

ProSystem *fx*® Workpaper Manager

User Guide

Wolters Kluwer CCH

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Chapter 1

INTRODUCTION

Overview

ProSystem *fx* Workpaper Manager provides powerful tools to help you prepare audit and tax workpapers and reports in the programs that you use most: Microsoft Word and Excel. It extends the capabilities of these Microsoft Office applications and provides powerful tools for organizing and managing your engagement files electronically.

The core of the Workpaper Manager system is the trial balance. You can use the Workpaper Manager extensions in Word and Excel to integrate trial balance data into your workpapers. Changes that you make to the trial balance are updated in your workpapers.

The Workpaper Manager Administrator and Workpaper Management modules also provide powerful tools for organizing, reviewing, and sharing workpapers.

This chapter describes the main elements in the ProSystem *fx* Workpaper Manager system and shows you how they work. Instructions on setting up and using these functions are found in subsequent chapters.

What's New for ProSystem *fx* Workpaper Manager Version 7.1

The following features and improvements are available in ProSystem *fx* Workpaper Manager 7.1:

Rebranded Product Name

The product name has been rebranded from CorpSystem Workpaper Manager to ProSystem *fx* Workpaper Manager. You will see the name change in the application, the installation, the utilities, and on the Support Web site.

Download Delivery Program

In an effort to provide faster access to software product updates, CCH will begin delivering all ProSystem *fx* Suite products by electronic download in 2014. This delivery method will replace DVDs and CDs. More information is available at https://support.cch.com/online-software-delivery.

Convert Excel and Word Workpapers to the Latest File Format

An option to convert Microsoft Office .xls and .doc workpapers to .xlsx or .docx is available when creating a new binder from roll forward or from copying and pasting a binder. During roll forward,

the option is provided in the Verify Workpaper Roll Forward Settings screen of the wizard. Workpapers with macros or that are protected with the Microsoft document level password protection as well as trial balances, trial balance reports, KT, PPC, Miller, and M&P workpapers are not eligible for conversion. The conversion process not only saves the workpapers in the newer file format but also updates OLE link references for converted workpapers. If desired, one or more workpapers can be selected to be excluded from the conversion.

Updated Workpaper Templates, Sample Binder Templates and Sample Company Binder Packages

Workpaper templates in the default ProSystem *fx* Workpaper Manager Workpapers and ProSystem *fx* Tax Workpapers folders have been updated to the .xlsx and .docx file format. Workpaper templates with the same name in the older .xls or .doc file format that are in these same folders will be removed. As a result, if you desire to continue to use the older file format workpaper templates, be sure to move them to another folder prior to installing the 7.1 release. The Sample Binder and Sample Tax Binder templates as well as the Sample Audit and Sample Tax binder packages have been updated such that the workpapers are in the newer file format and the tax account grouping is updated to the 2013 tax year.

Improved Workflow with Synchronization Enhancements

You will now be able to restart the synchronization for a selected binder with a status of Stopped, Failed, Partially Failed, Locked or Cancelled. The restart option will synchronize all workpapers originally selected for synchronization. Also, the time it takes to synchronize over the WAN when no changes made has been improved.

Three New Tickmarks

Three new tickmarks, each in a red, green and blue image, are available in the default tickmark library for: Tax Return, Sum and Trial Balance. One or more of the tickmark images can manually be added to the tickmark definition list if desired. The newly added tickmarks along with other existing tickmarks can then be shared with other users by exporting and importing the tickmark definition list.

Ultra Tax

The Tax Software Interface dialog inside ProSystem *fx* Workpaper Manager may be used to export trial balance data, so that it can be imported directly into Ultra Tax. In the prior release, a separate utility had to be used to export the data.

CCH Axcess Branding and Account Number

References to ProSystem *fx* Suite or any of the suite applications have been changed to the new CCH Axcess branding. Also, the CCH Axcess Account Number in Staff Properties has been increased to accommodate the number of characters available in the login dialog.

Trial Balance Overview

The trial balance stores and manages all account balances , fund data, and journal entries for an engagement. You can have several trial balances in an engagement.

The trial balance provides a centralized data source for all the workpapers in the engagement. Although the trial balance displays as an Excel spreadsheet, data is stored in a database. Because the system has a centralized database, changes made to the trial balance are also applied throughout the workpapers.

For more information about trial balances, see *Chapter 7: Using the Trial Balance* on page 207.

Trial Balance Setup Features

Trial balance meets your needs for any type of engagement. When setting up a trial balance, you can use one of the trial balance templates provided, or you can use a trial balance template as a starting point and customize it to serve your needs.

Use the features described in this section to customize the trial balance.

Flexible Column Setup

You can select columns for calculating the variances between columns, add different types of journal entries, display specific funds, and store actual and budgeted balances from current and prior periods. Trial balance columns are divided among current and comparative headings. Workpaper reference columns can be displayed to the left, to the right, or on both sides of any amount column.

The available custom views contain current columns, comparative columns, or whatever combination best serves your firm. All views can be configured to display variance information based on any balance column within the view.

Account Groupings

You can assign trial balance accounts to groups and subgroups for various purposes, such as leadsheets, financial statement classifications, or tax return lines. ProSystem *fx* Workpaper Manager can use these groupings to generate reports and financial statements or to export to tax preparation software.

The default ProSystem *fx* Workpaper Manager grouping lists provide for most situations, and you may add your own grouping lists if necessary. You can assign two types of classifications to groups and subgroups: account classifications and ratio classifications.

Account classifications indicate the type of account used as an asset, liability, equity, etc. Ratio classifications further define the account classification by providing a level of detail that is useful for ratio calculations or other formulas.

Journal Entries

You can create journal entries from the Binder window, in the trial balance, and in Excel and Word workpapers. The journal entry windows in ProSystem *fx* Workpaper Manager make it easy to assign accounts to a journal entry and verify the debit and credit balances before you post them to the trial balance. The journal entry windows also allow you to select the type of journal entry, which trial balance you want the journal entry posted to, and if the journal entry recurs or reverses in the next period. You can also enter proposed journal entries that do not affect balances in the trial balance.

With ProSystem *fx* Workpaper Manager, you can make temporary or permanent journal entries to accounts grouped to ProSystem *fx* C Corporation, S Corporation, or Partnership Grouping Lists that have been selected for M-3 enhancement. These journal entries are transferred to the tax return as either temporary (T) or permanent (P) differences in the appropriate column in the tax return.

Note: A Federal balance must be transferred for an M-3 enhanced grouping.

Trial Balance Snapshot

Important diagnostic information for all of the trial balances in a binder is available in the Trial Balance Snapshot view. QuickView displays balance information broken down by assets, liabilities and equity, revenue, expenses, and net (income) loss. Trial Balance Diagnostics displays detailed information regarding out-of-balance columns in the trial balance. You can also open any of the trial balances directly from the Trial Balance Snapshot.

Reports

Reports can be generated from the trial balance or from Excel workpapers. This feature gives you flexibility in formatting reports and performing analysis.

Trial balance reports are based on account numbers; account groups and subgroups, and fund types and subtypes you set up. For example, if you want to create leadsheets, you set up account groupings for leadsheets categories. You can include any trial balance columns in a report and create additional columns for showing percentage or dollar amount variances. You can choose to report the information in summary or with detail.

Classified reports can be generated when groups and subgroups have been assigned to an account classification. These reports define and organize assets, liabilities, equity, revenue expenses, and net income for the trial balance.

Fund trial balance reports summarize fund trial balance information by fund types, fund subtypes, and funds. For example, if you wanted to know which funds were assigned to the Government fund type, you can create a Government report that shows details of the individual funds that are included in that fund type. Reports can be summary or detailed.

Sharing Trial Balance Data with Other Programs

ProSystem *fx* Workpaper Manager can easily import trial balance data files that are generated in electronic format from most accounting systems, as well as convert trial balance data from other trial balance software packages.

In addition, you can export a trial balance to several tax preparation programs. See *Chapter 7: Using the Trial Balance* on page 207, for further information.

Excel and Word Workpapers

In ProSystem *fx* Workpaper Manager, you create workpapers using the tools you already know, Microsoft Excel and Word. Workpapers can be linked to data in the trial balance and used with other Workpaper Manager features. You can create workpapers from your existing Excel and Word files or use the templates that come with Workpaper Manager. You can also create new templates by saving Workpaper Manager workpapers as templates to use in future engagements.

Note: You can create workpapers from any type of file (for example, JPG, GIF, PDF).

For more information about workpapers, see the following chapters:

- *Chapter 8: Managing Workpapers* on page 353, for information on creating and using workpapers.
- *Chapter 9: Using Microsoft Excel* on page 415, for features specific to Excel.
- *Chapter 10: Using Microsoft Word* on page 437, for features specific to Word.

Organizational Tools

With ProSystem *fx* Workpaper Manager, managing and organizing client information is easy. You can use binder templates and the Roll Forward feature to save time in preparing new engagement files.

Levels of Organization

Information is organized into the following levels:

- Office Servers
- Local and Central File Rooms
- Client Folders
- Binders
- Workpaper Tabs
- Workpapers

Office Servers

Every office must create a main office server. This main server is the Administration module, which stores staff, licensing, teams, client groups, etc. Secondary office servers are optional and may be created as needed. If needed, a secondary office server can be promoted to be the main office server.

An office server that does not have a connection to other office servers can be designated as disabled for Admin synchronization. You can synchronize with this server by creating and receiving an Admin package. See *Chapter 3: Workpaper Manager Administrator* on page 50, for more information.

Local and Central File Rooms

Local file rooms allow multiple users working on the same or different engagements to work in the office or out in the field independently of one another. You can store local copies of work done by

other users without conflicting with their work. Local file rooms can also be shared, allowing multiple users to access and work with the same binder simultaneously.

While in the field, you can update engagement information among local file rooms so all users are kept up to date. In the office, all local file rooms can synchronize their information to the central file rooms. Office servers manage and organize all your client and engagement information. You can create as many central file rooms as you like to organize your client data.

Client Folders

You can set up an unlimited number of clients to store your binders. You can enter and keep track of client data in the Contact form. Within each client folder, you enter information about the client, including name and entity type. Additionally, you can create Client Groups to organize and filter client folders.

Binders

The *New Binder Wizard* guides you through the creation and setup of binders for each client engagement. These binders go inside the client folders. For each binder you create, you can specify the engagement type, period beginning and ending dates, and fiscal year end. This information is then used in the trial balances and workpapers of that particular binder.

Workpaper Tabs

You can use workpaper tabs to organize workpapers inside the binder. You can also nest tabs within tabs. These dividers typically mirror the dividers used in physical engagement files.

Workpapers

You can insert any electronic file into an engagement binder. These documents are referred to as workpapers. They can be created from a template or from an existing file.

You can create workpapers from any type of file (for example, JPG, GIF, PDF). You can also insert scanned images. This is helpful for electronically storing information obtained from the client or third-party vendors.

Tools in the Workpaper Management Module

The main ProSystem *fx* Workpaper Manager program contains the following windows that enable you to access and use these different levels of workpaper organization.

File Room Window

The File Room is the first window that displays when you start ProSystem *fx* Workpaper Manager. It contains the local file room, central file rooms, remote file rooms, client folders, and binders that you have set up.

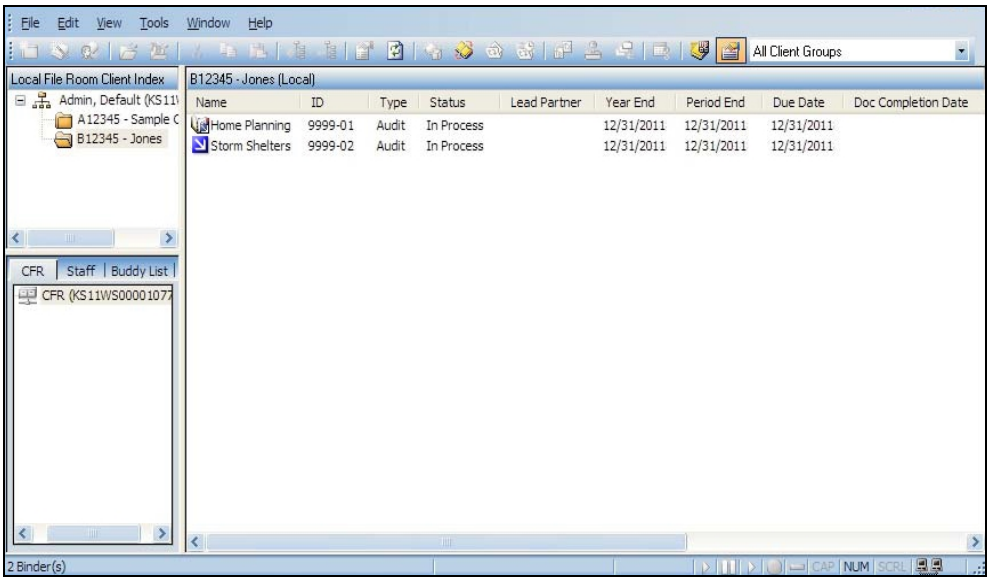
The File Room window is organized similarly to the Windows Explorer folder tree. The upper-left pane of the Client Index displays your local file room and client folders while the pane on the right displays the contents of the local file room or client binder. The lower-left pane is the Remote File Room that contains up to three tabs, depending on whether you logged in to an Office or Field location.

The three tabs are as follows:

- **CFR**. Displays central file room connections if your user login location is Office.
- **Staff**. Displays a list of all staff members if your user login location is Office or Field.
- **Buddy list**. Displays a custom list of staff members you select to use to expedite field synchronization when your login location is Office or Field.

You can also switch to the Workpaper Manager Today view, which displays diagnostic information about binders in the local file room.

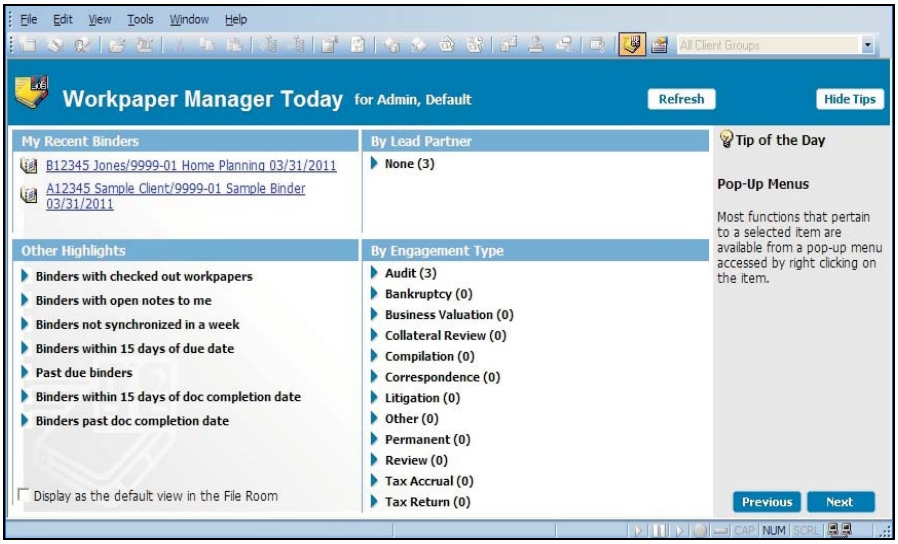
An example of the File Room window is shown below. For more information, see *Chapter 5: Using the File Room* on page 128.



Workpaper Manager Today View

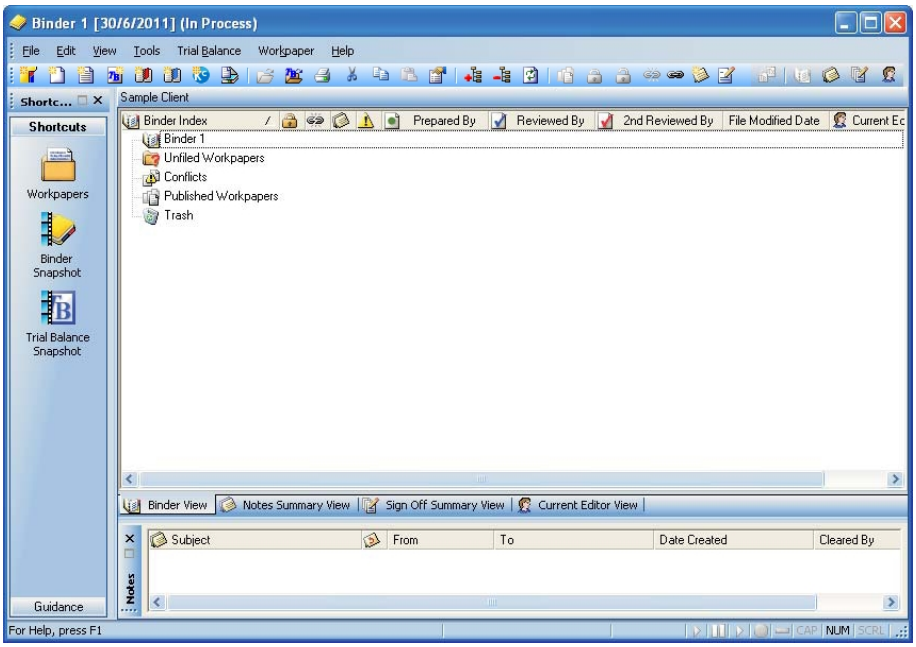
The Workpaper Manager Today view displays as an alternate view of the File Room window. Workpaper Manager Today displays diagnostic information regarding binders in your local file room. For more information, see *Chapter 5: Using the File Room* on page 128.

Note: The Workpaper Manager Today view is not available if you are viewing a shared file room.



Binder Index Window

When you open a binder from the File Room window, the *Binder Index* window displays.



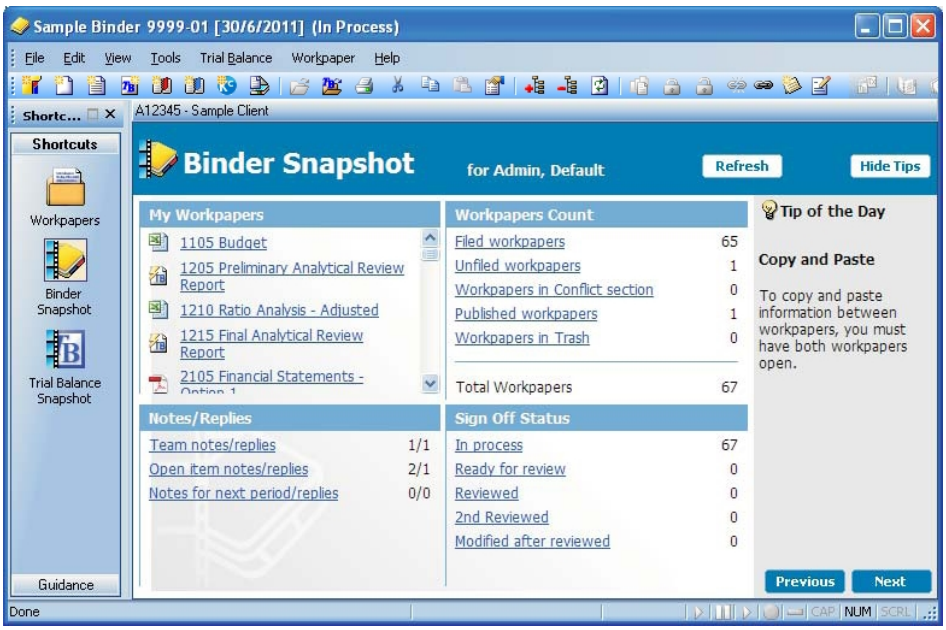
The Binder window contains the workpaper tabs and workpapers for a single binder. This window allows you to open workpapers and contains a Shortcut bar that allows you to quickly access many Workpaper Manager functions, ProSystem *fx* Tax (if installed), and guidance options.

You can open multiple binders within ProSystem *fx* Workpaper Manager. These binders can be minimized, restored, or maximized using the normal Windows commands. You can even copy a workpaper from one binder to another by dragging it from one binder to another binder or by using the Copy and Paste functions.

For more information about using this window, see *Chapter 6: Creating and Using Binders* on page 141.

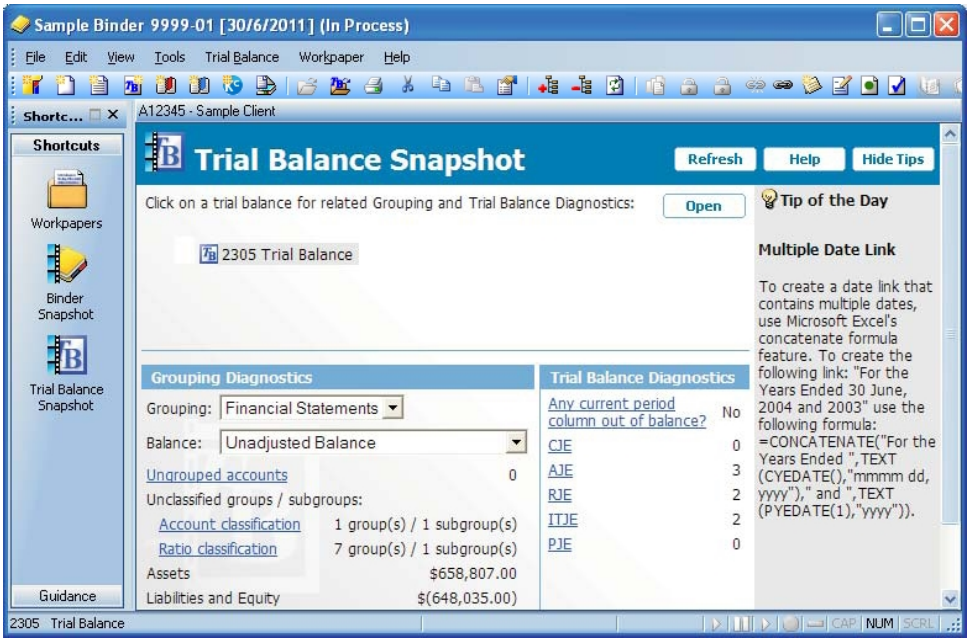
Binder Snapshot

The Binder Snapshot view allows you to review key diagnostic information for binders in the Binder view. The Binder Snapshot summary page provides important status information regarding workpapers, workpaper counts, Notes, and Sign Off Status. For more information, see *Chapter 6: Creating and Using Binders* on page 141.



Trial Balance Snapshot

The Trial Balance Snapshot window displays a snapshot of the trial balances in the binder. The Trial Balance Snapshot window includes a list of trial balances and the selected trial balance's QuickView and diagnostics. TB Diagnostics displays detailed information regarding out-of-balance columns in the trial balance.



Binder Templates

ProSystem *fx* Workpaper Manager provides binder templates that automate the setup process for first-year engagements. Binder templates contain the tab structure, trial balance(s), and workpapers typically used in your engagements.

You can also create an unlimited number of custom binder templates. You may want certain templates for various engagement types for different industries. For example, each of your engagements may have the same, or similar, tab structure, account groups and subgroups, leadsheets and trial balance reports, journal entry summaries, and financial statements. You would create a binder template with all of these items included and use that to automate each of your subsequent first-year engagements.

Staff Member Assignments

You assign staff members or teams access to each Workpaper Manager binder. Access rights are assigned to staff groups in Workpaper Manager Administrator. Then each staff member is assigned to a staff group so you can manage and control the tasks they can perform. See *Chapter 3: Workpaper Manager Administrator* on page 50, for additional information.

Roll Forward Capability

At the end of a period, you can roll forward a binder and use it as a template for the following period. ProSystem *fx* Workpaper Manager automates your workpapers so the content of the workpapers and financial statements reflect the date and balance information of the following periods.

When you choose to roll forward a binder, the *Roll Forward Binder Wizard* walks you through the process. During the roll forward, you can select which workpapers you want to roll forward, unlock workpapers, and select which workpapers to replace with workpaper templates. You also have the option of saving journal entries and team assignments. If you have automated your workpapers with the tools ProSystem *fx* Workpaper Manager provides, the content of the workpapers and financial statements are rolled forward as well.

For more information about the Roll Forward capability, see *Chapter 6: Creating and Using Binders* on page 141.

Reviewing Workpapers and Workpaper Tabs

ProSystem *fx* Workpaper Manager provides all the tools you need to review an engagement electronically. You can write, respond to, and clear notes for an individual workpaper or workpaper tab. You can also view existing notes sorted by the note type, open/cleared status, dates, and other criteria. Diagnostic tools (for example, Workpaper Manager Today, Binder Snapshot, and Trial Balance Snapshot) provide detailed engagement summary information. To show that you agree with a workpaper's contents and conclusions, you can sign off as preparer, reviewer, or second-level reviewer. Multiple preparer and reviewer signatures are possible. You can view a summary list, which is sorted by workpapers in process, ready for review, reviewed, and 2nd reviewed.

Sharing and Distribution Tools

Your workpapers can be electronically distributed to — and simultaneously shared by — all Workpaper Manager staff members. Data integrity is ensured by maintaining a single definitive version of each document for editing.

Additional information about these features can be found in *Chapter 8: Managing Workpapers* on page 353.

Sharing Workpapers

You can share workpapers in several ways. If you are on a network, a central file room is used to automatically point you to the engagement binder with which you need to synchronize. If you are on a network, you can also use the Buddy List to expedite the synchronization process. If you are connected in a peer-to-peer network, you can synchronize directly to another team member's local file room. In a peer-to-peer network you can also synchronize using the Shared File Room feature, which allows multiple users to work directly on the same binder at the same time.

If you are not on a network, you share workpapers by packaging the entire binder, or specific workpapers within the binder, into a single file. You can then send the binder package by saving it to a floppy disk or another removable media device, or by attaching the file to an email message.

When you attach the file to an email, Workpaper Manager opens a new email message and adds the package as an attachment. This feature requires a MAPI-compliant email system.

If Microsoft Outlook is installed and running on your local machine, you can use the Workpaper Manager drop-down menu in Outlook to receive email binder package attachments directly into a binder or to send messages and workpapers from a binder.

You can also hand off workpapers to another team member by using the Assign To feature. The Current Editor of the workpaper can assign the workpaper to another team member. The next time you synchronize to the central file room, the workpaper shows the other team member as the Current Editor. This eliminates the need to check a workpaper in or out.

Publishing Workpapers

Many of your ProSystem *fx* Workpaper Manager Word and Excel workpapers will have links to a trial balance. To share these workpapers with someone who does not have access to the trial balance, you must publish the workpaper to convert the links to values. After a copy of the original workpaper is created in the *Published Workpapers* tab, you can distribute the copy as needed.

Creating Binder Portfolios

You can create a binder portfolio to send contents of a binder to a third party for review or litigation. The binder portfolio includes an index similar to the binder index, PDF copies of all or specific workpapers in the binder, and notes for the selected workpapers, if desired. For more information, see *Creating Binder Portfolios* on page 185.

Protecting Document Integrity

To protect data integrity, a single copy of a workpaper is maintained as the definitive version for editing. The staff member assigned as Current Editor of the workpaper can edit the workpaper. If the workpaper is unassigned or assigned to another staff member, you have read-only rights to the workpaper.

If the workpaper is in a shared local file room, and the file room Host is the Current Editor, then anyone who logs in to the shared file room can open the workpaper and become the "Live Editor." In a shared file room, only the Live Editor can edit a workpaper.

Documentation

Before using ProSystem *fx* Workpaper Manager, you should review this section to familiarize yourself with the documentation provided. This documentation contains a number of features to help you learn to use the product more efficiently. You can access additional information at the ProSystem *fx* Web site at http://support.cch.com/updates/WorkpaperManager.

Prerequisite Knowledge

This manual was written for accountants in public practice who have experience with Microsoft Windows, Microsoft Word, and Microsoft Excel.

To use ProSystem *fx* Workpaper Manager, you should be familiar with at least the following basic features of Word and Excel as displayed in the table. If you plan to customize templates, you may need experience in additional areas.

Program	Basic Operations	Customization
Microsoft Word	Basic editing and formatting.	Creating and managing styles and templates. Recording and using macros. Visual Basic for Applications and advanced customization.
Microsoft Excel	Basic data entry and formatting. Inserting simple formulas. Arranging worksheets and cells within worksheets.	Creating sophisticated formulas. Recording and using macros. Visual Basic for Applications and advanced customization.

ProSystem *fx* Workpaper Manager Documentation

The table below lists the ProSystem *fx* Workpaper Manager documentation, with an explanation of what each document contains and when to use it.

Document	What It Includes	When to Use It
Deployment Planning Guide	Information for identifying key factors in performance, reliability, and functionality.	When planning your ProSystem *fx* Workpaper Manager installation.
User Guide	Installation instructions. Concepts and detailed procedures for product functions.	When installing and setting up the product. When learning to use the product.
Installation Guide	Installation instructions.	When installing and setting up the product.
Help	Descriptions of concepts and usage. Summaries of procedures.	When becoming acquainted with broad concepts concerning various areas of the program. When reminding yourself how to perform common commands.
Tip of the Day	Suggestions for using the program most efficiently.	When using Workpaper Manager Today, TB Snapshot, or Binder Snapshot.
Release Bulletin	Latest changes to the product.	After you have installed the product.

Help

The Help file includes descriptions of dialogs and commands, and explanations of frequently used procedures. You can use this information as a reminder when performing tasks or as a reference when the user guide is unavailable. It also contains references to ProSystem *fx* Workpaper Manager fields and formulas used in Excel and Word.

You can view Help by doing any of the following:



- Press **F1** at a dialog or menu command.
- Select the **Help** icon on dialogs where it displays.
- Select **Help Topics** from the Help menu. You can then select the **Contents**, **Index**, or **Search** tabs. A *Favorites* tab is also included so you can build a list of help items you review on a regular basis.

Tip of the Day

The Tip of the Day feature is viewable in Workpaper Manager Today, Binder Snapshot, and TB Snapshot views. If you do not want to display the Tip of the Day in these views, you have the option to hide them for each view.

Note: You can customize the Tip of the Day items to show tips that are specific to your firm's operations. Select **Tools/Tip of the Day** in the Main Office Server Administrator module to add, edit, and delete the Tip of the Day. Updated Tip of the Day items synchronize to Secondary Office Servers and users' local machines. See *Chapter 3: Workpaper Manager Administrator* on page 50, for more details.

Notations Used in the Documentation

This section describes special notations and formatting used in the documentation. There are also additional formats used in describing fields and formulas. You can see the following special formats and notations:

Notation	Description
Tip	A suggestion that can help you use the product more efficiently.
Note	Additional information to help you understand a procedure or step.
Warning	Important information that can help prevent unintended or invalid results or loss of data.

Web Site

Visit http://support.cch.com/updates/WorkpaperManager for additional information. You can find information about product announcements, support, and frequently asked questions (FAQs). You can also go to the Web site directly from ProSystem *fx* Workpaper Manager. Select **Help/Workpaper Manager Support on the Web**.

Using the Workpaper Manager Toolbars

The ProSystem *fx* Workpaper Manager toolbar buttons provide quick access to the most frequently used functions in the Workpaper Manager program. You can turn the toolbar on and off from **View/Toolbar**. You can also read a description of a toolbar button by positioning the mouse pointer over it.

Administrator Toolbar Commands

The ProSystem *fx* Workpaper Manager Administrator toolbar contains the most frequently used functions in Administrator. You can select **View/Toolbars** to toggle the toolbar on or off.

The ProSystem *fx* Workpaper Manager Administrator Standard and Client Groups toolbars include the following icons.

Toolbar Icon	Command	Description	Menu	Right-Click Menu	Access Key
	Client Groups	Opens a dialog that allows an administrator to create client groups.	File Rooms	No	Alt+R/G
	Assign Clients to Groups	Opens a dialog that allows clients to be assigned to groups.	File Rooms	No	Alt+R/A
	Assign Binder Staff	Allows a user to assign staff members to a binder.	Staff	Yes	Alt+S/B
	Teams	Opens the *Teams* dialog for a selected team.	Staff	No	Alt+S/T
	Team Member Assignment	Allows a user to assign staff members to a team.	Staff	No	Alt+S/M
	New Staff	Allows the creation of New Staff for a selected staff group.	Staff	Yes	Alt+S/S
	New Staff Group	Opens the *Create New Staff Group* dialog.	Staff	Yes	Alt+S/G
	Properties	Displays properties for a selected object (Staff Group, Staff, Office server, Central File Room, Client or Binder).	File	Yes	Alt+F/P
	Delete	Deletes a selected object (Staff Group, Staff, Office server, Central File Room, Client or Binder).	Edit	Yes	Ctrl+D
	Cut	Cuts the selected item to the Windows Clipboard for pasting to another location.	Edit	Yes	Alt+E/T or Ctrl+X

Toolbar Icon	Command	Description	Menu	Right-Click Menu	Access Key
	Paste	Pastes the selected item that was copied to the Clipboard to the selected locations.	Edit	Yes	Alt+E/P or Ctrl+V
	Refresh	Refreshes the Admin Frame.	View	No	F5 or Alt+V/F
	Create Central File Room	Opens the *Central File Room Properties* dialog.	File Rooms	Yes	Alt+R/F
	New Client	Opens the *Create New Client* dialog.	File Rooms	Yes	Alt+R/C
	Archive Finalized Binder	Opens the *Archive Finalized Binder* dialog.	File Rooms	Yes	Alt+R/R
	Unarchive Binder	Allows you to open an archived binder.	File Rooms	No	Alt+R/N
	Unfinalize Binder	Allows you to unfinalize a binder.	File Rooms	Yes	Alt+R/U
	Manual Synchronization	Launches the manual Admin synchronization function.	Tools	No	Alt+T/M
	Client Inquiry	Opens the Inquiry Module of ProSystem *fx* Practice, if you have installed version 7.0 or higher.	File Rooms/ ProSystem fx Practice Interface	Yes	Alt+R/I/I
	Expand All	Expands the entire tree.	View	No	Alt+V/A
	Collapse All	Collapses the entire tree.	View	No	Alt+V/L
	Help Topics	Opens the Workpaper Manager Help topics.	Help	No	Alt+H/H

Workpaper Manager File Room Toolbar Commands

The Workpaper Manager File Room toolbars contain the most frequently used functions in Workpaper Management. You can select **View/Toolbar** to toggle the toolbars on or off.

The File Room toolbar includes the following Workpaper Manager and Client Groups buttons:

Toolbar Icon	Command	Description	Menu	Right-Click Menu	Access Key
	New Client	Allows users to create new clients.	File	Yes	Alt+F/C

Toolbar Icon	Command	Description	Menu	Right-Click Menu	Access Key
	New Binder Wizard	Opens the New Binder Wizard.	File	Yes	Alt+F/Z
	Assign Binder Staff	Allows users to assign staff members to a binder.	Tools	No	Alt+T/A
	Open	Opens or expands the selected item.	File	Yes	Alt+F/O or Ctrl+O
	Open Trial Balance	Opens the trial balance in the binder or displays the *Open Trial Balance* dialog.	File	Yes	Alt+F/T
	Cut	Cuts the selected binder to the Windows Clipboard for pasting to another location.	Edit	Yes	Alt+E/T or Ctrl+X
	Copy	Copies the selected item to the Windows Clipboard for pasting later.	Edit	Yes	Alt+E/C or Ctrl+C
	Paste	Pastes the last copied item to the selected location.	Edit	Yes	Alt+E/P or Ctrl+V
	Expand All	Expands the entire tree.	View	No	Alt+V/A
	Collapse All	Collapses the entire tree.	View	No	Alt+V/L
	Properties	Displays the properties of the selected item.	File	Yes	Alt+F/P
	Refresh	Refreshes the contents of the list.	View	Yes	Alt+V/H or F5
	Create Binder Package	Allows a user to create a binder package.	Tools	Yes	Alt+T/P
	Receive Binder Package	Allows a user to receive a binder package.	Tools	Yes	Alt+T/V
	Synchronize Binder	Allows authorized users to open the Synchronize Binder Wizard.	Tools	Yes	Alt+T/S
	Express Synchronization	Allows authorized users to launch the Synchronization Job Queue.	Tools	Yes	Alt+T/E
	Tax Software Interface	Allows a user to export trial balance data to tax software.	Tools	No	Alt+T/X
	Finalize Binder	Allows a user to open the Finalize Binder Wizard.	Tools	Yes	Alt+T/Z
	Roll Forward Binder	Allows users to use the Roll Forward Binder Wizard.	Tools	Yes	Alt+T/F

Toolbar Icon	Command	Description	Menu	Right-Click Menu	Access Key
	Client Inquiry	Opens the Inquiry Module of ProSystem *fx* Practice, if you have installed version 7.0 or higher.	Tools/ ProSystem fx Practice Interface	Yes	Alt+T/I/I
	Workpaper Manager Today	Allows users to toggle the view to display Workpaper Manager Today.	View	No	Alt+V/G/E
	Client Index	Allows users to toggle the screen to display the Local File Room Client Index view.	View	No	Alt+V/G/I
	Client Groups	Allows users to use a drop-down list to pick a client group to filter the client folders in the file room.	View	No	Alt+V/P

Workpaper Manager Binder Index Toolbar Commands

The Workpaper Manager toolbars for the Binder Index contain the most frequently used functions. Select **View/View Toolbar** to toggle the toolbars on or off. The Binder Index toolbar includes the following Workpaper Manager and Client Groups buttons:

Toolbar Icon	Command	Description	Menu	Right-Click Menu	Access Key
	New Tab	Creates new tabs in a binder.	File/New	Yes	Alt+F/N/T or Ctrl+T
	New Workpaper from Template	Creates a new workpaper from a template.	File/New	Yes	Alt+F/N/W or Ctrl+W
	New Workpaper from File	Creates a new workpaper from an existing file.	File/New	Yes	Alt+F/N/F or Ctrl+Shift+W
	New Trial Balance	Creates a new trial balance.	File/New	Yes	Alt+F/N/B or Ctrl+B
	New Manual Workpaper	Creates a new manual workpaper.	File/New	Yes	Alt+F/N/N
	New Placeholder	Inserts a placeholder at the selected location.	File/New	Yes	Alt+F/N/L
	New Workpaper from Scanner	Creates a new workpaper from a TWAIN compliant scanner.	File/New	Yes	Alt+F/N/S
	Open	Opens the selected workpaper.	File	No	Alt+F/O or Ctrl+O

Toolbar Icon	Command	Description	Menu	Right-Click Menu	Access Key
	Open Trial Balance	Opens the selected trial balance.	File	No	Alt+F/T
	Print	Prints the selected workpaper(s).	File	Yes	Alt+F/P or Ctrl+P
	Cut	Removes and places the selected binder to the Windows Clipboard.	Edit	Yes	Alt+E/T or Ctrl+X
	Copy	Copies the selected item to the Clipboard.	Edit	Yes	Alt+E or Ctrl+C
	Paste	Pastes the last item that was copied to the Clipboard.	Edit	Yes	Alt+E/P or Ctrl+V
	Properties	Displays the properties of the selected item.	File	Yes	Alt+F/I
	Expand All	Expands the entire tree.	View	No	Alt+V/A
	Collapse All	Collapses the entire tree.	View	No	Alt+V/L
	Refresh	Refreshes the content of the list.	View	No	Alt+V/F
	Publish Workpaper	Publishes the selected workpaper(s).	Workpaper	Yes	Alt+K/P
	Lock Workpaper	Locks the selected Excel and Word workpaper(s).	Workpaper	Yes	Alt+K/K
	Unlock Workpaper	Unlocks the selected Excel and Word workpaper(s).	Workpaper	Yes	Alt+K/N
	Freeze Links	Freezes Workpaper Manager links in the selected workpaper(s).	Workpaper	Yes	Alt+K/F
	Unfreeze Links	Unfreezes Workpaper Manager links in the selected workpaper(s).	Workpaper	Yes	Alt+K/U
	Create Workpaper Note	Creates a workpaper note for the selected workpaper.	Workpaper	Yes	Alt+K/C
	Sign Off Workpaper Properties	Opens the *Workpaper Properties* dialog.	Workpaper	Yes	Alt+O
	Sign Off As Preparer	Adds sign off initials in the *Prepared by* column.	Workpaper	Yes	Alt+G

Toolbar Icon	Command	Description	Menu	Right-Click Menu	Access Key
	Sign Off As 1st Reviewer	Adds sign off initials in the *Reviewed by* column.	Workpaper	Yes	Alt+1
	Sign Off As 2nd Reviewer	Adds sign off initials in the *2nd Reviewed* by column.	Workpaper	Yes	Alt+2
	Tax Software Interface	Opens the *Tax Software Interface* dialog.	Tools	Yes	Alt+T/X
	Binder View	Displays the contents of binders.	View	No	Alt+V/B
	Notes Summary View	Displays all notes in a selected binder by note type.	View	No	Alt+V/U
	Sign Off Summary View	Displays all workpapers for a selected binder by the sign off status.	View	No	Alt+V/O
	Current Editor View (Non-Shared File Room)	Displays staff members assigned to a binder and lists the workpapers for which they have current editor rights.	View	No	Alt+V/E
	Live Editor View (Shared File Room)	Displays users who are currently editing workpapers in a shared file room and the workpapers they are editing.	View	No	Alt+V/E

Customizing the Workpaper Manager Interface

You can customize the Workpaper Manager graphical interface to your preferences and change the universal appearance of the frames. In Binder Frame and File Room Frame, you can customize the toolbars and the appearance of buttons within the toolbars. For all changes, you must access the *Customize* dialog.

To change the universal appearance of the frames, do the following:

1. In either Binder Frame or File Room Frame, select **Tools/Customize** from the Workpaper Manager menu. The *Customize* dialog displays.
2. In the *Customize* dialog, select a Visual Style.
   - The 2003 style matches Microsoft Office 2003.
   - Classic is the standard Workpaper Manager style.

