

ProSystem fx Practice Management

CCH, a part of Wolters Kluwer, welcomes you to ProSystem fx[®] Practice Management.

For **first-time installations** of ProSystem fx Practice Management the Installation Guide details the installation instructions and setup information. Please refer to the Table of Contents to locate the step-by-step installation instructions.

If you have **installed ProSystem fx Practice Management before**, use the **Software Delivery Manager** to download the latest release.

It is our commitment and goal to continue to improve the overall value of the products and services we provide. If we can be of assistance to you, please let us know. You can reach us at **1-800-PFX-9998**.

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Minimum Requirements

Please reference the Practice Management Support website for minimum hardware requirements on CCH [Support Online](#).

Firm Installation Instructions for the Software Delivery Manager

You will receive an email to notify you of an updated release available.

1. Open Software Delivery Manager. If you have not installed Software Delivery Manager, [click here for instructions](#).
2. Select the ProSystem fx Practice Management release you want to install.
3. Click **Start Download**.
4. After the download is complete, click **Open** to open the target folder.
5. Double-click the installation file.

NEW Firms Installing for the First Time

You will receive an email with instructions to get set up for the Software Delivery Manager.

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. **Install Microsoft® SQL Express (optional) and ProSystem fx Practice Management on the Server.** If you have not previously installed SQL Server, you can select to install Microsoft SQL Express. You **MUST** have Internet Explorer Version 7 or higher loaded on the server prior to installing Microsoft SQL Express.
3. Set up individual workstations.
4. Create the database.
5. Verify your SQL backup procedures.
6. Set up your ProSystem fx Practice Management database.

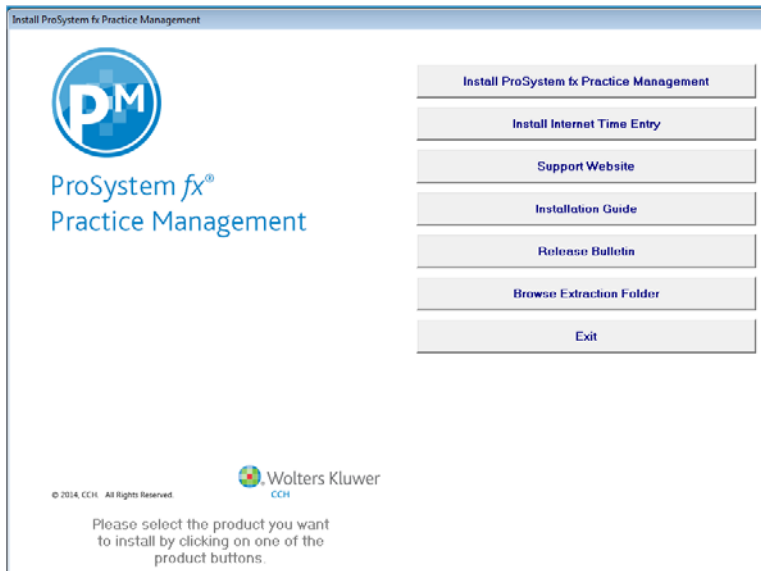
Step 1: Verify your ProSystem fx Account Number and Password

You will have received a new customer welcome email that provides instructions to set up your ProSystem fx SSO Default Administrator user profile. This setup includes your Account Number as the **Business ID** number on your initial email and your Password. More help 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: Install Microsoft SQL Express and ProSystem fx Practice Management on the server

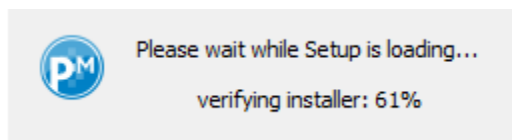
1. Shut down everything that is running on the server and exit all applications.
2. Open Software Delivery Manager. If you have not installed Software Delivery Manager, [click here for instructions](#).
3. Select the ProSystem fx Practice Management release you want to install.
4. Click **Start Download**.
5. After the download is complete, click **Open** to open the target folder.
6. Double-click the installation file.

3. The main installation window displays.



The **Installation Guide** is available in PDF format and displays in Adobe® Acrobat Reader (or the software you use to open PDF files by default).

