem *fx* Practice Management. **Run workstation setup on ALL workstations** for this release **ONLY** if you are upgrading from a release prior to the 2010.10.01 release. If you are upgrading from 2010.10.01 or higher, workstation setup is not required. If you add workstations, remember to run Workstation Setup on these new workstations as well.

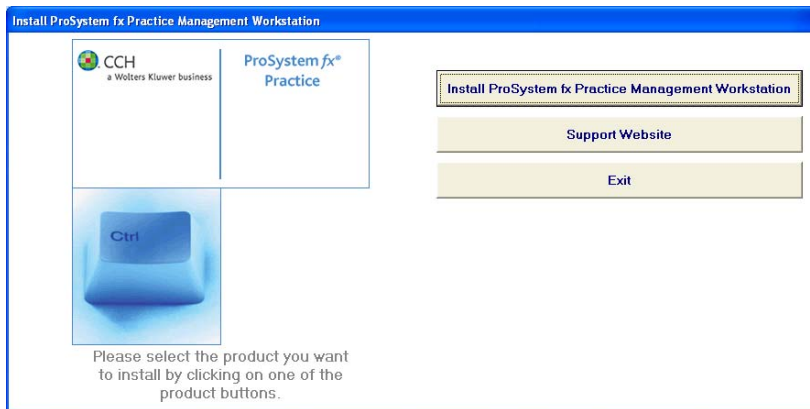
Note: If you have not run Workstation Setup you will be prompted to do so when you open ProSystem *fx* Practice Management on that workstation. Microsoft .NET Framework 2.0 must also be installed on each workstation running ProSystem *fx* Practice Management. If you have not already installed .NET Framework 2.0, it will be installed for you as part of the requirements in this step.

1. Shut down everything that is running on the workstation, including the Tray and/or Practice Task Timers. If you are updating CCH Coolbar, and if Outlook is running on the workstation, close Outlook on the workstation before running Workstation Setup.

Select **Run** from the **Start** menu. Click **Browse** and select the drive where the application was installed (for example, **f:\cpas\setup\vp**m).

Select **setup.exe** and click **Open**. Then click **OK** on the Run window.

2. The Install ProSystem fx Practice Management Workstation window appears. Select Install **ProSystem fx Practice Management Workstation**.



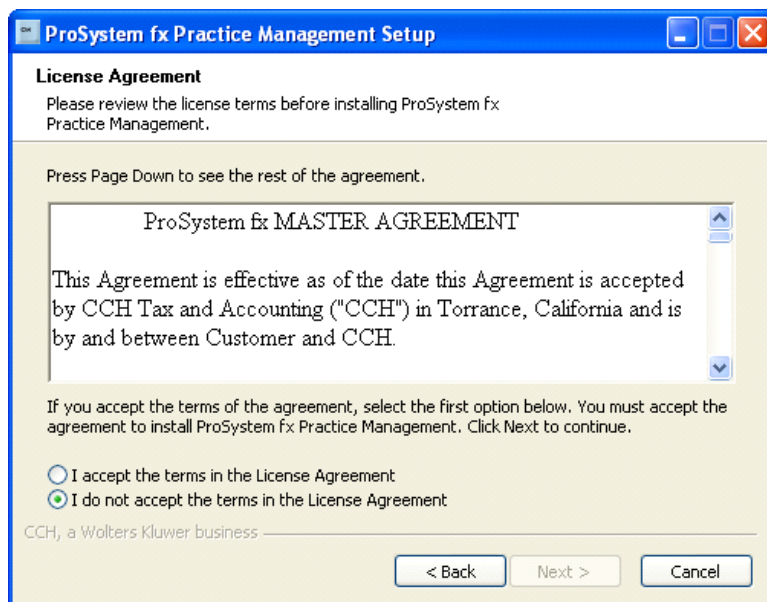
3. The Wizard checks the workstation to see if all requirements are met prior to installing.

If all requirements have been met, this step is skipped and the Install window displays.