Customizing Toolbars

In Binder Frame and File Room Frame, you can customize the toolbars by adding, deleting, or modifying buttons in the following ways:

- **Delete**. Removes the selected button from the toolbar.
- **Button Appearance**. Opens the *Button Appearance* dialog, where you can customize the images and/or text for the button. Alternately, you may also remove a button by dragging it off the toolbar.
  - **Image Only**. Displays the graphical button only.
  - **Image and Text**. Displays the graphical button plus text to the right of it.
- **Put Separator Before**. Puts a line on the left side of the button, separating it from the button on the left.
- **Put Separator After**. Puts a line on the right side of the button, separating it from the button on the right.

To customize a toolbar, do the following:

1. Select **Tools/Customize** from the Workpaper Manager menu. In the *Customize* dialog, the directory tree displays the current toolbar settings.
2. Leaving the *Customize* dialog open, right-click the button in the Workpaper Manager toolbar.

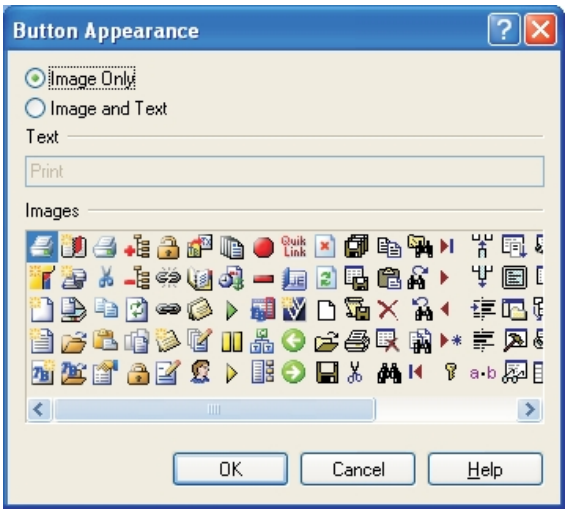
 **Note**: With the exception of button appearance, changes are applied immediately.

Customizing Button Appearance

In order to customize a button's appearance, do the following.

1. From either the Binder Frame or the File Room Frame, select **Tools/Customize** from the Workpaper Manager menu. After the dialog opens, you may move and resize it to make customizing the toolbar easier.
2. Right-click the button you want to customize. Select one of the following options:
   - **Delete**. Removes the selected button from the toolbar.
   - **Button Appearance**. Opens the *Button Appearance* dialog, where you can customize the images and text for the button. You may also remove a button by dragging it off the toolbar.
   - **Image Only**. Displays the graphical button only.
   - **Image and Text**. Displays the graphical button plus text to the right of it.
   - **Put Separator Before**. Puts a line on the left side of the button, separating it from the button on the left.
   - **Put Separator After**. Puts a line on the right side of the button, separating it from the button on the right.

3. Select **Button Appearance** from the pull-down menu to open the *Button Appearance* dialog.



4. In the *Button Appearance* dialog, choose whether to display *Image Only* or *Image and Text*.
5. If you chose text, type the text into the *Text* field.
6. Select a button image from the *Images* box.
7. Click **OK** to finalize your changes.

Chapter 2

INSTALLATION

Overview

This chapter provides step-by-step instructions for installing the ProSystem *fx* Workpaper Manager Administrator and Workpaper Management modules. The minimum and recommended system requirements are also provided.

Before you begin, refer to the following documents:

- The *License Agreement* for information and restrictions on installation.
- The *ProSystem fx Workpaper Manager Release Bulletin* for new product features.

Two ProSystem *fx* Workpaper Manager modules must be installed in order for the application to function. These modules are the Administrator module and the Workpaper Management module.

The Administrator module is an organizational tool designed to provide security and control rights for different staff levels, as well as organize and maintain your office servers and central file rooms.

The Workpaper Management module relies on the Administrator module to provide login information, central storage, and secured access to all your client data.

Workpaper Manager 7.1 Requirements

The following two tables detail the requirements for the Workpaper Manager Administrator and Workpaper Management modules.

Administrator Module

System Requirements	Recommended	Minimum
Microprocessor	64-bit multi-core processor	**32-bit**: Pentium 4 processor, 2 GHz **64-bit**: • Pentium 4 processor, 3.2 GHz, or any multi-core processor • AMD Athlon 64, Intel Pentium 4 with Intel EM 64T support
Supported Operating Systems	• Microsoft Windows Server 2008 (64-bit), SP2 • Microsoft Windows Server 2008 R2, SP2 • Microsoft Windows Server 2012 (64-bit) • Microsoft Windows Server 2012 R2	• Microsoft Windows Server 2003, SP2 • Windows 7, SP 1 • Windows 8, 32-bit and 64-bit • Windows 8.1 • Windows Vista, SP2
	Important! • Microsoft Small Business Server, Windows Server Essentials, and Windows Server Foundation are not supported. • Installing Workpaper Manager on a server that is also a Domain Controller is not supported. • Installing Workpaper Manager on a server that is also the firm's Exchange Server is not supported. • Linux is supported for workpaper storage only. • Windows 8 Pro and Enterprise Editions are supported. Windows 8 Home Editions are not supported.	
System Memory	4 to 8 GB RAM	**32-bit**: 2 GB RAM **64-bit**: 4 GB RAM
	Notes: • Additional memory improves performance and may be required to run additional applications simultaneously. • Memory consumption varies based on usage of Microsoft SQL Server.	
Drive Space	Administrator requires approximately 375 MB of drive space when installed with the CD image files, 500 MB of drive space in the Temp folder, and additional space required for data.	

<table>
<tr><th>System Requirements</th><th>Recommended</th><th>Minimum</th></tr>
<tr><td>Video</td><td colspan="2">Super VGA at 32-bit color quality with a resolution of 1024 x 768.

ProSystem fx Workpaper Manager does not support large fonts.</td></tr>
<tr><td colspan="3">Network Environment</td></tr>
<tr><td>Microsoft</td><td colspan="2">Client for Microsoft Networks and Microsoft TCP/IP.</td></tr>
<tr><td colspan="3">Other Software</td></tr>
<tr><td>SQL</td><td>SQL Server 2012

• SQL Server 2012 Standard Edition
• SQL Server 2012 Business Intelligence Edition
• SQL Server 2012 Enterprise Edition

SQL Server 2008 R2

• SQL Server 2008 R2 Standard Edition (32-bit and 64-bit)
• SQL Server 2008 R2 Enterprise Edition (32-bit and 64-bit)
• SQL Server 2008 R2 Express (32-bit and 64-bit)</td><td>SQL Server 2008

• SQL Server 2008 Standard Edition (32-bit and 64-bit)
• SQL Server 2008 Enterprise Edition (32-bit and 64-bit)
• SQL Server 2008 Express (32-bit and 64-bit)</td></tr>
<tr><td colspan="3">Notes:

• ProSystem fx Workpaper Manager includes installers for SQL Server 2008 R2 Express and SQL Server 2012 Express. If you need to install any of the following editions of SQL Server, see Appendix A: Installing SQL Server 2008 or 2008 R2 on page 452 and Appendix B: Installing SQL Server 2012 on page 470:
◦ 64-bit editions of SQL Server
◦ Standard Editions of SQL Server
◦ Enterprise Editions of SQL Server
◦ SQL Server 2008

These sections describe how to set up SQL with Workpaper Manager manually.
• Depending on usage, Standard, Business Intelligence, or Enterprise Edition of Microsoft SQL Server may be necessary.</td></tr>
</table>

System Requirements	Recommended	Minimum
Data Access Components	The following items are installed automatically with Workpaper Manager: • Microsoft Jet Database Engine 4.0 with Service Pack 6 • Soap Toolkit 3.0 • MSXML 4.0, SP 2 parser • SQLXML 3.0, SP 3 • Microsoft Visual C++ 2008 Redistributable x86 9.0.30729.17 • Microsoft Visual C++ 2008 Redistributable x86 9.0.30729.4148 The following items are installed automatically with ProSystem *fx* Workpaper Manager: • SQL 2012 CLR (x86 for both 32 and 64-bit), Admin only • SQL Server 2012 Management Objects Service Pack 1 (SMO) (x86 for both 32-bit and 64-bit), Admin only • SQL Native Client 2008 (x86 for 32-bit; x64 for 64-bit) Windows Installer 4.5 is required by SQL Server 2008 Express. Microsoft .NET Framework 4.0 Full is required by Workpaper Manager. Adobe Reader 9.0, 10.0, or 11.0. **Note**: Adobe Reader 10 and 11 are supported, but Workpaper Manager workpapers must be opened with Reader's Protected Mode turned off. For more information, see *Note Regarding Adobe Reader 9, 10 and 11* on page 32.	
Web Browser	Internet Explorer 8.0 or higher.	
Email	Microsoft Mail, Microsoft Exchange, Internet SMTP/POP3, or other MAPI compliant messaging software to use network or Internet email	None
Other Hardware		
Internal or External DVD drive, if applicable	Any internal or external DVD compatible drive, if applicable for reading the installation media.	

Workpaper Management Module

System Requirements	Recommended	Minimum
Microprocessor	Multi-core processor	**32-bit**: Pentium 4 processor, 2 GHz **64-bit**: • Pentium 4 processor, 3.2 GHz (or any multi-core processor) • AMD Athlon 64, Intel Pentium 4 with Intel EM 64T support
Supported Operating Systems	Microsoft Windows 7, SP 1 Microsoft Windows 8, 32-bit and 64-bit Windows 8.1	• Windows Vista, SP2
	Note: Windows 8 Pro and Enterprise Editions are supported. Windows 8 Home Editions are not supported.	
System Memory	**32-bit**: 2 GB RAM **64-bit**: 4 GB RAM	**32-bit**: 2 GB RAM **64-bit**: 4 GB RAM
	Notes: • Additional memory improves performance and may be required to run additional applications simultaneously. • Memory consumption varies based on usage of Microsoft SQL Server.	
Drive Space	Workpaper Management requires approximately 525 MB of drive space, 500 MB of free space for the Temp folder during installation, and additional space required for data.	
Video	Super VGA at 32-bit color quality with a resolution of 1024 x 768. **Note**: ProSystem *fx* Workpaper Manager does not support large fonts.	

System Requirements	Recommended	Minimum
	Other Software	
Microsoft Office	• Office 365 - Desktop version • Office 2013 • Office 2010, SP1 **Notes**: • Only Professional editions of Microsoft Office are supported. • Only 32-bit versions are supported. • The Microsoft Office 365 Online version is not supported.	• Office 2007, SP3
SQL	• Microsoft SQL Server 2012 Express • Microsoft SQL Server 2008 R2 Express	Microsoft SQL Server 2008 Express
	Note: ProSystem *fx* Workpaper Manager includes installers for SQL Server 2008 R2 Express and SQL Server 2012 Express. If you need to install any of the following editions of SQL Server, see *Appendix A: Installing SQL Server 2008 or 2008 R2* on page 452 or *Appendix B: Installing SQL Server 2012* on page 470: • 64-bit editions of SQL Server • Standard Editions of SQL Server • Enterprise Editions of SQL Server • SQL Server 2008 These sections describe how to set up SQL with Workpaper Manager manually.	
Data Access Components	The following items are installed automatically with ProSystem *fx* Workpaper Manager: • Microsoft Jet Database Engine 4.0 with Service Pack 6 • Soap Toolkit 3.0 • MSXML 4.0, SP 2 parser • SQLXML 3.0, SP 3 • SQLXML 4.0, SP 1 will be installed with Workpaper Management and Terminal Services Database • Microsoft Visual C++ 2008 Redistributable x86 9.0.30729.17 • Microsoft Visual C++ 2008 Redistributable x86 9.0.30729.4148 The following items are installed automatically with ProSystem *fx* Workpaper Manager:	

System Requirements	Recommended	Minimum
	• SQL 2012 CLR (x86 for both 32 and 64-bit), Admin only • SQL Server 2012 Management Objects (SMO) (x86 for both 32-bit and 64-bit), Admin only • SQL Native Client 2008 (x86 for 32-bit; x64 for 64-bit) Windows Installer 4.5 is required by SQL Server 2008 Express. Microsoft .NET Framework 4.0 is required by Workpaper Management. If Office 2013 is installed, the following items are installed automatically: • Visual Studio Tools for the Office System 4.0 Runtime • Visual Studio Tools for the Office System 3.0 Runtime • Visual Studio Tools for the Office System 3.0 Runtime, SP 1 • Visual Studio 2005 Tools for Office Second Edition Runtime If Office 2010 is installed, the following items are installed automatically: • Microsoft Office 2010 Primary Interop Assemblies (PIA) • Visual Studio Tools for the Office System 4.0 Runtime • Visual Studio Tools for the Office System 3.0 Runtime • Visual Studio Tools for the Office System 3.0 Runtime, SP 1 • Visual Studio 2005 Tools for Office Second Edition Runtime If Office 2007 is installed, the following items are installed automatically: • Microsoft Office 2007 Primary Interop Assemblies (PIA) • Visual Studio Tools for the Office System 4.0 Runtime • Visual Studio Tools for the Office System 3.0 Runtime • Visual Studio Tools for the Office System 3.0 Runtime, SP 1 • Visual Studio 2005 Tools for Office Second Edition Runtime Adobe Reader 9.0, 10.0, or 11.0. **Note**: Adobe Reader 10 and 11 are supported, but Workpaper Manager workpapers must be opened with Reader's Protected Mode turned off. For more information, see *Note Regarding Adobe Reader 9, 10 and 11* on page 32.	
Web Browser	Internet Explorer 8.0 or higher.	
Email	Microsoft Mail, Microsoft Exchange, Internet SMTP/POP3, or other MAPI compliant messaging software to use network or Internet email	None

System Requirements	Recommended	Minimum
	Other Hardware	
Internal or External DVD drive, if applicable	Any internal or external DVD compatible drive, if applicable for reading the installation media.	

Terminal Services Client Module

System Requirements	Recommended	Minimum
Number of Peak Users	Varies based on hardware; maximum is 20 users per server.	
Processor	64-bit multi-core processor	
Supported Operating Systems	• Microsoft Windows Server 2008 (64-bit) • Microsoft Windows Server 2008 R2, SP2 • Microsoft Windows Server 2012 R2	Microsoft Windows Server 2003, SP2
Supported Operating Systems	**Important!** • Microsoft Small Business Server, Windows Server Essentials, and Windows Server Foundation are not supported. • Installing Workpaper Manager on a server that is also a Domain Controller is not supported. • Installing Workpaper Manager on a server that is also the firm's Exchange Server is not supported. • Linux is supported for workpaper storage only.	
Memory	8 GB RAM or more **Note**: Memory consumption varies based on usage. More memory may be necessary for improved performance.	

System Requirements	Recommended	Minimum
Microsoft Office	▪ Office 365 - Desktop version ▪ Office 2013 ▪ Office 2010, SP1 **Notes**: ▪ Only Professional editions of Microsoft Office are supported. ▪ Only 32-bit versions are supported. ▪ The Microsoft Office 365 Online version is not supported.	▪ Office 2007, SP3
Citrix		Citrix Presentation Server 4.5 Citrix XenApp 6.5 Feature Pack 2

Terminal Services Database Module

System Requirements	Recommended	Minimum
Processor	64-bit multi-core processor	
Supported Operating Systems	▪ Microsoft Windows Server 2008 (64-bit) ▪ Microsoft Windows Server 2008 R2, SP2 ▪ Windows Server 2012 R2	▪ Microsoft Windows Server 2003, SP2
	Important! ▪ Microsoft Small Business Server, Windows Server Essentials, and Windows Server Foundation are not supported. ▪ Installing Workpaper Manager on a server that is also a Domain Controller is not supported. ▪ Installing Workpaper Manager on a server that is also the firm's Exchange Server is not supported. ▪ Linux is supported for workpaper storage only.	
Memory	4 GB RAM or more **Note**: Memory consumption varies based on usage. More memory may be necessary for improved performance.	

System Requirements	Recommended	Minimum
SQL	■ Microsoft SQL Server 2012 (Standard or Enterprise) ■ Microsoft SQL Server 2008 R2 (Standard or Enterprise)	■ Microsoft SQL Server 2012 Express ■ Microsoft SQL Server 2008 R2 Express ■ Microsoft SQL Server 2008 (Standard, Enterprise, or Express)

Note Regarding Adobe Reader 9, 10 and 11

ProSystem *fx* Workpaper Manager 7.1 supports Adobe Reader 9, 10 and 11.

By default, Adobe Reader 10 and 11 open with "Protected Mode" turned on. When a PDF is opened in Reader 10 or 11 from within ProSystem *fx* Workpaper Manager, Workpaper Manager detects if Protected Mode is turned on. If so, you are asked whether Workpaper Manager should turn off Protected Mode.

- If you choose **Yes**, Protected Mode is turned off and the workpaper is opened, allowing you to use ProSystem *fx* Workpaper Manager functionality such as tickmark definitions, workpaper notes and workpaper references.
- If you choose **No**, the workpaper will open, but all ProSystem *fx* Workpaper Manager functionality will be disabled.

To set Adobe 10 or 11 to always open with Protected Mode turned off, do the following:

1. Open Adobe Reader 10 or 11.
2. Select **Edit/Preferences/General**.
3. Clear the **Enable Protected Mode at startup** option.
4. Click **OK**.
5. Restart Adobe Reader 10 or 11.

Installation Considerations

We recommend that you update your video card driver to the latest driver available and install Microsoft Direct X 9.x or higher.

Deployment Planning

Before installing ProSystem *fx* Workpaper Manager, it is important to understand how to properly set up and maintain the environment. The *ProSystem fx Workpaper Manager Deployment Planning Guide*, located in the Documents folder of the installation DVD (Install Media), helps administrators and managers identify the key factors that influence the performance, reliability, and functionality of the ProSystem *fx* Workpaper Manager application. The *Deployment Planning Guide* can help you make key decisions regarding your necessary hardware capacity, data distribution, Terminal Services, SQL servers, and other issues.

Compressed Drives and/or Partitions

ProSystem *fx* Workpaper Manager does not support the storage of workpapers or databases on compressed drives, volumes, or partitions. ProSystem *fx* Workpaper Manager uses SQL Server databases, and Microsoft has determined that having SQL Server databases on compressed volumes may cause performance and database recovery issues. Additionally, storing Workpaper Manager databases and/or workpapers on compressed volumes may cause installation failures, synchronization issues and data loss.

For Workpaper Management and/or Admin Module/Workpaper Management installations, the ProSystem *fx* Workpaper Manager 7.1 installer will now automatically decompress any compressed files found in Admin\Data, WM\Data, or TB\Data folders at the beginning of the upgrade process.

Note: The automatic decompression of compressed files only occurs if there is enough space on the drive to allow for decompression, which is typically a minimum of 100 MB.

Alternatively, any compressed files in a user-specified bin location at the time of upgrade, which are not in the locations previously mentioned, will also be checked. A log file will be written to X:\Pfx Engagement\Common\PfxEngCompressedFiles.log (where X represents the drive where Workpaper Manager is installed) listing the name and size of any compressed files found. For all other installs, such as TSDatabase or stand-alone Admin), a log will be written to PfxEngCompressedFiles.log naming any compressed files found. Due to potential size and time constraints, these files will need to be manually decompressed using the ProSystem *fx* Workpaper Manager *Detect Compressed Database Utility*.

In addition, the ProSystem *fx* Workpaper Manager SQL 2008 R2 Instance Installer or ProSystem *fx* Workpaper Manager SQL 2012 Instance Installer will perform the same decompression process described above when updating from SQL 2005 or SQL 2008.

For new installations of Workpaper Manager, please refer to the ProSystem *fx* Workpaper Manager *Detect Compressed Database Utility* to identify compressed database files prior to installation. Additionally the utility will detect a Microsoft SQL Server start-up parameter that will prevent the SQL upgrade. This utility is located in the Utilities folder on the ProSystem *fx* Workpaper Manager installation DVD (Install Media).

For more information on compressed drives, please see the following Microsoft Knowledge Base article ID 231347:

http://support.microsoft.com/kb/231347/en-us.

Technical Considerations

For in-depth networking instructions and technical considerations, please see the following appendices:

- *Appendix D: Technical Considerations* on page 485
- *Appendix E: ProSystem fx Workpaper Manager Configuration Utility* on page 493

These appendices cover the following network issues:

- Windows and Linux servers
- LAN, WAN, and VPN topologies
- Port configuration
- Information on SQL services and memory usage

- Communication across networks and subnets
- Static versus dynamic IP addresses on office servers

These appendices also address the following topics in detail:

- ProSystem *fx* Workpaper Manager allows users to store their workpapers on a different server than where the binder database is located (Office Server). In these cases, the ProSystem *fx* Workpaper Manager Synchronization service needs to be configured to run under an account with rights to the location where the workpapers are being stored. The workpapers can reside on a non-Windows server. For more information, see *Appendix C: Installing Workpaper Manager with Active Directory* on page 482.
- Time synchronization plays an important part in ProSystem *fx* Workpaper Manager. All servers and workstations running Workpaper Manager (in the office and in the field) should maintain time clock synchronization to ensure that you do not lose data and to ensure that the latest changes to data and server are properly synchronized. For more information, see *Time Synchronization* on page 490.
- Changing workstation or server names is not supported after ProSystem *fx* Workpaper Manager has been installed. This is due to the installation of SQL. See *Appendix D: Technical Considerations* on page 485.

For additional information or for the latest update on any of these items, please contact ProSystem *fx* Technical Support at 1-866-513-2677.

ProSystem *fx* Workpaper Manager Administrator Considerations

The ProSystem *fx* Workpaper Manager Administrator module should be installed and configured on a Windows server or a dedicated computer with a Windows operating system, as noted above. If you plan to maintain multiple office servers, the Administrator module should be installed and configured on a Windows server or a dedicated computer for each office. For more information on office servers, please refer to *Setting up the Administrator Environment* on page 73.

Administrator must be installed to a location accessible by all computers running ProSystem *fx* Workpaper Manager Workpaper Management. Administrator installation must be performed at the console of the Windows server or the dedicated computer. It cannot be installed by pushing the install from another computer to the Windows server or dedicated computer.

The *ProSystem fx Workpaper Manager Deployment Planning Guide*, located in the Documents folder of the installation DVD (Install Media), helps administrators and managers identify the key factors that influence the performance, reliability, and functionality of the ProSystem *fx* Workpaper Manager application.

The Administrator Workstation setup allows you to remotely access the Administrator module. The Administrator Workstation can be installed to any workstation that needs to remotely access the Administrator module.

Notes:

- Workpaper Manager Administrator should **not** be installed on every computer in your firm.
- Administrative rights are required to install the application to the local machine.

Important! Installing Workpaper Manager Administrator on a domain controller, Microsoft Small Business Server, Windows Server Essentials, Windows Server Foundation, or Exchange Server are not supported.

Pre-Installation Checklist

Before beginning the installation, verify that all of the following tasks are completed:

- If you are upgrading to ProSystem *fx* Workpaper Manager 7.1 from a prior version, do the following:
  - **Back up the central databases**. Perform a full back up of all central admin and bin databases prior to upgrading. For detailed instructions on using the backup restore utility, see *Appendix F: Database Backup and Restore* on page 501.
  - **Back up the workpapers**. Back up all workpapers before upgrading. To ensure that this backup contains the latest versions of all files, users should synchronize all binders to the Central File Room prior to the backup.

    Note: The Database Backup and Restore utility does not back-up the workpapers. You will need to use your own, third party, utility to back up your workpapers.
  - **Back up templates**. Back up all centrally located templates prior to upgrading to allow for a full rollback if necessary.
  - **Upgrade the main office server**. We recommend that you upgrade the main office server first, then upgrade the workstations in order of priority to begin using the software.

  Important! All machines running Workpaper Manager in a network environment must be upgraded to version 7.1 in order for users to access the software. It is not possible to run different versions of Workpaper Manager within the same office.
- Close Microsoft Word, Excel, and Outlook.
- We strongly recommend that you close any additional programs.
- Disable virus-checking programs.
- If you are installing on a computer that currently has another application using SQL, stop that instance.

  Note: Do not stop instances of SQL Server (PROFXENGAGEMENT).
- When installing ProSystem *fx* Workpaper Manager for the first time to a server that is running Microsoft SQL Server 2008, SQL Server 2008 R2, or SQL Server 2012, Enterprise or Standard Edition, we recommend that you use the SQL Server 2008, SQL Server 2008 R2, or SQL Server 2012 Enterprise or Standard Edition instead of SQL Express 2008. This allows ProSystem *fx* Workpaper Manager to run optimally.

Important! This is only necessary if you are performing a new installation. If you are upgrading from a prior version of Workpaper Manager to 7.0, this step will not be necessary since SQL is already installed.

If you use the Standard or Enterprise Editions, you must do the following:

- Configure a named instance of SQL Server for ProSystem *fx* Workpaper Manager prior to installation. See *Appendix A: Installing SQL Server 2008 or 2008 R2* on page 452, or *Appendix B: Installing SQL Server 2012* on page 470.
- Have appropriate licensing on the SQL server.

- Ensure that the operating system, Microsoft Internet Explorer, and Microsoft Office are all installed with the required service packs. See *Workpaper Manager 7.1 Requirements* on page 23 for details.

Installation Instructions

This section provides standard procedures for installing or upgrading the Workpaper Manager Administrator module and Workpaper Management module.

Note to Citrix Users: If you are installing to a Citrix or Windows Terminal Server environment, refer to *Terminal Services Installation* on page 44.

Warning! Publishing installation Group Policy Objects through Active Directory is not recommended due to possible conflicts among versions (for example, Canadian CCH Engagement Administrator and United States Engagement Workpaper Management on the same workstation).

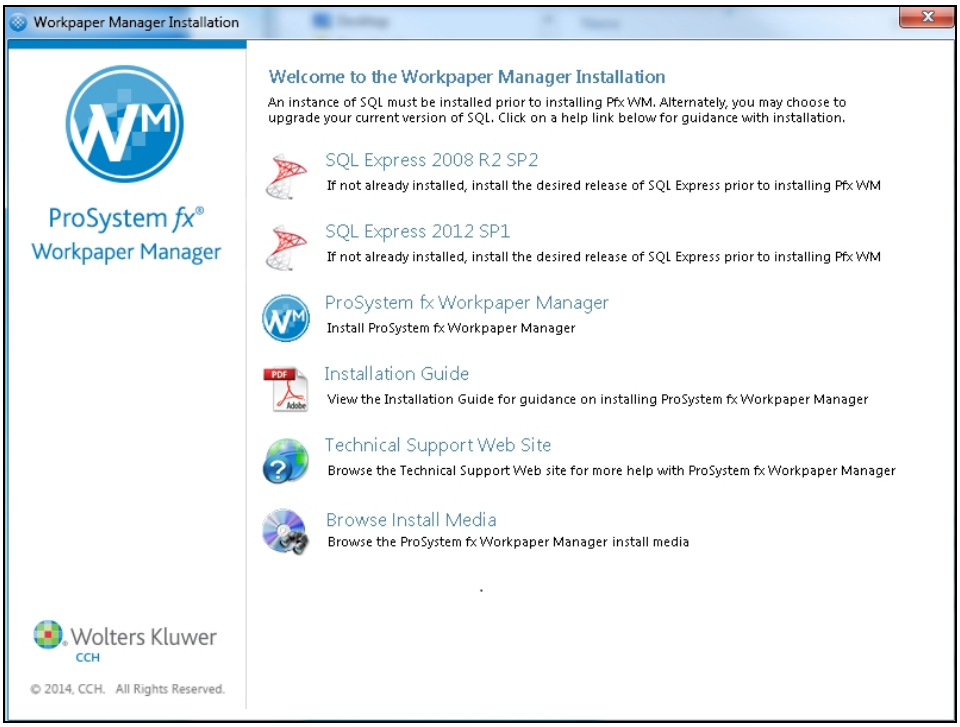
Installing Workpaper Manager for the First Time

To install ProSystem *fx* Workpaper Manager for the first time, do the following:

1. Complete all tasks in *Pre-Installation Checklist* on page 35.

   Note: Administrative rights are required to install the application to the local machine.

2. Insert the Workpaper Manager DVD. If you are installing directly from the downloaded install files, then please follow the instructions provided on that Web site. If autorun is enabled, the *ProSystem fx Workpaper Manager Installation* screen displays. If autorun is not enabled, select **Start/Run**. In the *Open* field, enter **X:\launchscreen.exe**, where X represents your DVD drive letter, and click **OK**.



The following options are available from the launch screen:

- **SQL Express 2008 R2 SP2**. Installs the Workpaper Manager SQL database instance using SQL Express 2008 R2. This option should be selected only if an Workpaper Manager SQL database instance does not already exist and you want to install the 2008 R2 release of SQL Express.
- **SQL Express 2012 SP1**. Installs the Workpaper Manager SQL database instance using SQL Express 2012. This option should be selected only if an Workpaper Manager SQL database instance does not already exist and you want to install the 2012 release of SQL Express.
- **Workpaper Manager**. Installs Workpaper Manager.
- **Installation Guide**. Opens the *ProSystem fx Workpaper Manager Installation Guide* PDF.
- **Technical Support Web Site**. Launches the ProSystem *fx* Workpaper Manager Support Web site.
- **Browse Install Media**. Displays the contents of the install media in Windows Explorer.

Notes:

- When launching the installation from the contents of the install media, it is imperative that CSWMSetup.exe is selected with Windows Vista, Windows 7, Windows 8, Windows 8.1, and Server 2008. CSWMSetup.exe provides elevated privileges for installations on these operating systems.

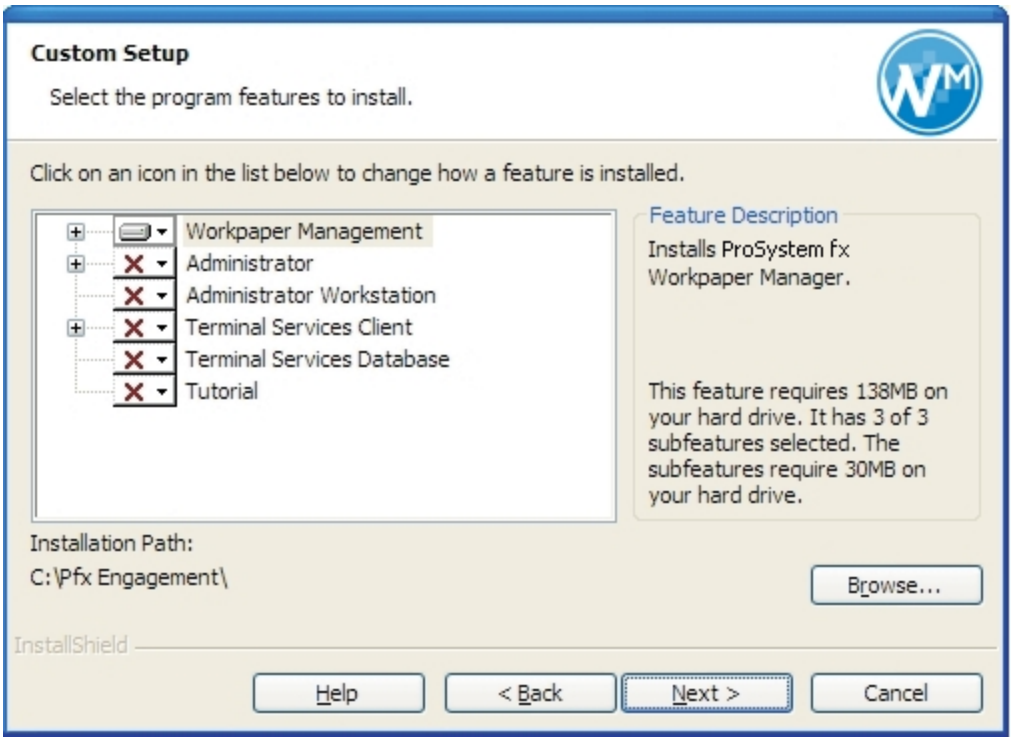
- You need Adobe Reader to view the *Installation Guide* or *Release Bulletin*. You also need Adobe Reader to view the *ProSystem fx Workpaper Manager User Guide* via **Help/User Guide**. Click **Yes** to continue installing ProSystem *fx* Workpaper Manager without Adobe Reader. Click **No** to cancel the installation and install a supported version of Adobe Reader. Adobe Reader 11.0 is included on the Workpaper Manager Installation Disk.
- The *Install ProSystem fx Workpaper Manager* launch screen uses an .ini file to customize which buttons are displayed. To remove a button from the launch screen, edit the "product.ini" file, which is located at the root of the installation disc. Remove any section from the product.ini file to remove the corresponding button from the launch screen.

3. If a Workpaper Manager SQL Instance already exists on the computer, skip to step 7.
   If a Workpaper Manager SQL Instance does not already exist on the computer, click **Install SQL Express 2008 R2** or **Install SQL Express 2012** on the launch screen. The *Welcome* screen displays.

   Note: Choose only one of the installers. You do not need to install SQL Express 2008 R2 and SQL Express 2012.

4. Click **Next**. The *Ready to Install the Program* page displays.
5. Click **Install**. The *Installing ProSystem fx SQL Instance Installer* dialog displays. When the installation is complete, the InstallShield Wizard Completed dialog displays.
6. Click **Finish**. The *Install ProSystem fx Workpaper Manager* launch screen displays.
7. Click **Install Workpaper Manager**. The Welcome screen displays.
8. Click **Next**. The *License Agreement* dialog displays.
9. Read the license agreement. If you agree to the terms, select **I accept the terms in the license agreement** and click **Next**.

10. Click **Next**. The *Custom Setup* page displays.



11. Select the module or modules to install. Click the appropriate icon and select **This feature will be installed on local hard drive** to install the module or **This feature, and all subfeatures, will be installed on local hard drive** to install the module and all subfeatures (for example, Workpaper Manager CD Image for Administrator, or Templates and Sample Binder for Workpaper Management).

- **Workpaper Management**. Workpaper Management should be installed on computers that will be accessed by Workpaper Manager staff members.

  Note: If you would like to change the installation path, click the Browse button and navigate to the desired location.

- **Administrator**. The Administrator module should be installed on a dedicated computer that is designated as the main office server. Computers with the Workpaper Management module installed need access to this main office server computer.

  Notes:

  - If you plan to create a secondary office server or servers, install the ProSystem *fx* Workpaper Manager Administrator module on a separate dedicated computer. When more than one office server exists, workstations with Workpaper Management installed do not necessarily need a network connection to both office servers. Some can connect to the main office server while others connect to a secondary office server.

- It is not mandatory to have a network connection between the main and secondary office servers. Data can be passed between the two using *Create and Receive Admin Packages*. For more information, see *Creating an Admin Package* on page 76 and *Receiving an Admin Package* on page 77.

- **Administrator Workstation**. The Administrator Workstation setup allows you to access the Administrator module remotely.

12. If you selected *Administrator* in step 12 (with or without Workpaper Management) the *Administrator Bin Database Path* dialog displays. The system creates the database in the default folder on your local computer unless you click **Browse** and specify a different location.
13. Click **Next**. The *Ready to Install* dialog displays.

    Notes:

    - If you attempt to install conflicting applications, such as Administrator and Administrator Workstation, InstallShield displays a conflict message specifying the conflicting applications. Click **Back** to make the necessary changes.
    - If your system does not meet the requirements for the application you are installing, InstallShield displays a message listing the missing components. Click **Cancel** to install the necessary components. Click **Back** to install a different application. For detailed information about the new bin structure of the Workpaper Manager database, see *Managing Bins* on page 107.

14. Click **Install**. InstallShield displays the progress screen as the necessary programs and features are installed.
15. If you are installing Administrator, read the information on the *Backup Information* dialog and select **I have read the above warning**, then click **Next**. The *InstallShield Wizard Completed* dialog displays.
16. Click **Finish**, then complete any applicable tasks in the *Post-Installation Checklist* on page 41.

Upgrading an Existing Version of Workpaper Manager

To upgrade a previous Workpaper Manager version to Workpaper Manager 7.1, do the following:

Note: Upgrades are supported for Workpaper Manager versions 6.5 and higher.

1. Complete all tasks in the *Pre-Installation Checklist* on page 35.
2. Insert the Workpaper Manager DVD. If you are installing directly from the downloaded install files, then please follow the instructions provided on that Web site.
3. If Autorun is enabled, the *Install ProSystem fx Workpaper Manager* screen displays.

   If Autorun is not enabled, the *Run* dialog displays. In the *Open* field, enter X:\ProSystem fx Engagement.exe, where X represents your DVD drive letter, and click **OK**. The *Install ProSystem fx Workpaper Manager* screen displays.

Notes:

- When upgrading, you do not need to install SQL Server 2008 R2 if you already have SQL Server 2008 Express or higher installed because Workpaper Manager is already installed and the Workpaper Manager SQL database instance should already exist.
- The *Install ProSystem fx Workpaper Manager* launch screen uses an .ini file to customize which buttons are displayed. To remove a button from the launch screen, edit the "product.ini" file, which is located at the root of the installation disc. Remove any section from the product.ini file to remove the corresponding button from the launch screen.

4. Click **Install Workpaper Manager** to upgrade the currently installed features for the Workpaper Manager installation. The *Welcome* screen displays.
5. Click **Next**. The *License Agreement* dialog displays.
6. Read the license agreement. If you agree to the terms, select **I accept the terms in the license agreement** and click **Next**.
7. Click **Next**. The *Upgrade to ProSystem fx Workpaper Manager 7.1* page displays.
8. If you have read the warning message and have created a backup then select that option and click **Next**. The *Ready to Install* dialog displays.

   Note: If your system does not meet the requirements for the application you are installing, InstallShield displays a message listing the missing components. Click Cancel to install the necessary components. Click **Back** to install a different application. For detailed information about the new bin structure of the Workpaper Manager database, see *Managing Bins* on page 107.

9. Click **Install**. InstallShield displays the *Progress* screen as the necessary programs and features are upgraded.
10. If Administrator is being upgraded, read the information on the *Backup Information* dialog, select **I have read the above warning**, and then click **Next**. The *InstallShield Wizard Completed* dialog displays.
11. Click **Finish**, then complete any applicable tasks in the *Post-Installation Checklist* on page 41.

Post-Installation Checklist

After completing the installation, you should perform the following tasks, as applicable:

- If you have upgraded to ProSystem *fx* Workpaper Manager 7.1 from a prior version, perform a full back up of all central admin and bin databases after installation. For detailed instructions on using the backup restore utility, see *Appendix F: Database Backup and Restore* on page 501.
- Verify that all administrative users have full access to the Admin Share folder on the office server. This folder, which is created during the installation, is shared by default, but the network administrator needs to ensure that all Workpaper Manager administrative users have full rights to that location. For additional information, see *Appendix D: Technical Considerations* on page 485.

- The installation process sets the Workpaper Manager folder permissions automatically. These rights are needed for Workpaper Manager to function optimally. The installation gives the "Users" group all rights except Full Control. These rights are inherited by all child objects so that all folders and subfolders within Workpaper Manager receive these same rights. For additional information, see *Appendix D: Technical Considerations* on page 485.

Altering a Current Install of Workpaper Manager

ProSystem *fx* Workpaper Manager Program Maintenance allows you to modify, repair, or remove the current installation.

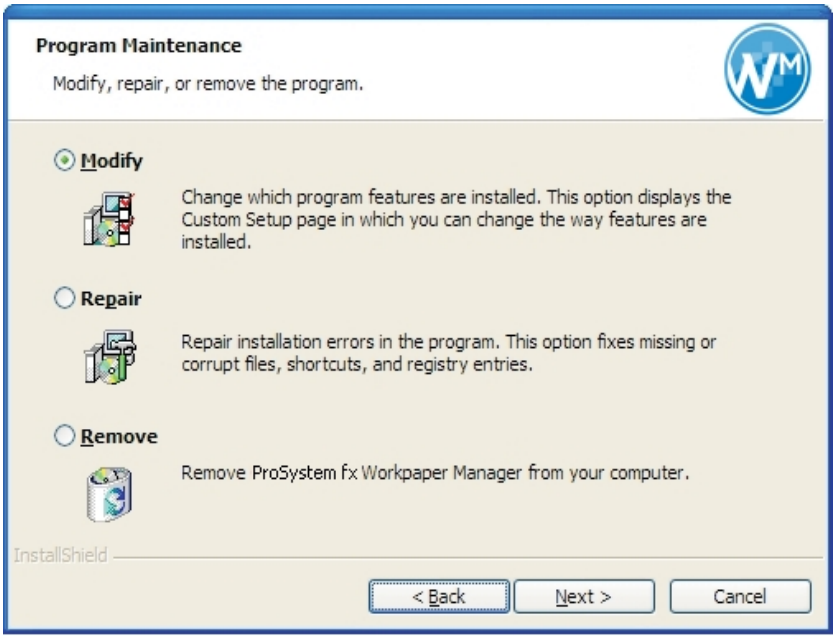
Modifying a Current Install

To add new program features or remove currently installed features, do the following:

1. Close all programs on your computer.
2. Select **Add or Remove Programs** (or **Programs and Features** in Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows Server 2008, Windows Server 2012, and Windows Server 2012 R2) from your computer's Control Panel.

   Note: Some modifications will require elevated privileges. For best results, use the executable on the DVD (Install Media) or ProSystem *fx* Workpaper Manager image.

3. Select **ProSystem *fx* Workpaper Manager** from the list and click **Change** to open the *Welcome* dialog.
4. Click **Next** to display the *Program Maintenance* dialog.