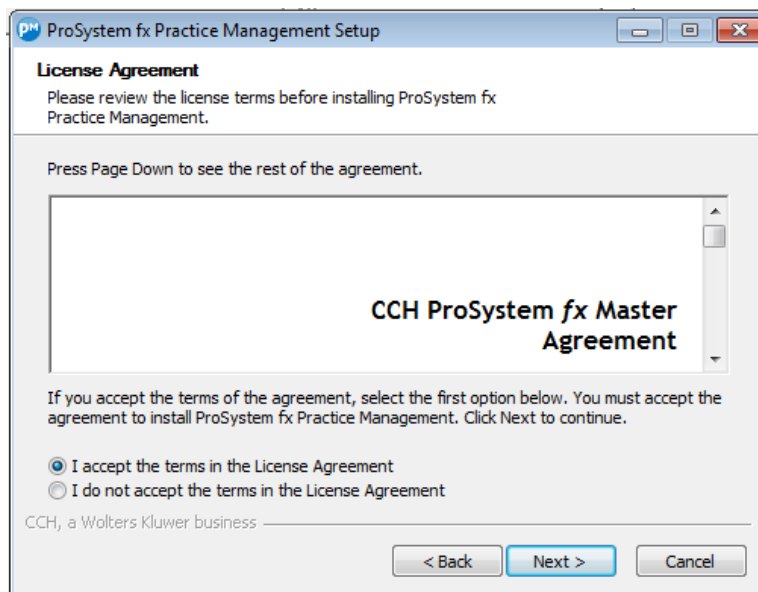
4. Select Install ProSystem *fx* Practice Management.
5. The initial Setup window displays.



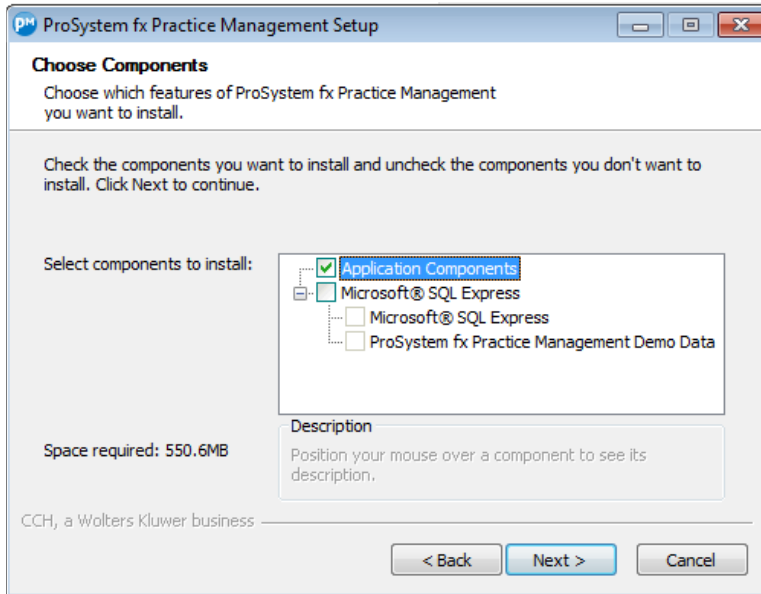
6. A Setup Wizard window displays. Click **Next**.



7. The License Agreement displays. Select “I accept” and click **Next**.

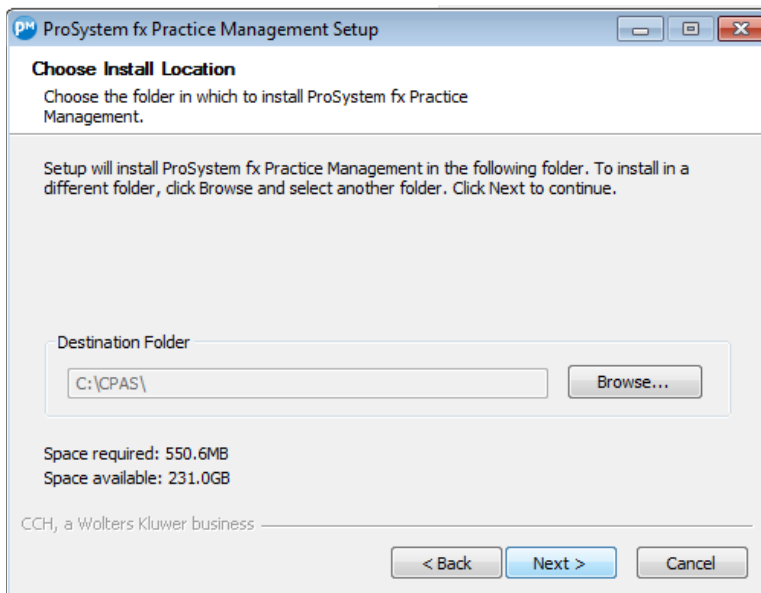


8. The Choose Components window displays. Use this window to select the components to install on your Server. The check box for **Application Components** (to install ProSystem *fx* Practice Management) is selected by default. If you have not previously installed SQL Server, you can select to install Microsoft SQL Express and the ProSystem *fx* Practice Management Demo Data. Click **Next**.