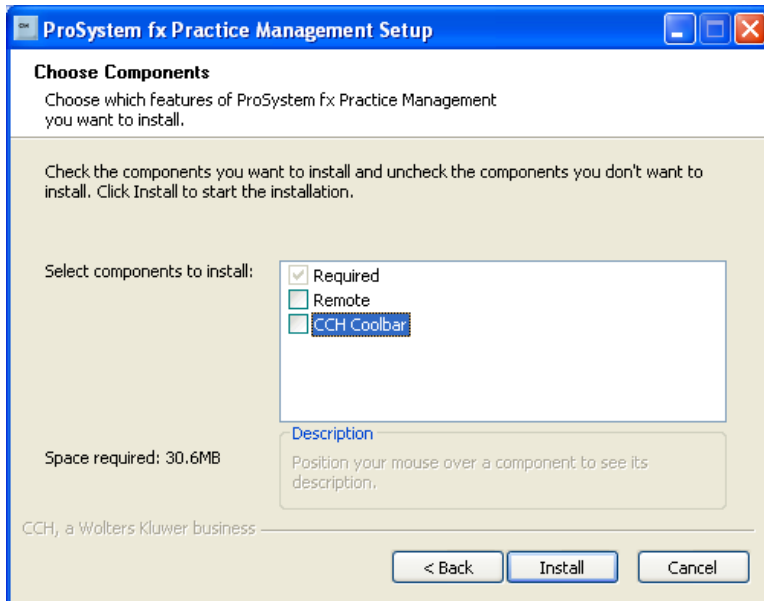
If any requirements are not found, a window displays, listing the requirements and their status.

Click **OK** to install the requirements prior to running Workstation Setup. Follow the on-screen instructions provided by Microsoft to install the requirements on this workstation. When you have finished, the workstation will automatically reboot if needed. If you do not return to the ProSystem fx Practice Management setup window again, select **setup.exe** again from the **...\cpas\setup\vp**m directory on the drive where ProSystem fx Practice Management was installed. Then select **Install ProSystem fx Practice Management Workstation**.

4. The ProSystem fx Practice Management Setup Wizard window appears. Click **Next**.
5. The License Agreement displays. Select "I accept" and click **Next**.



6. The Choose Components window displays.



Required components always install. This feature requires 50 MB on the workstation's hard drive.

The components selected for this workstation default.

If your firm is licensed for CCH Coolbar, the **CCH Coolbar** check box will be enabled. Select to install the **CCH Coolbar** component and update the add-on for this workstation. See the CCH Coolbar Installation Guide (...\\cpas\vpms\doc\install_coolbar.pdf) for complete instructions if you are installing CCH Coolbar for the first time.

Make your selections and click **Install** to start Workstation Setup.

7. The Installing window displays.
8. A progress bar shows that the workstation is being configured.

A message displays when Workstation Setup is complete.

Click **Close** to complete Workstation Setup.

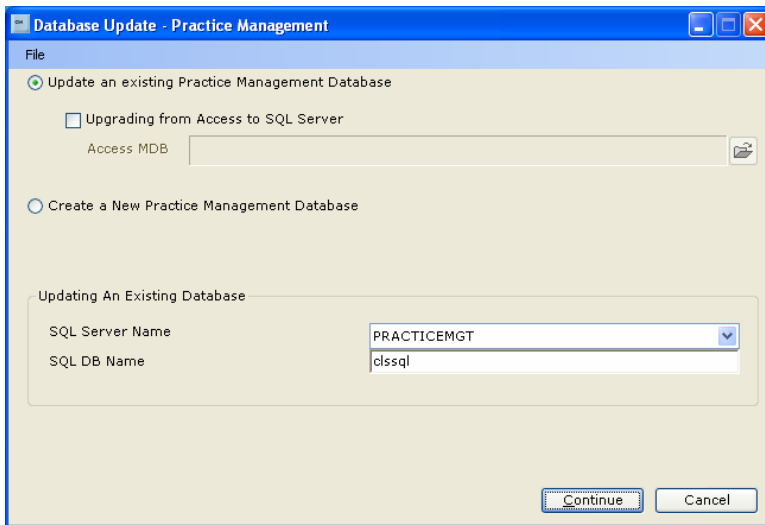
Remember to run Workstation Setup on each workstation that uses ProSystem *fx* Practice Management.