5. Select **Modify** and then click **Next**. The *Custom Setup* dialog displays.
6. Select applications to install and deselect applications to remove. Click the **plus sign** (+), where available, to select individual options to install or remove. The *Custom Setup* dialog displays the amount of space required for installation.

7. Click **Next** to display the *Ready to Modify* dialog.
8. Click **Install** to begin the update process. The *InstallShield Wizard Completed* dialog displays when the process is finished.
9. Click **Finish** to exit the installation.

Repairing a Current Install

To repair program features from a previous installation, do the following:

1. Close all programs on your computer.
2. Select **Add or Remove Programs** (or **Programs and Features** in Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows Server 2008, Windows Server 2012, and Windows Server 2012 R2) from your computer's Control Panel.

   Note: Some repairs will require elevated privileges. For best results, use the executable on the DVD (Install Media) or ProSystem *fx* Workpaper Manager image.

3. Select **ProSystem *fx* Workpaper Manager** from the list and click **Change** to open the *Welcome* dialog.
4. Click **Next**. The *Program Maintenance* dialog displays.
5. Select **Repair** and then click **Next**. The *Ready to Repair* dialog displays.
6. Click **Install**. The *Installing ProSystem fx Workpaper Manager* status bar displays while InstallShield repairs the installation(s). Once the repair process is finished, the *InstallShield Wizard Completed* dialog displays.
7. Click **Finish**.

Removing ProSystem *fx* Workpaper Manager

To remove all installed features, do the following:

1. Close all programs on your computer.
2. Select **Add or Remove Programs** (or **Programs and Features** in Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows Server 2008, Windows Server 2012, and Windows Server 2012 R2) from your computer's Control Panel.
3. Select **ProSystem *fx* Workpaper Manager** from the list and click **Remove** to display the *Welcome* dialog.
4. Click **Yes** on the confirmation dialog. Windows removes all ProSystem *fx* Workpaper Manager applications.

Terminal Services Installation

The installation of Workpaper Manager can vary based on the Terminal Services and Citrix software setup. For this reason, we strongly suggest that you consult with your network administrator prior to installing Workpaper Manager.

For detailed information on setting up Terminal Services, see the *ProSystem fx Workpaper Manager Deployment Planning Guide* in the Documents folder of the installation DVD (Install Media). We also advise contacting Technical Support prior to installation to address any questions you may encounter with the installation.

Important!

- The Terminal Services Database and Terminal Services Client should not be installed on the same computer.
- The following instructions outline the preferred steps for installing ProSystem *fx* Workpaper Manager Terminal Services Client; however, your configuration may require additional or alternate steps. For additional assistance, please contact Technical Support at 1-866-513-2677.
- Installing Terminal Services on a domain controller, Microsoft Small Business Server, Windows Server Essentials, Windows Server Foundation, or Exchange Server are not supported.

The following section contains instructions for installing the ProSystem *fx* Workpaper Manager Terminal Services Client (Workpaper Management for Terminal Services), ProSystem *fx* Workpaper Manager Terminal Services Database, and ProSystem *fx* Workpaper Manager Administrator Workstation.

Terminal Services Database Installation

This section provides installation instructions for ProSystem *fx* Workpaper Manager Terminal Services Database on a Windows Terminal Services enabled server.

Keep the following in mind when installing Terminal Services Database:

- The Terminal Services Database should be installed to a static location that is accessible for all of the load balanced servers. This location should be a dedicated Windows 2003 or 2008 server with enough space to store data being created in the Terminal Services Client module.
- The recommended location is the main office server where the ProSystem *fx* Workpaper Manager Administrator is installed. The Terminal Services Database installation must be performed at the server console of the computer it is to reside on.
- For robust environments (for example, more than 40 users), SQL Standard Edition or SQL Enterprise Edition are recommended. For more information on choosing a SQL server, see the *ProSystem fx Workpaper Manager Deployment Planning Guide*, located in the Documents folder of your installation DVD (Install Media).

To install Terminal Services Database, do the following:

1. Complete all tasks in the *Pre-Installation Checklist* on page 35.
2. Insert the ProSystem *fx* Workpaper Manager DVD. If you are installing directly from the downloaded install files, then please follow the instructions provided on that Web site.
3. Open Control Panel and select **Add/Remove Programs\Add New Programs** on Server 2003 or **Programs and Features** on Server 2008 and 2012.
4. **Browse** to the DVD and then click **Next**. The *Install Program from Floppy Disk or CD-ROM* dialog displays.
5. Click **Next**. The *Run Installation Program* dialog displays.
6. If a Workpaper Manager SQL Instance is already installed, skip to step 15.

   If a Workpaper Manager SQL Instance is not already installed, do one of the following:

   - Install Microsoft SQL Server 2008 or 2012 Standard or Enterprise edition as explained in *Appendix A: Installing SQL Server 2008 or 2008 R2* on page 452 and *Appendix B: Installing SQL Server 2012* on page 470 and then skip to step 15.
   - Install Microsoft SQL Express 2008 or Microsoft SQL Express 2012, which are included on the Workpaper Manager disc. To install SQL Express 2008 or 2012 continue to step 8.

   Note: For optimal performance, we recommend you install Microsoft SQL Server 2008 R2 or 2012, either the Standard, Business Intelligence, or Enterprise edition. For more information and guidance on choosing a SQL edition, see the *ProSystem fx Workpaper Manager Deployment Guide* in the Documents folder of your installation DVD (Install Media).

7. Click **Browse** and locate either the **ProSystem fx SQL 2008 R2 Instance Installer.msi** or **ProSystem fx SQL 2012 Instance Installer.msi** (Windows 8.1, Windows 8, Windows 7, Vista, Server 2008, Server 2012, or Windows Server 2012 R2 users locate **ProSystem fx SQL 2008 R2 Instance Installer.exe** or **ProSystem fx SQL 2012 Instance Installer.exe**).

   Note: Choose only one of the installers. You do not need to install both ProSystem *fx* SQL 2008 and ProSystem *fx* SQL 2012.

8. Click **Finish**. The SQL 2008 R2 or SQL 2012 Instance Installer wizard displays.
9. Click **Next**. The *Ready to Install the Program* page displays.
10. Click **Install**. Several status screens display as the SQL Instance is installed.
11. Click **Finish**.
12. Click **CD or Floppy**, and then click **Next**. The *Install Program from Floppy Disk or CD-ROM* dialog displays.
13. Click **Next**. The *Run Installation Program* dialog displays.
14. Click **Browse** and locate the *PfxEngSetup.exe* file.

15. Click **Finish**. The *Welcome* dialog displays.

    Note: You need Adobe Reader to view the *Installation Guide* or *Release Bulletin*. You also need Adobe Reader to view the *ProSystem fx Workpaper Manager User Guide* via **Help/User Guide**. Click **Yes** to continue installing ProSystem *fx* Workpaper Manager without Adobe Reader. Click **No** to cancel the installation and install a supported version of Adobe Reader. Adobe Reader 11.0 is included on the Workpaper Manager Installation Disk.

16. Click **Next**. The *License Agreement* dialog displays.
17. Read the license agreement. If you agree to the terms, select **I accept the terms in the license agreement** and click **Next**.
18. Click **Next**. The *Custom Setup* dialog displays.
19. Select **Terminal Services Database**. Click the **plus sign** (+) to select or deselect subfeatures to install, or choose *This feature, and all subfeatures, will be installed on local hard drive*. Deselect Workpaper Management, which is selected by default.
20. Click **Next**. The *Ready to Install* screen displays.

    Notes:

    - If you attempt to install conflicting applications, InstallShield displays a message specifying the conflicting applications. Click **Back** to make the necessary changes.
    - If your system does not meet the requirements for the application you are installing, InstallShield displays the *Requirements* dialog, listing the necessary components. Click **Cancel** to install the necessary components, or click **Back** to change the application to install.

21. Click **Install**. The *Installing ProSystem fx Workpaper Manager* status bar displays as InstallShield completes the installation. The *InstallShield Wizard Completed* dialog displays.
22. Click **Finish**, then complete any applicable tasks in the *Post-Installation Checklist* on page 41.

Terminal Services Client Installation

This section provides installation instructions for ProSystem *fx* Workpaper Manager Terminal Services Client on a Windows Terminal Services enabled server.

1. Complete all tasks in the *Pre-Installation Checklist* on page 35.
2. Determine that no one is accessing the Terminal Services server.
3. Insert the ProSystem *fx* Workpaper Manager DVD. If you are installing directly from the downloaded install files, then please follow the instructions provided on that Web site.
4. Open Control Panel and select **Add/Remove Programs\Add New Programs** on Server 2003 or **Programs and Features** on Server 2008 and 2012.
5. **Browse** to the DVD, and then click **Next**. The *Install Program from Floppy Disk or CD-ROM* dialog displays.
6. Click **Next**. The *Run Installation Program* dialog displays.
7. Click **Browse** and locate the *PfxEngSetup.exe* file.

8. Click **Finish**. The *Welcome* dialog displays.

   Note: You need Adobe Reader to view the *Installation Guide* or *Release Bulletin*. You also need Adobe Reader to view the *ProSystem fx Workpaper Manager User Guide* via **Help/User Guide**. Click **Yes** to continue installing ProSystem *fx* Workpaper Manager without Adobe Reader. Click **No** to cancel the installation and install a supported version of Adobe Reader. Adobe Reader 11.0 is included on the Workpaper Manager Installation Disk.

9. Click **Next**. The *License Agreement* dialog displays.
10. Read the license agreement. If you agree to the terms, select **I accept the terms in the license agreement** and click **Next**.
11. Click **Next**. The *Custom Setup* dialog displays.
12. Select the program feature to install: Terminal Services Client or Administrator Workstation. Click the **plus sign** (+) to select or deselect subfeatures to install, or choose *This feature, and all subfeatures, will be installed on local hard drive*. Deselect Workpaper Management, which is selected by default.
13. Click **Next** to display the *Terminal Services Database Location* dialog. Enter the name of the server where the database is installed.
14. Click **Next**. The *Ready to Install* screen displays.

    Notes:

    - If you attempt to install conflicting applications, InstallShield displays a message specifying the conflicting applications. Click **Back** to make the necessary changes.
    - If your system does not meet the requirements for the application you are installing, InstallShield displays the *Requirements* dialog, listing the necessary components. Click **Cancel** to install the necessary components, or click **Back** to change the application to install.

15. Click **Install**. The *Installing ProSystem fx Workpaper Manager* status bar displays as InstallShield completes the installation. The *InstallShield Wizard Completed* dialog displays.
16. Click **Finish**, then complete any applicable tasks in the *Post-Installation Checklist* on page 41.

Using the ProSystem *fx* Workpaper Manager Administrator

From the Windows Start menu, select the program group where you installed the ProSystem *fx* Workpaper Manager Administrator. Select **ProSystem *fx* Workpaper Manager Administrator**, or double-click the **Administrator** icon on your desktop. The *ProSystem fx Workpaper Manager Admin Login* dialog displays.

Initial Login to the Workpaper Manager Administrator

Only staff assigned to the Administrator Staff Group can log in to the Administrator. The program provides one default staff member in the Administrator Staff Group. You can modify the password and staff information for the default user, but you cannot change the Login Name or delete this staff member. There is no limit to the number of licensed staff you can assign as administrators.

Note: If you want other workstations to access the Administrator module, install Administrator Workstation to those workstations. See *Installation Instructions* on page 36.

The first time you log in, do the following:

1. Start Workpaper Manager Administrator by doing one of the following:
   - Double-click the Workpaper Manager Admin icon on your desktop.
   - Select **Start/Programs/ProSystem fx Workpaper Manager/ProSystem fx Workpaper Manager Admin**.

   The *Workpaper Manager Admin Login* displays.
2. In the *Login Name* field, enter **ADMIN**. Leave the *Password* field blank.
3. Click **OK**. The ProSystem *fx* Workpaper Manager Administrator program detects that a main office server has not been set up and displays a message that the computer must be configured as an office server before you can log in.
4. Click **Yes**. The *Provide Office Server Information* dialog displays.
5. Enter a label of up to 32 characters for the main office server in the *Label* field. The label is required and is used as the office server's name.
6. The *Server name* field defaults to the name of the computer to which you are logged in.
7. Enter a description for the server of up to 60 characters in the *Description* field. The description is optional.
8. Click **Next**. The *Determine the office server designation* dialog displays.
9. Select **Main office server** to establish this as the main office server.
10. If the Firm has more than one office server and this office server does not have a physical connection with the other office server(s), check the **Disable Admin Synchronization** check box.
11. Click **OK**. The *Firm Properties* dialog displays.
12. Enter the firm information and click **Next**. The *Configure Office Server Summary Report* displays.
13. Do any of the following:
    - Click **Print** to print the summary report.
    - Click **Save As** to save the report as an HTML file.
    - Click **Back** to make changes to your settings.
    - Click **Cancel** to discard your work and exit the *Configure Office Server Wizard*.
    - Click **Finish** to save your settings and open Workpaper Manager Administrator.

Once you are in the program, you can change the administrator's password and add more staff to the Admin group, if needed. See *Adding New Staff Members* on page 60.

Important! The ProSystem *fx* Workpaper Manager Backup and Restore Utility should be used on a nightly basis. See *Appendix F: Database Backup and Restore* on page 501.

Note: For instructions on creating a secondary server, refer to *Setting up the Administrator Environment* on page 73.

Chapter 3

WORKPAPER MANAGER ADMINISTRATOR

Overview

This chapter shows you how to set up the ProSystem *fx* Workpaper Manager Administrator module. When accessing the Administrator module for the first time, the administrator must designate a main office server. The main office server manages firm, licensing, staff, and central file room information. An optional secondary office server can be created and promoted to main office server in the event an administrator at the secondary office server needs to perform functions limited to the main office server.

Secondary office servers can be configured and connected to the main office server or maintained as disabled for synchronization. The secondary office server shares pertinent staff, firm, and central file room information with the main office server. Firm, team, client group, and staff information can be viewed, but not changed, from a secondary office server.

You must use the Administrator module to set up staff members in your firm before they can begin to use the ProSystem *fx* Workpaper Manager program.

Each staff member is assigned to a staff group. Each group is given specific group rights to various functions within ProSystem *fx* Workpaper Manager. You can also create staff teams to streamline the binder assignment process. This allows you to control and manage the electronic engagement process.

Important! The ProSystem *fx* Workpaper Manager Backup and Restore Utility should be used on a nightly basis. See *Appendix F: Database Backup and Restore* on page 501.

In the Administrator module, you can do the following:

- Add licenses for ProSystem *fx* Workpaper Manager - Workpaper Management and ProSystem *fx* Workpaper Manager – Trial Balance
- Add staff groups and assign the appropriate rights to those groups
- Add staff members and assign them to staff groups
- Manage staff profiles
- Assign staff members to a home office server
- Assign licenses to staff members
- Add teams and assign staff members to teams
- Add clients to be used in the ProSystem *fx* Workpaper Manager program
- Add client groups and assign clients to the groups

- Assign staff members and teams to client engagement binders
- Archive binders that have been finalized
- Unarchive and unfinalize binders
- Create a main office server to store firm, staff, licensing, team, client group, and central file room information
- Create secondary office servers to store additional central file rooms with client and binder information, if applicable
- Create central file rooms to store and organize binders
- Synchronize main and secondary office server information
- Move binders from one central file room to another
- Edit Binder properties in a central file room
- Create, edit, and delete custom binder types and binder statuses
- Import staff and staff groups
- Import staff via Active Directory
- Manage Binder database information by storing binders in bins
- Edit ProSystem *fx* Practice projects and clients, and launch the ProSystem *fx* Practice Client Inquiry module
- Manage Tip of the Day

Using the ProSystem *fx* Workpaper Manager Administrator



From the Windows Start menu, select the program group where you installed the ProSystem *fx* Workpaper Manager Administrator. Select **ProSystem *fx* Workpaper Manager Administrator**, or double-click the **Administrator** icon on your desktop. The *ProSystem fx Workpaper Manager Admin Login* dialog displays.

Initial Login to the Workpaper Manager Administrator

Only staff assigned to the Administrator Staff Group can log in to the Administrator. The program provides one default staff member in the Administrator Staff Group. You can modify the password and staff information for the default user, but you cannot change the Login Name or delete this staff member. There is no limit to the number of licensed staff you can assign as administrators.

 **Notes**:

- If you want other workstations to access the Administrator module, install Administrator Workstation to those workstations. See *Chapter 2: Installation* on page 23 for details.
- After any install, repair, upgrade or modify involving the officer server, it is recommended that you log in and out of the office server one time before accessing it remotely using Administrator Workstation.

The first time you log in, do the following:

1. Start Workpaper Manager Administrator by doing one of the following:
   - Double-click the Workpaper Manager Admin icon on your desktop.
   - Select **Start/All Programs/ProSystem fx Workpaper Manager/ProSystem fx Workpaper Manager Admin**.

The *Workpaper Manager Admin Login* displays.

2. In the *Login Name* field, enter **ADMIN**. Leave the *Password* field blank.
3. Click **OK**. The ProSystem *fx* Workpaper Manager Administrator program detects that a main office server has not been set up and displays a message that the computer must be configured as an office server before you can log in.
4. Click **Yes**. The *Provide Office Server Information* dialog displays.
5. Enter a label of up to 32 characters for the main office server in the *Label* field. The label is required and is used as the office server's name.
6. The *Server name* field defaults to the name of the computer to which you are logged in.
7. Enter a description for the server of up to 60 characters in the *Description* field. The description is optional.
8. Click **Next**. The *Determine the office server designation* dialog displays.
9. Select **Main office server** to establish this as the main office server.
10. If the Firm has more than one office server and this office server does not have a physical connection with the other office server(s), check the **Disable Admin Synchronization** check box.
11. Click **OK**. The *Firm Properties* dialog displays.
12. Enter the firm information and click **Next**. The *Configure Office Server Summary Report* displays.
13. Do any of the following:
    - Click **Print** to print the summary report.
    - Click **Save As** to save the report as an HTML file.
    - Click **Back** to make changes to your settings.
    - Click **Cancel** to discard your work and exit the *Configure Office Server Wizard*.
    - Click **Finish** to save your settings and open Workpaper Manager Administrator.

Once you are in the program, you can change the administrator's password and add more staff to the Admin group, if needed. See *Adding New Staff Members* on page 60.

Note: For instructions on creating a secondary server, see *Setting up the Administrator Environment* on page 73.

Entering Information About Your Firm



The upper-most icon in the left pane represents your firm. Using this feature, you can change the properties of the firm and enter your firm name and information.

To change firm information, click the icon and perform one of the following actions:

- Select **File/Properties**.
- Right-click and select **Properties** from the pop-up menu.
- Click the **Properties** button on the toolbar.



The *Firm Properties* dialog displays.



Complete the information in the dialog. When you are finished, click **OK**. The caption for the File Room icon changes to the name entered in the mandatory *Firm Name* field. You can use the Properties command to change firm information. The information entered in this dialog is available for linking to your Word and Excel workpapers. See *Chapter 9: Using Microsoft Excel* on page 415 and *Chapter 10: Using Microsoft Word* on page 437 for further information.

Using Your Active Directory in ProSystem *fx* Workpaper Manager

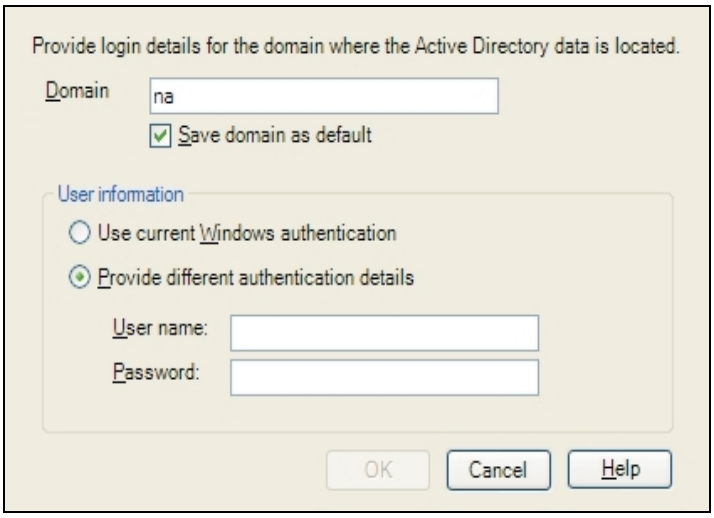
Administrators can leverage the time and effort spent building up the Active Directory on the firm's network.

ProSystem *fx* Workpaper Manager allows administrators to import and map existing users in the ProSystem *fx* Workpaper Manager staff table. This can be done manually or scheduled via Scheduled Tasks to be done during off hours.

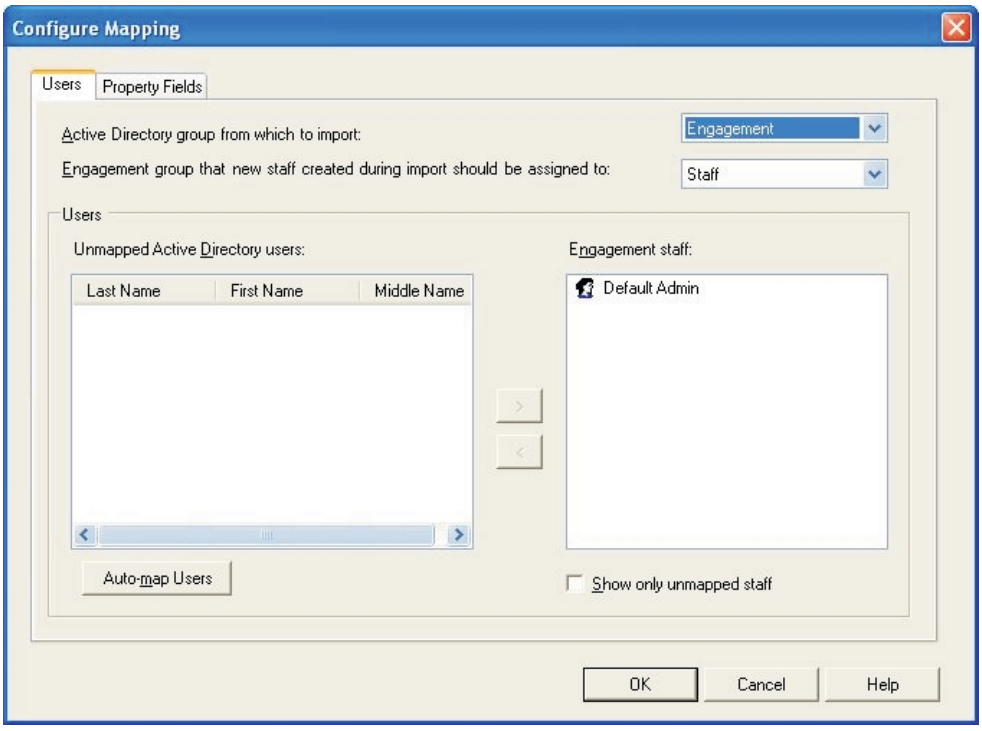
Mapping Your Active Directory to Workpaper Manager Staff

Use this procedure to map existing users in your Active Directory to existing users in the ProSystem *fx* Workpaper Manager staff.

1. From the ProSystem *fx* Workpaper Manager Administrator main menu, select **Staff/Import from Active Directory/Configure Mapping**. The *Domain Login* dialog displays.



2. Log in to the domain. The *Configure Mapping* dialog displays.



3. Select the **Users** tab.
4. Select the appropriate directory from the *Active Directory from which to import* field. The default is **Workpaper Manager**. Once you make this selection, the *Users* section is populated with Active Directory users and Workpaper Manager staff. (If the *Active Directory group from which to import* field is not editable, configure the Active Directory group first, then return to this task.)

5. Click **Auto-map Users** to automatically map Active Directory users to Workpaper Manager staff via name-matching. The mapping displays in the Workpaper Manager staff section, showing the Active Directory user nested under the Workpaper Manager staff.
6. Check the **Show only unmapped staff** box to display unmapped Workpaper Manager staff members.
7. Manually map unmapped staff, if necessary, by first highlighting the correlating names in the Active Directory and the Workpaper Manager staff. Then either click the right arrow to map the person from the Active Directory to the Workpaper Manager staff or click the left arrow to unmap the person from the Workpaper Manager staff to the Active Directory.
8. Click **OK** to finalize the mapping and exit the *Configure Mapping* dialog.

Manually Updating Staff

You can run a manual import from Active Directory to the main office server but not to a secondary office server. This is because you can modify staff properties on the main office server only.

To manually update staff, do the following:

1. Select **Active Directory/Manual Import/Update/Staff/Import**. If you have not logged in to a domain yet, the *Domain Login* dialog displays. Once you are logged in, the *Import/Update Staff Progress* dialog displays throughout the import process. When import is complete, if any errors have occurred, the *Errors* tab displays.
2. Click the **Tasks** tab to see a list of all the attempted tasks and whether their status is *Completed* or *Failed*.
3. Click **View Import Log** to see the cumulative diagnostic report for all imports. The most recent import inserts at the top of the report.
    - You can print the import log from your Internet browser.
    - An electronic copy is stored at X:\Pfx Engagement\Admin\Admin Share directory (where X represents the drive where Workpaper Manager Administrator is installed).



Tip: Schedule nightly updates, even if you routinely do manual updates after every staff change. See *Scheduling an Import from Active Directory* on page 56.

Viewing the Active Directory Import Log

The Active Directory Import Log keeps a history of all imports from Active Directory for the firm, with the most recent import inserted at the top of the document. The log opens in your Internet browser as a printable HTM file. The log is stored in the X:\Pfx Engagement\Admin\Admin Share directory (where X represents the drive where Workpaper Manager Administrator is installed).

Use one of the following methods to view the Active Directory import log:

- Select **Staff/Import from Active Directory/View Import Log** from the main menu.
- Initiate a manual update by selecting **Staff/Import from Active Directory/Manual Import/Update**. When the update is completed, click **View Import Log** in the *Import/Update Staff Progress* dialog.

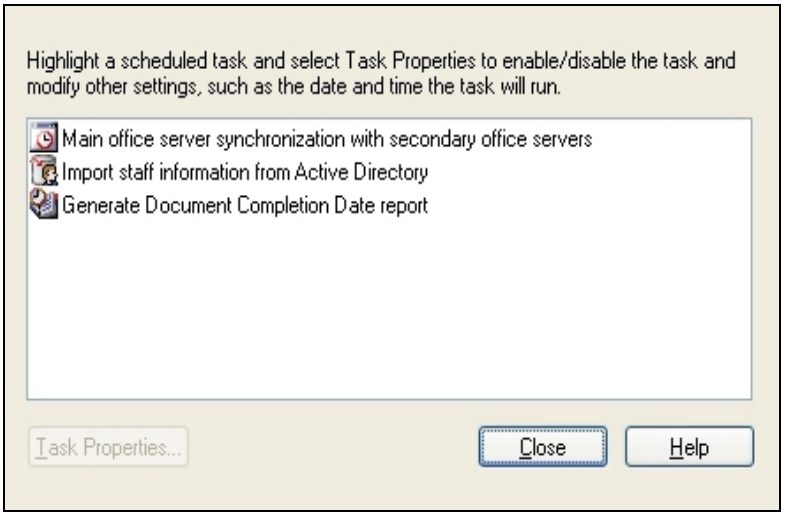
Scheduling an Import from Active Directory

You can schedule the import from Active Directory to take place automatically on the date and time you select. You can review the schedule, retry if an import fails, and view the import log of the office servers involved in the import.

You can schedule an import from Active Directory to the main office server but not to a secondary office server. This is because you can modify staff properties on the main office server only.

To schedule an import of staff information from Active Directory, do the following:

1. Select **Tools/Scheduled Tasks** from the ProSystem *fx* Workpaper Manager Administrator main menu. The *Scheduled Tasks* dialog displays.



2. Select **Import staff information from Active Directory** and click **Edit**. The Scheduled Tasks opens, displaying *Admin Active Directory Import* in its title bar.
3. Select the **Task** tab.
4. In the *Run* field on the *Task* tab, the path to the import defaults to X:\Pfx Engagement\ADImport.exe (where X represents the drive where the ProSystem *fx* Workpaper Manager Administrator program was installed). You can also browse to another location.
5. The *Run as* field should display the Windows user name of the person logged on to the computer. Click **Set Password** to enter and confirm the user's Windows password. The scheduled task will not run without this information. Click **OK** to exit the *Set Password* dialog.
6. Check the **Enabled (scheduled task runs at specified time)** box.
7. Click the **Schedule** tab and select how often the task is to be run from the *Schedule Task* drop-down list.
8. Use the arrows to specify the time that the synchronization is to start. You may also click **Advanced** to specify start and end dates and details on when to repeat the task. Click **OK** to exit the *Advanced Schedule Options* dialog.
9. Use the *Every* field in the *Schedule Task Daily* section to specify if you want to repeat the import every day, every two days, etc.

10. Check the **Show multiple schedules** box to change or delete schedules. Click the **New** button to create a new schedule for the task, which will run after the last schedule is completed. Click **Delete** to delete a highlighted schedule.
11. Click the **Settings** tab to specify the following:
    - Whether to delete the task if it is not scheduled to run again.
    - Whether to stop the task if it runs beyond a time you specify.
    - To start the task only if the computer has been idle for a specified time or to stop the task if the computer becomes active.
    - Whether to start the task if the computer is running on batteries, stop the task if battery mode starts, and wake the computer to run the task.
12. Click **OK** to save your schedule and exit Scheduled Tasks.
13. Click **Close** to exit the *Scheduled Tasks* dialog.

Note: The first time the scheduler is run, you must input the password for the current Windows user.

Setting Up Staff Groups and Staff

In the ProSystem *fx* Workpaper Manager Administrator module, you add the staff members that you want to access ProSystem *fx* Workpaper Manager. You assign each staff member to a staff group. Staff groups are assigned rights to various functions within the program, and these rights transfer to the staff members that you assign to the group. This allows you to control and manage the electronic engagement process.

Staff Groups

You can customize staff groups to represent the different levels and roles of your firm's staff. At each staff group level, you select which rights in the ProSystem *fx* Workpaper Manager program you want to enable. Once staff members are assigned to the appropriate staff group, they receive the rights of that staff group when they log in to the program.

Default Staff Groups

The Administrator module provides five default staff groups:

- Admin
- Manager
- Partner
- Senior
- Staff

You may customize staff groups by adding, deleting, or modifying groups.

One staff member, Default Admin, has already been added to the Admin staff group. This staff person cannot be deleted, but you can modify the staff information with the *Staff Properties* dialog. For example, you may want to change the password to prevent others from accessing the ProSystem *fx* Workpaper Manager Administrator module. You can also add additional staff members to the Admin group.

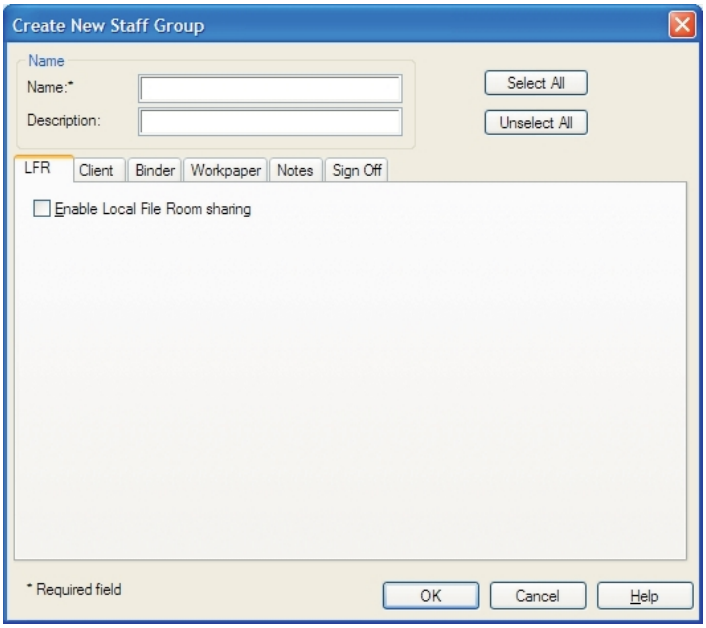
Adding a New Staff Group

To add a new staff group, do the following:

1. Click the **Staff Groups** icon in the left pane of the Administrator screen and do one of the following:
   - Select **Staff/New Staff Group**.
   - Right-click the **Staff Groups** icon and select **New Staff Group**.
   - Click the **New Staff Group** button on the toolbar.

   The *Create New Staff Group* dialog displays.



2. Complete the *Name* and *Description* fields. The *Name* field is required.

   The rights available to a staff group are found on the following tabs:
   - LFR
   - Client
   - Binder
   - Workpaper
   - Notes
   - Sign Off

   These rights are discussed in more detail in the next section, *Assigning Staff Group Rights*.
3. Click **OK** to close the dialog.

Assigning Staff Group Rights

To assign or modify staff group rights, do the following:

1. Select from the tabs listed below on the *Create New Staff Group* dialog:
   - **LFR**. This tab allows you to select whether sharing of local file rooms is allowed.
   - **Client**. These rights are associated with the tasks involved with creating, modifying, and deleting clients.
   - **Binder**. These rights allow staff members to create binders, modify binder properties and staff assignments, override document completion dates, override binder retention periods, roll forward, finalize, synchronize, back up, and restore binders.

     You can also allow staff members to create, modify, and delete binder tabs, empty all workpapers from the trash, empty Current Editor workpapers from the trash, interface with tax software, create and receive binder packages, create binder portfolios, and save binders as templates.

     Note: *Override document completion date* and *Override binder retention period* are inactive until *Modify binder properties/staff assignment* is selected.

   - **Workpaper**. The *Workpaper* tab contains rights associated with workpapers within the engagement binders. These rights include creating, deleting/restoring, moving, taking over, and assigning/unassigning workpapers, as well as deleting workpapers after the document completion date. This tab also establishes rights for saving workpapers as templates, locking workpapers, unlocking workpapers, freezing and unfreezing engagement links, publishing workpapers, and printing workpapers.

     In the *Trial Balance* section of the *Workpaper* tab, you can also grant rights to create new trial balances, and save trial balances as templates on this tab.
   - **Roll forward**. These rights allow staff members to select how workpapers are handled when the binder is rolled over.

     In the *All Workpaper* section, you can grant group members the right to determine whether a workpaper should or should not be included when the binder is rolled forward.
   - **Notes**. Notes rights include creating/clearing notes, deleting the staff member's own notes, deleting cleared notes belonging to other members, deleting uncleared notes belonging to other members, clearing other staff members' notes, and printing a notes report.
   - **Sign Off**. The rights on the *Sign Off* tab include signing off as preparer, signing off as a first or second reviewer, adjusting sign off dates, and changing the password.

     Note: *Sign Off as Reviewer* is dependent on *Sign Off as Preparer*. In order to be able to sign off as reviewer, you must first be able to sign off as preparer.

2. For existing staff groups, select the applicable group and do one of the following:
   - Select **File/Properties**.
   - Right-click and select **Properties** from the pop-up menu.
   - Select the **Properties** button.

Note: The Admin group defaults to all rights selected. This cannot be modified.

3. When you are finished, click **OK**. The staff group caption is taken from the *Name* field. You can use the **Properties** command to change staff group information, if required.

Note: Modifications to the rights of a user do not take effect until the user logs in to or synchronizes to the office server.

Deleting a Staff Group

To delete a staff group, click the staff group in the left pane and perform one of the following actions:



- Select **Edit/Delete**.
- Right-click the staff group icon and select **Delete Staff Group**.
- Click the **Delete** button on the toolbar.

You cannot delete the Admin staff group. This group is required for access to the ProSystem *fx* Workpaper Manager Administrator module. Also, you cannot delete staff groups with staff members assigned. You must delete or move the staff before deleting the staff group.

Adding Staff Members

After the trial period for using ProSystem *fx* Workpaper Manager expires, you are required to have a license for each staff member set up in the Administrator module. See *Licensing* on page 69 for information on adding license.

Important! Verify that you have the required number of licenses before creating users.

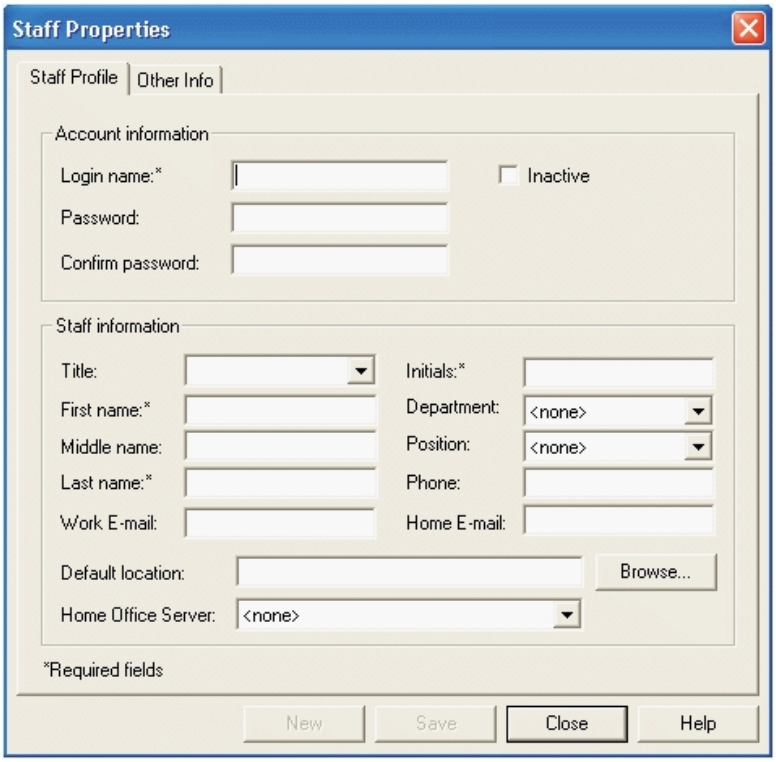
Adding New Staff Members

1. Click the staff group to which you want to assign the staff member in the left pane and perform one of the following actions:



   - Select **Staff/New Staff**.
   - Right-click the staff group icon and select **New Staff**.
   - Click the **New Staff** button on the toolbar.

The *Staff Properties* dialog displays with the *Staff Profile* tab selected.

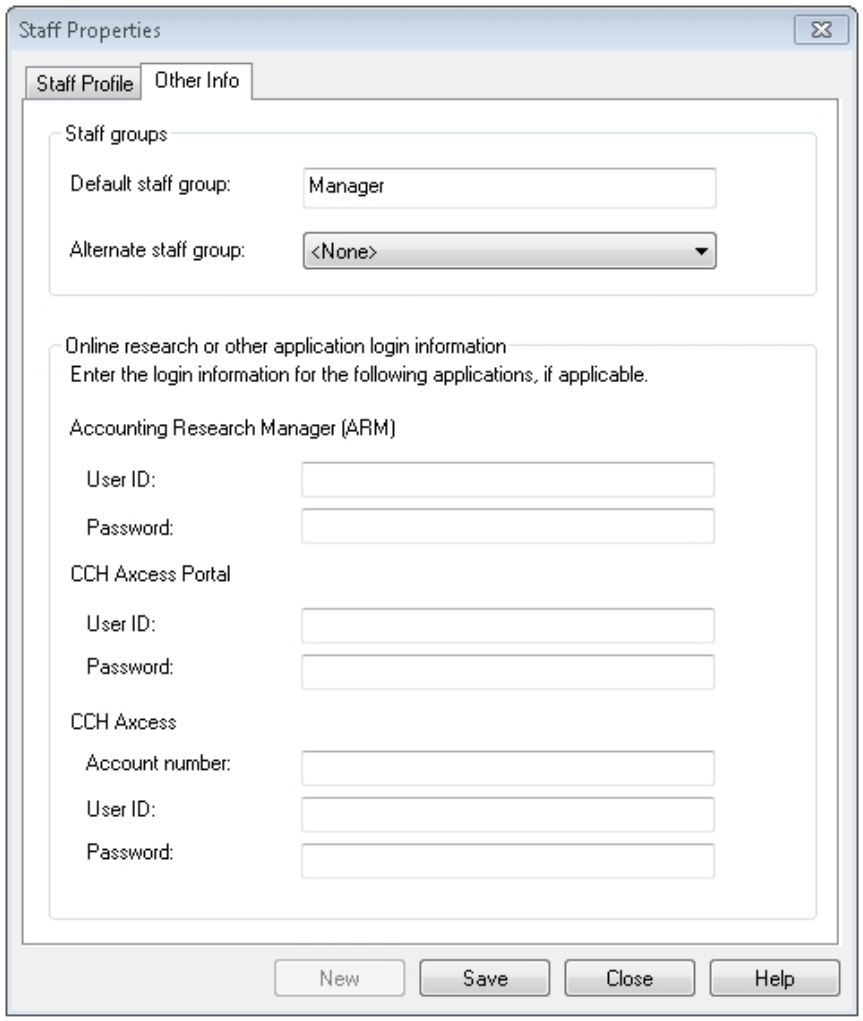


2. In the *Account information* section, enter a **Login name** of up to 16 characters. This field is required.
3. Enter a **Password** of up to 16 characters in the *Password* field, and then enter it a second time in the *Confirm password* field.
4. If necessary, check the **Inactive** box to mark the staff member as inactive.

   Note: An inactive staff member cannot log in to the Workpaper Management or Administrator modules. In addition, binder synchronization cannot be performed with the inactive staff member. Marking a staff member as inactive removes any license assignment you have made for the staff member.

5. In the *Staff information* section, enter the **First name**, **Initials**, and **Last name**. These fields are required.
6. In the *Default location* field, enter the name of the computer the staff member uses when accessing Workpaper Manager, or click **Browse** to choose the computer associated with this staff member. This is the default computer associated with this staff member for peer-to-peer synchronization.
7. From the *Home Office Server* drop-down list, select the default office server that contains the central file rooms and client folders the staff member would normally use. You can change the home office server and default computer location when logging in to Workpaper Management.