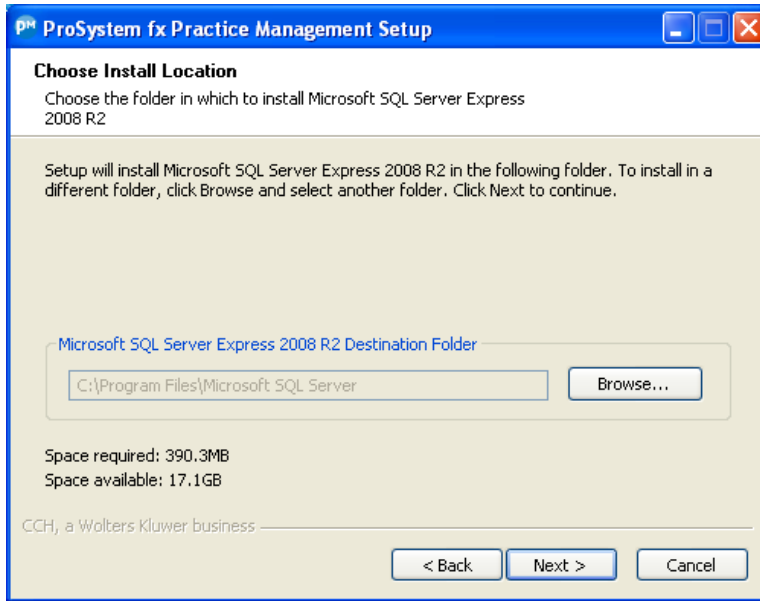


9. The Choose Install Location window displays. Click **OK** to install to the default directory of **\cpas**.

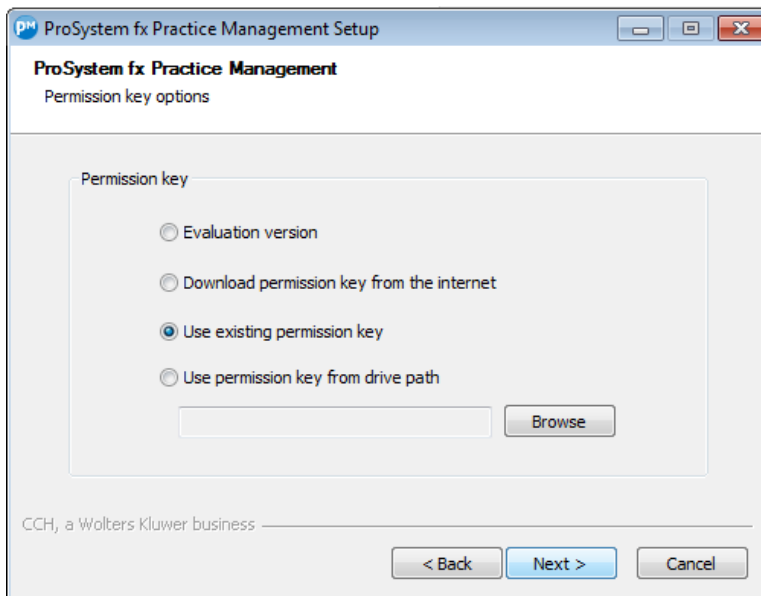
Select the install location for ProSystem *fx* Practice Management. If you wish to change to a different path, click **Browse**, select the directory from the list, and click **OK**. If the folder you enter does not exist, you can select to have Setup create it for you. Click **Next**.



10. If the install detects that Microsoft SQL Express must be installed, a second Choose Install Location window displays. Select the install location for Microsoft SQL Express. If you wish to change to a different path, click **Browse**, select the directory from the list, and click **OK**. If the folder you enter does not exist, you can select to have Setup create it for you. Click **Next**.



11. 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.