9. Now continue with Step 5 and update your database to the current version.

Step 5: Update your database to the current version

1. Browse to your **cpas\vpms\updates** directory (on the server where ProSystem *fx* Practice Management was installed) and select **versiondb.exe** to update your database.

2. Select **Update an existing Practice Management Database**.



3. Enter the following information:

SQL Server Name – The name of your Host Server defaults. Do not enter a path.

SQL DB Name – The database name defaults. Do not enter a path. Do not enter any special characters such as dashes, underscores, or periods.

Example: **practicedata**

4. Click **Continue** to update your database to the latest version of ProSystem fx Practice Management. A message displays when the update completes.
5. If you are licensed for CCH Coolbar, you must now update the CCH Coolbar database to the current version. If you are not licensed for CCH Coolbar, continue with **Step 6: Verify your SQL backup routines**.
6. For the CCH Coolbar database update, open **Versiondb.exe** again and select **File**.
7. Select **CCH Coolbar Data Creator**. Accept the existing defaults for your Practice Management database and click **Next**.
8. Now select **Update Active Practice Management Database (Default)** and click **Next**.
9. Click **Process** to build the CCH Coolbar database and populate it with updated data. A message displays when the update completes.
10. Now continue to Step 6 and verify your SQL backup routines.

Step 6: Verify your SQL backup routines

Do you have a SQL add-on to your current backup software?

1. If the answer is Yes, refer to your backup documentation on how to back up a SQL database.
2. If the answer is No, contact your backup software provider for more information.

Downloading a Patch

Please follow the instructions below to download a patch.

1. To download, go to **support.cch.com**.
2. Type **Practice** in *Find a Product* and then select the **ProSystem fx Practice Management** link.
3. Select **Updates**.
4. Select to **Download** the self-extracting file. Enter your firm's **ID** and **Password**.
5. You will be asked to either **RUN** or **SAVE** the update. We recommend saving the file to a temporary location rather than running it from the website. The temporary location must reside on a workstation that has Practice Management installed. You do not need to run this update from the server.
6. Once saved, double-click the **.exe** file with the patch name to initiate the update.
7. **Run workstation setup on ALL workstations** for this release **ONLY** if you are upgrading from a release prior to the 2010.10.01 release. If you are upgrading from 2010.10.01 or higher, workstation setup is not required.
8. Now update your ProSystem fx Practice Management database to the new version. Run **VersionDB.exe** (from the **...\cpas\vpms\Updates** folder in your application directory). When the VersionDB window displays, select to update an existing Practice Management database. Enter your SQL server name and SQL database name, and click **Continue**.
9. If you are licensed for CCH Coolbar, you must now update the CCH Coolbar database to the new version. For the CCH Coolbar database update, open **Versiondb.exe** again and select **File**. Select **CCH Coolbar Data Creator**. Accept the existing defaults for your Practice Management database and click **Next**.
10. Now select **Update Active Practice Management Database (Default)** and click **Next**. Click **Process** to build the CCH Coolbar database and populate it with updated data. A message displays when the update completes.

Ordering Additional User Licenses

Licenses for ProSystem fx Practice Management are part of the Permission Key. Call your account service representative at **1-800-739-9998** to place your order.

Receiving Additional User Licenses

1. On the **support.cch.com** website, go to **Account Services/Firm Administration** to log in and check your method of receiving updates. If you indicate email, you will receive notification that your licenses are ready.
2. Once you receive the email notification, select **Account Services**. Then select **Permission Key Download**.
3. Enter your firm's **User ID** (Business ID) and **Password**.
4. Download your new Permission Key with the additional licenses and extract the files to the **...\cpas\vpms\permkey** folder.
5. If you indicated to receive the Permission Key via diskette, you will receive a diskette in the mail. Copy the files to the **...\cpas\vpms\permkey** folder.