8. Select the **Other Info** tab. You can use the drop-down list to assign a staff member to an alternate staff group. When assigning a staff member to a binder, you are able to choose between the default or alternate staff group assignment. The staff member acquires the rights of either the default or alternate staff group for that binder assignment.



9. In the *Online research or other application login information* section, under *Accounting Research Manager (ARM)*, enter the user's ARM user ID and password in the appropriate fields if the staff member has access to Accounting Research Manager. This will allow the staff to access ARM from the Help/Accounting Research Manager on the Web command or from the Accounting Research Manager Shortcut in the Binder window without having to enter the ARM user ID and password.
10. In the *Online research or other application login information* section, under CCH Axcess Portal, enter the user's CCH Axcess Portal user ID and password in the appropriate fields if the staff member has access to CCH Axcess Portal. This will allow the user to send a workpaper from the Workpaper Manager binder to the standalone CCH Axcess Portal application without entering their user ID and password.
11. In the *Online research or other application login information* section, under *CCH Axcess*, enter the user's CCH Axcess account number, user ID, and password in the appropriate fields if the staff member has access to CCH Axcess. This will allow the staff to send a workpaper

or binder to CCH Axcess Workstream without having to enter the Workstream user ID and password.

12. When you have finished entering information for a staff member, you can do one of the following:
    - Click **Save** and then **New** to save the new staff and create another staff member.
    - Click **Save** and **Close** to create the new staff member and exit the dialog.
    - Click **Close** to exit the dialog. If you have entered any information, you are asked if you want to save it. Select **Yes** to create the new staff member or **No** to close the dialog without creating the new staff.

      Notes:

      - If you want to reassign a staff member's role in your firm, drag the staff member from one staff group to another.
      - The All Firm Staff team automatically updates to include the new staff created. Binders with the All Firm Staff team assigned are also updated. If the All Firm Staff team is assigned to several binders, the processing time to update may be lengthy. To avoid delays, import the staff prior to adding the All Firm Staff team to existing binders.

Modifying Staff Properties

Use the **Properties** command in the Admin module to change staff information. Highlight the staff member and select **File/Properties** or right-click and select **Properties**. Staff members can change their passwords by selecting **Tools/User Profile** in the Workpaper Manager File Room.

If you must delete a staff member instead of making them inactive, follow these steps:

1. In the *Firm and Staff* pane, click the staff group to which the staff member belongs.
2. Do one of the following in the *Staff Members* pane:
   - Highlight the staff member and select **Edit/Delete**.
   - Highlight the staff member and click the **Delete** icon on the toolbar.
   - Right-click the staff member and select **Delete Staff** from the pop-up menu.
3. Click **Yes** to confirm deletion.

Notes:

- You cannot delete the Admin Default or the user that is logged in to Administrator.
- The All Firm Staff team automatically updates when staff are deleted. Binders with the All Firm Staff team assigned are also updated. If the All Firm Staff team is assigned to several binders, the processing time to update may be lengthy.

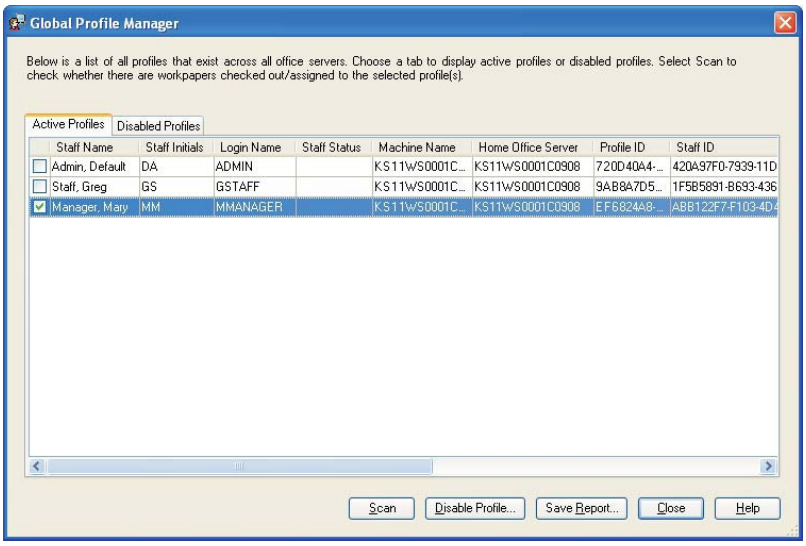
Using the Global Profile Manager

The Global Profile Manager in Workpaper Manager Administrator allows you to manage all staff profiles across all of your office servers. You can view summary information about staff members, disable staff profiles, and scan selected staff to view checked out and assigned workpapers.

Viewing Profile Information

To view summarized profile information, do the following:

1. In Workpaper Manager Administrator, select **Staff/Profiles**. The *Global Profile Manager* window displays.

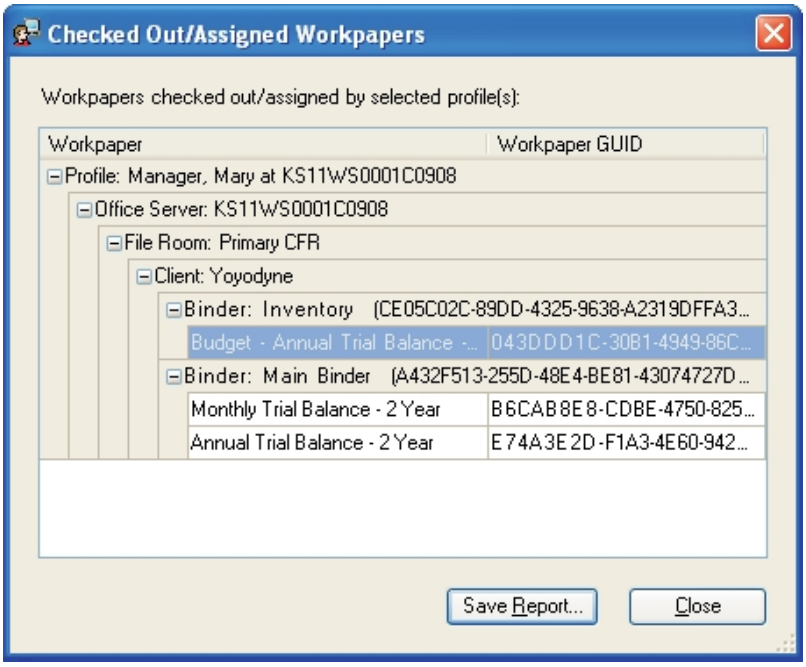


2. The *Active Profiles* tab is selected by default. The following information is provided:
   - Staff Name
   - Staff Initials
   - Login Name
   - Staff Status
   - Machine Name
   - Home Office Server
   - Profile ID
   - Staff ID
3. Select the *Disabled Profiles* tab to view profiles that have been disabled. The following information is provided:
   - Staff Name
   - Staff Initials
   - Login Name
   - Staff Status
   - Machine Name
   - Home Office Server
   - Profile ID
   - Staff ID
4. Click **Save Report** to save a report of the active tab. The *Save Report as a CSV file* dialog opens. Enter a file name and click **Save**.

Scanning Active Profiles for Workpapers

To scan selected Active Profiles for checked out and assigned workpapers, do the following:

1. In Workpaper Manager Administrator, select **Staff/Profiles**. The *Global Profile Manager* window displays.
2. Select the staff member(s) to scan by checking the check box(es) on the left.
3. Click **Scan**. The *Scan for Workpapers Disclaimer* notification displays, informing you that the scan applies only to the current server.
4. Click **OK**. The *Checked Out/Assigned Workpapers* dialog displays. Any workpapers checked out by or assigned to the selected staff member(s) display, organized by Profile, Office Server, File Room, Client, and Binder. Click the **minus sign** (-) to collapse any of these levels.



5. Click **Save Report** to open the *Save Report as a CSV file* dialog. The default location for reports is X:\Pfx Engagement\Admin\Archive (where X represents the drive where ProSystem *fx* Workpaper Manager is installed). Keep the default location or select a different location. The extension must be CSV. Enter a file name and click **Save**.
6. Click **Close** to close the *Checked Out/Assigned Workpapers* dialog.

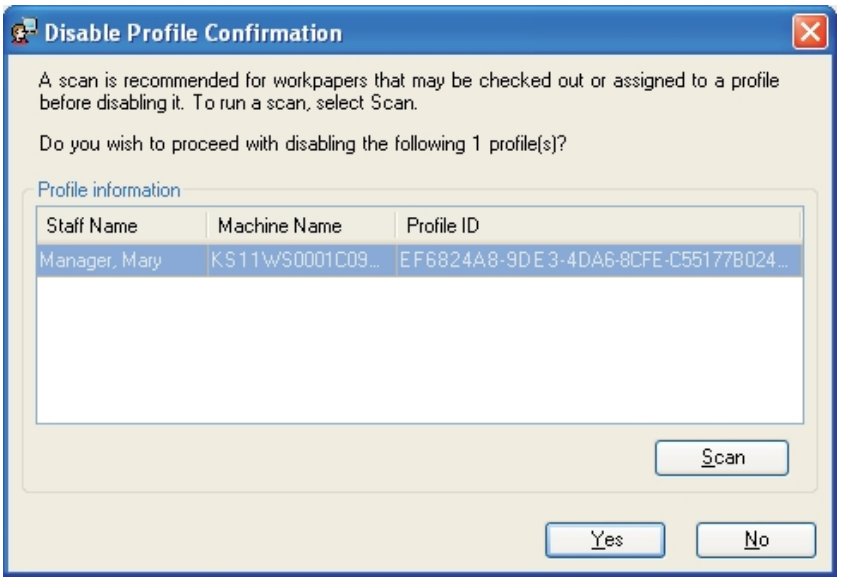
Disabling a Profile

If a computer or server becomes unavailable, the Global Profile Manager can be used to disable profiles on that machine. Any workpapers or other information associated with that profile remain on the machine.

Note: Once a profile has been disabled, it cannot be reactivated from the Global Profile Manager. If the computer or server becomes available once again, the user can log in to Workpaper Management on that machine and establish the profile again.

To disable a profile, do the following:

1. In Workpaper Manager Administrator, select **Staff/Profiles**. The *Global Profile Manager* window displays.
2. Select the staff member(s) to disable by checking the box(es) on the left.
3. Click **Disable Profile**. The *Disable Profile Confirmation* dialog displays.



4. Click **Scan** to scan for checked out or assigned workpapers before disabling the profile. The *Scan for Workpapers Disclaimer* notification displays, informing you that the scan applies only to the current server.
5. Click **OK**. The *Checked Out/Assigned Workpapers* dialog displays. Any workpapers checked out by or assigned to the selected staff member(s) display, organized by Profile, Office Server, File Room, Client, and Binder. Click the **minus sign** (**-**) to collapse any of these levels.
6. Click **Save Report** to open the *Save Report as a CSV file* dialog. The default location for reports is X:\Pfx Engagement\Admin\Archive (where X represents the drive where ProSystem *fx* Workpaper Manager is installed). Keep the default location or select a different location. The extension must be CSV. Enter a file name and click **Save**.
7. Click **Close** to return to the *Disable Profile Confirmation* dialog.
8. Click **Yes** to disable the profile. The profile is removed from the *Active Profiles* tab.

Setting Up Teams

Teams provide a quick and easy way to organize staff members for assignment to ProSystem *fx* Workpaper Manager binders. Teams are set up so that multiple staff members can be added to a binder at the same time. The staff members added to or removed from the team in the Administrator module are added to or removed from the binder team. A staff member can be assigned to more than one team, and a team may have many members. To create a new team or edit staff teams, the administrator must be logged in to the main office server.

Note: The system defined All Firm Staff team can be used to automatically assign all staff members to binders.

Managing Teams

The *Teams* dialog displays the names and descriptions of existing teams on the main office server and allows you to assign the teams to new binders. It allows you to create new teams or edit and delete existing teams. This option is a view-only feature on a secondary office server.

To set up a team, do the following:

1. Do one of the following to open the *Teams* dialog:
   - Select **Staff/Teams**.
   - Select the **Teams** icon on the Toolbar.



2. The following options are available on the main office server only.
   - **New**. Creates a new team. Enter a unique name of up to 50 characters in the *Name* field on the *New Team* dialog. The *Name* field is required. Enter a description for the team. There is an option to automatically assign the team to binders created in the New Binder and Roll Forward wizards.
   - **Edit**. Allows you to edit the highlighted team's name and description on the *Edit Team* dialog. The option to automatically assign the team to binders created in the New Binder and Roll Forward wizard can also be edited.

     Note: The team name for the system-defined All Firm Staff team cannot be edited.

   - **Delete**. Deletes the highlighted team.

     Note: The system-defined All Firm Staff team cannot be deleted.

3. Click **OK**.

Note: Changes made to existing teams do not affect team assignments. Deleted staff members are automatically unassigned. See the following section, *Assigning Staff to a Team*, for additional instructions.

Assigning Staff to a Team

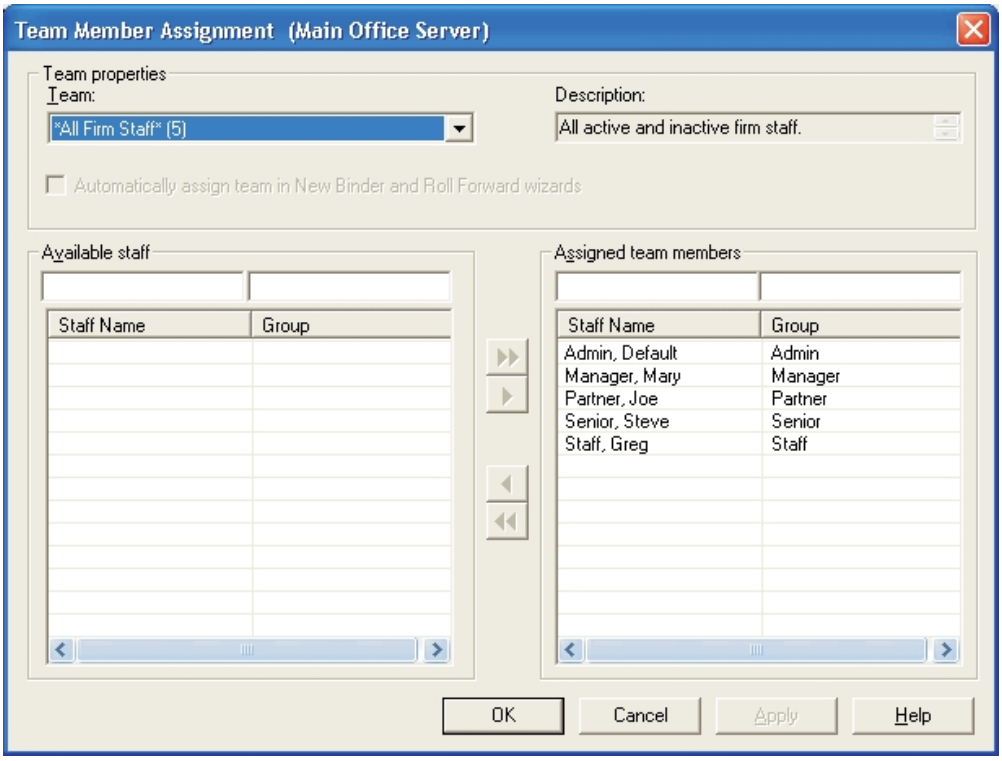
The *Team Member Assignment* dialog allows you to assign staff members to teams. To assign staff members to a team, follow the steps below:

1. Do one of the following:



   - Select **Staff/Team Member Assignment**.
   - Select the **Team Member Assignment** icon on the toolbar.

   The *Team Member Assignment* dialog displays.



2. Select a team from the drop-down list. The description provided for the selected team displays in the *Description* field. If this team is automatically assigned in the *New Binder* and *Roll Forward* wizards, this option is checked. To change this option, go to **Staff/Teams**, select the team, and click **Edit**.

   Note: The staff assigned to the All Firm Staff team cannot be modified. This team always includes all active and inactive staff of the firm.

3. All existing staff members not already assigned to the selected team display in the *Available Staff* list.

   To filter the list of staff, you can enter a name or partial name, the asterisk wild card (*), or the placeholder (?) in the field above Staff Name. To change the way the staff is sorted, click the *Staff Name* column header.

4. To assign staff members to a team, do either of the following:
   - Click the **Assign All** button to move all staff members to the *Assigned team members* box.
   - Highlight specific staff members and click the **Assign** button to move the selected staff to the *Assigned team members* box.
5. The *Assigned team members* box displays staff members assigned to the team. To change the way the team members are sorted, click the *Staff Name* column header.
6. To filter the list of staff, enter a name or partial name, the asterisk wild card (*), or the placeholder (?) in the field above Staff Name.

   To remove team members from a team, do either of the following:
   - Click the **Unassign All** button to move all team members to the *Available staff* box.
   - Highlight specific team members and click the **Unassign** button to move the selected team members to the *Available staff* box.
7. Click one of the following when you have finished assigning staff members to teams:
   - Click **OK** to save staff selections and close the dialog.
   - Click **Cancel** to close the dialog without saving your changes.
   - Click **Apply** to save staff selections for the selected team and select another team.

Notes:

- If your firm has more than one office server, an Admin Synchronization should be performed on all office servers to update the servers with the changes made to the teams. See *Manually Running an Admin Synchronization* on page 80.
- When you exit the *Team Member Assignment* dialog, binders where teams were modified are updated. If the teams that were modified are assigned to numerous binders, there may be a lengthy processing time.

Licensing

You can purchase licenses for the following:

- ProSystem *fx* Workpaper Manager - Workpaper Management
- ProSystem *fx* Workpaper Manager - Trial Balance

Once you have set up your staff members, assign the license information for each specific staff member so that they can access the programs. See *Setting Up Staff Groups and Staff* on page 57.

Adding Licenses

Your license key information unlocks the number of licenses purchased for each program. Once you have purchased your licenses, you can either download the permission key files or receive a CD-ROM with the files.

Notes:

- A license for ProSystem *fx* Workpaper Manager Workpaper Management is required for every active staff member. If there are more active staff members than available licenses, a dialog displays prompting the administrator to make applicable staff members inactive. Staff members can be set to inactive status on the *Staff Properties* dialog.
- If the number of licenses for any other module added is less than the number of licenses currently assigned, a message displays in Workpaper Management indicating that the administrator must unassign licenses.

Internet Download

To download your Workpaper Manager permission key files, do the following:

1. Select **Staff/Add/Update License**. The *Add/Update License* dialog displays. *Internet Download* is selected by default.
2. Click **OK**. The *Global fx Login* screen displays.
3. Enter your User ID and Password to log in to Configure Staff. Based on your account information, the application automatically downloads the appropriate permission key and installs the licenses. A message displays when the licenses have been added successfully.
4. Click **OK**.

CD-ROM

To add or update your licenses using a permission key from a CD-ROM, do the following:

1. Insert your permission CD-ROM and select **Staff/Add/Update License**. The *Add/Update License* dialog displays.
2. Select the **Permission key disk drive path** radio button.
3. Click **Browse** to select the drive and folder where the perm key files reside.
4. Click **OK**. A message displays stating that the licenses have been added to the application.
5. Click **OK**.

Assigning Licenses

After the license information has been added, you must assign licenses to staff members who access the programs. You can assign, unassign, and review staff license assignments using one of the following views:

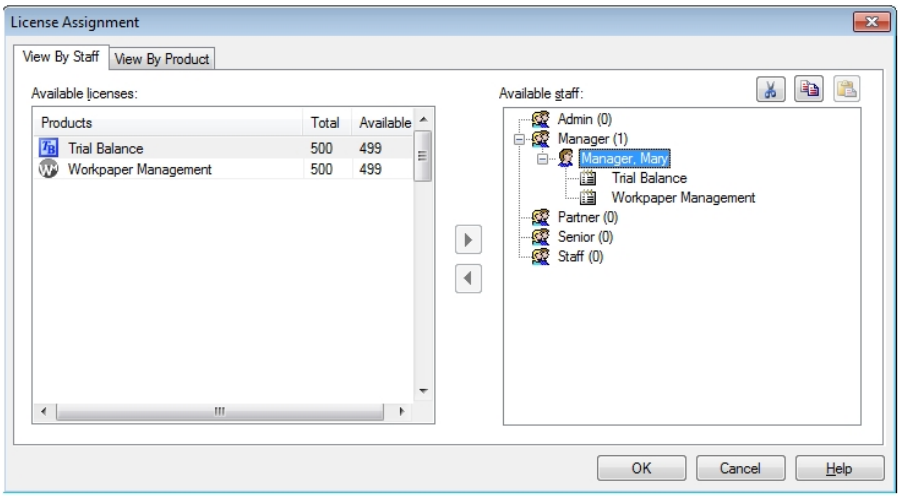
- **View by Staff**, which is the default, displays available product licenses and the number of licenses available for assignment. The *Available staff* box on the right displays staff groups and staff members and their license assignments.
- **View by Product** displays the *Available staff* box on the left, which displays the staff members and their group assignments. The *Available licenses* box displays a list of products, the number of available licenses, and current staff assigned to the product.

Note: Be sure you have enough licenses for the number of people who will be using the program. If you purchase fewer licenses than the number of staff you create during your trial period, the unlicensed staff members are inactive. Also, if you used the default staff members provided with the trial program, they are no longer available.

Assigning Licenses Using View by Staff

To assign license information using the Staff view, do the following:

1. Select **Staff/Assign License**. The *License Assignment* dialog displays.



   On the left side of the dialog, the *Available licenses* box displays the following information:

   - **Products**. A description of the application and the CCH Integrated Workpaper Manager Guide purchased.
   - **Total**. The total number of licenses purchased for the product.
   - **Available**. The number of licenses available for staff assignment.

   On the right side of the dialog, the *Available staff* box displays the following information:

   - **Staff Groups**. Lists the established staff groups.
   - **Staff Members**. The people to whom you are assigning licenses. Click the plus sign beside a staff group to display the staff members belonging to the group.

     Note: Admin Default does not display beneath the Admin group because you cannot assign licenses to the Admin Default.

   - **Licensed Products**. Assigned products are listed under the user's name. Once a license is assigned, the staff member can access the product.

2. You can assign the licenses available on the left side of the dialog to the appropriate staff member listed on the right side of the dialog by doing one of the following:
   - Click the product on the left, click the staff member on the right, and then click the **Assign** button pointing to the right.
   - Click the product on the left and drag it to the target staff on the right.

- Right-click a staff member and click the **Transfer Licenses** option. Highlight an unlicensed staff member to which you want to transfer the licenses and click **Paste Licenses**. All licenses except the Workpaper Management license are removed from the first staff member and assigned to the second staff member.
- Right-click the staff member that has the licenses you want to copy and click the **Copy Licenses** option. Click the unlicensed staff member to which you want the licenses copied and click **Paste Licenses**. The second staff member now has the same licenses as the first staff member.

Note: You must have licenses available in order to copy and paste from one staff member to another.

As you match licenses to staff members, the number of available licenses decreases. You do not have to assign all the available products at one time. You can return to this dialog and assign licenses at a later time.

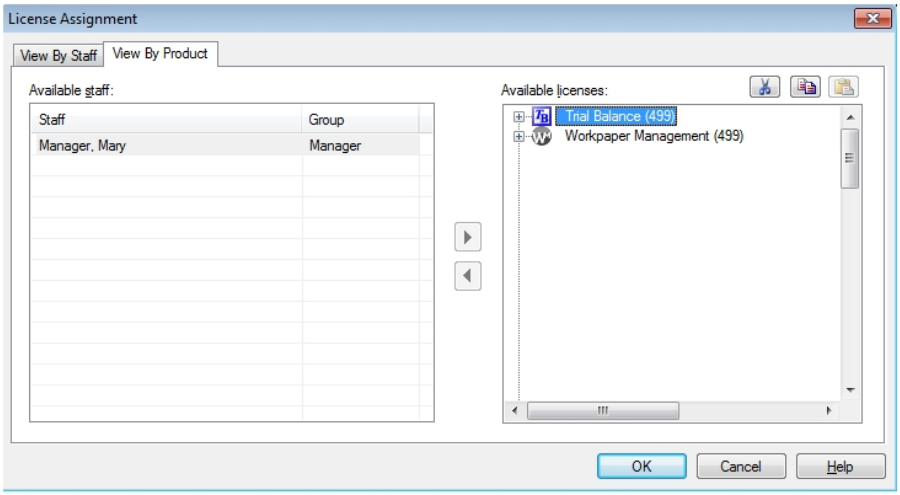
Note: When licenses are added and a new staff member is added to a staff group, the Workpaper Management license is automatically assigned to the staff member. You must have a Workpaper Management license to log in to Workpaper Manager.

3. Click **OK** to save settings and close the dialog.

Assigning Licenses Using View by Product

To assign licenses using the product view, do the following:

1. Select **Staff/Assign License**. The *License Assignment* dialog displays.
2. Select the **View by Product** tab.



On the left side of the dialog, the *Available staff* box displays the following information:

- **Staff**. Lists all staff members available for license assignments.
- **Group**. Lists the group to which the staff members are assigned.

On the right side of the dialog, the Available licenses box displays the following information:

- **Available Licenses**. Lists all available products. The total number of licenses available for assignment displays in brackets next to each product.
- **Staff Members Assigned**. Clicking the plus sign beside a product displays staff members who have been assigned a license for this product. Once a license is assigned, the staff member can access the product.

3. You can modify or assign the licenses available on the right side of the dialog to the appropriate staff members listed on the left side of the dialog by doing one of the following:
   - Click the staff member on the left, click the product on the right, and then click the **Assign** arrow pointing to the right.
   - Drag the staff member's name from the left column to the appropriate product on the right.
   - Right-click a staff member and click the **Transfer Licenses** button. Highlight an unlicensed staff member to which you want to transfer the licenses and click **Paste Licenses**. All licenses except the Workpaper Management license are removed from the first staff member and assigned to the second staff member.
   - Right-click the staff member that has the licenses you want to copy, and click the **Copy Licenses** button. Click the unlicensed staff member to which you want the licenses copied to and click **Paste Licenses**. The second staff member now has the same licenses as the first staff member.

   As you match up staff members to licenses, the number of licenses in the *Available licenses* column on the right decreases.

   Note: When licenses are added and a new staff member is added to a staff group, the Workpaper Management license is automatically assigned to the staff member because you must have the Workpaper Management license to log in to Workpaper Manager.

   You do not have to assign all the available products at one time. You can return to this dialog and assign licenses at a later time.
4. Click **OK** to save and close the dialog.

Setting up the Administrator Environment

This section provides instructions on setting up office servers that can manage one or more central file rooms and your client engagement work. You can create multiple office servers. One office server must be designated as the main office server upon the initial log in to Administrator. For more details on configuring the main office server, see *Initial Login to the Workpaper Manager Administrator* on page 51.

The main office server contains firm, licensing, staff, staff group, team, client, client group, and central file room information.

You may want to create one or more secondary office servers if you have more than one office or more than one network server.

If you have to take the main office server offline or you want the administrator at the secondary office server to perform functions limited to the main office server, you can designate a secondary office server as the main office server.

You can create secondary office servers that are disabled for Admin synchronization and send Admin Packages created on the main office server to synchronize the admin information.

Secondary office servers and the main office server should be synchronized either manually or automatically on a regular basis to ensure that information on all servers remains current.

Client folders may be set up in the central file rooms in the Workpaper Manager Administrator or in Workpaper Management. When staff members log in to the servers in the office, they can synchronize client engagement binders with central file rooms.

This facilitates the collaboration of multiple staff members working on the same electronic engagement binder simultaneously and from remote sites. The client engagement binders must be created in the local file room and then synchronized to the central file room. You cannot create a client engagement binder in the central file room.

You may want only your firm's administrator to set up client folders so you can control the process. Or you may permit some or all of the staff to set up client folders in the Workpaper Manager program by utilizing the Staff Group rights in Administrator.

Note: If the administrator sets up the client folder in the Administrator module, the New Binder Wizard must be used to create a binder for the client in ProSystem *fx* Workpaper Manager. See *Chapter 6: Creating and Using Binders* on page 141, for information on the New Binder Wizard.

Creating a Secondary Office Server

You can create secondary office servers, which are optional, to organize your central file rooms and client information. During the creation process, the main office server information (such as server properties, staff properties, central file room properties, client properties, and client group data) is passed to the secondary office server.

Secondary office servers also can be configured and then connected to the main office server. Firm, team, client group, and staff information can be viewed, but not changed, from a secondary office server. Data on main and secondary office servers should be synchronized frequently. You can set up an automatic synchronization schedule or manually synchronize the servers.

We recommend that you close all dialogs on the main office server when creating a secondary office server. If a dialog is open, it is possible that the main office server will not recognize the secondary office server after it has been created.

An office server can be disabled for Admin Synchronization. This office server does not have a connection with other office servers. In this case, an Admin Package needs to be created on the main office server and received on the secondary server to transfer Admin data.

If it becomes necessary to disable the main office server or the administrator of a secondary office server needs to perform functions limited to the main office server, you can promote a secondary office server to be the main office server by passing the main office server token to the secondary server. See *Changing the Main Office Server* on page 76 for instructions.

If you are setting up a secondary server with synchronization disabled, create an Admin Package on the main office server before beginning this process, because you need to receive the Admin Package as part of setup. See *Creating an Admin Package* on page 76 for detailed instructions.

Note: In a multi-office server environment, all office servers need to be installed on computers that have static IP addresses.

To set up a secondary server, do the following:

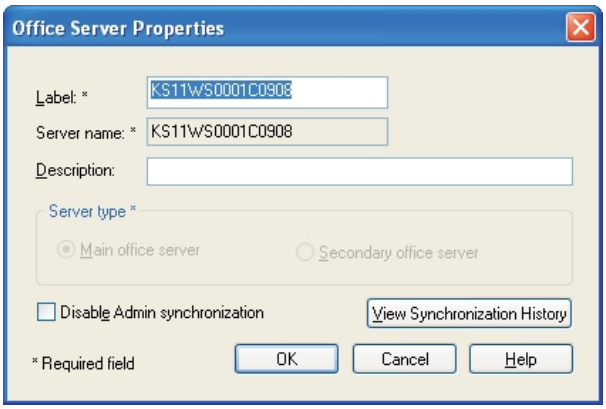
1. Log in to ProSystem *fx* Workpaper Manager Administrator on a computer that has Administrator installed but does not have an office server associated with it. The *Configure Office Server* dialog displays.
2. Click **Next**. The *Provide office server information* dialog displays.
3. Enter a label of up to 64 characters for the secondary office server in the *Label* field.
4. The *Server name* field defaults to the name of the computer you are logged in to. This field cannot be edited.
5. Enter a description for the server of up to 64 characters in the *Description* field. The description is optional.
6. Click **Next**. The *Determine the office server designation* dialog displays.
7. Select **Secondary office server** to establish this as the secondary office server. The *Connect to main office server* field becomes active.
8. Enter the name of the computer where the main office server is located, or click **Browse** to select the computer name from a list.
9. Check the **Disable Admin synchronization** box, if applicable.
10. On the *Browse for Admin Package* dialog, click the **Browse** button and choose the location of the Admin Package (file extension AZA).
11. Click **OK**. The Admin Package is received on the secondary office server.

Disabling/Enabling Admin Synchronization for an Office Server

To disable or enable Admin Synchronization for an office server, do the following:



1. In the Central File Rooms pane, click the **Office Servers** icon.
2. Right-click the office server in the List pane.
3. Select **Properties** from the pop-up menu. The *Office Server Properties* dialog displays.



4. Check the **Disable Admin synchronization** box to disable admin synchronization. Clear the check box to enable admin synchronization. If an office server is disabled and later enabled, synchronize it with the main office server.

Note: If an office server is disabled because maintenance work is needed, disable the local file room to central file room synchronization in the central file room properties of the central file rooms on the office server. Once maintenance is complete, modify both the office server and CFR properties to allow for synchronization.

Changing the Main Office Server

Designating a secondary office server as the main office server can be accomplished by passing the main office server token to a secondary office server. If synchronization is disabled on the secondary office server, the system creates an Admin Package as part of the process of changing servers.

To change the main office server, do the following:

1. Log in to the main office server.
2. Select **Tools/Pass Main Office Server Token** to open the *Select New Main Office Server* dialog.
3. Use the drop-down list to select the secondary office server you want to make the new main office server and click **OK**.
4. A message confirming the change of the main office server appears. Click **Yes** to continue.
5. If the secondary office server has disabled synchronization, continue with step 6. If the secondary office server is enabled for synchronization, the *Manual Admin Sync* dialog displays as the system activates the secondary office server as the main office server. The office server's icon changes to that of the main office server.

   Note: Be sure to perform an Admin synchronization between the new main office server and all other secondary office servers to notify them of the change in main office server.

6. If the secondary office server is disabled for synchronization, the *Create Admin Package* dialog displays when you select **Yes** to continue. Choose **Save package to a file** or **Send package via email**. See the following section on *Creating an Admin Package*.
7. Follow the directions under *Receiving an Admin Package* on page 77. After the Admin Package is received, the system activates the secondary office server as the main office server. The office server's icon changes to that of the main office server.

   Note: Be sure to exchange an Admin Package from the new main office server to any secondary office servers to notify them of the new main office server.

Creating an Admin Package

The Create Admin Package function creates a package containing office server information that can be used to synchronize data between any two office servers.

Create Admin Package can be used to pass information to and from office servers that are disabled for synchronization. It is also used to pass main office server information to a secondary office server that is going to be disabled for synchronization. The following information is included in an Admin Package: staff, licensing, teams, staff groups, client groups, office server properties, central file room properties, and client and binder properties.

When you create an Admin Package file, you can save the file to the hard disk or attach the file to an email.

After you create the file, it can be applied to the other office server using the Receive Admin Package function.

Saving the Admin Package to a Hard Drive

1. Select **Tools/Create Admin Package**.
2. Choose **Save package to a file**.
3. Either enter a drive, directory, and file name, or click the **Browse** button and select a drive, directory, and file name in the *Save As* dialog and then click **Save**. The file extension is AZA. The drive and directory default to X:\Pfx Engagement\ADMIN\Admin Packages\<office server name> (where X represents the drive where the Administrator module is installed).
4. Click **OK** to create the file and store it in the location specified.

Notes:

- You can use only alphanumeric characters (letters and numbers) in the Admin Package file name.
- If you have already saved an Admin Package file with the same name to the specified location, you are given the option of overwriting the existing file or changing the file name.

Attaching the Admin Package to an E-mail

1. Select **Tools/Create Admin Package**.
2. Enter a file name for the package in the file name field. The file extension must be AZA.
3. Choose **Send package via e-mail**.
4. Click **OK** to create the file.
5. Your email application opens with the file attached so you can send the package to the appropriate person.

Note: You cannot use the following characters in the Admin Package file name:
/ : * ? " < > | \

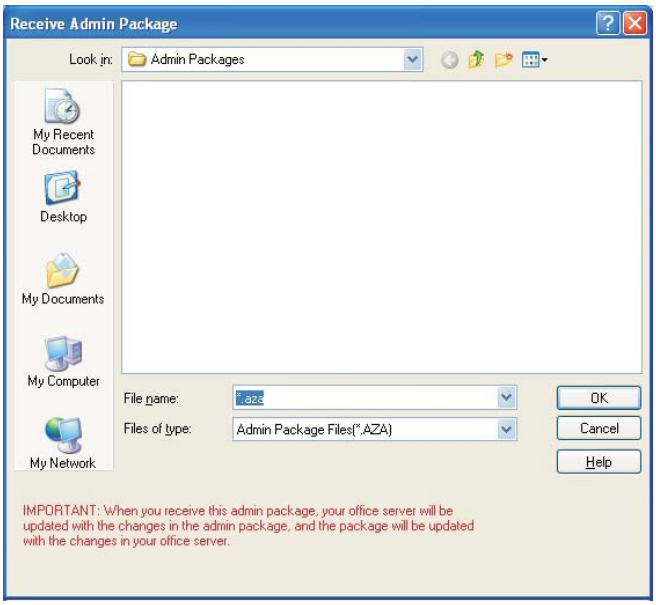
Receiving an Admin Package

Admin Packages are created on the main office server or any secondary office server and are used to download and synchronize data between office servers when at least one of the office servers is disabled for Synchronization.

To receive an Admin Package, do the following:

1. Log in to the office server that is going to receive the Admin Package.
2. Select **Tools/Receive Admin Package**.

3. Select the appropriate folder on the *Receive Admin Package* dialog.



4. Select the AZA Admin Package file.
5. Click **OK**.

Scheduling Admin Synchronization

Admin Synchronization can be scheduled and run only from the main office server.

Synchronization needs to be maintained between the main office server and secondary office servers so that updated information on the main office server regarding staff, licensing, teams, staff groups, and client groups is passed to the secondary office servers. Also, synchronization ensures that changes to office server properties, central file room properties, client folder properties, and binder properties are updated on every server.

A secondary office server must be set up and visible on the main office server before the Scheduled Task option becomes available. If the secondary office server is not recognized by the main office server, you need to run a manual admin synchronization on the secondary office server. See *Manually Running an Admin Synchronization* on page 80.

Both servers must be enabled for synchronization for an automatic Admin Synchronization to take place. If a secondary office server is disabled, an Admin Package must be created on the main office server and received on the secondary office server. See *Creating an Admin Package* on page 76 and *Receiving an Admin Package* on page 77 for instructions.

You can schedule synchronization to take place automatically on the date and time you select. During synchronization a progress marker displays. You can view the schedule, retry if a synchronization fails, and view the synchronization history of the office servers involved in the synchronization.

Note: The first time the scheduler is run, you need to enter the user name and password for the user who will be logged in to Windows at the time the synchronization takes place.

To schedule Admin Synchronization, do the following:

1. Log in to the main office server.
2. Select **Tools/Scheduled Tasks**.
3. Select **Main office server synchronization with secondary office servers** and click **Edit**.
4. In the *Run* field on the *Task* tab, the path to the synchronization EXE file defaults to X:\Pfx Engagement\ADMIN\CFRSynch.exe (where X represents the drive where the Administrator program was installed).
5. The *Run as* field should show the Windows user name of the user logged into the computer. Click **Set Password** to enter and confirm that user's Windows password. The scheduled task does not run without this information.

   Note: The user name should be the user who will be logged in to the computer when the task is run.

6. Click the **Enabled (Scheduled task runs at specified time)** box. The synchronization does not run if **Enabled** is not checked.

   Note: Only a Windows administrator can successfully launch the scheduled task.

7. Click the **Schedule** tab and select how often the task is to be run from the *Schedule Task* drop-down list.
8. Use the arrows to specify the time the synchronization is to start. You can click **Advanced** to specify start and end dates and details on when to repeat the task. Click **OK** to exit the *Advanced Schedule Options* dialog.
9. Use the *Every* field in the Schedule Task Daily section to specify if you want to repeat the synchronization every day, every two days, etc.
10. Check the **Show multiple schedules** box to change or delete schedules. Click **New** to create a new schedule for the task that will run after the last schedule is completed. Click **Delete** to delete a highlighted schedule.
11. Click the **Settings** tab to specify the following:
    - To delete the task if it is not scheduled to run again. This option is **not** recommended, as you would have to recreate the task.
    - To stop the task if it runs beyond a time you specify.
    - To start the task only if the computer has been idle for a specified time or to stop the task if the computer stops being idle.
    - To start the task if the computer is running on batteries, stop the task if battery mode starts, or wake the computer to run the task.
12. Click **Apply** to save your schedule and then **OK** to exit the scheduler.
13. Click **Close** to exit the *Scheduled Task* dialog.

Manually Running an Admin Synchronization

The time required for the manual Admin Synchronization depends on the office servers involved. You can run a manual Admin Synchronization from either a main or a secondary office server.

Note: Run a manual Admin Synchronization if the main office server does not recognize a secondary office server. In this case, run the synchronization from the secondary office server.

To run a manual Admin Synchronization, do the following:

1. Log in to the appropriate office server.
2. Select **Tools/Manual Admin Synchronization**.
3. The system starts the synchronization either from the main office server or the secondary office server, depending on the server you are logged in to.
4. The *Admin Synchronization Status* dialog displays during the synchronization process. You can perform the following procedures on this dialog:
   - Click **Retry** to have the system attempt the synchronization again if an office server has a status of failed.
   - Click **View Synchronization History** to view the synchronization record for the server you are logged in to.
   - Click **View Schedule** to view the schedule for the synchronization.

Viewing Admin Synchronization History

Admin Synchronization needs to be maintained between the main office server and secondary office servers. You can view an office server's synchronization history to resolve synchronization issues and provide detailed data to Technical Support personnel, if required.

A synchronization history displays the following information:

- Person currently logged in to the computer
- Computer name
- Operating system
- ProSystem *fx* Workpaper Manager version number
- Office server name and whether it is a main or secondary server
- Office server ID

The synchronization history also displays a list of all synchronization for the server.