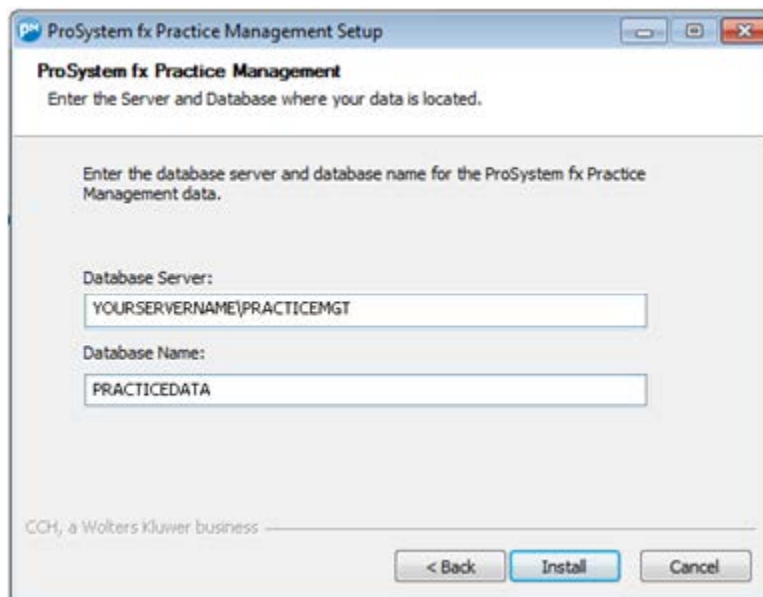
Select **Download permission key from the Internet** if you want to download the permission key from the Internet. After clicking **Next** you will be asked to log in to the Single Sign-On (SSO) web page with your User ID (ProSystem *fx* Account Number) and password.

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 with 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**.

12. Now enter information about your server and database.

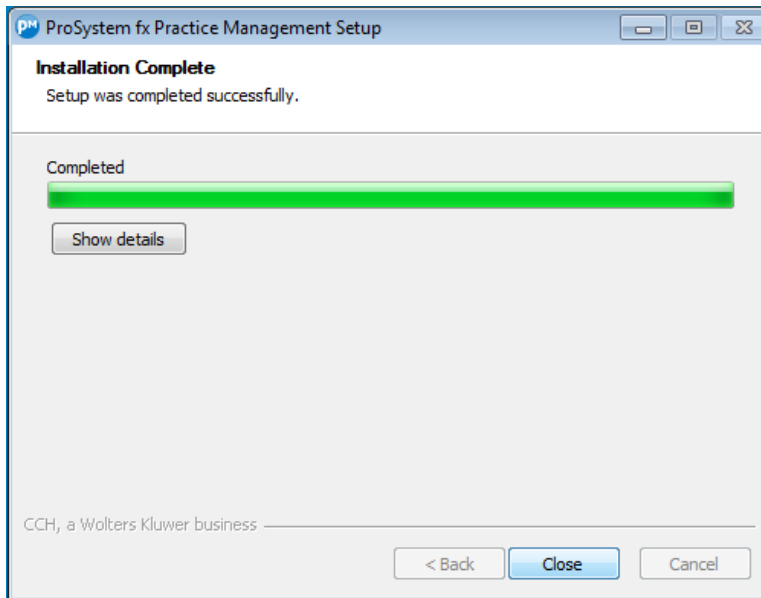


Database Server – If you are installing Microsoft SQL Express, this is the name of the Host Server. **Write this information down as you will need it for Step 4** (when you create your ProSystem *fx* Practice Management database).

Database Name – Enter the name of your NEW ProSystem *fx* Practice Management database. Do not use any special characters in the name of the database. **Write this information down as you will need it for Step 4.**

Example: **practicedata**

13. You are now ready to begin installation. Click **Install** to begin the installation of ProSystem *fx* Practice Management.
14. If you are installing Microsoft SQL Express, .NET Framework 3.5 will need to be installed with this release if not already installed. You may be prompted, depending on the server's operating system, to confirm downloading of the files. If prompted, click **Download and install this feature**. The download may take several minutes. Otherwise, .NET Framework 3.5 will be automatically installed. When completed, you do not need to restart the install.
15. A message tells you that the Installation is complete. Click **Close**.



Due to the installation of the .NET Framework 3.5, a reboot of the server may be required. If prompted, complete steps to reboot the server.

16. Continue to Step 3.

You may need to restart your server before you can use ProSystem *fx* Practice Management. If you are asked to restart your server, and if you answer Yes, the server will be rebooted. Restart when it is convenient for your firm. Click Yes to restart now, or No to restart later.

Step 3: Set up individual workstations

Follow these instructions for each workstation on which you will run ProSystem *fx* Practice Management. If you add workstations, remember to run Workstation Setup on these new workstations as well.