To view synchronization history, do the following:

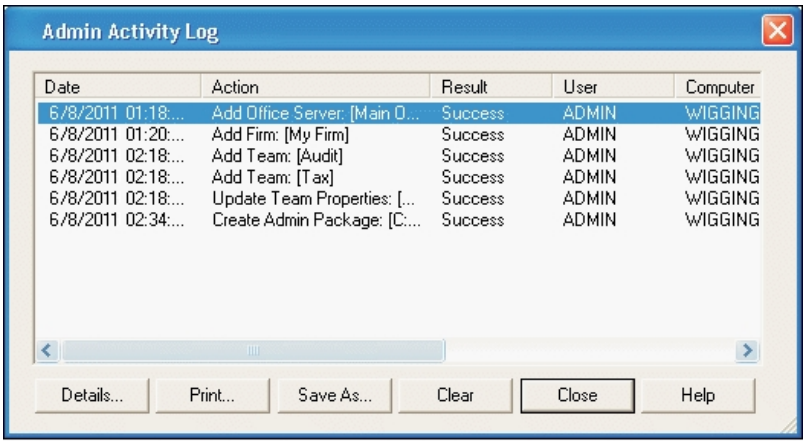
1. Log in to the office server.
2. Select the office server in the Central File Room pane.
3. Select **File/Properties**.
4. Click **View Synchronization History**. You can save or print the log.

Viewing the Admin Activity Log

The Admin Activity Log records actions taken within the ProSystem *fx* Workpaper Manager Administrator module. This log file lists the date, action taken, result, user, computer, office server, and, if necessary, the reason an activity fails.

To view the log file, follow these steps:

1. Select **Tools/View Admin Activity Log**. The *View Admin Activity Log* dialog displays.



2. Click one of the following options:
   - **Details**. Displays detail of a log entry.
   - **Print**. Prints the Admin Activity log.
   - **Save as**. Saves the Admin Activity log to a file.
   - **Clear**. Deletes the contents of the log.
3. Click **Close** when you are finished viewing the file.

Setting Firm Options

The Firm Options feature in Administrator allows you to set firm-wide administrative options.

To set firm options, do the following:

1. Select **Tools/Firm Options** to open the *Firm Options* dialog.
2. Select the applicable options as described below. Firm options can be set only on the main office server and are firm-wide. They are synchronized to local file rooms.

   General tab
   - **Shared Local File Room**. Select this option to allow users to collaborate on binders through directly accessing shared local file rooms.
   - **Trash**. When a binder is closed, Workpaper Manager will keep the items in the trash, prompt the user to empty the trash, or automatically empty the trash, depending on your selection here.
   - **Prompt when/for**. By default, a warning message displays when a binder that is set to monitor the Document Completion Date is opened during the assembly period. If you clear this check box, the warning message does not display.

Sign off tab

- **Sign off options**
  - **Skip Binder Staff Sign Off Analysis page in Finalize Binder Wizard**. In the Finalize Binder Wizard, a page with analysis of staff sign off for the binder displays by default. Checking this box prevents this page from displaying during the finalizing process.
  - **Skip Clear Workpaper Sign Off Dates and Times page in Finalize Binder Wizard**. In the Finalize Binder Wizard, a page can display that gives you the opportunity to clear the workpaper sign off dates and times. By default, ProSystem *fx* Workpaper Manager skips this step. If you want to be able to clear the workpaper sign off dates and times, then uncheck this item.
  - **Retain workpaper sign off history upon binder finalization**. Select this option to retain all workpaper sign off information after binder finalization. When this option is selected, the option *Skip Clear Workpaper Sign Off Dates and Times page in Finalize Binder Wizard* is automatically checked and cannot be deselected. If this option is not selected, only the final sign off for preparer and the final sign off for reviewer are retained.
  - **Display indicator when workpapers are modified after reviewed**. Select this option if you want the Modified After Review icon to display for workpapers that have been modified after review. If you clear this box, the icon does not display.
  - **Clear Modified After Review icon when either 1st or 2nd Reviewer signs off**. Select this option if you want the sign off of either the 1st Reviewer or the 2nd Reviewer to remove the Modified After Review icon.
    - If you do not select this option and there is **only one** reviewer, then either the 1st Reviewer or 2nd Reviewer sign off will remove the icon.
    - If you do not select this option and there is **both** a 1st Reviewer and a 2nd Reviewer, then **only** the 2nd Reviewer sign off will remove the Modified After Review icon. The 1st Reviewer sign off will not remove the icon.

Workpaper Manager Today tab

Workpaper Manager Today will display binders in the diagnostics area based on your selections:

- **Document completion date is past due or within <X> days of current date**. Binders will display in Workpaper Manager Today diagnostics if the document completion date is past due or within the specified number of days from the current date. Enter a number or use the spin boxes to select a number of days. The default is 15.
- **Due date is within <X> days of current date**. Binders will display in Workpaper Manager Today diagnostics if the due date is within the specified number of days from the current date. Enter a number or use the spin boxes to select a number of days. The default is 15.

3. Click **OK** to exit the dialog.

Setting Admin Synch Options

1. Select **Tools/Admin Synch Options** to display the *Admin Synch Options* dialog.
2. If a secondary office server has been created, then when Workpaper Manager Administrator is closed, a message asks if you want immediate synchronization. This message does not appear if you select either of the two following options:
   - **Automatically synchronize when closing**. Any changes to the main office server information are automatically synchronized to existing secondary office servers, when the Administrator is closed. Any changes made to a secondary office server automatically synchronize to the main office server when the secondary Administrator is closed.
   - **Don't prompt me regarding synchronize when closing**. Changes are not automatically synchronized and the message regarding synchronization does not display.
3. Click **OK** to exit the dialog.

Using the Document Completion Date Report (Admin)

The Document Completion Date Report displays all binders with document completion dates that fall within the date range you specify. This report provides the following information about each binder:

- Office Server
- CFR (Central File Room)
- Binder Name
- Binder ID
- Client Name
- Client ID
- Binder Type
- Binder Status
- Lead Partner
- Client Group
- Period End Date
- Report Date
- Report Release Date
- Doc Completion Date
- Finalized Date
- Retention Period End

To use the Document Completion Date Report, do the following:

1. Select **Tools/Doc Completion Date Report**. The *Document Completion Date Report* dialog displays.
2. Select **Run central file room report** to update the central file room report. Select **View report from last scheduled task** to view the most recent report.

3. If you selected **Run central file room report**, do the following:
    a. Select **Include only binder types set to monitor document completion date** to include only binder types that have been set to be monitored for the document completion date.
    b. Select **Include finalized binders** to include finalized binders in the report.
    c. You can filter your results to binders that have a Document Completion Date, Year End, Period End, or Retention Period within a certain date range. Select the criterion from the *Date range* drop-down list, or select **No Date Range**.
    d. Select the appropriate beginning date in the *Start* field. Either enter the date or click the down arrow to use the calendar. The default setting is the current date.
    e. Select the final date for the report range in the *End* field. Either enter the date or click the down arrow to use the calendar. The default setting is two months from the current date.
4. Click **Update Report**. The report displays the binders that fall within the range you selected. Click a column heading to sort by that heading. Drag column headings to reorder the columns.
5. Click **Export to Excel** to open an Excel spreadsheet of the report data.
6. Click **Close** to exit the report.

Scheduling the Document Completion Date Report

You can schedule a Document Completion Date report to be generated automatically on a specified date and time. You can schedule the Generate Document Completion Date Report task on either the main office server or a secondary office server.

To schedule the Document Completion Date Report to run as a scheduled task, do the following:

1. From the ProSystem *fx* Workpaper Manager Administrator main menu, select **Tools/Scheduled Tasks**. The *Scheduled Tasks* dialog displays.
2. Select **Document Completion Date Report** and click **Task Properties**. The Windows scheduler opens, displaying the name of the task in the title bar.
3. Select the **Task** tab if it is not already selected.
4. In the *Run* field on the *Task* tab, the path to the import defaults to X:\Pfx Engagement\Admin\DCDScheduledReport.exe (where X is the drive where the Administrator program was installed). You can also browse to another location if that is necessary.
5. The *Run as* field should show the Windows user name of the person logged on to the computer. Click **Set Password** to enter and confirm that user's Windows password. The scheduled task will not run without this information. Click **OK** to exit the *Set Password* dialog.
6. Check the **Enabled (scheduled task runs at specified time)** box.
7. Click the **Schedule** tab and select how often the task is to be run from the *Schedule Task* drop-down list.
8. Use the arrows to specify the time the report should run.



Tip: We recommend that you schedule the Generate Document Completion Date Report task to run after the Admin Synch task. This will help to ensure that the Document Completion Date report is as accurate as possible.

9. Click **Advanced** to specify start and end dates and when to repeat the task.

   Note: The Document Completion Date report can be generated only once every 24 hours.

10. Click **OK** to exit the *Advanced Schedule Options* dialog.
11. Use the *Every* field in the *Schedule Task Daily* section to specify if you want to repeat the task every day, every two days, etc.
12. Check the **Show multiple schedules** box to change or delete schedules. Click the **New** button to create a new schedule for the task, which will run after the last schedule is completed. Click **Delete** to delete a highlighted schedule.
13. Click the **Settings** tab to specify the following:
    - Whether to delete the task if it is not scheduled to run again
    - Whether to stop the task if it runs beyond a time you specify
    - To only start the task if the computer has been idle for a specified time or to stop the task if the computer becomes active
    - Whether to start the task if the computer is running on batteries, stop the task if battery mode starts, and wake the computer to run the task
14. Click **OK** to save your schedule and exit the Windows scheduler.
15. Click **Settings** to display the *Document Completion Date Report* dialog and select the appropriate settings.
16. Click **Close** to exit the *Scheduled Tasks* dialog.

Creating a Central File Room

You can create central file rooms on the main office server or a secondary office server, depending on the server you are logged in to. A central file room is used to store client folders, which can be created in the Administrator module or in Workpaper Management. A client's binders can only be created in the client folder in a local file room in Workpaper Management and must be synchronized with the central file room to copy the binder information to the central file room.

Note: If a secondary office server has been disabled for synchronization, an Admin Package needs to be created on the main office server and then received by the secondary office server for the central file room to display in the secondary office server.

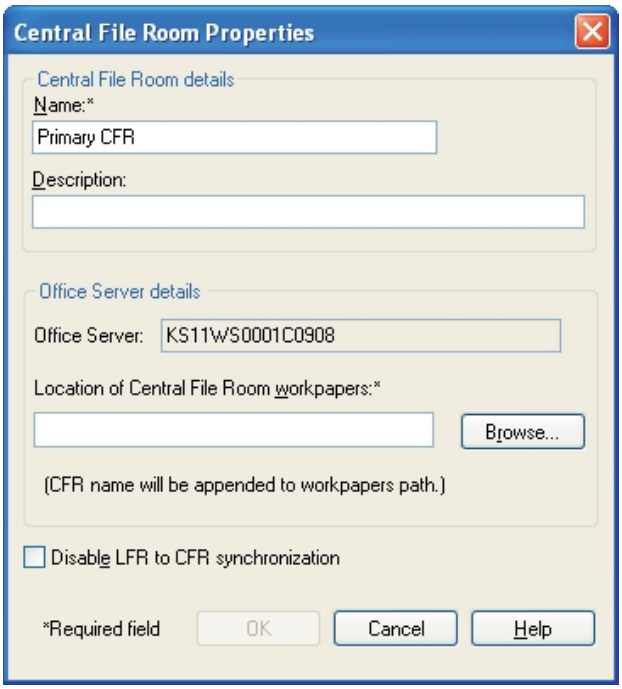
You can create as many central file rooms as you need.

To create a central file room, do the following:

1. In the Central File Rooms pane, select the office server where you want to create the central file room. If you are logged in to the main office server, you can select it or any secondary office server. If you are logged in to a secondary office server, you can create central file rooms only on that server.
2. In the lower left pane, do one of the following to open the *Central File Room Properties* dialog:
   - Select **File Rooms/Create Central File Room**.
   - Right-click an office server and then select **Create Central File Room**.



- Click the **Create Central File Room** button on the toolbar.



3. The *Name* field is mandatory. Enter a name of up to 64 characters for the central file room. This name displays with its own icon under the respective office server icon. You may also enter a description.
4. Enter the path where the central file room binders are to be stored or click **Browse** to select a drive and directory. The location must be on the computer where the Administrator is installed; however, any drive and directory available on the computer (local or network) can be chosen. The default is X:\Pfx Engagement\ADMIN\Data (where X represents the drive where the Administrator module was installed). You can click the **New Folder** button to create a new folder for the binders.
5. Enter the path where the central file room workpapers are to be located or use the **Browse** button to select a drive and directory. Choose any drive or directory on the computer or available network connection except directories already used by other central file rooms. The default is X:\Pfx Engagement\ADMIN\Workpapers, where X is the drive where the Administrator module is installed.

   You can click **New Folder** to create a new folder for the workpapers.
6. To disable synchronization, check the **Disable LFR to CFR synchronization** box. Binders cannot be synchronized with the central file room when synchronization is disabled.
7. Click **OK** to save the information and close the dialog.

Disabling/Enabling Synchronization on a Central File Room

Notes:

- You may disable synchronization of binders from local file rooms to the central file room when maintenance is performed on the server with the central file room.
- If a central file room is disabled for synchronization, binders are locked and cannot be synchronized with the central file room.
- If a central file room is enabled for synchronization, local file rooms can synchronize binders with the central file room.

To disable or enable the synchronization of a central file room, do the following:

1. In the Central File Room pane, right-click the file room you want to disable or enable.
2. Select **Properties** from the pop-up menu.
3. Check the **Disable LFR to CFR synchronization** box to disable synchronization of binders to the central file room. Remove the check mark to enable the central file room for binder synchronization.

Setting Up Client Folders

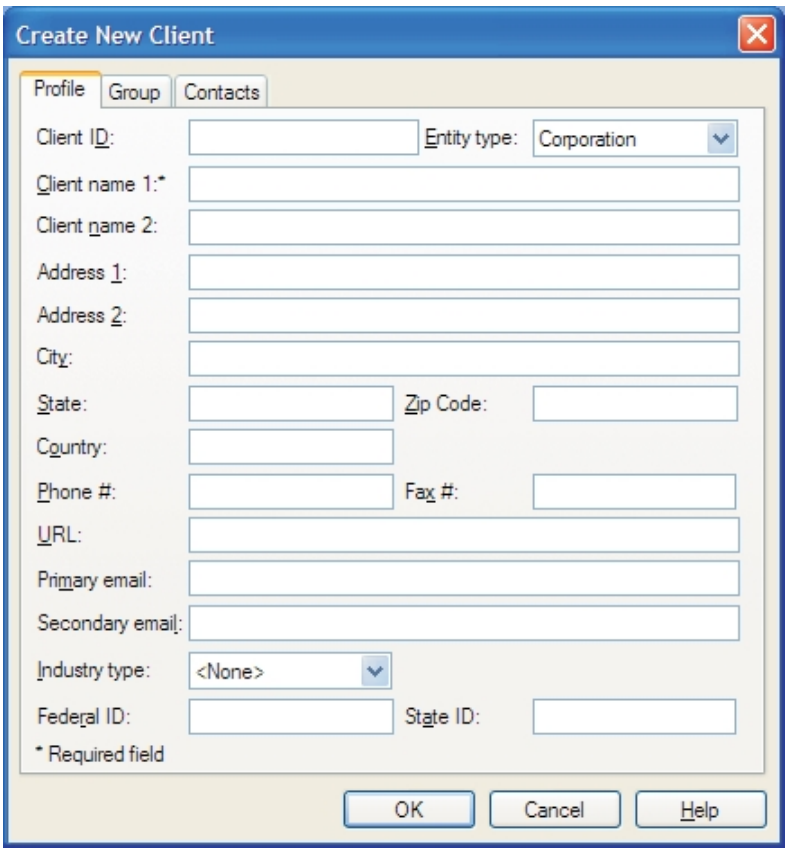
New clients can be added in the Administrator module, but you must use the Workpaper Management program to add client binders for new clients.

To add a new client in a central file room, do the following:

1. To display the *Create New Client* dialog, click the central file room in which you want to add a client and do one of the following:
   - Select **File Rooms/New Client**.
   - Right-click the **Central File Room** icon and select **New Client**.
   - Click the **New Client** button on the toolbar.



2. Enter the client information on the *Profile* tab. An entry in the *Client name 1* field (*Last name* field if you select **Individual** as the *Entity type*) is required and can contain up to 64 characters. The name you enter becomes the client folder name.



3. If you want to add the client to one or more client groups, select the **Group** tab and check the box next to the group or groups you want to add the client to. You can also do this at a later time using the **File Rooms/Assign Clients to Groups** option. See *Creating a New Client Group* on page 96 for setting up the client groups.
4. Select the **Contacts** tab.
5. Click **New** and enter the information as desired. An entry in the *Last Name* field is required. To continue entering contacts for the client, click **Save** and **New**. You can use the left and right arrow buttons to move to the previous or next contact entered.
6. When you have finished entering contact information and have saved all the data, click **OK** to exit the dialog.

You can use the Properties command to change client information entered earlier. The profile information entered in this dialog is available for linking into Excel and Word workpapers. See *Chapter 9: Using Microsoft Excel* on page 415, and *Chapter 10: Using Microsoft Word* on page 437, for information on linking these fields.

Deleting a Client

To delete a client, click the client folder in the left pane and then do one of the following:



- Select **Edit/Delete**.
- Right-click the **Client Folder** and select **Delete Client**.
- Click the **Delete** button on the toolbar.

When the confirmation dialog displays, click **Yes** to delete or **No** to cancel the deletion.

Notes:

- You must remove all binders from the client folder before it can be deleted.
- To delete a client on a secondary office server when logged in to the main office server, there must be a connection between the servers, and they must be enabled for Admin Synchronization.

Deleting a Central File Room

To delete a central file room, click the icon of the file room to delete and do one of the following:



- Select **Edit/Delete**.
- Right-click and select **Delete CFR** from the pop-up menu.
- Click the **Delete** button on the toolbar.

When the confirmation prompt displays, click **Yes** to permanently delete the central file room. This deletes the central file room from Workpaper Manager Administrator.

Notes:

- The CFR to be deleted must not contain any client folders or binders.
- When logged in to the main office server to delete a central file room on a secondary office server, there must be a connection between the servers and they must be enabled for synchronization.

Deleting a Secondary Office Server

You cannot delete a secondary office server if it contains any central file rooms. You must first move the client binders in the central file rooms to a different central file room(s) on a different server. After removing the binders, you must delete the central file rooms. See *Moving Binders* on page 101.

To delete the secondary office server, do the following:

1. In the Central File Room pane, select the secondary office server to delete and do one of the following:



   - Select **Edit/Delete**.
   - Right-click and select **Delete Server**.
   - Click the **Delete** button on the toolbar.
2. Click **Yes** to delete the office server.

If more than one secondary office server has been configured, run a manual Admin Synchronization to update the other secondary office servers. See *Manually Running an Admin Synchronization* on page 80.

Deleting the Secondary Office Server Program

To completely delete a secondary office server, you also need to manually remove the program from the computer where the secondary office server was located. Once you have removed the three programs listed below, you can use Microsoft Explorer to delete the Workpaper Manager directory on the local drive of the computer.

To manually remove the secondary office server program, do the following:

1. Right-click **My Computer** on your Windows desktop and select **Manage**. The *Computer Management* window displays.
2. Select **Services** under *Services and Applications*.
3. In the list of services in the right-hand pane, right-click **SQL Server (PROFXENGAGEMENT)** and select **Stop**.
4. Select **File/Exit** to close the *Computer Management* window.
5. Select **Start/Control Panel**, and then double-click **Add or Remove Programs**. The *Add or Remove Programs* window displays.
6. Remove the following programs:
   - ProSystem *fx* Workpaper Manager
   - Microsoft SQL Server

   Note: When removing Microsoft SQL Server, select only the **PROFXENGAGEMENT: Database Engine** instance in the *Component Selection* section.

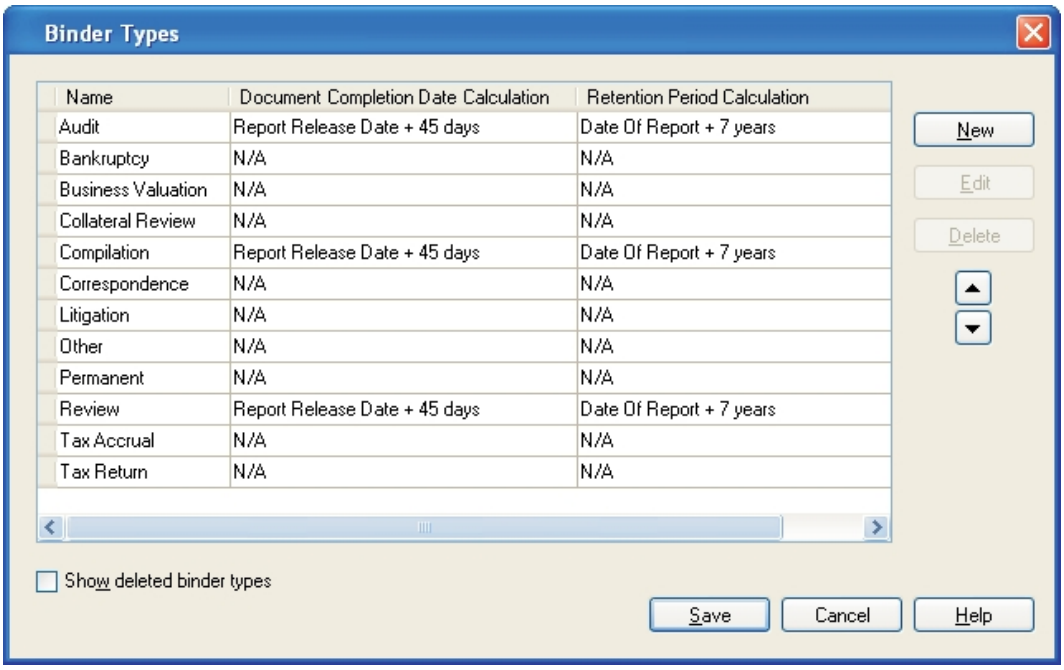
Managing Binder Types

Like paper-based engagement binders, ProSystem *fx* Workpaper Manager binders store and organize client workpapers for any type of engagement, such as a tax return or an audit. Binder types allow you to specify completion date calculations and retention period calculations for binders used for different purposes. You can view, create, edit, and delete types of binders from the Workpaper Manager Administrator module.

Creating a New Binder Type

To create a new binder type, do the following:

1. Select **File Rooms/Binder Types**. The *Binder Types* dialog displays.



2. Click **New**. The *New Binder Type* dialog displays.
3. Enter a name for the new binder type in the *Name* field. This field is required. Once the *Name* field is filled, the OK and New buttons become active.

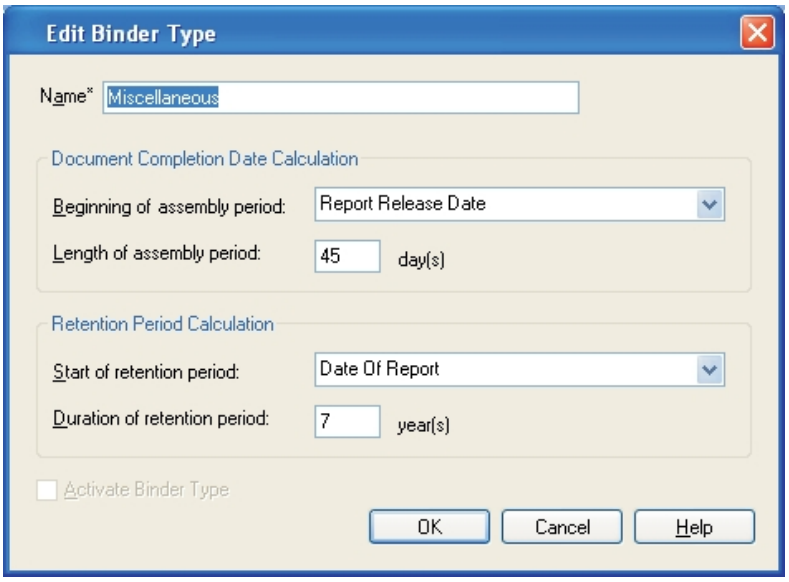
   Note: Duplicate binder type names are not allowed.

4. Select **Date of Report** or **Report Release Date** in the *Beginning of assembly period* drop-down list to set the date from which Workpaper Manager calculates the document completion date. Select **N/A** if you do not want Workpaper Manager to calculate the document completion date.
5. Enter the appropriate information in the *Length of assembly period* field. The entry may be between 1 and 365 days.
6. Select **Date of Report**, **Report Release Date**, or **Document Completion Date** in the *Start of retention period* drop-down list to set the date from which Workpaper Manager calculates the End of Retention Period. Select **N/A** if you do not want Workpaper Manager to calculate the retention period.
7. Use the spin box or type the appropriate information in the *Duration of retention period* field. The entry may be between 1 and 10 years.
8. Click **New** to save the binder type and begin creating another. Click **OK** to save the binder type and close the *New Binder Type* dialog.

Editing an Active Binder Type

To edit an active binder type, do the following:

1. Select **File Rooms/Binder Types**. The *Edit Binder Type* dialog displays.



2. Select the binder type to edit and click **Edit**. The *Edit Binder Type* dialog displays.
3. If this is a binder type you have created, you can edit the *Name* field. Edit the information in the *Document Completion Date Calculation* and *Retention Period Calculation* sections as necessary.

   Note: You cannot edit the name of a standard binder type.

4. Click **OK** to close the *Edit Binder Type* dialog.
5. Click **Save** on the *Binder Types* dialog to save your changes and exit the dialog. Click **Cancel** to discard your changes and exit the *Binder Types* dialog.

Deleting a Binder Type

Note: You cannot delete standard binder types.

If a Central File Room or Manual Admin Synchronization has not occurred since you created the binder type, you can perform a "hard delete." The binder type is permanently deleted.

If a Central File Room or Manual Admin Synchronization has occurred since you created the binder type, you can perform a "soft delete." The deleted binder type no longer appears as an option in the *Type* drop-down list, but any binders of that type already created remains.

Deleting a Binder Type Before Synchronization

Notes:

- This process applies if a Central File Room or Manual Admin Synchronization has not occurred.
- You can delete only binder types that you have created. You cannot delete standard binder types. When a standard binder type is selected, the Delete button becomes inactive.

To hard delete a binder type you have created, do the following:

1. Select **File Rooms/Binder Types**. The *Binder Types* dialog displays.
2. Select the binder type to delete and click **Delete**. A confirmation box asks you to confirm the deletion.
3. Click **Yes** to delete the binder type. Click **No** to cancel the deletion.
4. Click **Save** on the *Binder Types* dialog to save your changes and exit the dialog. Click **Cancel** to discard your changes and exit the *Binder Types* dialog.

Warning! If you delete a binder type, you can view and edit it by checking the **Show deleted binder types** box on the *Binder Types* dialog. However, once you click **Save**, the binder type is permanently deleted.

Deleting a Binder Type After Synchronization

To soft delete a binder type you have created, do the following:

Notes:

- This process applies if a Central File Room or Manual Admin Synchronization has occurred.
- You can delete only binder types that you have created. You cannot delete standard binder types. When a standard binder type is selected, the Delete button becomes inactive.

1. Select **File Rooms/Binder Types**. The *Binder Types* dialog displays.
2. Select the binder type to delete and click **Delete**. A confirmation box asks you to confirm the deletion.
3. Click **OK** to delete the binder type.
4. Click **Save** on the *Binder Types* dialog to save your changes and exit the dialog. Click **Cancel** to discard your changes and exit the *Binder Types* dialog.

Warning! If you delete a binder type, you can view and edit it by checking the **Show deleted binder types** box on the *Binder Types* dialog. However, once you click **Save**, the binder type is permanently deleted.

Editing a Deleted Binder Type

To edit a binder that has been deleted, do the following:

1. Select **File Rooms/Binder Types**. The *Binder Types* dialog displays.
2. Check the **Show deleted binder types** box. Binder types you have deleted since the last save display in red print.

   Note: If you have saved changes to the *Binder Types* dialog since deleting the binder type, it does not appear. You must create the binder type again.

3. Select the deleted binder type to edit and click **Edit**. The *Edit Binder Type* dialog displays with all fields inactive.
4. Check the **Activate Binder Type** box. All fields become active.
5. Edit the information in the *Document Completion Date Calculation* and *Retention Period Calculation* sections as necessary.
6. Click **OK** to save your changes.
7. Click **Save** on the *Binder Types* dialog to save your changes and exit the dialog. Click **Cancel** to discard your changes and exit the *Binder Types* dialog.

Managing Binder Statuses

In Administrator you can view binder statuses and create, edit, and delete custom binder statuses.

Creating a New Binder Status

To create a new binder status, do the following:

1. Select **File Rooms/Binder Statuses**. The *Binder Statuses* dialog displays.
2. Click **New**. The *New Binder Status* dialog displays.
3. Enter the name of the new binder status.
4. Click **New** to save the new binder status and create another binder status. Click **OK** when you are finished creating new binder statuses.

Editing an Active Binder Status

To edit the name of a binder status, do the following:

1. Select **File Rooms/Binder Statuses**. The *Binder Statuses* dialog displays.
2. Select the binder status to edit.
3. Click **Edit**. The *Edit Binder Status* dialog displays.
4. Change the name of the binder status.
5. Click **OK**.

Note: Only custom binder statuses can be edited. The system-defined statuses (In Process, Finalized, and Archived) cannot be edited.

Deleting a Binder Status

If you create a binder status and choose to delete it before the binder statuses have synchronized to Workpaper Management, you can perform a "hard delete." The binder status is **permanently** deleted.

If the binder statuses have synchronized after you created the binder status, you can perform a "soft delete." The deleted binder status no longer appears as an option in the *Status* drop-down list of the *Binder Properties* dialog. However, any binders with this status already assigned will remain. A soft delete occurs in any of the following situations:

- The custom binder status has been saved in the Binder Statuses dialog and a user has opened Workpaper Manager, which causes the binder statuses to synchronize.
- The custom binder status has been saved in the Binder Statuses dialog and an Admin Synch has been performed.
- The custom binder status has been saved in the Binder Statuses dialog and the custom binder status was previously saved as the status of a binder in the Administrator binder properties.
- The custom binder status has been saved in the *Binder Statuses* dialog and any binder has been archived or unarchived in Administrator.

Note: Only custom binder statuses can be deleted. The system-defined statuses (In Process, Finalized, and Archived) cannot be deleted.

To delete a binder status, do the following:

1. Select **File Rooms/Binder Statuses**. The *Binder Statuses* dialog displays.
2. Select the binder status to delete.
3. Click **Delete**.
4. Click **Save**.

Editing an Inactive Binder Status

To activate and edit a binder status that has been soft-deleted, do the following:

1. Select **File Rooms/Binder Statuses**. The *Binder Statuses* dialog displays.
2. Check the **Show deleted binder statuses** box. Binder statuses you have deleted since the last save display in red.

   Note: If you have saved changes to the *Binder Statuses* dialog since deleting the binder status, it does not appear. You must create the binder status again.

3. Select a deleted binder status and click **Edit**. The *Edit Binder Status* dialog displays.
4. Check the **Activate Binder Status** box. The *Binder status name* field becomes active.
5. Edit the binder status name if necessary.
6. Click **OK** to save your changes.
7. Click **Save** on the *Binder Statuses* dialog to save your changes and exit the dialog.

Managing Client Binders

Individual client binders are created in the Workpaper Management program. Once they are created and synchronized to the main or secondary office server, you can perform certain actions with the binders from the Administrator module, including the following:

- Creating, editing, and deleting client groups
- Assigning clients to client groups
- Assigning staff and teams to binders
- Archiving binders that are finalized
- Unarchiving binders, if necessary
- Unfinalizing binders, if necessary

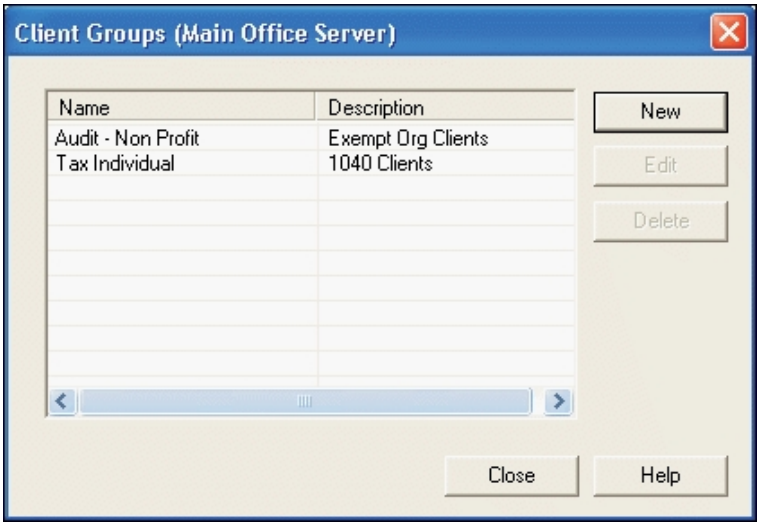
Creating a New Client Group

Client Groups allow you to organize processing for your firm by grouping clients with common requirements. Clients can be assigned to multiple client groups. Client Groups are created within the Admin module on the main office server.

1. Select one of the following to add a new Client Group:
   - **File Rooms/Client Groups**.
   - Click the **Client Groups** button on the toolbar.

   The *Client Groups (Main Office Server)* dialog displays.



2. Click **New**. The *New Client Group* dialog displays.
3. Complete the information in the following fields:
   - **Name**. Enter the name of the new client group. This field is required.
   - **Description**. Enter a description of the new client group.
4. Click **OK** to save.

Editing a Client Group

1. Select **File Room/Client Groups** or click the **Client Groups** button on the toolbar.
2. Select a Client Group and click **Edit**. The *Edit Client Group* dialog displays.
3. Edit the applicable information in the *Name* and *Description* fields and click **OK** to save.

Deleting a Client Group

1. Select **File Room/Client Groups** or click the **Client Groups** button on the toolbar.
2. Highlight the client group you want to delete and click **Delete**.
3. When the confirmation message box displays, click **Yes** to delete or **No** to cancel the deletion.

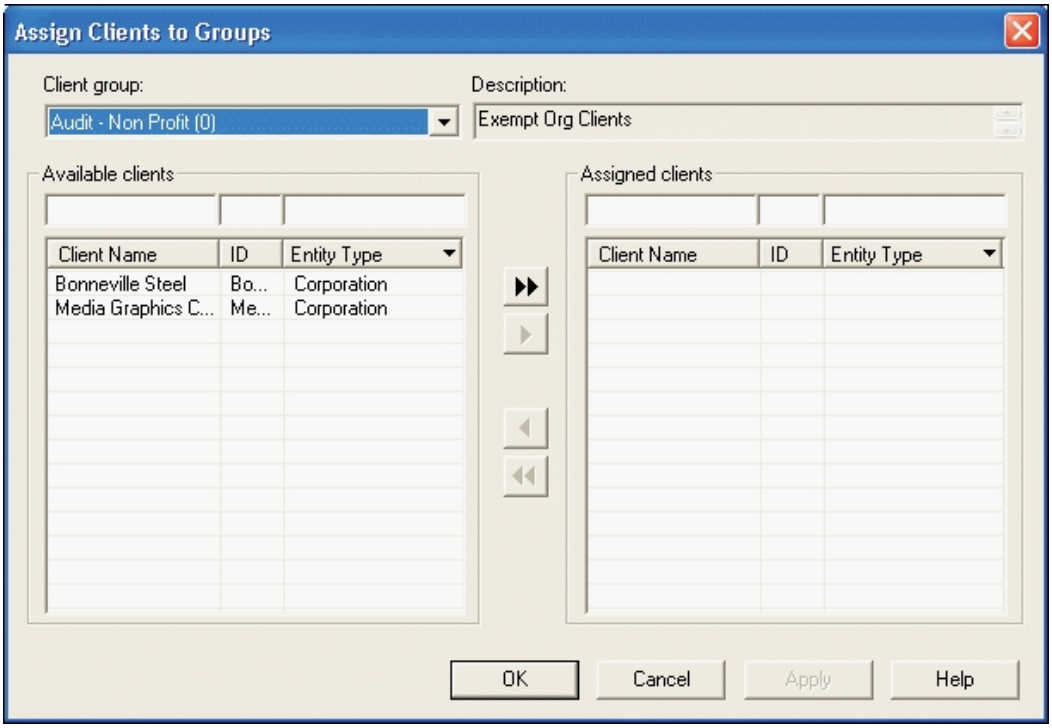
Note: Clients that are assigned to deleted client groups will be unassigned. The client properties for clients in that group no longer reflect that the client is assigned to that group.

Assigning Clients to Client Groups

To assign clients to Client Groups on the Office Server, do the following:

1. Do one of the following:
   - Select **File Rooms/Assign Clients to Groups**.
   - Click the **Assign Clients to Groups** button.

   The *Assign Clients to Groups* dialog displays.



2. Select a client group from the drop-down list. The client group's description displays in the *Description* field.
    - **Available clients**. Lists clients not previously assigned to the selected client group. You can enter text, wildcards (*), and placeholders (?) in any of the filter fields to filter the various columns listed below.
        - **Client Name**. Lists the client name.
        - **ID**. Lists the client ID.
        - **Entity Type**. Use the drop-down list to change the filter to one of the following: None, Entity Type, or Industry Type.
    - **Assigned clients**. Lists clients previously assigned to the selected client group. You can enter text, wildcards (*), and placeholders (?) in any of the filter fields to filter the various columns.
        - **Client Name**. Lists the client name.
        - **ID**. Lists the client ID.
        - **Entity Type**. Use the drop-down list to change the filter to one of the following: None, Entity Type, or Industry Type.
3. You can select one or more clients from the Available client box and click the **Assign** button. The selected client(s) now display on the right side of the dialog. You can unassign clients by highlighting the client(s) and clicking the **Unassign** button. The selected client(s) now display on the left side of the dialog.
4. Click **Apply** to save the changes and continue to assign clients, if necessary.
5. Click **OK** to save the changes and close the dialog.

Assigning Staff Members to Binders

The people who work on an engagement binder are called staff members. Staff members can be assigned to engagement binders in either Administrator or Workpaper Management. You must be a binder staff member in order to open and use the binder.

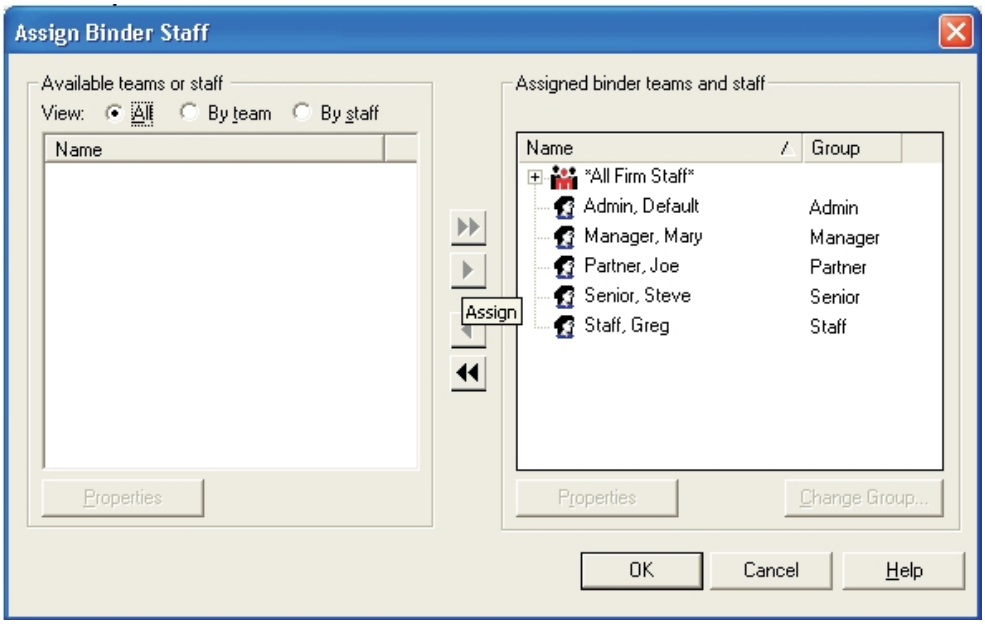
To assign staff members to binders in the Admin module, do the following:

1. Click the binder where you want to assign the Staff members and do one of the following:
    - Select **Staff/Assign Binder Staff**.
    - Select **File/Properties**. Select the **Binder Staff** tab and click **Assign**.
    - Right-click the binder in the right pane and select **Assign Binder Staff**.
    - Right-click the binder and select **Properties**. Select the **Binder Staff** tab and click **Assign**.



    - Click the **Properties** toolbar button. Select the **Binder Staff** tab and then click **Assign**.

The *Assign Binder Staff* dialog displays.



2. In the *Available teams or staff* list, select one of the following options:
   - **View: All**. Lists all teams and staff members that are not assigned to this binder.
   - **View: By team**. Lists the teams, if any, that were set up in the Admin module that are not assigned to this binder.
   - **View: By staff**. Lists all staff members that are not assigned to this binder.
3. Click the staff member's name or team's name, then click the **Assign** button. The selected staff members now display on the right side of the dialog as *Assigned binder teams and staff*.

   You can select multiple staff or teams by holding down the Ctrl or Shift keys.

   Note: When staff members are added to or removed from the team in the Admin module, the staff members are automatically added to or removed from the team assigned to the binder.

4. Click **OK** to accept the assignments.

   The next time the binder is synchronized from the central file room to the local file room, the binder staff assignments will be active.