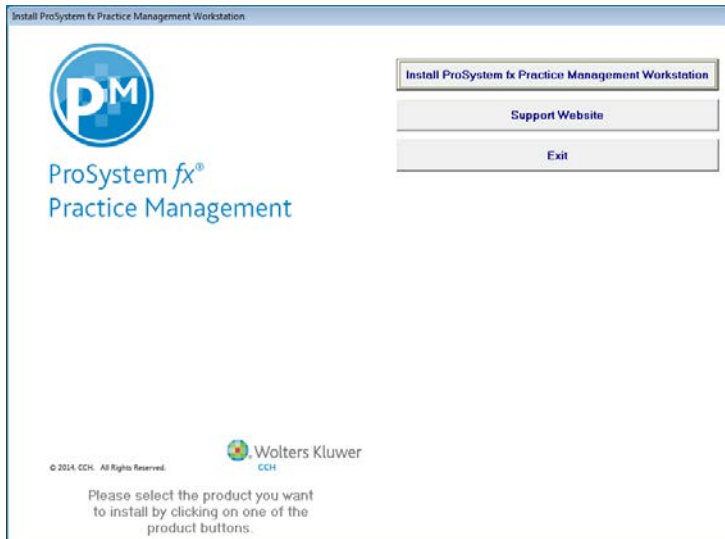
Note: If you have not run Workstation Setup you will be prompted to do so when you open ProSystem *fx* Practice Management on that workstation. Microsoft .NET Framework 3.5/4.0 must also be installed on each workstation running ProSystem *fx* Practice Management. If you have not already installed .NET Framework 3.5/4.0, it will be installed as part of the Workstation Setup. Depending on the workstation's operating system, you may be prompted to confirm and initiate the download and install of the necessary files.

1. Shut down everything that is running on the workstation and exit all applications.

Select **Windows key + R**. Click **Browse** and select the drive where the application was installed (for example, **f:\cpas\setup\vpmp**).

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

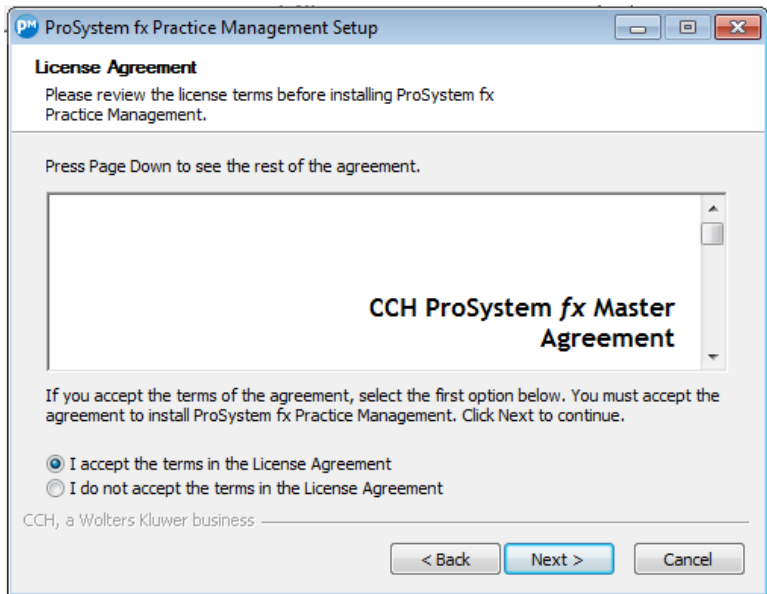
2. The Install ProSystem *fx* Practice Management Workstation window appears. Select **Install ProSystem *fx* Practice Management Workstation**.



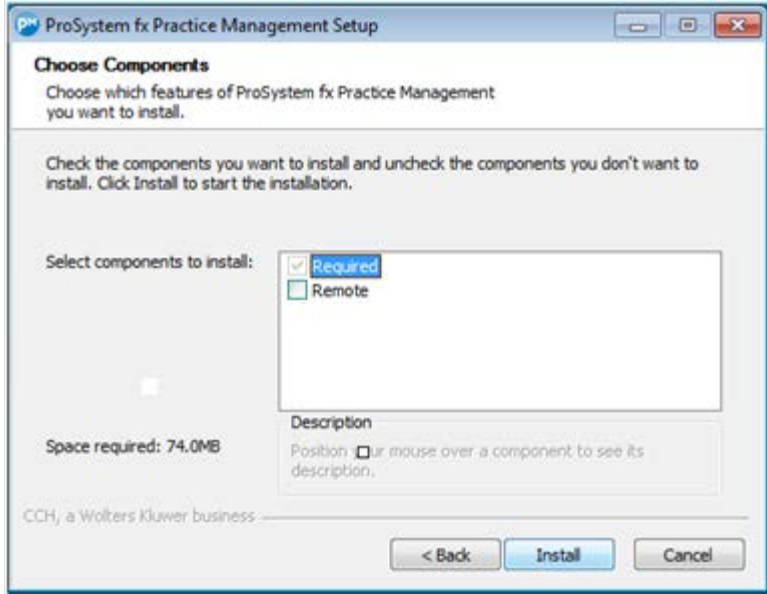
3. The ProSystem *fx* Practice Management Setup Wizard window appears. Click **Next**.



4. The License Agreement displays. Select “I accept” and click **Next**.



5. The Choose Components window displays.



Required components always install. This feature requires 74 MB on the workstation's hard drive.

Select **Remote** if your workstation (PC or notebook) will be carried out in the field or if you plan to run both in-house and in the field. If you are not sure, do not select **Remote**. You can add this feature later by running Workstation Setup again and choosing this option, but you cannot remove it once it has been chosen. This feature requires an additional 375 MB of space on the workstation's hard drive.

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

6. The Installing window displays.
7. .NET Framework 3.5/4.0 will need to be installed with this release if not already installed. You may be prompted, depending on the workstation's operating system, to confirm downloading of the files. If prompted, click **Download and install this feature**. The download may take several minutes. Otherwise, .NET Framework 3.5/4.0 will be automatically installed as part of the Workstation Setup.

Click **Close** when complete. There is no need to restart the install. The install will continue automatically.

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.

Due to the installation of the .NET Framework 3.5/4.0, a reboot of the workstation may be required depending on the workstation's operating system. If prompted, complete steps to reboot the workstation.

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

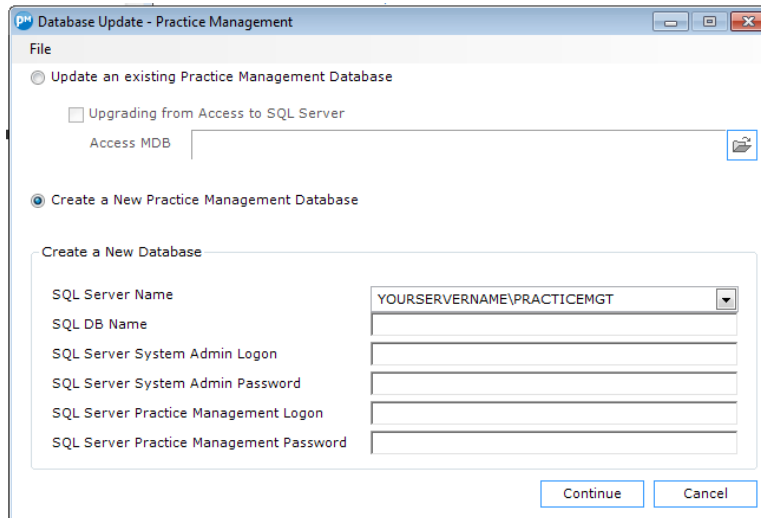
9. Now continue with Step 4 and create your ProSystem *fx* Practice Management database.

Step 4: Create the database

Now create a new ProSystem *fx* Practice Management database. If you are converting, Professional Services will use this as a "shell" database for your converted data.

To create a new ProSystem *fx* Practice Management database

1. Select **Windows key + R**. Browse to your **cpas\vpms\updates** directory (on the server where ProSystem *fx* Practice Management was installed) and select **versiondb.exe** to create the new database. Click **Open**. Click **OK**.
2. Select **Create a New Practice Management Database**. The window changes to display additional information.



3. Enter the following information:

SQL Server Name – Enter the name of your SQL Server.

SQL DB Name – Enter the name you will use for your SQL database. This name was created in Step 2 when you installed ProSystem *fx* Practice Management. It should not contain any special characters.

SQL Server System Admin Logon – Enter the Admin (sa) logon used to log on to the SQL Server.

SQL Server System Admin Password – Enter the Admin (sa) password for the SQL Server. If you selected to install Microsoft SQL Express when you installed ProSystem *fx* Practice Management (in Step 2), the Admin (sa) password defaults to **PracticeUser1**.

SQL Server Practice Management Logon – Enter the logon code ProSystem *fx* Practice Management will use when logging on to SQL. ProSystem *fx* Practice Management uses this logon internally. We recommend **practice**.

SQL Server Practice Management Password – Enter the password ProSystem *fx* Practice Management will use when logging on to SQL. ProSystem *fx* Practice Management uses this password internally. We recommend a strong password (for example, **PracticeMgt1**).

4. Click **Continue** to create the new SQL database for ProSystem *fx* Practice Management.
5. The installation of ProSystem *fx* Practice Management ends here. At this point you begin ProSystem *fx* Practice Management Setup. **Your System Administrator should now begin to set up the new firm.**
6. Enter the **Firm Name** and **Firm Fiscal Year-End** date. The Firm Fiscal Year-End date defaults to 12/31 of the current calendar year. **Make sure you enter the date correctly as it cannot be changed.** Click **OK** to save the firm information. A Checklist for Setting Up Your Firm displays. Use this checklist to set up firm lists.