Archiving a Binder

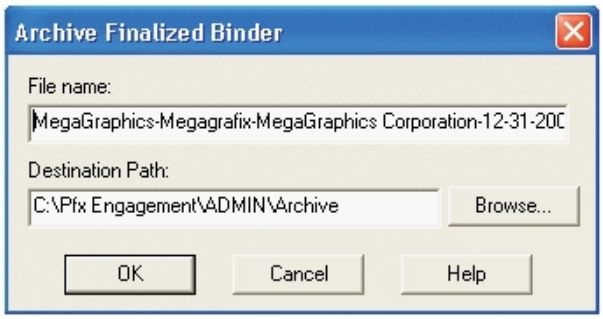
Binders that have been finalized in ProSystem *fx* Workpaper Manager can be archived in Administrator. The Archive feature compresses the binder into one file, making it easy for you to store on your network or on a backup system. If you need to restore an archived binder, see *Unarchiving a Binder* on page 100.

To archive a binder, follow these instructions:

1. Click the binder you want to archive and do one of the following:
   - Select **File Rooms/Archive Finalized Binder**.
   - Right-click the binder and select **Archive Finalized Binder**.
   - Click the **Archive Finalized Binder** button on the toolbar.

   The *Archive Finalized Binder* dialog displays.

   The *Archive Finalized Binder* dialog displays a default file name consisting of the client folder ID and name, binder ID and name, and binder current period end date.
2. Click **Browse** to open a dialog where you can select the drive and directory where you want to store the archived file. The path defaults to X:\Pfx Engagement\ADMIN\Archive, where X is the drive where ProSystem *fx* Workpaper Manager Administrator is installed.
3. You can change the default file name or the default path by entering the pathway or the file name for the archived binder in the *Destination Path* field. The file extension defaults to EAB.
4. Click **OK** to archive the binder. The binder is compressed into one file and stored in the chosen destination path. Archived binders listed in the central file room are identified by the Archived Binder icon.

   
5. Click **OK** on *The selected binder was successfully archived* dialog or click **View Log** to see a log of archived/unarchived binders. To view the log at a later time, navigate to X:\Pfx Engagement\Admin\Admin Share\archive log, where X is the drive where the Administrator module is installed.

Unarchiving a Binder

If you need to retrieve an archived binder, you can use the Unarchive Binder feature.

1. Click the binder you want to unarchive and do one of the following:
   - Select **File Rooms/Unarchive Binder**.
   - Right-click the binder and select **Unarchive Binder**.



- Click the **Unarchive Binder** button on the toolbar.

2. The binder is unarchived automatically.
3. On the confirmation message, click **OK** to close the dialog or click **View Log** to view a log of the unarchived binders.

If the archived binder you want to unarchive is not in the central file room, do the following:

1. Do one of the following:
   - Select **File Rooms/Unarchive Binder**.
   - Click the **Unarchive Binder** button on the toolbar.



2. Use the *Look in* field to locate the archived file. The default path is X:\Pfx Engagement\ADMIN\Archive, where X represents the drive where ProSystem *fx* Workpaper Manager is installed. The file type is Binder Archive File (EAB).
3. Highlight the archived file and click **Open**.
4. On *The selected binder was successfully unarchived* dialog, click **OK** to close the dialog or click **View Log** to view a log of the archived/unarchived binders. The archived file is uncompressed and restored in the central file room.

Unfinalizing a Binder

Binders that have been finalized in ProSystem *fx* Workpaper Manager can be unfinalized in the Administrator module, allowing binder staff members to access the binder and make any necessary changes. The read-only restriction is removed; however, any team or open item notes are not restored.

For detailed instructions, see *Finalizing Binders* on page 192.

To unfinalize a binder, do the following:

1. Highlight the finalized binder and do one of the following:
   - Select **File Rooms/Unfinalize Binder**.
   - Right-click the finalized binder and select **Unfinalize Binder**.
   - Click the **Unfinalize Binder** button on the toolbar.
2. Click **Yes** to confirm the action to unfinalize the selected binder.

   The binder is unfinalized, and the next time the binder is synchronized from the central file room to the local file room, binder staff members can modify the binder as required.

Moving Binders

You can move binders from one central file room to another central file room. In addition, you can move binders from one client to another client within the same central file room.

Moving Binders to Another Client Folder in the Same CFR

In the Admin module, you can move binder(s) from one client folder to another in the same central file room. Binders that are finalized, archived, or in use by another binder staff member cannot be moved to a different client folder.

You can move a binder using either of the following methods:

Moving a Binder Using Drag and Drop

1. Click the binder you want to move.
2. Drag the binder from the List pane to the new client folder on the same central file room in the Central File Rooms pane. The binder is moved to the new client folder and deleted from the original client folder.

Moving a Binder Using Cut and Paste

1. Click the binder you want to move and select **Edit/Cut**.
2. Click the client folder on the same central file room where you want to move the binder.
3. Select **Edit/Paste**. The binder is moved to the new client folder and deleted from the original client folder.

   Note: You can move multiple binders using the Ctrl or Shift keys.

Moving Binders to a Different CFR on the Same Office Server

Binders must have been synchronized to the central file room. Archived binders and binders that are in use by another binder staff member cannot be moved.

To move binders to a different central file room, do the following:

1. To move all binders assigned to a client folder, click the folder. To move a single binder, click the binder. To move multiple binders assigned to a client folder, use the Ctrl or Shift key to select the binders.
2. Drag the client folder or binder(s) from the List pane to the new central file room in the Central File Room pane.
3. Select **Yes** on the confirmation message to move the folder or binder. Select **No** to cancel the process.

The binder(s) are associated with the new central file room. If the client folder associated with the binder(s) does not already exist in the new central file room, the client folder is copied there. The client folder in the original central file room is not deleted.

Moving Binders to a CFR on a Different Office Server

Binders can be moved from a central file room on the main office server to a central file room on a secondary office server. You cannot move binders from a secondary office server to another office server.

To move a binder, do the following:

1. To move all the binders assigned to a client folder, click the client folder. To move a single binder, click the binder. To move multiple binders assigned to a client folder, use the Ctrl or Shift key to select the binders.
2. Drag the client folder or binders from the List pane to the new central file room in the Central File Room pane.
3. If both office servers are enabled for synchronization, a confirmation message displays. Select **Yes** to move the binder(s) or select **No** to cancel the process.

The binders in the original central file room display with an "in-transition binder" icon. While a binder is in transition, the following cannot be done:

- Binder staff members cannot synchronize the binders from the local file room to the original central file room.
- An administrator cannot change the binder properties of the binders in the original central file room.
- An administrator cannot delete the binders in the original central file room.
- An administrator cannot modify the client properties for the client associated with the binders.

If both office servers are enabled for synchronization, the binders are copied to the new central file room. The client folder in the original central file room is not deleted.

Moving Binders to a CFR on a Disabled Office Server

Binders can be moved from a central file room on the main office server to a central file room on a disabled secondary office server. See the procedure above, *Moving Binders to a CFR on a Different Office Server*, for more information.

To move binders, do the following:

1. To move all the binders assigned to a client folder, click the client folder. To move a single binder, click the binder. To move multiple binders, use Ctrl and Shift.
2. Drag the client folder or binder(s) from the Contents pane to the new central file room in the Central File Room pane.
3. If only one binder is being moved, the *Create Transition Binder Package* dialog displays. Choose one of these options:
   - **Save package to a file**. The *File name* field displays the default path and file name for the transition binder package. You can enter a different path and/or file name or click **Browse** to open the *Save As* dialog and select a different path.
   - **Send package via email**. Your email application opens with the binder package attached.

   If multiple binder packages are being moved, the *Location to Save Transition Binder Packages* dialog displays. Select the drive and directory where you want to save the packages. You can click **New Folder** to create a new directory. Click **OK**.
4. A confirmation dialog displays when the transition binder package(s) have been successfully created. You can do one of the following:
   - Select **Print** to print a report listing the transition binder packages and location of the transition binder package file.
   - Select **Save As** to save the report to a file.
5. After the transition binder package(s) is created on the main office server, an administrator at the secondary office server must receive the transition binder package. The binder displays in the central file room on the secondary office server.
6. To delete the in-transition binder on the main office server, an Admin Package must be created by an administrator on the secondary office server and received by an administrator on the main office server. See *Creating an Admin Package* on page 76 and *Receiving an Admin Package* on page 77 for instructions.

Receiving Transition Binder Packages

Transition binder packages are created when binders are being moved from a central file room on one office server to another office server that is not connected to the network.

To receive a transition binder package, do the following:

1. Log in to the office server that is going to receive the Transition Binder Packages.
2. Select **Tools/Receive Transition Binder Package**.
3. On the *Receive Transition Binder Package* dialog, select the folder containing the package(s).
4. Select the AZB transition binder package file and click **OK**. The binders display in the central file room of the secondary office server.

   To remove the in-transition binder from the Central file Room on the main office server, an administrator on the secondary office server must create an Admin Package to be received by an administrator on the main office server.

Deleting a Binder

To delete a binder, do the following:

 **Important!** If you delete a binder, you **permanently** remove the binder and all its contents.

1. Click the binder you want to delete.
2. Select **Edit/Delete**, click the **Delete** button, or right-click the binder and select **Delete Binder** from the pop-up menu.
3. A message box prompts you to confirm the delete. To delete the binder, click **Yes**. To cancel the deletion, click **No**.

Deleting Multiple Binders with the Delete Binders Utility

The Delete Binders Utility allows you to filter, select, and delete multiple binders at once. This is useful when you need to locate and purge binders that have passed the retention period.

 **Important!** If you delete a binder, you **permanently** remove the binder and all its contents.

To use the Delete Binders Utility, do the following:

1. Open Windows Explorer and browse to X:\Pfx Engagement\Admin\Utilities\Delete Binders (where X represents the drive where the ProSystem *fx* Workpaper Manager Administrator program is installed).
2. Double-click **PfxBindersDeletion.exe** to open the Delete Binders Utility.
3. In the *Report Filters* section, select one of the following Include options:
   - All binders
   - Only finalized binders
   - Only archived binders
   - Only archived and finalized binders

4. Select one of the following date ranges:
    - No date range
    - Year end
    - Period end
    - Document completion date
    - Retention period
    - Due date
    - Finalized
    - Created
5. If you selected an option other than *No date range* in step 4, enter the start and end dates.
6. Click **Update Report**. The table is populated with the binders that match your criteria.
7. Use the column headings to further filter your results.
8. Select the binders you want to delete. Select the check box at the top of the left-hand column to select all binders in the list.
9. Click **Export** if you want to export the current list, including an indication of whether they are selected to be deleted.
10. Click **Delete Binders** to delete the selected binders.

Instructions for using the Delete Binders Utility are also included in the X:\Pfx Engagement\Admin\Utilities\Delete Binders folder.

Using the ProSystem *fx* Practice Interface

ProSystem *fx* Workpaper Manager Administrator now interfaces with ProSystem *fx* Practice version 7.0 or higher, allowing access to valuable features in ProSystem *fx* Practice. These include the following:

- Inquiry Module, which allows you to quickly look up or edit client information.
- The ability to link projects and clients so that edits made in ProSystem *fx* Workpaper Manager are automatically updated in ProSystem *fx* Practice.

Linking and Editing Projects

A binder in ProSystem *fx* Workpaper Manager correlates to a project in ProSystem *fx* Practice. You cannot tell by looking at binders whether they are already linked or not. However, the system automatically produces the correct dialog. If you need to link, the *Select Project to Link* dialog displays. If the project is already linked, the *Edit Project* dialog displays.

To link a project, do the following:

1. Highlight the binder.
2. Select **File Rooms/ProSystem fx Practice Interface/Edit Linked Project**, or right-click the highlighted binder and select **Edit Linked Project** from the pop-up menu. If the project is not yet linked, the *Select Project to Link* dialog displays so that you can link the project. (If ProSystem *fx* Practice is not already running, you must log in first, then the *Select Project to Link* dialog displays.)

3. Specify the ProSystem *fx* Practice Client and Workpaper Manager ID. The display area displays the ProSystem *fx* Practice projects that are associated with that client.
4. If you do not see the project you want, check the *Include projects already linked* box.
5. Highlight the project to which you want to link.
6. Click **Link**.

To edit linked projects, do the following:

1. Highlight the binder and right-click to open the pop-up menu.
2. Select **Edit Linked Project**. If the project is already linked, the ProSystem *fx* Practice *Edit Project* dialog displays. (If ProSystem *fx* Practice is not already running, you must log in first, then the *Edit Project* dialog displays.)
3. Edit as directed by ProSystem *fx* Practice Help.

Linking and Editing Clients

You can link a ProSystem *fx* Workpaper Manager client to the same client in ProSystem *fx* Practice. You cannot tell by looking at ProSystem *fx* Workpaper Manager clients whether they are already linked or not. However, the system automatically produces the correct dialog. If you need to link, the *Select Client to Link* dialog displays. If the client is already linked, the *Client Properties* dialog displays.

To link a client, do the following:

1. Highlight the client.
2. Select **File Rooms/ProSystem fx Practice Interface/Edit Linked Client** or right-click the highlighted client and select **Edit Linked Client** from the pop-up menu. If the client is not yet linked, the *Select Client to Link* dialog displays so that you can link the client. (If ProSystem *fx* Practice is not already running, you must log in first, then the *Select Client to Link* dialog displays.)
3. Specify the ProSystem *fx* Practice Client and Workpaper Manager ID. (Only unlinked ProSystem *fx* Practice clients are available for selection.)
4. Click **Link**.

To edit linked clients, do the following:

1. Highlight the client.
2. Select **File Rooms/ProSystem fx Practice Interface/Edit Linked Client** or right-click the highlighted client and select **Edit Linked Client** from the pop-up menu. If the client is already linked, the ProSystem *fx* Practice *Client Properties* dialog box displays. (If ProSystem *fx* Practice is not already running, you must log in first, then the *Client Properties* dialog displays.)
3. Edit as directed by ProSystem *fx* Practice Help.

Accessing the ProSystem *fx* Practice Inquiry Module

You can use the Inquiry Module from ProSystem *fx* Practice to look up information about your clients that are linked to ProSystem *fx* Practice, just as you have been doing in ProSystem *fx* Practice.

To access the Inquiry Module, do the following:

1. From the Workpaper Manager Administrator main menu, select **File Rooms/ProSystem fx Practice Interface/Client Inquiry**. The Inquiry Module displays. If the Inquiry Module is not already running, you must log in first, then the Inquiry Module displays.
   - If a linked client is selected, the Inquiry Module defaults to the linked client in ProSystem *fx* Practice.
   - If an unlinked client is selected, or if a non-client object is selected, the Inquiry Module displays without a pre-selected client.
2. For further instructions, open the ProSystem *fx* Practice Help and locate the Inquiry book in the table of contents.

Exporting a Client List to CCH Axcess Portal

You can export a client list from ProSystem *fx* Workpaper Manager and use that list to permanently link Workpaper Manager clients to clients in CCH Axcess Portal. This will make sending files from an Workpaper Manager binder to CCH Axcess Portal more efficient since the client's portal will be preselected.

Linking to a client's portal is available for both the standalone version of CCH Axcess Portal and the version that integrates with ProSystem *fx* Document. See the CCH Axcess Portal help for instructions on linking clients using the exported client list.

To export a client list to send to CCH Axcess Portal, do the following:

1. Select a central file room.
2. Select **File Rooms/Export Client List for CCH Axcess Portal**. The *Export Client List* dialog displays.
3. Select a location for the export file.

   Note: Do not change the file type. The export must be saved as a comma separated value (CSV) file.

4. Click **Save**.

Managing Bins

Workpaper Manager has an efficient database structure, in which each database is divided into bins and a binder's database information can be stored in any bin. Once the space in a bin is maximized, a new bin is created, and the database information for new binders is placed in the new bin. Administrators can also create additional bins and set them up to be used in other ways, such as organizing the binders' database information.

The Bin Manager Utility allows administrators to view and manage bins. Bins can be viewed in a list or in a graphical view, which provides color-coded bar charts that notify the administrator when a binder is approaching capacity. Using the Bin Manager Utility, administrators manage bins in the following ways:

- Create bins
- Name bins

- Delete bins
- Designate one bin as the primary bin (where new binders are assigned)
- Move binders from bin to bin
- Specify the default path for creating new bins
- Specify the start time for database maintenance tasks

Launching the Bin Manager Utility

To launch the Bin Manager Utility, you must know which computer you want to log in to.

1. From the Workpaper Manager Administrator main menu, select **Tools/Manage Bins**. The *Bin Manager Login* dialog displays.
2. Select whether you want to manage bins containing trial balances or binders.

   Note: Trial Balance appears only if your firm has the appropriate licenses.

3. Choose the location to log in to.
   - **Currently logged in office server** is pre-selected unless you are logged in to the main office server and a secondary office server is selected in the Administrator frame.
   - **Another office server** is pre-selected when you are logged in to the main office server and a secondary office server is selected in the Administrator frame.
   - **Terminal services database** should be chosen if you need to manage bins for a server hosting the databases for your Terminal Servers.

   Note: If you are logged in to a secondary office server, you cannot manage the bins on another office server.

4. Specify the path where the login computer can be found, in the *Select the computer to log in to* field.
   - If you choose **Currently logged in office server**, the path defaults to that of the current office server and is not editable.
   - If you choose **Another office server**, with a secondary office server selected in the Administrator frame, the path defaults to that of the secondary office server and is editable. If no secondary office server was selected in the Administrator frame, the field remains blank.
   - If you choose **Terminal services database**, the field remains blank.
5. If the field is editable and you want to change the path, type in the field, or click **Browse** to open the *Browse for computer* dialog and to navigate to a remote computer.
6. Click **OK** to exit the dialog and log in to the specified computer.

Bin Manager Utility Main Window

The main window of the Bin Manager Utility is divided into a left frame and a right frame. The left frame displays the office server and the bins within that office server. The right frame can display either a list view or a graphical view.

List View

The list view is the default view. The list view is a table listing all the current bins attached to this office server. You can double-click a bin to show the binders within the bin in the frame on the right.

The right pane of the list view provides the following information when an office server is selected:

- **Name**. The name of the bin.
- **Primary**. Whether each bin is the primary bin (Yes or No). Only one bin can be designated as the primary bin.
- **Capacity**. Whether the bin capacity is at the Full level (more than 2.5 GB for a primary bin or approximately 3.0 GB for a non-primary bin) or Within Limit (less than 2.5 GB for a primary bin or approximately 3.0 GB for a non-primary bin).
- **Space Used (MB)**. The exact space used for the bin, in megabytes.
- **Binders**. The total number of binders contained within this bin.
- **Database Name**. The name of the database that contains the bins.
- **Location**. The path to the location of each bin.

The right pane displays the following information when a bin is selected:

- **Trial Balance Name**. The name of the trial balance. Displays only for Trial Balance bins.
- **Trial Balance Index**. The trial balance index number. Displays only for Trial Balance bins.
- **Binder Name**. The name of the binder.
- **Binder ID**. The binder's index number.
- **Profile**. The staff profile the binder belongs to. Displays only for binders in terminal services databases.
- **Status**. Whether the binder is in process, in transition, or finalized.
- **Type**. The type of binder.
- **Year End**. The year end as designated in the binder properties.
- **Period End**. The period end as designated in the binder properties.
- **Client ID**. The ID of the client the binder is assigned to.
- **Client Name**. The name of the client the binder is assigned to.

Graphical View

To open the graphical view from the Bin Manager Utility, select **View/Graphical View** from the main menu. To return to list view from graphical view, select **View/List View**. The graphical view is a color-coded bar chart that notifies you when bins are reaching capacity.

- For a primary bin, capacity is 2.5 GB. During daily scheduled tasks, the system automatically creates a new primary bin if the existing one has reached the 2.5 GB capacity.
- For a non-primary bin, the warning level capacity is approximately 3.0 GB. However, the bin is not maximized until it reaches 4.0 GB. A red warning zone indicates when the non-primary bin is in this zone. Binders cannot be synchronized to this bin.

Creating a Bin

In most cases, it is not necessary to create a new primary bin in the Bin Manager Utility. The daily scheduled task that calculates the space used by each bin automatically creates a new primary bin when the existing primary bin reaches 2.5 GB of space used. However, you can create a new bin manually whenever you want a new primary bin or when you want to organize binders by bin.

When new bins are created, the default bin size is 4 MB for binders and 6 MB for trial balances.

1. In Administrator, select **Tools/Manage Bins**. The *Bin Manager Login* dialog displays.
2. Select the type of bin you want to create.
3. Select the location to log in to.
4. Click **OK**. The *Bin Manager Utility* displays.
5. Highlight the name of the bin in the left pane of the Bin Manager Utility.
6. Select **Bins/Create Bin** from the Bin Manager main menu. The *Create Bin* dialog displays.
7. In the *Bin name* field, type a unique name for the new bin.
8. In the *Bin database path* field, type the path to the location where the bin should be created or click **Browse** to open the *Browse* dialog and navigate to the location.
9. If the new bin is to be a primary bin for assigning new binders, check the **Primary bin** box.
10. Click **OK** to exit the dialog and create the new bin.

Deleting a Bin

A bin can be deleted only under the following conditions:

- The bin is not designated as the primary bin.
- The bin is empty.
- A connection can be made with the office server/terminal services database.

To delete a bin, do the following:

1. In the Bin Manager Utility, highlight the office server and the bin that you want to delete.
2. From the Bin Manager Utility main menu, select **Bins/Delete Bin**. A warning message asks you if you are sure you want to delete the bin.
3. Click **Yes**. The bin is deleted.

Scheduling Daily Tasks

The daily tasks consist of both calculating the disk space used for each bin and updating the bin statistics. You must tell the system when you want these tasks to be performed. It is recommended that you run these tasks during the night when normal ProSystem *fx* Workpaper Manager processing is not occurring.

1. From the Bin Manager Utility main menu, select **Bins/Global Settings**. The *Global Bin Settings* dialog displays.
2. Specify the **Start time** by clicking the spinner arrows to move to the time you want or type the time in the field.
3. Click **OK** to finalize the schedule and exit the *Global Bin Settings* dialog.

Updating Bin Statistics Manually

You do not have to wait for the daily scheduled tasks to be executed to update bin statistics. If ProSystem *fx* Workpaper Manager users are experiencing performance issues, you may want to manually initiate a bin statistics update. However, the process may take longer during the daytime when other processes are also functioning.

1. In the Bin Manager Utility, highlight the office server whose bin statistics you want to update.
2. From the Bin Manager Utility main menu, select **Bins/Update All Bin Statistics**. As the bin statistics are updated, an hourglass displays. This may take a few minutes.
3. When the bin statistics are updated, a message displays. Click **OK**.

Moving Binders

You can move binder database information from one bin to another. You can move binders singly or in multiples by selecting one or more binders at a time. One purpose for moving binders is to keep the capacity of bins less than the warning level of 3.0 GB.

A binder can be moved only under the following conditions:

- The target bin must be different than the source bin.
- Capacity of the target bin must be less than the warning level of 3.0 GB.
- A connection can be made with the office server/terminal services database.

To move binders, do the following:

1. In the Bin Manager Utility, highlight the office server and the bin that contain the binder(s) you want to move.
2. Select the binder(s) to be moved by using the Ctrl or Shift keys.
3. Either drag the binders to the target bin or use the Cut and Paste functions to move the binders. A warning message asks you if you are sure you want to move the binder(s).
4. Click **Yes**. The *Move Binder Job Queue* dialog opens, displaying the status of each binder as it is moved.

Viewing Binder Properties

Administrators occasionally need to view the statistical properties of binders assigned to a bin. Archived binders are not included in the bins.

To view binder properties, do the following:

1. In the Bin Manager Utility, highlight the office server and the bin that contain the binder whose statistical properties you want to view.
2. Highlight the binder whose statistical properties you want to view.
3. From the Bin Manager Utility main menu, select **File/Properties**. The read-only *Binder Properties* window displays the following information about the binder:
   - **Name**. Displays the name of the binder.
   - **ID**. Displays the ID of the binder.

- **Status**. Displays the status of the binder:
  - **Finalized**. Binder's engagement is complete and the binder successfully finalized.
  - **In Transition**. Binder is being moved to another office server or central file room.
  - **In Process**. Binder's engagement is in process.
  - **<Custom>**. A custom binder status that has been created in Administrator.
- **Type**. Displays the type of engagement.
- **Workpapers**. Displays the total number of workpapers within this binder.
- **Notes**. Displays the total number of notes within this binder.
- **History Records**. Displays the total number of history records within this binder.

4. When you are finished viewing the statistical properties of the binder, click **Close** to exit the Binder Properties window.

Viewing and Interpreting the Bin Diagnostic Report

If there is a diagnostic result to report, the Bin Diagnostic Report automatically displays when you log in to the Workpaper Manager Administrator. This report can also be displayed by selecting **Tools/Bin Diagnostic Report**. A result means one of the following conditions exists:

- A new primary bin was automatically created when the former primary bin reached 2.5 GB.
- A non-primary bin has reached the warning level of approximately 3.0 GB.
- It has been over 24 hours since performance of the daily scheduled tasks (such as calculating the disk space used for each bin or updating the bin statistics).

The Bin Diagnostic Report is especially helpful because, in addition to reporting diagnostic facts, it also explains exactly what action should be taken for each scenario.

Note: The Bin Diagnostic Report does not display upon log in to a terminal services database (a Citrix local file room).

The following items display on the Bin Diagnostic Report:

- **Bin Diagnostic Report**. Displays the office server, office server name, and computer name being reported.
- **Bin Created for New Binders**. Displays the name and path of the new primary bin, if one was created.
- **At Warning Capacity Level**. Displays the bin name and path of bins that have exceeded the warning capacity of approximately 3.0 GB.
- **Failed Disk Space Usage Check**. In the event that the scheduled task to calculate disk space failed, displays the date and time of the attempt. If a failure occurred, a message advises what corrective action you should take.
- **Status of Scheduled Bin Disk Space Usage Check**. In the event that the scheduled task to calculate disk space failed, displays the status of the schedule for calculating disk space. For example, the scheduled task to calculate bin disk space may have been disabled or deleted or, even though the daily task was properly scheduled, the calculation of disk space did not run as scheduled. A message advises what corrective action you should take for each scenario.

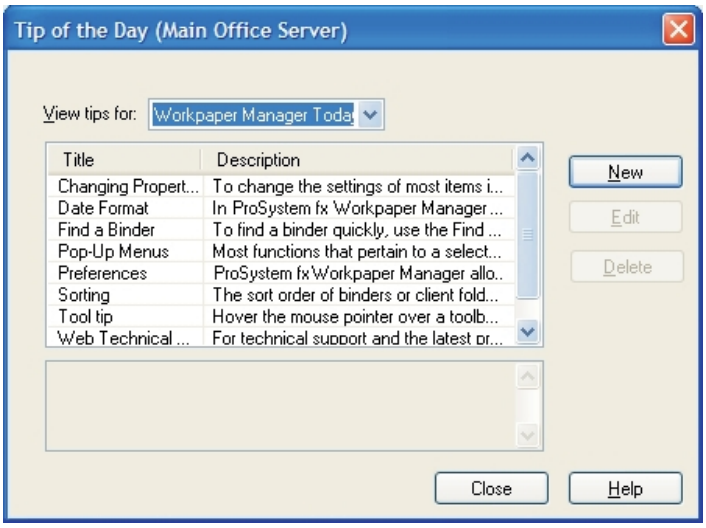
- **Failed Updated Bin Statistics Report**. In the event that the scheduled task to update the bin statistics failed, displays the date and time of the attempt. If a failure occurred, a message advises what corrective action you should take.
- **Status of Scheduled Update Bin Statistics Check**. In the event that the scheduled task to update the bin statistics failed, displays the status of the schedule for updating bin statistics. For example, the scheduled task to update the bin statistics may have been disabled or deleted, or even though the daily task was properly scheduled, the updating of bin statistics did not run as scheduled. A message advises what corrective action you should take for each scenario.

Managing the Tip of the Day

The Tip of the Day feature displays the Tip of the Day in Workpaper Manager Today, Binder Snapshot, and Trial Balance Snapshot in Workpaper Management. You can customize the Tip of the Day items to show tips that are specific to your firm's operations in each of the categories listed above. Using your administrator login, you can add, edit, or delete tips for Tip of the Day in the main office server. The updated Tip of the Day items synchronize to secondary office servers and users' local machines.

To create, edit, or delete a Tip of the Day, do the following:

1. Select **Tools/Tip of the Day** in the Administrator module on the main office server. The *Tip of the Day* dialog displays.



2. Select one of the following Tip of the Day categories to edit. The default selection is Workpaper Manager Today.
   - Workpaper Manager Today
   - Binder Snapshot
   - Trial Balance Snapshot
3. Select one of the following:
   - **New**. Click **New** to open the *New Tip of the Day* dialog. Enter the title in the *Title* field and then enter the body of the tip in the *Description* field.
   - **Edit**. Highlight a Tip of the Day item and click **Edit**. On the *Edit Tip of the Day* dialog you can edit the tip title and or description.

- **Delete**. Highlight a Tip of the Day and click **Delete**. Workpaper Manager prompts you for confirmation and then deletes the tip.

The updated Tip of the Day items carry to secondary office servers and users' local machines after the next synchronization.

Backing Up Data

To protect your data, it is essential that you use the ProSystem *fx* Workpaper Manager Backup and Restore Utility on a nightly basis. This utility aids administrators in the backup and restore process for the ProSystem *fx* Workpaper Manager Central Admin, Trial Balance, and bin databases.

The Backup and Restore Utility creates a single backup file for all office server databases. You can then restore all office server databases or individual binder database information. If you are performing differential backups along with your regular full backup, then you will need both the full backup file and the differential backup file to do a complete restore of all office server databases. Only the ProSystem *fx* Workpaper Manager Backup and Restore Utility gives you the ability to restore individual binder database information.

For more information about the ProSystem *fx* Workpaper Manager Backup and Restore Utility, see *Appendix F: Database Backup and Restore* on page 501.

Chapter 4

WORKPAPER MANAGEMENT

Overview

This chapter shows you how to configure the Workpaper Management module of ProSystem *fx* Workpaper Manager and describes tasks that you should perform on a periodic basis.

Before you begin, refer to *Chapter 2: Installation* on page 23, for system requirements and other related information you need to set up ProSystem *fx* Workpaper Manager. Also see the *ProSystem fx Workpaper Manager Deployment Planning Guide* for information that will help administrators and managers identify the key factors that influence the performance, reliability, and functionality of the ProSystem *fx* Workpaper Manager application.

When you start ProSystem *fx* Workpaper Manager, select a login option that indicates whether or not you are connected to your server(s). Depending on your selection of Field, Office, or Shared File Room, different items display in your local file room to allow you to collaborate with other team members.

Starting ProSystem *fx* Workpaper Manager

The initial login screen prompts you to define your home office server, which provides Workpaper Manager license and staff rights information. You are also prompted to create a Location Profile for your computer.

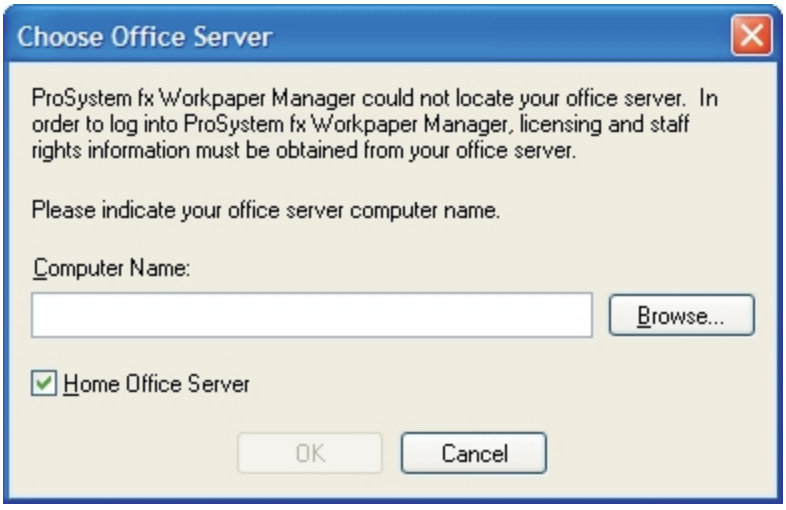
Logging In To Workpaper Manager

Only staff who are set up in the Administrator module can log in to ProSystem *fx* Workpaper Manager.



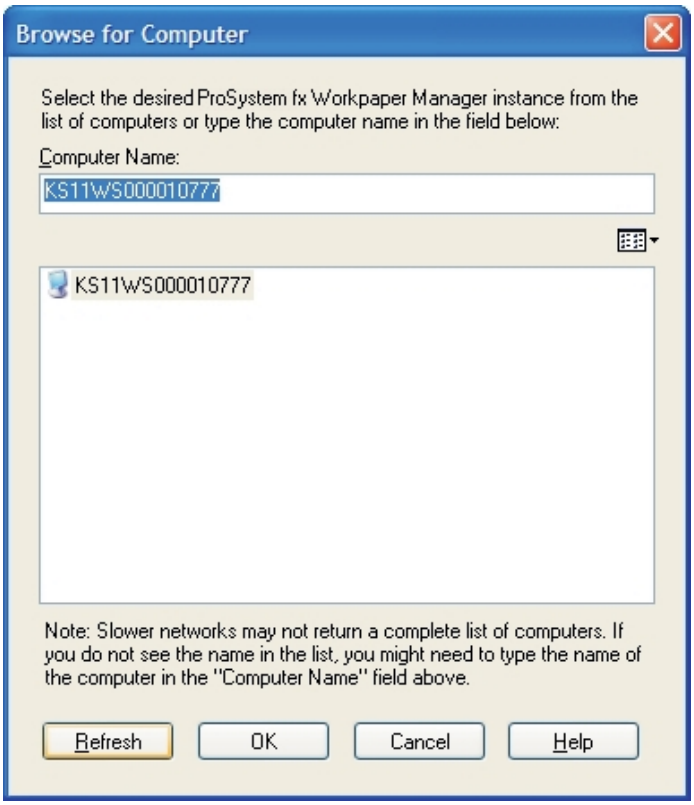
1. Double-click the **ProSystem *fx* Workpaper Manager** icon on your desktop, or go to **Start/All Programs/ProSystem *fx* Workpaper Manager/ProSystem *fx* Workpaper Manager**. The *ProSystem fx Workpaper Manager Login* dialog displays.
2. Enter a valid user name. This is the user name that was set up in the ProSystem *fx* Workpaper Manager Administrator module.
3. Enter the corresponding password that was set up in Administrator.

4. In the *Select location* field, select one of the following options:
   - **Field**. If you are in the field and connected to other computers with a peer-to-peer network, this connection allows you to synchronize directly with other team members. You can also use this option when you do not want to connect with a network or another staff member.
   - **Office**. If you are connected to the network in the office, this option allows you to synchronize with the central file rooms set up in Administrator.
   - **Shared File Room**. If shared file rooms are enabled in Administrator, this connection allows you to connect directly to another user's local file room. See *Using Shared Local File Rooms* on page 174 for more information.
5. Click **OK**.
6. If you are logging in for the first time, you are prompted by the *Choose Office Server* dialog to define an office server. Do the following:
   a. To select an office server to obtain licensing and staff rights information, enter a computer name in the *Computer Name* field or click **Browse** to select a server.



Note: You cannot use an IP address for the computer name.

If you select **Browse**, the *Browse for Computer* dialog displays.



Enter a valid office server computer name in the *Computer Name* field, or select an office server from the list of available servers.

If a recently installed server is not available for selection, you may need to select **Refresh** to update the list of servers. Click **OK** to close the *Browse for Computer* dialog.

b. If you leave the *Home office server* box checked, the computer name is saved as the home office server in the staff properties in the Admin module.

   If you clear the check box, you must select a home office server again the next time you log in.

c. A message box displays asking if you would like to create a profile.
   - If you click **Yes**, the system prompts you to make this computer your default profile. Click **Yes** to save the setting as the default location in the staff properties in the Admin module.
   - If you click **No**, the message closes without creating a profile.

   Note: Staff members who share a computer are prompted to create individual Workpaper Manager profiles on the computer.

d. You are asked if you would like to create a sample binder at this time. Select **Yes** to receive a binder package with the sample client binder and to have the binder set up for you. Select **No** to cancel the sample binder installation.

7. If you are logging in to a shared local file room, the *Select Shared Profile* dialog displays. Do the following:
    a. The *Computer name* field displays the computer that was previously selected, if any. If no computer has been selected during a previous login, or if you need to connect to a different computer, click **Browse** and select the appropriate computer.
    b. Select the appropriate staff name from the *Staff name* drop-down list.
    c. Click **OK**.
8. If you are assigned to a binder with a document completion date that has passed or is approaching, the *Binders with Doc Completion Dates Approaching or Past Due* warning displays. This window provides information about each binder that is approaching or past its completion date. One of the following icons appears beside the binder name:



- **Document Completion Date Approaching**. This icon displays if the completion date is within the time period specified in *Firm Options*.

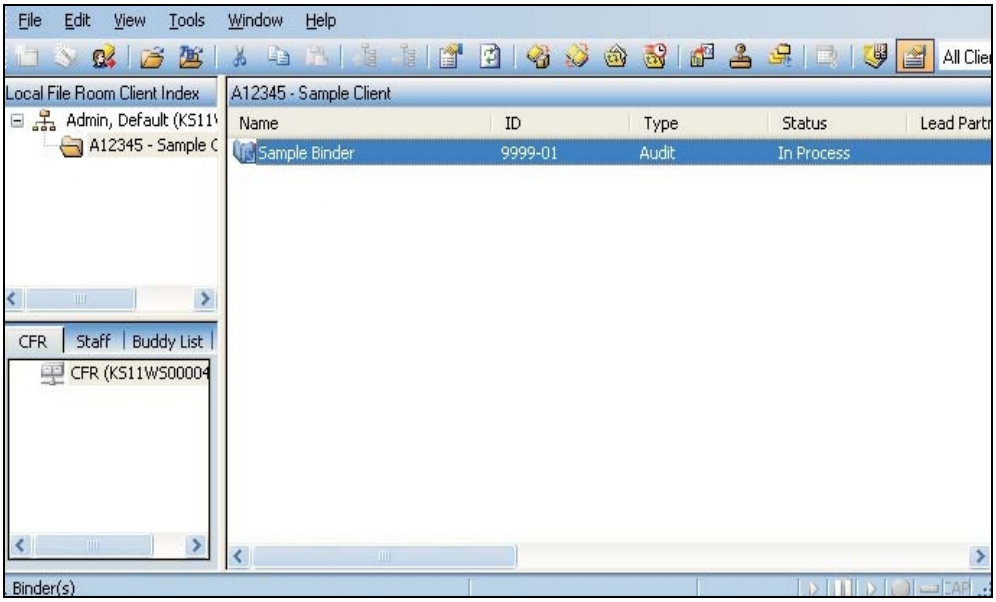


- **Document Completion Date Past Due**. This icon displays if the completion date has already passed.

Click **Export to Excel** to open an Excel spreadsheet with the report data. Click **Close** to exit the window and continue to ProSystem *fx* Workpaper Manager.

For more information about document completion dates, see *Viewing and Editing Binder Properties* on page 153.

9. The Workpaper Manager module launches to display the *File Room*. The items that display depend on the location you selected during login.



- **Office**. If you selected Office, your local file room and all the central file rooms set up in ProSystem *fx* Workpaper Manager Administrator display. In Office, you can synchronize to the central file rooms.
- **Field**. If you selected Field, your local file room and all staff members created in Administrator display. You can synchronize directly with other team members to whom you are connected in a peer-to-peer network.

- **Shared File Room**. If you selected Shared File Room, the Host's local file room displays. You can open any binder and work directly with any workpaper the Host has Current Editor rights for.

See *Chapter 6: Creating and Using Binders* on page 141, for procedures on synchronizing Workpaper Manager binders to central file rooms or directly to other staff members in a peer-to-peer environment.

Configuring ProSystem *fx* Workpaper Manager

Once you have logged in to ProSystem *fx* Workpaper Manager, you can customize several options in the program before you begin to work.

Individual Workpaper Manager Profiles

Workpaper Manager creates a profile for each user who logs in to a computer. This allows more than one user to use a single computer and maintain separate local file rooms (LFRs).

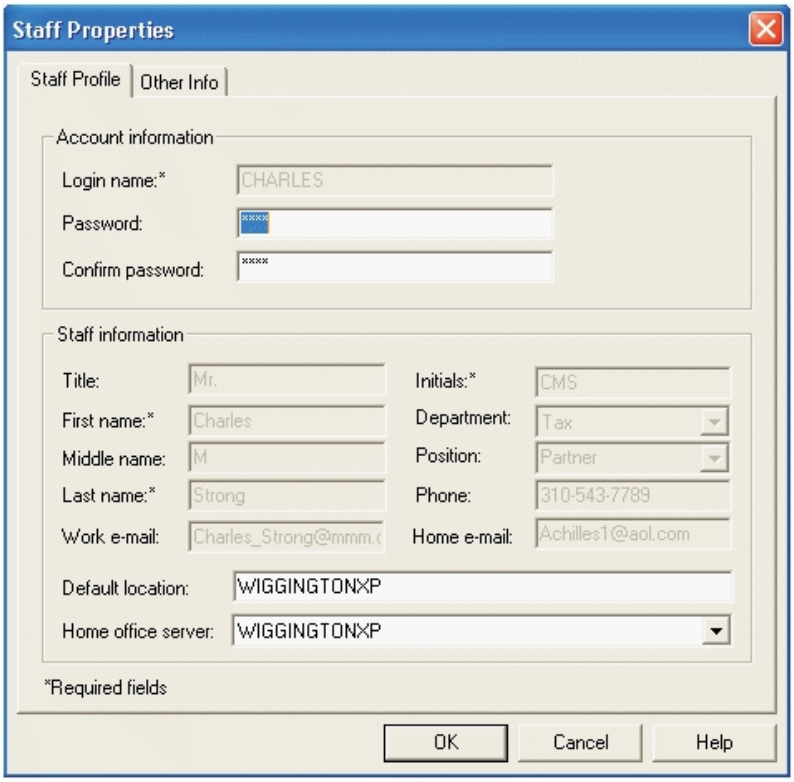
Each profile has its own binder record for each binder in the LFR. Only binder staff and binder prior period records are shared across profiles. For example, User A and User B each has a profile on the same computer, and both users have synchronized the same binder to their LFRs. If User A changes a binder staff assignment or prior period information, User B sees the changes without having to synchronize the binder. This automatic update of binder staff assignments and prior period information only occurs when both users have the binder in their LFRs and are using the same computer. It does not automatically update on other computers that have a copy of the binder in a LFR.

Changing and Viewing User Profile Information

Staff members are added in ProSystem *fx* Workpaper Manager Administrator. When logged in to the Office in ProSystem *fx* Workpaper Manager, you can change a user's password, default location, home office server, and Accounting Research Manager, CCH Axcess Portal, or CCH Axcess account number, user ID, and password. The other user profile information can be viewed, but not edited.

To create a new password, do the following:

1. Select **Tools/User Profile**. The *Staff Properties* dialog displays.



2. Enter the new password in the *Password* field. You may use up to 16 characters.
3. Confirm the new password by entering it again.
4. Click **OK** to save the new password.

Removing a User Profile

To delete profiles from a computer, you must exit Workpaper Manager and go to the Utilities folder located within the ProSystem *fx* Workpaper Manager Start menu folder.

To remove a profile on a computer with ProSystem *fx* Workpaper Manager installed, do the following:

1. Exit ProSystem *fx* Workpaper Manager.
2. From the Windows Start menu, select **All Programs\ProSystem *fx* Workpaper Manager\Utilities\ProSystem *fx* Workpaper Manager Profile Manager**. The *Profile Manager* dialog displays.
3. Highlight the profile you want to remove and click **Remove**. A message informs you that deleting the profile deletes the user's local file room data on this computer.
4. Click **Yes** to continue. Click **No** to cancel the process.
5. Either enter the password associated with the login name of the profile to be removed, or, if you are an administrator, enter the login name and password.
6. Click **OK** to remove the profile and its local file room data from the computer.

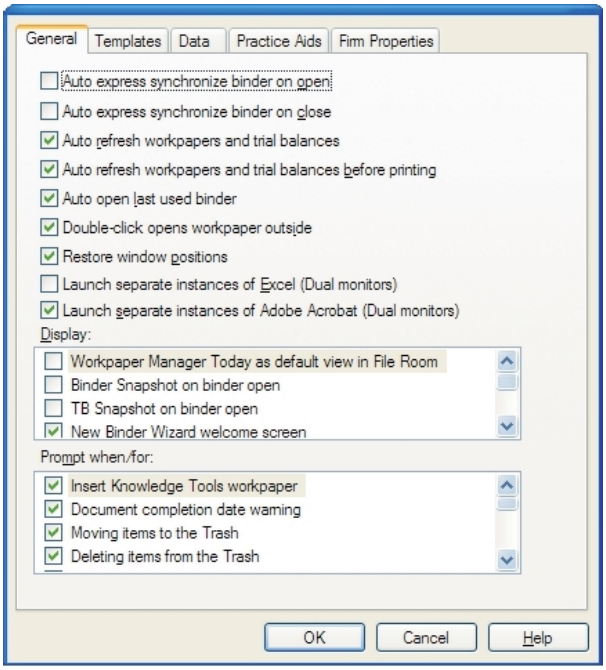
Setting ProSystem *fx* Workpaper Manager Options

The tabs on the *ProSystem fx Workpaper Manager Options* dialog customize certain program features, establish default paths for templates, data, and CCH, and set or change firm properties.

Changing General Options

To change the ProSystem *fx* Workpaper Manager options, do the following:

1. Select **Tools/Options** to open the *Workpaper Manager Options* dialog.



2. Make any necessary changes to the following options on the *General* tab:
   - **General**. Check the applicable boxes to enable the options listed below. Clear the check mark to disable the option.
     - **Auto express synchronize binder on open**. After you have initially run the Synchronize Binder Wizard for a binder, this option automatically synchronizes changes from the local file room and central file room when you open a binder without having to run the Synchronize Binder Wizard again.
     - **Auto express synchronize binder on close**. After you have initially run the Synchronize Binder Wizard for a binder, this option automatically synchronizes changes from the local file room and central file room when you close a binder without having to run the Synchronize Binder Wizard again.
     - **Auto refresh workpapers and trial balances**. Automatically refreshes open Excel workpapers when changes are made to the trial balance. This also refreshes the open trial balance if a change is made to a trial balance function from within an open Excel workpaper (for example, a journal entry is created when viewing the Accounts Payable TB report). Open Word workpapers must be manually refreshed when any changes are made to the trial balance.

- **Auto refresh workpapers and trial balances before printing**. Automatically refreshes workpapers and trial balances before they are printed so all changes are incorporated.
- **Auto open last used binder**. Automatically opens the last binder used in Workpaper Manager before Workpaper Manager was exited.
- **Auto enable the Workpaper Manager ribbon**. Automatically enables the Workpaper Manager ribbon when logging in to the Workpaper Manager Workpaper Management application if the ribbon has been disabled in error.
- **Double-click opens workpaper outside**. When a workpaper is double-clicked, it opens in the file type's default application. If this option is disabled, double-clicking a workpaper opens it in a Workpaper Management window. Note that this does not apply to trial balances, which always open outside.
- **Restore window positions**. Opens windows to the size they were when ProSystem *fx* Workpaper Manager was exited.
- **Launch separate instances of Excel (Dual monitors)**. Allows you to open multiple Excel workpapers for viewing in two monitors.
- **Launch separate instances of Adobe Acrobat (Dual monitors)**. Allows you to open multiple PDF workpapers for viewing in two monitors.

- **Display**. Select the items you want to display by default.
  - **Workpaper Manager Today as default view in File Room**. Displays the Workpaper Manager Today window rather than the File Room window when you open Workpaper Management. The Workpaper Manager Today window lets you see your binders in three different panes: most recently worked on, lead partner assignment, and engagement type. A fourth pane lists binders by other criteria, such as past due status and binders with new notes addressed to the current user or the entire team, etc.
  - **Binder Snapshot on binder open**. Displays a snapshot of the last binder you worked on when you open a binder. The binder snapshot is divided into four panes that show workpapers assigned to you, workpaper counts, workpaper notes, and sign off status.
  - **TB Snapshot on binder open**. Displays a snapshot of the trial balances in the binder most recently used when you open a binder. The Trial Balance Snapshot window includes a list of trial balances and the selected trial balance's QuickView and diagnostics. You can open a trial balance from the snapshot.
- Check the following options to open the *Welcome* dialog when starting the wizards specified below:
  - New Binder Wizard
  - Roll Forward Wizard
  - Synchronize Binder Wizard
  - Finalize Binder Wizard
- **Prompt when/for**. If you check the following options, the system prompts you for confirmation before completing the specified action:
  - Document completion date warning
  - Moving items to the Trash
  - Deleting items from the Trash
  - Restoring items from the Trash

- Posting out-of-balance journal entry
- Locking workpapers upon Reviewer sign off
- Freezing Workpaper Manager links upon Reviewer sign off
- Workpaper will be saved when links are frozen or unfrozen
- Dynalink configuration confirmation
- Workpaper is read only
- Workpaper cannot be refreshed
- Auto refresh before printing is not selected
- TB Link formula contains over 540 characters
- Link binder to Pfx Practice project after creation

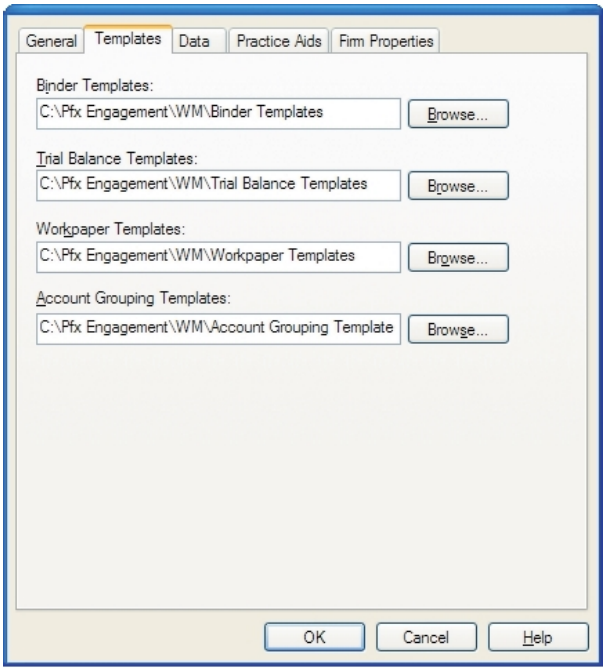
3. When you are finished, click **OK**. You can edit options at any time.

Changing Default Paths for Templates

Within the *ProSystem fx Workpaper Manager Options* dialog, use the *Templates* tab to set default paths for Workpaper Manager templates.

To set the default paths for ProSystem *fx* Workpaper Manager templates, do the following:

1. Select **Tools/Options**.
2. Select the **Templates** tab.



3. The following options are available in the *Templates* tab:
   - **Binder Templates**. Indicates where your binder templates are located. The default path is C:\Pfx Engagement\WM\Binder Templates, where C is the installation drive.
   - **Trial Balance Templates**. Indicates where your trial balance templates are located. The default path is C:\Pfx Engagement\WM\Trial Balance Templates, where C is the installation drive.

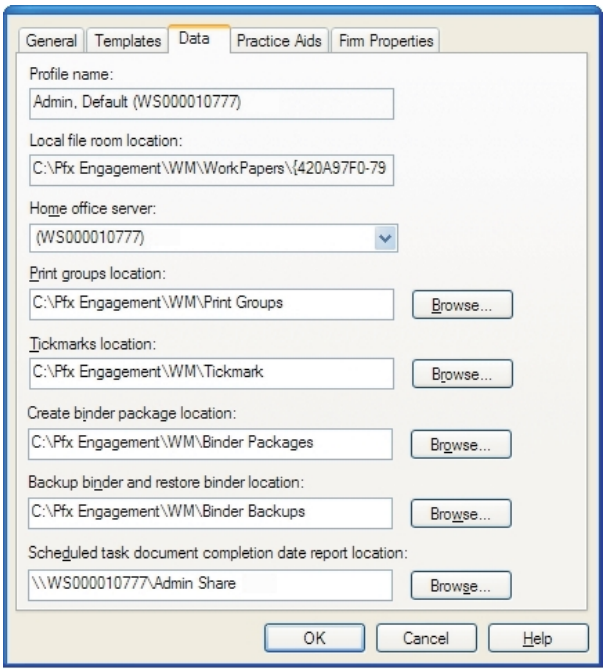
- **Workpaper Templates**. Indicates where your workpaper templates are stored. The default path is C:\Pfx Engagement\WM\Workpaper Templates, where C is the installation drive.
- **Account Grouping Templates**. Indicates where your account grouping templates are stored. The default path is C:\Pfx Engagement\WM\Account Grouping Templates, where C is the installation drive.

Tip: If you are in a network environment, you can share templates by configuring all team members' paths to point to the same network directory.

4. To change a default, click **Browse** next to its directory and select the appropriate folder on the *Select Folder* dialog. When you are finished, click **OK** to apply the new settings.
5. You are returned to the *ProSystem fx Workpaper Manager Options* dialog. When you have finished changing the directories, click **OK**.

Changing Default Paths for Data

1. Select **Tools/Options**.
2. Select the **Data** tab.



3. The following options are available on the *Data* tab:
   - **Profile name**. Displays current user's profile name and the computer where the profile exists.
   - **Local file room location**. Displays the location of the local data on your computer (client folders, binders, and workpapers). This directory cannot be changed, as you need the data on your local system. The default path is C:\Pfx Engagement\WM\Workpapers\Staff Guide.

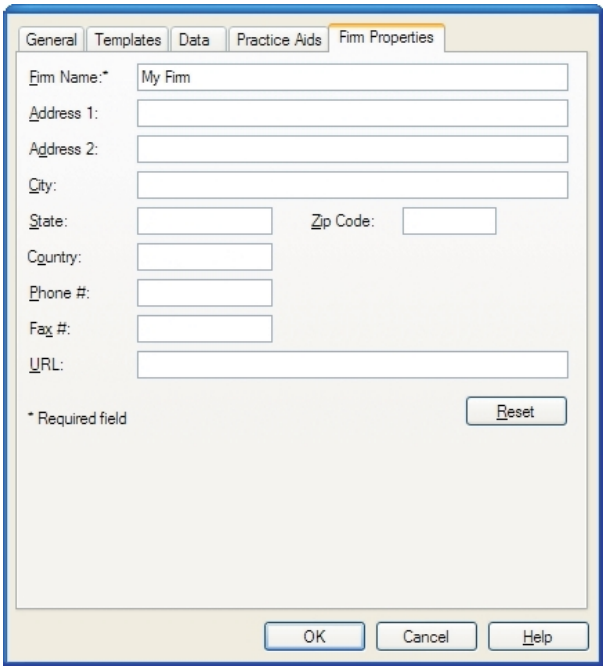
     Note: Please contact technical support at 1-866-513-2677 for assistance if you want to change the local file room location.

   - **Home office server**. Displays the name of the office server where administrative data for the current user (licensing, rights, staff groups, etc.) are stored.
   - **Print groups location**. Displays the location of the pre-defined system print groups and any print groups you create. You may share these print groups with other staff members. The default path is C:\Pfx Engagement\WM\Print Groups, where C is the installation drive.
   - **Tickmarks location**. Displays the location where tickmark definitions are stored. The default path is C:\Pfx Engagement\WM\Tickmark, where C is the installation drive.
   - **Create binder package location**. Displays the drive and directory where binder packages created for disabled central file rooms and remote local file rooms are stored. The default path is C:\Pfx Engagement\WM\Binder Packages, where C is the installation drive.
   - **Backup binder and restore binder location**. Displays the location where binder backups are stored. The default path is C:\Pfx Engagement\WM\Binder Backups, where C is the installation drive.
   - **Scheduled task document completion date report location**. This is the location where document completion date reports are stored when run as a scheduled task. The default is \\<servername>\Admin Share, where <servername> is the server where ProSystem *fx* Workpaper Manager Administrator is installed.
4. To change a default, click **Browse** next to the path you are changing and select the new folder. When you are finished, click **OK** to apply the new settings.
5. When you are finished making changes, click **OK**. You can edit options at any time.

Entering and Changing Firm Properties

To enter or change Firm Properties, do the following:

1. Select **Tools/Options**.
2. Select the **Firm Properties** tab.



If firm information was entered in the Administrator module, it displays in this dialog. You can make changes to information in this dialog, and the edits will not affect the information in the Workpaper Manager Administrator module.

If, after editing Firm Properties, you want to restore the original information from the Administrator module, click **Reset**.

3. When you are finished entering information, click **OK**.

   The information entered here is available for linking to your Word and Excel workpapers. See *Chapter 9: Using Microsoft Excel* on page 415, and *Chapter 10: Using Microsoft Word* on page 437, for further information on linking these fields.

Note: Any changes made on this dialog are not transferred to the Administrator module or to other staff profiles. The changes remain local.

Backing Up ProSystem *fx* Workpaper Manager Binders

We recommend that you back up your ProSystem *fx* Workpaper Manager binders frequently. Backing up binders allows you to do the following:

- Preserve previous versions of binders so that you can restore them in case of a problem or an error.
- Copy an entire set of ProSystem *fx* Workpaper Manager databases so that you can restore them on another system.

You can use your backup software to back up the binders in your data folder. The default location is C:\Pfx Engagement\WM\Binder Backup, where C is the installation drive. You may also manually copy this folder to another location for a backup.

Note: See *Chapter 6: Creating and Using Binders* on page 141, for procedures on backing up individual engagement binders.

Chapter 5

USING THE FILE ROOM

Overview

The ProSystem *fx* Workpaper Manager File Room is similar to your paper-based file room. It provides a means to organize client folders and their engagement binders. It allows you to switch between the Local File Room Client Index and Workpaper Manager Today views.

This chapter shows you how to set up and use the File Room and how to set up clients.

Using the File Room

The Client Index view allows you to organize client folders and their engagement binders in your local file room and remote rooms. See *Using the Client Index View* on page 128 for more details.



An alternate view to the Client Index view is the Workpaper Manager Today view, which allows you to sort and summarize key local file room binder information. The Workpaper Manager Today view may be accessed by selecting **View/Go To/Workpaper Manager Today** or clicking the **Workpaper Manager Today** toolbar icon.

See *Using the Workpaper Manager Today View* on page 132 for more details.



Note: If staff members must share a computer, each staff member must have a separate Workpaper Manager profile on the computer. Computer profiles are created when you use the Office login location, or when you use the Field login location if a Local Administrator has been established. If you log in to a computer on which you have not set up a profile, a message box informs you that you do not have a Workpaper Manager Profile on the computer and asks if you would like to create one. Select **Yes** to create the Workpaper Manager profile.

Using the Client Index View

The Client Index view is organized like Windows Explorer, with expanding and collapsing client folders in the left pane of the window and the contents of the selected file room or client folder in the right pane. The Client Index view comprises the local file room, central file rooms, remote staff file rooms, client folders, and binders.

Binder Icons

The following icons are used to represent binders. Each icon represents a binder that meets certain criteria.

Icon	Name/Description
	**Standard Binder**. The user is not the Current Editor of any workpapers in the binder, and the document completion date is not approaching or past due.
	**Current Editor**. The user is the Current Editor of at least one workpaper in the binder, and the document completion date is not approaching or past due.
	**Document Completion Date Approaching**. The user is not the Current Editor of any workpapers in the binder, and the document completion date is within the specified number of days (that is, 45 or 60 days) from the current date.
	**Document Completion Date Approaching and Current Editor**. The user is the Current Editor of at least one workpaper in the binder, and the document completion date is within the specified number of days (that is, 45 or 60 days) from the current date.
	**Document Completion Date Past Due**. The user is not the Current Editor of any workpapers in the binder, and the document completion date set for the binder is past due, so all changes made to the binder must be documented.
	**Document Completion Date Past Due and Current Editor**. The user is the Current Editor of at least one workpaper in the binder, and the document completion date set for the binder is past due, so all changes made to the binder must be documented.
	**Finalized Binder**. The binder has been finalized.
	**Finalized Binder Partially Synchronized**. The binder has been finalized but errors occurred during synchronization, or the binder synchronization was stopped by the user and is only partially synchronized.

Client Index View Panes

There are three panes in the Client Index view.

- **Client Index pane**. The upper left side of the window displays the file room and client folders in your local file room.
- **Remote File Room pane**. The bottom left pane has up to three tabs, depending on the type of login connection. The pane displays the following tabs:
  - **CFR**. This tab displays a list of central file room (CFR) connections and can display a list of binders for each CFR that can be selected for synchronization to your local file room when you log in from the office.
  - **Staff**. This tab displays a list of all active staff members. When you connect to a remote staff member's file room, you can view all clients and binders in that file room.
  - **Buddy List**. This tab displays a custom list of staff members you select to expedite field synchronization.

- **Content pane**. Depending on what is selected on the left side, the right side of the window displays either the client folders in the local file room, the client folders in the Central or Remote File Room, or the binders in the client folders to which you have access.

Switching Between Panes

Press **F6** to move between the panes in the Client Index window. If you selected an item in a previous pane, it is highlighted when you switch back to that pane.

Refreshing the Window



Changes you make should be reflected in the Client Index window as you make them. If you do not see changes that you have made, you can refresh the current/active window by selecting **View/Refresh** or clicking the **Refresh** toolbar button.

Sorting with Client Groups

The *Client Groups* drop-down list on the toolbar allows you to organize processing for your firm by sorting clients using client groups. Clients can be assigned to client groups that are created within the administrator module on the main office server. See *Creating a New Client Group* on page 96 and *Assigning Clients to Client Groups* on page 97 for detailed information.

Sorting Client Index Contents

You can sort the information in the Contents pane by any of the columns in ascending or descending order.

If you are viewing client folders, you can sort them by the following criteria:

- Name
- ID
- Entity Type
- Industry type

If you are viewing binders, you can sort them by the following criteria:

- Name
- ID
- Type
- Status
- Lead Partner
- Year End
- Period End
- Due Date
- Document Completion Date
- Finalized by
- Finalized Date
- Retention Period End Date

To use the sort option, do the following:

1. Click the local file room or client folder. For Central or Remote File Rooms, double-click the CFR or staff name.
2. Select **View/Sort By**. A menu displays listing the columns you can sort by. The list changes depending on the items you are viewing. A check displays next to the current sort.
3. In the Contents pane, click the gray column bar to sort by that column. Click the gray column bar again to toggle between ascending and descending order.

Finding Clients and Binders

You can use the Find command to search for client folders and binders in the File Room window. You can then open the client or binder from the *Find* dialog.

Note: The Find command works differently in a Binder window than it does in the File Room window. When a Binder window is active, the Find command searches for workpapers in the binder. See *Chapter 8: Managing Workpapers* on page 353, for an explanation. If the Find command does not work as demonstrated in the following section, make sure you are in the File Room window and not the Binder window.

To perform a search in the local file room, do the following:

1. Open the *Find* dialog by doing one of the following:
   - Select **Edit/Find**.
   - Right-click the local file room and select **Find** from the pop-up menu.
   - Press **Ctrl+F**.
2. In the *Name* field, type the name of the client or binder. You can type a complete or partial name. The program matches all the items with names that contain the text you type. For example, if you type "eng" in the *Name* field, the program could find all of the following:
   - *Eng*agement
   - Pacific *Eng*ineering
   - Av*eng*er Products

   Note: The search is not case sensitive.
3. In the *Type* section, select the type of items you are searching for. If you select **Find Binders for Client**, select the client folder where you want to search.
4. Click **Find Now**. The search results are displayed in the lower half of the dialog.
5. To select the client folder you were looking for in the local file room window, or to open the binder you were looking for, double-click the client folder or binder.

Managing the Buddy List

The *Buddy List* tab in the Remote pane allows you to maintain a custom list of staff members to quickly initiate field synchronization in the local file room.

1. To open the *Manage Buddy List* dialog, use one of the following options:
   - Select **Tools/Manage Buddy List**.
   - Use the right-click menu and select **Manage Buddy List**.

The *Manage Buddy List* dialog displays the following information:

- **Available staff**. Lists all firm staff members not assigned to the Buddy List.
- **Buddy list**. Lists all firm staff members assigned to the Buddy List.

2. To assign/unassign staff to the Buddy List, you can do one of the following:
   - Select staff member(s) from the *Available staff* list, then click the **Assign** button to add the staff to the Buddy List.
   - Select the staff member(s) from the Buddy List, then click the **Unassign** button to remove staff from the Buddy List.
   - Click the **Assign All** button to add all staff members to the Buddy List.
   - Click the **Unassign All** button to remove all staff members from the Buddy List.
3. Click **OK** to save settings and close.

Using the Workpaper Manager Today View

The Workpaper Manager Today view displays user-level diagnostic information that summarizes key statistics regarding the binders in your local file room. The Workpaper Manager Today view also displays the Tip of the Day.



To switch to the Workpaper Manager Today view, select **View/Go To/Workpaper Manager Today** or click the **Workpaper Manager Today** icon.

Note: Workpaper Manager Today View is not available when working in a shared local file room.

The Workpaper Manager Today Panes

The following panes display in Workpaper Manager Today:

- **My Recent Binders**. Displays links to the last four binders used.
- **By Lead Partner**. Displays a list of binder links sorted by lead partner from the binder properties.
- **Other Highlights**. Displays a list of binder links sorted by the following categories:
  - Binders with checked out workpapers
  - Binders with open notes to me
  - Binders not synchronized in a week
  - Past due binders
  - Binders within X days of due date (where X represents the number of days specified in *Firm Options*
  - Binders within X days of document completion date (where X represents the number of days specified in *Firm Options*)
  - Binders past completion date

Note: Finalized binders are not listed in these categories.

- **By Engagement Type**. Displays a list of binder links sorted by one of the following Engagement types:
  - Audit
  - Bankruptcy
  - Business Valuation
  - Collateral Review
  - Compilation
  - Litigation
  - Other
  - Permanent
  - Review
  - Tax Accrual
  - Tax Return

  Note: Clicking the triangle next to a topic in the Lead Partner, Other Highlights, or Engagement Type pane causes a list of binders that have the selected topic incorporated to display. Clicking a binder link opens the binder in Binder view.

- **Tip of the Day**. Displays suggestions for using the program more efficiently. You can hide the Tip of the Day by clicking **Hide Tips**. The **Previous** and **Next** buttons allow you to navigate the tips. To restart Tip of the Day, select **Show Tips**.

  Note: You can customize the Tip of the Day items to show tips that are specific to your firm's operations. See *Managing the Tip of the Day* on page 113 for more details.

Refreshing the Workpaper Manager Today Window

Refresh the Workpaper Manager Today options by selecting the **Refresh** button on the top-right corner of the Workpaper Manager Today window.

Displaying Workpaper Manager Today as the Default Window

To display Workpaper Manager Today as the default window, select one of the following options:

- Select the **Display as the default view in the File Room** box on the Workpaper Manager Today window.
- Select **Tools/Options** and **Workpaper Manager Today as default view in File Room**.

Adding and Editing Client Folders

You can create an unlimited number of client folders. The folders are located in the local file room.

For each client folder, you enter information about the client, including the client's name and company entity type. You then create engagement binders inside each client folder.

You can create new client folders in the following ways:

- By entering and saving the client's company information in a new folder.
- By copying an existing folder.

When you name client folders, you must use a unique client ID and name combination.

This section describes how to set up client folders using methods listed above. Once you have set up folders, see *Chapter 6: Creating and Using Binders* on page 141, to create the binders that go into the client folders.

Creating New Client Folders

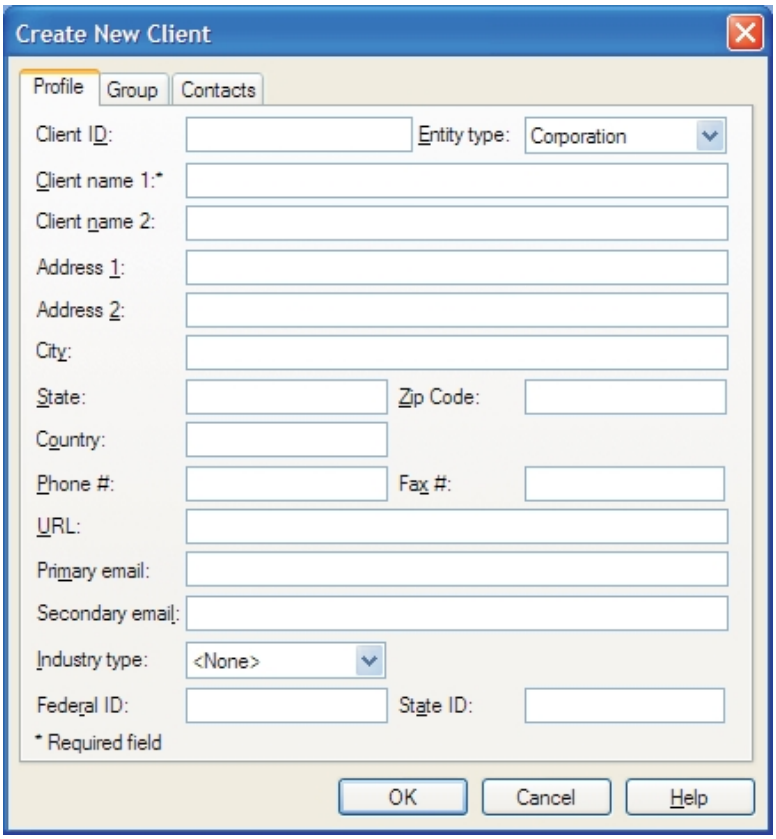
To create new client folders, do the following:

Entering Client Profile Information

1. In the Client Index view, click the **local file room** to place the new folder at its root.
2. Do one of the following:
   - Select **File/New Client**.
   - Right-click the **Local File Room** icon and select **New Client**.
   - Click the **New Client** toolbar button.



The *Create New Client* dialog displays.



3. Select the **Profile** tab.

4. Enter the name of the client in the *Client name 1* field (*Last name* field if you select **Individual** as the *Entity type*). This is a required field.
5. The remaining fields on this tab are optional. However, all of the information entered is available for linking to your Word and Excel workpapers. See *Chapter 9: Using Microsoft Excel* on page 415, and *Chapter 10: Using Microsoft Word* on page 437, for information on linking these fields.

Note: The Entity Type you choose in this dialog does not impact how you export to your tax software. Also, it does not impact the conversion of tax grouping codes from other software. See *Chapter 7: Using the Trial Balance* on page 207, for more information on interfacing with tax software and converting from other software packages.

Adding New Clients to Client Groups

1. In the Client Index view, click **Local File Room** to place the new folder at its root.
2. Perform one of the following actions to display the *Create New Client* dialog:
   - Select **File/New Client**.
   - Right-click the **Local File Room** icon and select **New Client**.
   - Click the **New Client** toolbar button.



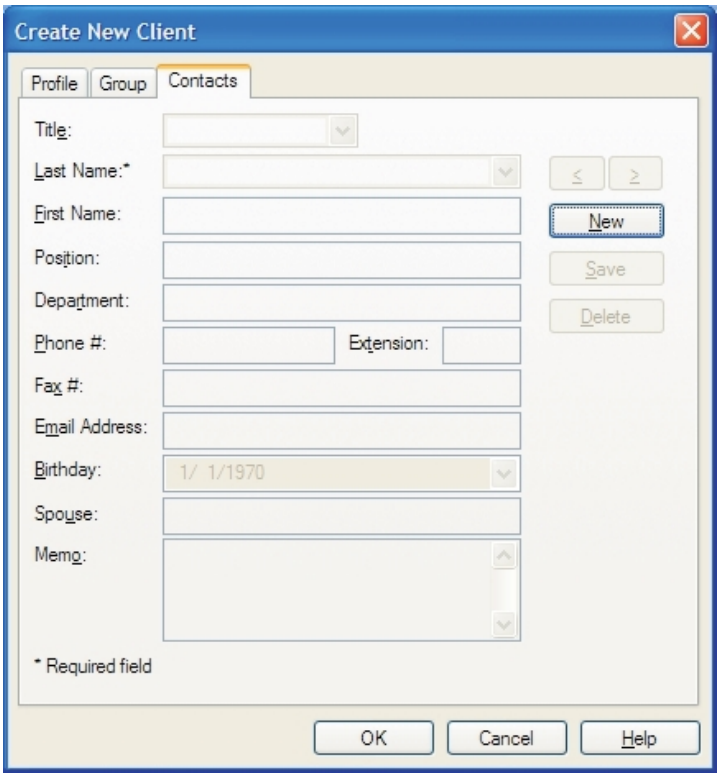
3. Enter information on the *Profile* tab, if necessary.
4. Select the **Group** tab. The *Group* tab displays existing client groups so that you can add the client to one or more groups. Clients in the File Room can be filtered by client group. There is no limit to the number of groups to which a client can belong.
5. To add a client to a client group, check the box next to the client group. To remove a client from a group, remove the check from the group box.

See *Managing Client Binders* on page 96 for more details regarding Client Groups.

Entering Contacts for the Client

1. In the Client Index view, click the **Local File Room** to place the new folder at its root.
2. Perform one of the following actions to display the *Create New Client* dialog:
   - Select **File/New Client**.
   - Right-click the **Local File Room** icon and select **New Client**.
   - Click the **New Client** toolbar button.
3. Enter information on the *Profile* tab. The *Last Name* field is required before entering contacts.

4. Select the *Contacts* tab.
5. Click **New**. The fields on the *Contacts* tab become available for data entry.



6. Type the information for the contact. The *Last Name* field is required. Once the *Last Name* field is completed, the *Save* button becomes enabled. The other fields are optional.
7. Click **Save**. Once you have saved a contact, you can do any of the following:
   - Click **New** to enter information for another contact.
   - Review the contacts you have created for the client by clicking the **left arrow (<)** and **right arrow (>)** buttons next to the *Last Name* field. You can scroll through the contact list in last name order.
   - Select a contact by last name by clicking the drop-down arrow next to the *Last Name* field.
   - Change a contact's information by selecting the contact and then positioning your cursor in the field to be changed. The *Save* button becomes enabled once you make a change.
   - Delete a contact by selecting the contact and clicking **Delete**. You are prompted to confirm the delete.

Saving Client Information

When you have entered all the client information, click **OK** to create a new client folder in the local file room.

Creating a New Client Folder by Copying

You can also create a new client folder by making a copy of another client folder. Use this method if a new client folder has information similar to that in an existing client folder or if you are creating a number of similar companies with similar information, such as subsidiaries of a parent company. Copying a client folder copies only the client folder. Workpapers and binders are not copied.

To create a new client folder by copying, do the following:

1. Right-click the folder you want to copy and select **Copy** from the pop-up menu.
2. Right-click the **Local File Room** icon and select **Paste** from the pop-up menu. A new client folder is created with the same ID and name as the original with the words *Copy of* appended at the beginning. Follow the instructions in the next section to change the name and related properties of the new folder.

Note: Avoid using duplicate IDs and client names, as this creates problems when binders are archived.

Changing and Viewing Client Properties

You can view and change client information on the *Client Properties* dialog. To open the *Client Properties* dialog, click the client folder and do one of the following:

- Select **File/Properties**.
- Right-click the client name from the Client Index pane and select **Properties** from the pop-up menu.
- Click the **Properties** toolbar button.

You can edit or view client information on the *Profile* tab, client group assignments on the *Group* tab, and contact information on the *Contacts* tab.

Deleting Clients

Important! Deleting a client is irreversible if the client is removed from the central file room and all local file rooms. Once you delete a client from all file rooms, you cannot retrieve that information, including any ProSystem *fx* Workpaper Manager binders associated with the deleted client. We recommend that you verify that all binders associated with the client have been synchronized to the central file room prior to deleting the client from your local file room.

To delete a client, do the following:

1. Select the client from the Client Index view.
2. Do one of the following:
   - Select **Edit/Delete**.
   - Press **Del**.
   - Right-click and select **Delete** from the pop-up menu.
3. On the confirmation prompt, click **Yes** to complete the delete or **No** to cancel the deletion.

CCH Axcess Portal Interface

Exporting a Client List to CCH Axcess Portal

You can export a client list from ProSystem *fx* Workpaper Manager and use that list to permanently link Workpaper Manager clients to clients in CCH Axcess Portal. This will make sending files from an Workpaper Manager binder to CCH Axcess Portal more efficient since the client's portal will be preselected.

Linking to a client's portal is available for both the standalone version of CCH Axcess Portal and the version that integrates with ProSystem *fx* Document. See the CCH Axcess Portal help for instructions on linking clients using the exported client list.

To export a client list to send to CCH Axcess Portal, do the following:

1. Select **File/Export Client List for CCH Axcess Portal**. The *Export Client List* dialog displays.
2. Select a location for the export file.

   Note: Do not change the file type. The export must be saved as a comma separated value (CSV) file.

3. Click **Save**.

Sending Files from CCH Axcess Portal to Workpaper Manager

You can copy workpapers from CCH Axcess Portal to ProSystem *fx* Workpaper Manager. When you copy a workpaper, CCH Axcess Portal adds an entry to the file's history so you have a record of what occurred for future reference. Files must be checked in and unlocked before they can be sent to Workpaper Manager.

If you copy a file to Workpaper Manager, CCH Axcess Portal retains its copy of the file.

Notes:

- This feature is available only with the Standalone version of CCH Axcess Portal. Contact CCH Axcess Portal support for information on the availability with the integrated version.
- This feature is available only to firm users. Your firm must license Workpaper Manager 6.11 or newer and CCH Axcess Portal release 2011-4.11 to use this feature.

To send a file to Workpaper Manager, do the following:

1. In your logged in CCH Axcess Portal, use any of the following methods to locate the file to be sent to Workpaper Manager:
   - Quick Search allows you to search for the text in the file name, or in the name of the portal or folder where the file is stored.
     i. In the Search box in the top right corner of the CCH Axcess Portal window, enter the text to search for.
     ii. Press **Enter**, or click **Search**.

- Basic Search gives you the ability to search for a file by text in the file's contents, as well as by the portal or file name.
  i. Click **Search** in the top right corner of the CCH Axcess Portal window.
  ii. Enter the text to search for in the boxes in the Search Options area.

Field	Description
Portal Name	Enter all or part of the portal name. As you type, the system displays portal names that are potential matches. Select the correct portal name when it displays.
File Name	Enter all or part of the file name. As you type, the system displays file names that are potential matches. Select the correct file name when it displays.
Metadata and Word	Enter a word that is included in the file's contents. Note: Click **Excluded Words** to display a list of common words, letters, and numbers that are ignored by the search function.

  iii. Click the **Search** button in the Search Options section.

- Advanced Search provides additional metadata search options. Among other criteria, you can specify a file's status, when it was last modified, and keywords assigned to the file.
  i. Click **Search** in the top right corner of the CCH Axcess Portal window.
  ii. Click **Advanced Search**.
  iii. Enter search criteria in the Search Options section to narrow your search results.

Field	Description
Portal Name	Enter all or part of the portal name. As you type, the system displays portal names that are potential matches. Select the correct portal name when it displays.
File Name	Enter all or part of the file name. As you type, the system displays file names that are potential matches. Select the correct file name when it displays.
Folder Templates	Click the **lookup button**  and select a folder template from the folders in the selected portal. Note: This search option is available only if you enter a portal name.
User Modified	Enter the email address of a user who modified the file. Note: You must enter the complete email address of the user. Partial matches will not work for this search parameter.
File Status	Select a file status from the list.
Metadata and Word	Enter a word that is included in the file's contents. Note: Click **Excluded Words** to display a list of common words, letters, and numbers that are ignored by the search function.

Field	Description
Date Modified	Specify when the file you are searching for was last modified. Select a qualifier from the list, and then select a date from the calendar. ◦ **Is**. Indicates the file was modified on the selected date. ◦ **Is before**. Indicates the file was modified before the selected date. ◦ **Is after**. Indicates the file was modified after the selected date.
Expiration Date	Specify when the file you are searching for is set to expire, Select a qualifier from the list, and then select a date from the calendar. ◦ **Is**. Indicates the file expires on the selected date. ◦ **Is before**. Indicates the file expired before the selected date. ◦ **Is after**. Indicates the file will expire after the selected date.
Keyword	Enter a keyword associated with the file.

iv. Click the **Search** button in the Search Options section.

Tip: Click the **Save button** in the top right corner of the Search Options window to save your search criteria for future use. Filters and column modifications in the search results grid are not included as part of saved searches.

2. Right-click the file you are sending to Workpaper Manager, and then select **Send to Workpaper Manager > Copy** to launch the Insert Workpaper Wizard. If you select this option, the original file remains in CCH Axcess Portal after the file is added to Workpaper Manager.

   Note: To select multiple files, press and hold **Ctrl** while selecting files. After all the needed files are selected, right-click the group of files and select the appropriate option.

3. Select the necessary options for the file in the Insert Workpaper Wizard, clicking the **Next** and **Back** buttons as needed to move through the wizard windows. For assistance with a window, click the Help button.
4. Click **Finish** to complete the process, or click **Cancel** to exit the wizard without moving or copying the file to Workpaper Manager.

Chapter 6

CREATING AND USING BINDERS

Overview

You can create as many binders for a client as you need. Like paper-based engagement binders, ProSystem *fx* Workpaper Manager binders store and organize client workpapers for any type of engagement, such as a tax return or an audit. Because binders are electronic, each staff member assigned to an engagement can have his or her own copy.

Binders are created using the New Binder Wizard. Items within your binders can have the same name if the index numbers of the items are different.

The Binder Snapshot view allows you to review key diagnostic information in binders. The Binder Snapshot Summary page provides important status information regarding workpapers, workpaper counts, notes, and sign-off status. The Binder Snapshot also displays the Tip of the Day. See *Using the Binder Snapshot* on page 168 for detailed information.

This chapter shows you how to create and use binders, including how to share and distribute binders, view the workpapers inside a binder, and change information about a binder.

Sources for Creating Binders

You can use one the following options when creating binders in the *New Binder Wizard*:

- Create binders from templates
- Create blank binders
- Create binders from an existing binder in your local file room

These options are described in the following sections.

Notes:

- When you roll forward a binder to the next period, a new binder is created during the process. See *Rolling Forward Binders* on page 193 for more information.
- Binders can only be created in the local file room. You can synchronize the binder to a central file room, as needed. See *Office Network Environment - Central File Room* on page 175 for more information.

Creating a Binder from a Template

You can use the ProSystem *fx* Workpaper Manager Sample Binder template to create binders for your clients. The Sample Binder template contains a trial balance, workpapers, and the tab structure for different types of engagements.

In addition, you have the ability to create your own binder templates from the binders you already have. You can create as many templates as you need.

Creating a Binder from a Blank Binder

This option creates an empty binder without workpapers and tabs. Use this option to create a new binder from scratch or if you need a custom binder that does not conform to any of the templates or existing binders.

You may want to start with a blank binder when creating templates for the various engagements you perform. See *Saving Binders as Templates* on page 151 for instructions.

Creating a Binder from an Existing Binder

You can create a new binder based on an existing binder. This option is useful when the contents and organization of an existing binder closely match that of the one to be created. If you use the chart of accounts or journal entries options, the account IDs and descriptions are maintained, but balances are cleared. If you choose to clear the chart of accounts when working in a fund trial balance, fund types and fund subtypes are maintained but funds and fund mask settings are cleared.