If you are converting, you must set up:

- General Firm Information
- Default Invoice Formats (if used by your firm)
- Employees
- Service codes (not required for due date and clients only conversions)
- Offices (if used by your firm)
- Departments (if used by your firm)
- Sales Tax (if used by your firm)
- Finance Charges (if used by your firm)
- Projects (if converting due date information)

For more information about ProSystem *fx* Practice Management setup, see **Set up your ProSystem *fx* Practice Management database** in Step 6.

Once you complete setting up basic firm information, return to Step 3 of the installation (page 10) to set up all other individual workstations that will be running ProSystem *fx* Practice Management.

7. If you are converting, coordinate the transfer of this “shell” database and your existing data to Professional Services. Make sure you schedule your conversion in advance. We will convert your data and return it to you in this database. You can then begin using ProSystem *fx* Practice Management.

Step 5: Verify your SQL backup routines

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

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

Step 6: Set up your ProSystem *fx* Practice Management database

If you are a **NEW** firm and are setting up your database for the first time, use these helpful hints. This information is useful to the System Administrator who will be setting up ProSystem *fx* Practice Management at your firm.

If you are converting, coordinate the timing of your installation with your data conversion. Your sales representative will coordinate the timing of the conversion with Professional Services. Prior to the conversion date, Professional Services will send your firm several documents, including:

- **Questionnaire** - Details the data files to send and how to submit the files, conversion instructions, and any special instructions with details that apply to your firm.
- **Frequently Asked Questions** – Answers many questions about the data conversion.
- **Creating Cross Tables** – Used if you want to change the format of your clients, employees, service codes, or any custom fields.

- **Conversion Setup** – Explains how to create a “shell” database with basic information prior to the conversion.

Contact Professional Services if you have not received your conversion packet.

Whether you are setting up your database information or converting, you must **set up your firm and at least one employee** before you exit ProSystem *fx* Practice Management (see page 19).

Creating your firm

Firm Setup (from Administration) contains information about your firm. Enter the Name and Address of your firm. **Enter the FYE Date correctly as it cannot be changed** after you click **OK**.

Select the **General Information** tab and select the choices suitable for your firm.

If you want to customize the client staff position labels and project tracking status labels throughout ProSystem *fx* Practice Management, select the **Client Staff Positions** and **Project Status Dates** tabs.

Select the **Time Notifications** tab and enter optional settings for Paid Time Off warnings and MTD Calendar Time notifications.

Select the **Time Entry** tab and enter optional settings to associate user-defined information (for example, a municipality code for tax reporting) to all time and expense entries and to set Time Entry and Project prompts.

Click the **OK** button to save firm information.

Before you exit ProSystem *fx* Practice Management, select Employees in the navigation bar in Administration and set up the system administrator. Give that employee setup privileges (select Security Setup on the **Firm** menu). Then, log on using that employee’s code to finish setting up your firm lists.

Creating your invoice format

Use the Invoice Format option from the **Firm** menu (selecting Firm Invoice Format Setup) to format the look of your firm’s default invoice.

Select Custom Header-Footer to create additional headers-footers to apply as an Office default or as an override at the client level.

Select French Format Options to format the look of your Firm’s default French language invoices (if your Firm has French-speaking clients).

When you create clients you can choose to either use the format created here or create a format specifically for that client. You can also select any invoice format for a client at the time of billing.

Creating your lists

List information includes:

Bank Accounts	Finance Charges	Line of Business
Departments	Sales Tax States	Skill Levels
Regions	NAIC Code	CPE Categories
Offices	Summaries	CPE Types
Reasons	NAIC Codes	

Once you have set up your service codes, employees, and clients, you can return to Lists and set up these options:

Note Topics	Client/Lead Custom Fields	Contact Categories
Entity Types	Employee Custom Fields	Business Affiliates
Work types	Project Custom Fields	Referrals
Affiliate Types	Referral Custom Fields	Referral Type
Project Types	Standard Paragraphs	Marketing Methods
Project Positions	Tracking Status	Maiers
Business Affiliate Custom Fields	Leads	

Additional information on setting up lists can be found in Help (press F1 on any window) and in the Getting Started Guide.

Creating your service codes

Service codes identify each task performed by employees in the firm. When employees enter time and expenses, they choose service codes to indicate the type of work performed. Select Service Codes in the Administration navigation bar.

Service codes are classified into groups called categories and subcategories. For example, you could have a category called Tax with several subcategories, such as 1040 and 1120. Under the 1040 subcategory you could have several detailed service codes such as “1040 Preparation” and “1040 Signoff.” Statistics are available at the detail service code level in addition to the summary levels of category and subcategory.

All service codes **must** contain a category, subcategory, and a detail (service code) level. Plan your service codes on paper first before you enter them in ProSystem *fx* Practice Management.

Categories, subcategories, and service codes allow for separate French text. Invoicing clients with French selected as the Invoice Language will include the customized text appropriate for the invoice format.

Creating your employees

The Employee list contains information about your firm’s employees. Select **Employees/Employee Setup** in the Administration navigation bar.

If you plan to interface ProSystem *fx* Practice Management with Client Accounting Suite Premier Accounts Payable, make sure that the employee codes you enter in ProSystem *fx* Practice Management match the firm employee codes you enter in Accounts Payable.

Creating your clients

The Client list (from Clients in the Lists category of the Administration navigation bar) contains information about your firm's clients and prospects. Clients who employ your firm for more than one task (such as tax and audit work) can be set up with engagements (or accounts). If a client has engagements, set up the client first and then add the engagements.

French can be selected as the invoice language for French-speaking clients.

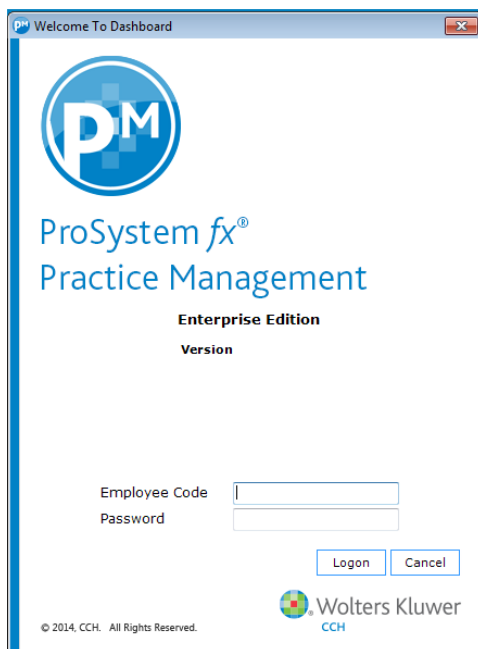
Starting ProSystem fx Practice Management

Once you've installed ProSystem fx Practice Management you are ready to start the software.

ProSystem fx Practice Management can be started from the **Program** menu or from a shortcut on the desktop (if you've created one). Follow one of these methods to start the software.

To start ProSystem fx Practice Management

1. Select **Windows key + R**, point to Programs, and then point to ProSystem fx Practice Management. Select ProSystem fx Practice Management. All modules installed on the workstation are listed. Select Administration.
2. Or, if you have created shortcuts on the desktop for ProSystem fx Practice Management, double-click the Administration icon.



To log on BEFORE you have set up your firm and employees

1. Log on with the Employee Code SUPERVISOR. Once you have created employees, everyone will log on with their unique Employee Code, assigned in the Employee list. (The SUPERVISOR logon is for initial setup only.)
2. Click **Logon** and when prompted enter the password you want to use with the SUPERVISOR logon.

Passwords are optional for all logon codes except SUPERVISOR. You can modify the security privileges for any employee to require passwords and protect employee data.
3. Click the **Logon** button to continue.

To log on AFTER you have set up your firm and employees

1. When you select ProSystem *fx* Practice Management, the Logon window appears.
2. Enter the Employee Code assigned to you on the Employee list and click **Logon**. If you are required to use a password, you will be prompted to create one the first time you log in.
3. The ProSystem *fx* Practice Management window appears.

Note: If you have installed the Demo Data you can log into ProSystem *fx* Practice Management using the **CPAS** Employee Code. Review the Demo before setting up your own firm data.

User Assistance Tools

In an effort to optimize our products, we provide the following user assistance tools.

Training

CCH provides training on many of our products. Training options include an in-depth training course held in our corporate office and phone training sessions on specific topics. Contact your sales representative for more information.

Support

Call **1-800-PFX-9998**. Support is available Monday through Friday, 8:00 A.M. to 7:00 P.M. Central Time. Extended support hours are available during Tax Season.

When you call you will either be transferred to one of our customer support representatives, or your call may be logged. If your call is logged, describe your question or issue. Your call will be assigned the appropriate urgency and a support representative will return it as soon as possible.

Adding Additional User Licenses

Ordering Additional User Licenses

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