Notes:

- Do not use this feature if you need to maintain account balances. Instead, use the Copy option.
- Do not use this feature to create a binder for a new fiscal year for the same client. Instead, use the roll forward feature that automatically rolls the dates forward and moves the balances to the prior periods. See *Rolling Forward Binders* on page 193.

Using the New Binder Wizard

Using the *New Binder Wizard* to create a new binder is a three-step process. The steps include the following:

- Creating a new binder
- Defining binder properties
- Assigning staff to binders

These steps are described in more detail in the sections that follow.

Creating a New Binder

Creating a new binder is the first step in the *New Binder Wizard* process.

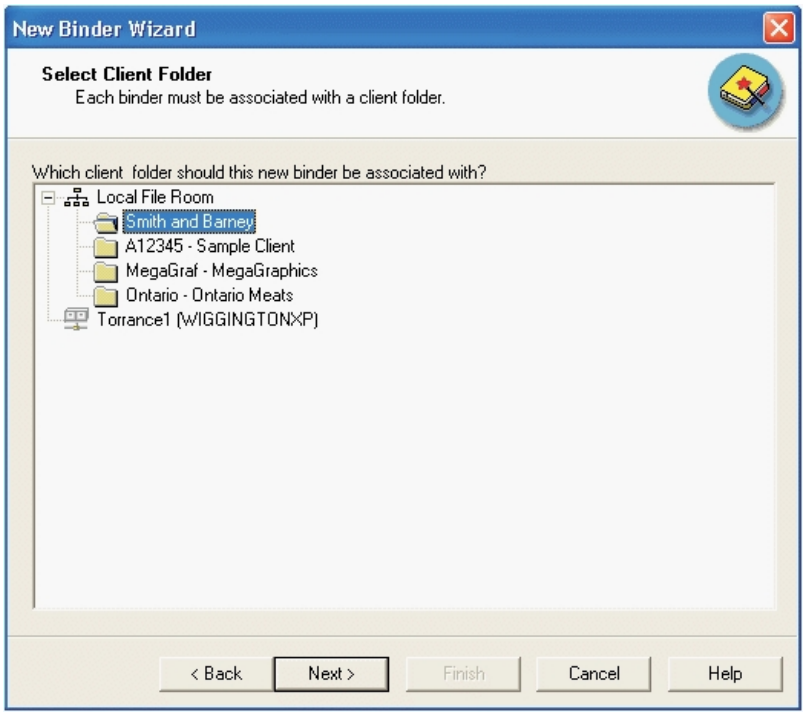
To create a new binder, do the following:

1. Select the local file room user name or client folder and do one of the following:
   - Select **File/New Binder Wizard**.
   - Click the **New Binder Wizard** toolbar button.



Note: If you do not want to show the *Welcome* dialog the next time you use the New Binder Wizard, check the **Do not show this welcome page again** box. You can also select **Tools/Options** and uncheck the *New Binder Wizard - Welcome screen* box in the *Display* section.

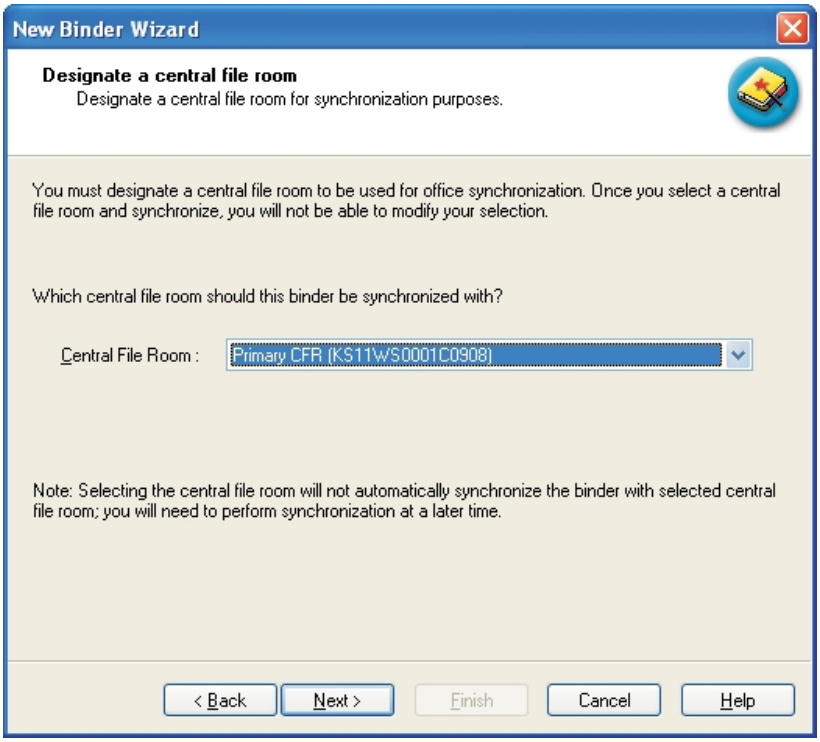
2. Click **Next** to open the *New Binder Wizard - Select Client folder* dialog.



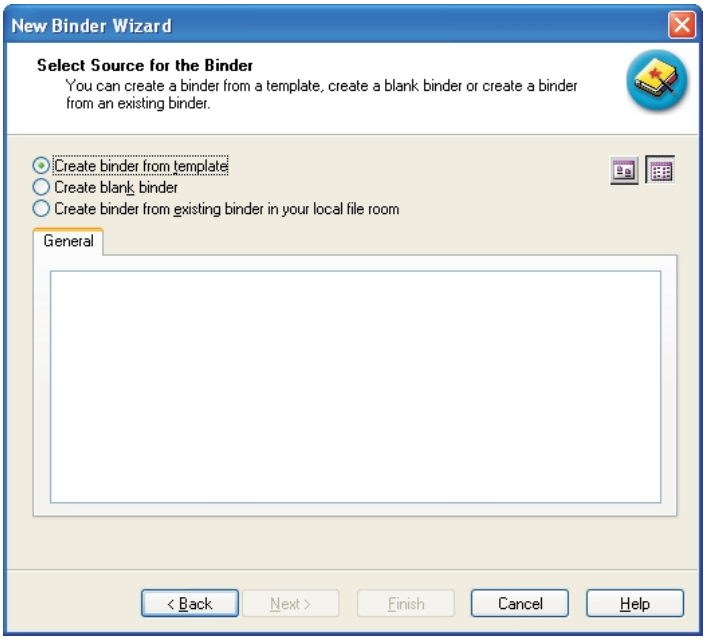
3. Select the client folder where the binder will be added.
   - Select from a local file room if the client folder is in your local file room. The new binder is created and placed in the client folder.
   - Select from a central file room if you are using the Office login and the client folder is in a central file room. A client folder is automatically created in the local file room and the new binder is created and placed in the client folder in the local file room.

4. Click **Next**. The *New Binder Wizard - Designate a Central File Room* dialog displays.

   Note: The new binder is created in the local file room, not in the central file room. You can synchronize the binder from the local file room to a central file room afterwards. See *Office Network Environment - Central File Room* on page 175.



5. Use the drop-down list to select the central file room you want to synchronize the binder to when performing the initial binder synchronization.
6. Click **Next**. The *New Binder Wizard - Select Source for the Binder* dialog displays.



7. Select one of the following methods for creating the binder:
   - **Create binder from template**. Select **Create binder from template** and then select the appropriate tab to use the ProSystem *fx* Workpaper Manager Sample Binder template, or any binder templates you have created. See *Saving Binders as Templates* on page 151 for instructions on creating binder templates. The Sample Binder template contains a trial balance, workpapers, and the tab structure for different types of engagements.
   - **Create blank binder**. The blank binder is created with no workpapers or tabs. Use a blank binder to create a new binder from scratch.
   - **Create binder from existing binder in your Local File Room**. Use this option to create a binder based on an existing binder. Open the client folder containing the binder you want to use and highlight the binder. You can use or clear the chart of accounts in the new binder. If you use the chart of accounts from the existing binder, the account IDs and descriptions are maintained; account balances are cleared. If you choose to clear the chart of accounts when working in a fund trial balance, fund types and fund subtypes are maintained but funds and fund mask settings are cleared. You can also save journal entries from the existing binder. Journal entry amounts are not saved.

     Notes:

     - To maintain account balances, create a new binder by duplicating the binder using the Copy feature.
     - To create a binder for a client for a new period, see *Rolling Forward Binders* on page 193.

8. Click **Next** to continue to the next page of the *New Binder Wizard*.

Defining Binder Properties

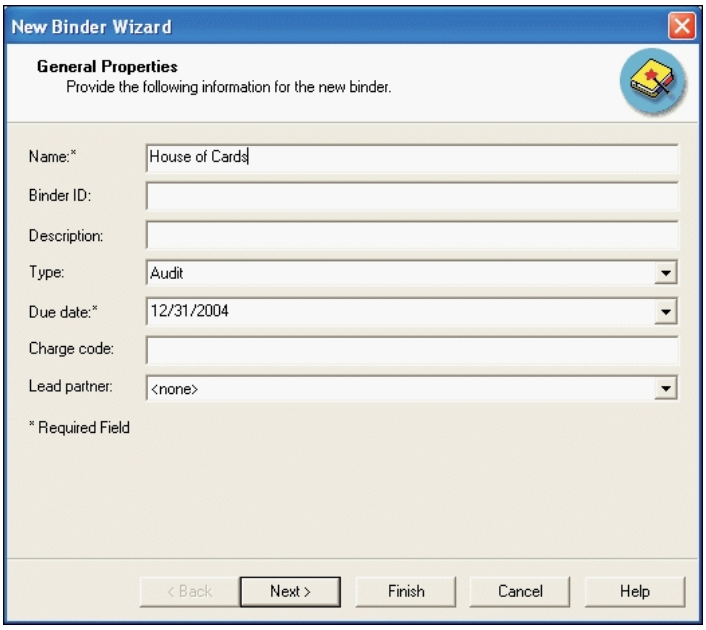
After creating a new binder (see *Creating a New Binder* on page 143) define the new binder properties. Defining binder properties is the second step in the process of creating binders with the New Binder Wizard.

Note: The binder Name, Binder ID, Year-end date, and period number must be a unique combination within the client folder.

To define binder properties, do the following:

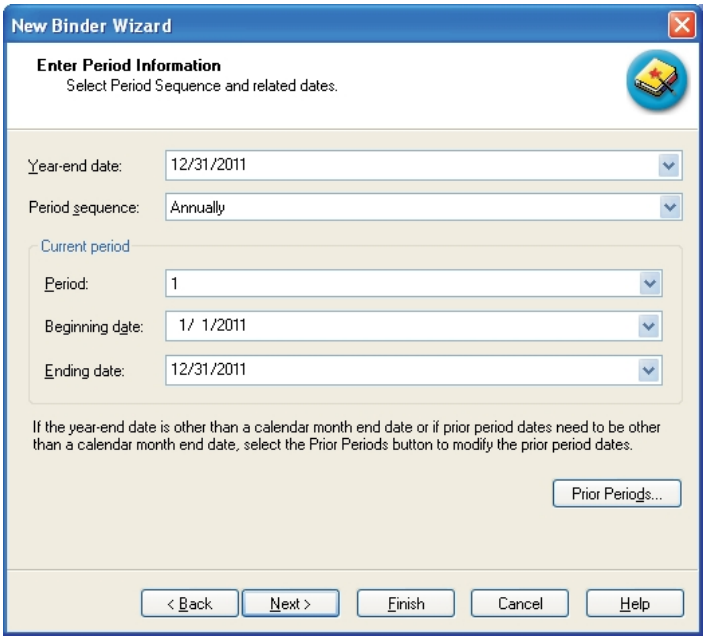
1. In the *New Binder Wizard - General Properties* dialog, complete the information as follows:
   - The *Name* field is required. Type the name of the binder. The name can be up to 64 characters. The ID can be up to ten characters.
   - The *Due Date* field is required. The default date is either 12/31/YYYY of the current year or the due date of the binder that the new binder is being created from.

The remaining fields are optional.



Note: The *Name*, *ID*, *Type*, and *Lead Partner* fields can be used to sort binders in the File Room Window.

2. Click **Next**. The *New Binder Wizard - Enter Period Information* dialog displays. You can define beginning and ending dates for the current and prior periods.



- **Year-end date**. Enter the year-end date or select the date from the drop-down calendar.

  Note: If you enter a year-end date other than a calendar month-end date, you may need to select the prior periods button to modify the prior periods dates.

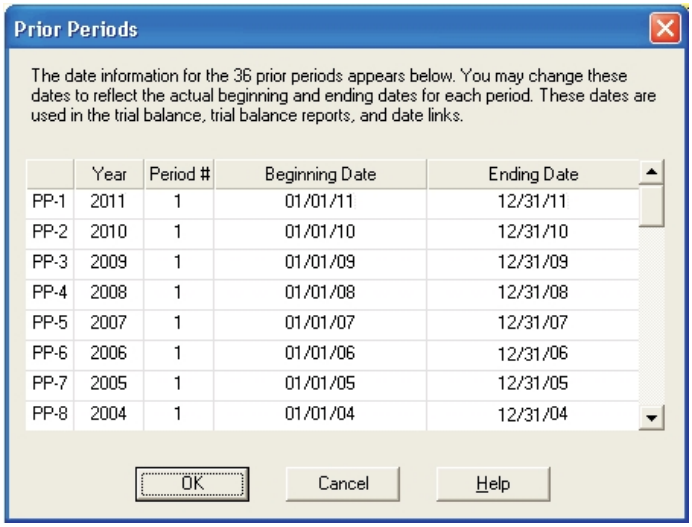
- **Period sequence**. The length of the engagement. If you change the period sequence after changing a default date on the *Prior Periods* dialog, you may need to edit the prior period dates.
- **Period**. The period number as defined by the period sequence of the current period. If you change the period after changing any of the default dates on the *Prior Periods* dialog, you may need to make changes to the prior periods.
- **Beginning date**. Beginning date of the current period. Must be on or before the year-end date.
- **Ending date**. Ending date of the current period. Must be on or after the current period beginning date and on or before the year-end date.

3. Click **Prior Periods** to modify prior period dates if the year-end date is other than a calendar month-end date or if you need to define prior periods other than calendar month-end dates.

   For example, if you are doing a review for the quarter ending September 30, 2009, for a fiscal year ending June 30, 2010, you complete the fields as follows:

   - Year-end date: 6/30/10
   - Period sequence: Quarterly
   - Period: 1
   - Beginning date: 7/1/09
   - Ending date: 9/30/09

   To enter a date, you can either type the date in the date format shown in the field or click the arrow at the end of the field and select the date from the calendar.



   The example in this step displays the prior period information (36 periods for 36 years) for an annual client with a current period ending date of 12/31/2010.

The *Beginning Date* and *Ending Date* fields, which initially display dates calculated by the system based on the current period dates, can be changed. To change the dates, either type the date in the date format shown in the fields or click the date field and use the arrow at the end of a field to open a calendar. Then select the date from the calendar.

The Beginning Date and Ending Date cannot overlap in one or more periods. In addition, the Beginning Date cannot occur after the Ending Date in the same period.

4. Click **OK** to save the new period information and exit the *Prior Periods* dialog.

   Note: If you change the year-end date, period sequence, or period after saving the information, you may need to change the prior period dates.

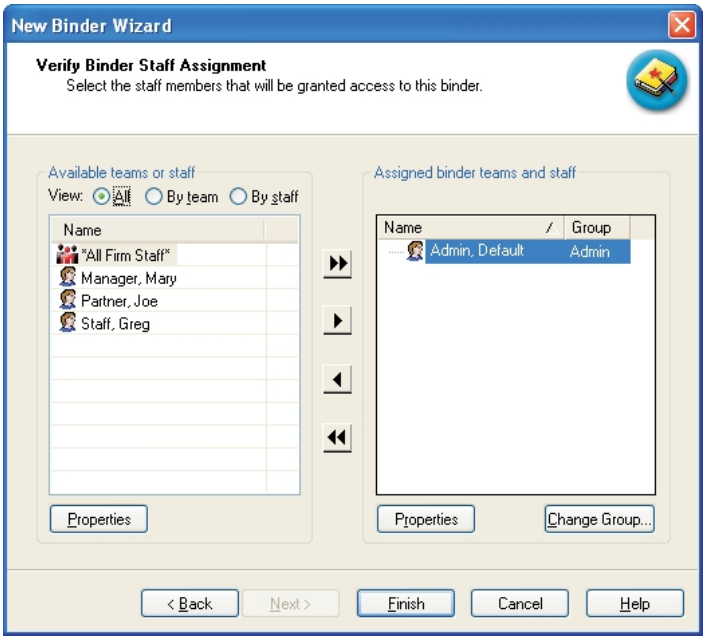
5. Click **Finish** to accept the current settings and create the binder or click **Next** to assign staff members to the binder.

Assigning Staff to Binders

After defining the binder properties, assign staff to the new binder.

To assign staff to the new binder, do the following:

1. Click **Next** and the *New Binder Wizard - Verify Binder Staff Assignment* dialog displays. To open an engagement binder, you must be assigned to that binder.



2. The *Available teams or staff* box displays a list of staff members or teams available for assignment to the new binder. The user who creates the binder is automatically assigned to the binder. Use the following *View* radio buttons to modify how teams and staff display.
   - **All**. Displays a list of all teams and staff members set up in the Admin module.
   - **By team**. Displays a list of staff teams set up in the Admin module.
   - **By staff**. Displays a list of available staff members set up in the Admin module.
3. To assign staff members in the New Binder Wizard, select the applicable staff members or team and click the **Assign** arrow that points to the right. You can select multiple teams or staff members by holding down the **Shift** or **Ctrl** keys.

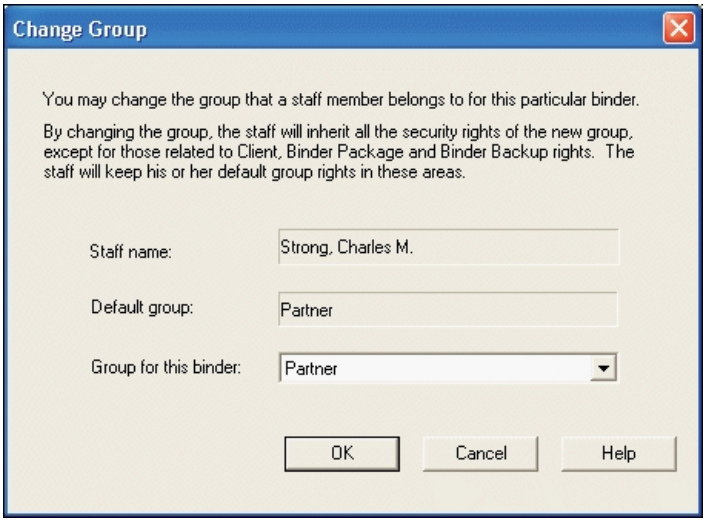
To assign all teams or staff members to the binder, click the **Assign All** double arrows that point to the right.

Note: If the Firm option in the Admin module is set to automatically assign the team to new binders, the team is assigned to the binder.

4. The *Assigned binder teams and staff* box displays staff members assigned to the binder.
   - To unassign a team or staff member, select the staff member and then click the **left arrow**.
   - To unassign all teams and staff members, click the left-pointing **double arrows**.

   Note: When you unassign all teams and staff members, you receive the following message: "At least one staff member must be assigned to the binder. Therefore, you will not be unassigned from the binder staff."

5. If a staff member is assigned to an alternate staff group in the Administrator module, the staff group assignment can be changed for this binder. Click the staff member in the *Assigned binder teams and staff* box, then click **Change Group**. The *Change Group* dialog displays.



6. Select a group in the *Group for this binder* drop-down list and click **OK**.

   Note: The staff member inherits the security rights of the new group, except for those related to clients, binder packages, and binder backup/restore. The staff member retains the defaults for those rights.

7. To review the properties of staff members and teams, use one of the following options:
   - Select the staff member and click **Properties**. The *Staff Properties* dialog displays the following information:
     - Account Information
     - Staff information
     - Staff groups
     - Accounting Research Manager (ARM) login information

     To change staff properties, see *Chapter 3: Workpaper Manager Administrator* on page 50.

- Select the team name and click **Properties**. The *Team Properties* dialog displays the following information:
  - Team name
  - Team description
  - Team members
  - Whether to assign the team to new binders

  To change Team information, see *Chapter 3: Workpaper Manager Administrator* on page 50.

8. Click **Finish**. The *Completing the New Binder Wizard* dialog displays.

   The dialog summarizes the properties of the new binder. It contains the New Binder Summary Report, which displays the following information:
   - **General Properties**. Displays the following items:
     - Client folder name and File Room location
     - Source type and template or existing binder, if any
     - Binder name
     - Binder ID
     - Description
     - Type
     - Due date
     - Charge code
     - Lead partner
   - **Period Properties**. Displays the following items:
     - Year-end date
     - Period sequence
     - Period
     - Beginning date
     - Ending date
   - **Binder Staff**. Displays staff assigned to the binder.
   - **Additional Settings**. Displays selections for *Include Journal Entries* and *Clear Account Details*, for a binder created from an existing binder only.
9. The following options can be selected on the *Completing the New Binder Wizard* dialog:
   - **Print**. Prints the New Binder Summary report.
   - **Save As**. Allows you to save the report to a file in a user-specified location. The file extension is HTM.
   - **Open the binder automatically when this wizard closes**. When this item is checked, the new binder automatically opens when the wizard closes.
10. Click **Create** to save the settings and create the new binder.

    Note: Once the required information has been entered on the *General Properties* dialog of the Wizard, the *Finish* button becomes available. You can select **Finish** on any page to accept the default information without displaying subsequent dialogs of the Wizard.

Saving Binders as Templates

You can save a binder as a template if you have created a binder that you want to use again for a similar engagement. Binder templates are generic starting points for subsequent engagements. The binder template does not include workpaper sign offs, notes, published workpapers, trash items, and workpaper history information.

Note: To organize your binder templates (for example, by industry or entity type) use Windows Explorer to create folders within the Pfx Engagement\WM\Binder Templates path. Save your binders within the appropriate folders. When new binder templates are stored in this manner, the folder names display as tabs on the *Save Binder as Template* dialog.

To save a binder as a template, do the following:

1. Verify that the binder is closed.
2. In the local file room's right pane, click the binder that you want to save as a template and do one of the following:
   - Select **File/Save Binder as Template**.
   - Right-click and select **Save Binder as Template** from the pop-up menu.

   The *Save Binder As Template* dialog displays.

   The file name defaults to the name of the binder from which the template was created. To change the default name, type a new name. Do not include the extension. It is added automatically.

   The default path of the binder template depends on the type of binder, as follows:
   - All other binder templates default to Pfx Engagement\WM\Binder Templates.
3. To clear the chart of accounts in the binder, check the **Clear chart of accounts** box.

   Notes:

   - If you choose to use the chart of accounts, only the account IDs and descriptions are maintained. The account balances are cleared.
   - If you choose to clear the chart of accounts when working in a fund trial balance, fund types and fund subtypes are maintained but funds and fund mask settings are cleared.
4. To unlock any workpapers that may be locked, check the **Unlock all locked workpapers in the binder template**.

   Note: If any workpapers contain frozen links, the links remain frozen in the binder template and in any resulting new binder created from the template. You can select **Workpaper/Unfreeze Workpaper Manager links** to unfreeze the links in workpapers created in the new binders.
5. Click **Save** to create the binder template.

Copying a Binder

You can copy a binder if you are assigned to the binder and belong to a staff group with rights to create a new binder. You can copy binders only to client folders within your local file room. When you copy a binder to a new client folder, all workpapers and tabs are copied, but the synchronization history is not. Workpapers in the new binder keep a record of the last modification made to workpapers in the copied binder.

To copy a binder to a different folder, do the following:

1. Click a binder in the *List pane* of the local file room to select it. To copy multiple binders, use **Ctrl** or **Shift**.
2.  Click the **Copy** button on the toolbar.
3. Select the client folder to which you want to copy the binder.
4.  Click the **Paste** button. The *Paste Binder Options* dialog displays for each binder you are copying to another folder.
5. On the *General* tab, choose from the following:
   - **Trash content**. The contents of the trash folder are copied to the new binder.
   - **Binder History**. The report date, report release date, calculation and/or override for the document completion date, and end of retention period are copied.
   - **Staff assignment**. Select to copy any of all of the following settings: workpaper notes, sign off information, and Current Editor status information. You have Current Editor rights; however, any workpapers owned by another staff member are assigned to that person.
6. If Microsoft Excel or Word workpapers exist in the 2003 or earlier .xls or .doc format, select **Convert Microsoft Office .xls and .doc workpapers to the .xlsx or .docx format** to take advantage of the 2007 or later Microsoft Office file format functionality. If any eligible .xls or .doc workpapers should be excluded from the conversion, go to step 7. See the Notes below for a list of the ineligible workpapers.

   Notes:

   - The following .xls and .doc workpapers are not eligible for conversion: non-fund trial balances; trial balance and journal entry reports; PPC; Miller; and M&P.
   - Workpapers with macros and workpapers protected with the Microsoft document-level password protection will not convert.
   - If any workpapers are unable to be converted, they will be copied to the new binder in their original .xls or .doc format. You can use the Microsoft Save As command to attempt to manually convert the workpapers to the .xlsx or .docx format if desired.
   - On rare occasions, a Microsoft Excel or Word message box may open behind the Workpaper Manager Binder and File Room windows when converting certain workpapers. If it seems the conversion is taking a very long period of time, open the Windows Task Manager dialog to determine if there might be a message box open in the background. If so, respond to the message and the conversion will continue to process as expected.
   - After the conversion is complete a log will display indicating the status of the conversion. Review the workpapers after conversion to be sure there are no

formatting or style issues, and to be sure links between workpapers (OLE links) behave as expected. The log can be found in the x:\Pfx Engagement\WM\Workpapers\<user GUID>\<binder GUID> folder.

7. Click the **Exclude Selected Workpapers** button to display a dialog for selecting the workpapers to exclude.
8. On the *Trial balance* tab, choose from the following:
   - **Chart of accounts**. The chart of accounts is copied to the new binder.

     Note: If you choose to clear the chart of accounts when working in a fund trial balance, fund types and fund subtypes are maintained but funds and fund mask settings are cleared.

   - **Journal entries**. Journal entries are copied to the new binder.

Notes:

- You cannot copy a binder to another staff member's local file room.
- If the binder is currently being used by another staff member or if it is locked in the Administrator module, you cannot copy it.
- The system records when the binder was copied and who copied it.

Viewing and Editing Binder Properties

To view and edit the properties of a binder, click the binder you want to change, then do one of the following:

- Select **File/Properties**.
- Right-click the binder and select **Properties** from the pop-up menu.
- 
  Click the **Properties** toolbar button.

The *Binder Properties* dialog displays with the following tabs:

- General
- Periods
- Dates
- Information
- Binder Staff
- History

These tabs are described in more detail in the following sections.

General Tab

The *General* tab displays general information about the binder. If the binder is selected from a central file room on a secondary office server, finalized, archived, or in transition, the information is read-only.

Fields on this tab include the following:

- **Name**. Displays the name assigned to the binder. You can change the name, which can be up to 64 characters in length. This field is required.
- **Binder ID**. Displays the ID assigned to the binder. You can change or enter an identification for the binder. This can be any character combination of up to 10 characters based on your ID scheme.
- **Description**. Displays the binder description. If a description has not been entered, enter an identifying description for the binder of up to 32 characters.
- **Type**. Displays the type selected for the binder. Either keep the default (based on the template or existing binder) or use the drop-down list to select a type. The following types are available by default:
  - Audit
  - Bankruptcy
  - Business Valuation
  - Collateral Review
  - Compilation
  - Correspondence
  - Litigation
  - Other
  - Permanent
  - Review
  - Tax Accrual
  - Tax Return
- **Due date**. Displays the due date assigned to the binder. This field is required. The default is 12/31/yyyy or the due date of the binder template that this binder is being created from. Enter a due date or use the drop-down arrow to select a date from the calendar.
- **Charge code**. Displays the charge code assigned to the binder. Change the charge code, or if no code was assigned, enter a code of up to 50 characters. You can also leave the code blank.
- **Lead partner**. Displays the name of the lead partner assigned to the binder, if applicable. Leave the field blank, or select a lead partner from the drop-down list. To find the lead partner you want, type the first few letters of the name, and the system takes you directly to that spot in the list. You must type rapidly for the string of letters to be seen as one unit. For example, if you type "ATL" within half a second, the system advances to the first "ATL" in the list. If you take more than half a second to type "ATL." the system advances to the first "A," then to the first "T," and then to the first "L" in the list. This field can be used to sort binders in the File Room window.

Periods Tab

The *Periods* tab allows you to customize the settings for the binder's periods. If the binder is selected from a central file room on a secondary office server or is finalized, archived, or in transition, the information is read-only. Otherwise, you can change the information in the following fields.

- **Year-end date**. Displays the year-end date. You can enter another date, or use the drop-down arrow to select a date from the calendar.
- **Period sequence**. The length of the engagement period, including the following:
  - Annually
  - Semi-Annually
  - Quarterly
  - Monthly
- **Period**. You can choose the period from the drop-down list.
- **Beginning date**. You can change the beginning date of the engagement period. The beginning date must be before the year-end date and the current period ending date.
- **Ending date**. You can change the ending date of the engagement period. The year-end date must be on or after the current period ending date.
- **Prior Periods**. Click to modify the prior period dates.

Dates Tab

The *Dates* tab allows you to edit the settings for the document completion period and the binder retention period. If the binder is selected from a central file room on a secondary office server or is finalized, archived, or in transition, the information is read-only. The following fields appear on the *Dates* tab:

- Date of report. Click the **down arrow** to choose the report date.
- Report release date. Click the **down arrow** to choose the report release date.
- Document completion period section
  - **Start date**. This field is filled automatically according to the settings of the binder type selected on the *General* tab. If you change the binder type on the *General* tab, click **Refresh** at the top of the *Dates* tab. The *Start Date* field then reflects the new binder type settings.
  - **Duration**. This field is filled automatically according to the settings of the binder type selected on the *General* tab. If you change the binder type on the *General* tab, click **Refresh** at the top of the *Dates* tab. The *Duration* field then reflects the new binder type settings.
  - **Document completion date**. This field is calculated automatically when the *Date of report* or *Report release date* field is completed, according to the binder type settings.

  Click **Override** to choose a document completion date independent of the binder type settings. Click **Reset** to return the field to the automatically calculated document completion date.

- Binder retention period section
  - **Start date**. This field is filled automatically according to the settings of the binder type selected on the *General* tab. If you change the binder type on the *General* tab, click **Refresh** at the top of the *Dates* tab. The *Start Date* field then reflects the new binder type settings.
  - **Duration**. This field is filled automatically according to the settings of the binder type selected on the *General* tab. If you change the binder type on the *General* tab, click **Refresh** at the top of the *Dates* tab. The *Duration* field then reflects the new binder type settings.
  - **End of retention period**. This field is calculated automatically when the *Date of report*, *Report release date*, or *Document Completion Date* field is completed, according to the binder type settings.
  - Click **Override** to choose a retention period independent of the binder type settings. Click **Reset** to return the field to the automatically calculated retention period.



Note: In Admin a clear button is available to clear the Date of report and Report release date. The dates previously entered will be deleted and the respective calculations will be cleared. If the calculation has been overridden it will not be cleared. The user will have to reset the calculation.

Information Tab

The *Information* tab displays information about the creation and location of the binder, including information from the following fields:

- Status
- Created by
- Date created
- Finalized by (if applicable)
- Date finalized (if applicable)
- Workpaper path
- File size
- Central file room

If custom statuses have been added in Administrator and the binder status is not Finalized or Archived, the *Status* field is enabled. Click the arrow and select a new status from the drop-down list, if necessary.

Click the **View Synchronization History** button on the *Information* tab to display the *Synchronization History* dialog, which records each time the binder is synchronized with the central file room or with another team member and whether the synchronization was successful.

Click **View Details** to open a more detailed synchronization log. Click **Save As** to save the synchronization history as a text document. Click **Print** to print the synchronization history.

Binder Staff Tab

The *Binder Staff* tab lists the staff members assigned to the binder in the *Current binder staff* box and the binder sign off date for each staff member, when applicable. The following buttons are available:

- **Assign**. Select to view personnel by staff or by team and to assign/unassign staff members to the binder.
- **Sign Off Binder**. Select your user name from the *Current binder staff* box and click **Sign Off Binder** to sign off the binder. Once you sign off the binder, the current date displays in the *Sign Off Date* column. If you have already signed off on the binder, the *Remove Sign Off* button replaces the *Sign Off Binder* button.

History Tab

The *History* tab displays a log of critical activities that have occurred within the binder. The activity, a date/time stamp, and the user's name are recorded when any of the following actions occur:

- Finalize binder
- Unfinalize binder
- Override Document Completion Date
- Reset Document Completion Date
- Override Binder Retention Period
- Reset Binder Retention Period
- Change Binder Type
- Change Binder Status

Using the Document Completion Date Report (Workpaper Management)

The Document Completion Date Report displays all binders with document completion dates that fall within the date range you specify. This section explains how to use the Document Completion Date Report from Workpaper Manager Workpaper Management. For instructions on using the Document Completion Date Report from Workpaper Manager Administrator, see *Using the Document Completion Date Report (Admin)* on page 83.

The Document Completion Date Report displays the following items:

- Office Server
- CFR (Central File Room)
- Binder Name
- Binder ID
- Client Name
- Client ID
- Binder Type
- Binder Status

- Lead Partner
- Client Group
- Period End Date
- Report Date
- Report Release Date
- Doc Completion Date
- Finalized Date
- Retention Period End

In addition, one of the following icons may appear if applicable:



- **Document Completion Date Approaching**. This icon displays if the completion date is within the time period specified in *Firm Options*.



- **Document Completion Date Past Due**. This icon displays if the completion date has already passed.

To use the Document Completion Date Report, do the following:

1. From the File Room in Workpaper Management, select **Tools/Reports/Document Completion Date Report**. The *Document Completion Date Report* window displays.
2. Select **Run local file room report** to run a new report on your local file room, or select **View central file room report** to view the most recent central file room report run by an administrator.
3. If you selected **Run local file room report**, do the following:
    a. Select **Include only binder types set to monitor document completion date** to include only binder types that have been set to be monitored for the document completion date.
    b. Select **Include finalized binders** to include finalized binders in the report.
    c. You can filter your results to binders that have a Document Completion Date, Year End, Period End, Retention Period, or No Date Range within a certain date range. Select the criterion from the *Date range* drop-down list.
    d. Select the appropriate beginning date in the *Start* field. Either enter the date or click the down arrow to use the calendar. The default setting is the current date.
    e. Select the final date for the report range in the *End* field. Either enter the date or click the down arrow to use the calendar. The default setting is two months from the current date.
4. Click **Update Report**. The report displays the binders with document completion dates that fall within the range you selected. Click on a column heading to sort by that heading. Drag column headings to reorder the columns.
5. Click **Export to Excel** to open an Excel spreadsheet of the report data.
6. Click **Close** to exit the report.

Deleting Binders

Important! If you delete a binder for which you have workpapers checked out, there is the potential for data loss. Be sure to check in all workpapers and synchronize the binder with the central file room prior to deleting the binder from your local file room.

To delete a binder from the local file room, do the following:

1. Click the binder you want to delete.
2. Do one of the following:
   - Select **Edit/Delete**.
   - Right-click the binder and select **Delete** from the pop-up menu.
   - Press **Del**.
3. A message box prompts you to confirm the binder deletion. To delete the binder, click **Yes**. To cancel the deletion, click **No**.

Using Client Folders and Binders

Once you have set up a binder, you can view and access its contents. This section describes how to use the features of the Binder window, which is a separate window that enables you to view and edit a binder's tabs, workpapers, notes, sign offs, diagnostic information, etc.

Viewing Binders for a Client

In the Workpaper Management File Room window, the local file room pane contains the binders you created or currently have checked out from the central file room. In the left pane, click the client folder you want to open. The binders for that client appear in the right pane of the local file room window.

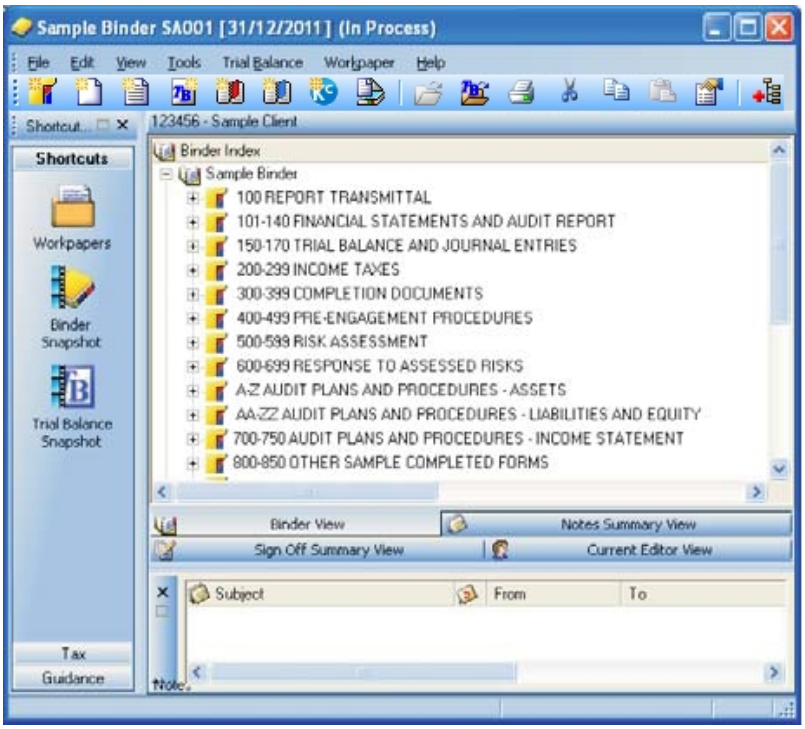
Viewing the Contents of a Binder

To open a binder in a separate window, do one of the following:

- Double-click the binder.
- Click the binder and select **File/Open**.
- Right-click the binder and select **Open** from the pop-up menu.
- Click the **Open** icon on the toolbar.



The Binder window displays.



The Binder window can be displayed in four views: Binder View, Notes Summary View, Sign Off Summary View, and Current Editor View (Live Editor View if you are viewing a shared local file room). These views are described in the sections that follow.

If you select to open a binder that is being synchronized, the binder opens. You can continue to work with your binder while it is synchronizing. Once the synchronization is complete the binder refreshes and displays the updated information.

If you select to open a finalized binder that is still synchronizing and it did not previously exist in your Local File Room, it will appear as an in-process binder until the synchronization is complete and you will receive a message indicating this upon open.

Binder View

Binder View shows the binder contents and the status of the workpapers in the binder.

To select Binder View, do one of the following:

- Click the **Binder View** tab at the bottom of the Binder window.
- Select **View/Binder View** from the Menu bar.
- Click the **Binder View** icon on the toolbar.



Binder content and status information includes the following:

- Tabs organize workpapers in the binder. You can name tabs according to your individual needs, and you can nest tabs within other tabs.
- Workpapers are Microsoft Word and Excel files created within or outside of ProSystem *fx* Workpaper Manager, other file formats created outside of Workpaper Manager, scanned images, etc. The workpaper information displays in columns across the top of the Binder

View window. A brief description of these settings is described below. For more information on using these features, see *Chapter 8: Managing Workpapers* on page 353.

- **Binder Index**. The alphanumeric index number is optional. It is a unique workpaper identifier used to reference the workpaper and the related workpapers. The workpaper name describes the content inside the workpaper.



- **Locked**. If the workpaper is locked, a padlock icon displays in this column. A locked workpaper is read-only.

  Note: If the Workpaper Manager links are not frozen in a locked workpaper, the links are updated when changes are made to the trial balance and/or the name and date properties. This allows you to prevent formatting changes to the workpaper while maintaining current trial balance, name, and date link information.



- **Frozen**. If the workpaper's Workpaper Manager links are frozen, a broken link icon displays in this column. In a frozen workpaper, changes to the trial balance and/or name and date properties are not carried to documents or reports.



- **Note**. If a note has been created for a workpaper, a note icon displays. Select the workpaper with a note attached and view the note information in the Notes Pane at the bottom of the Binder window.



- **Modified after Reviewer Sign Off**. If a workpaper has been modified after a reviewer has signed off the workpaper, then a Modified icon displays in this column. If the workpaper is subsequently reviewed again, then the Modified icon is removed.

  Notes:

  - If the option to flag workpapers that were modified after sign off is not selected in Administrator, the icon will not appear.
  - If you view a reviewed workpaper without making any changes, we recommend that you do not save the workpaper when you close it. If the option to flag workpapers modified after sign off is selected in Administrator and you save the workpaper, the modified icon will display even though you did not make changes.
  - The time may be inaccurate in a Shared File Room unless the time settings on the computers are synchronized.



- **Prepared By**. When a preparer signs off a workpaper, the preparer's initials display. If more than one preparer signs off on the workpaper, the most recent preparer's initials are displayed. To view all sign offs, use the Sign Off Summary View.



- **Reviewed By**. When a workpaper is signed off by a reviewer, the reviewer's initials display. If more than one reviewer signs off on the workpaper, the most recent reviewer's initials display. To view all of the sign offs, use the Sign Off Summary view.



- **2nd Reviewed By**. When a workpaper is signed off by a second reviewer, the reviewer's initials display. If more than one second reviewer signs off on the workpaper, the most recent second reviewer's initials display. To view all of the sign offs, use the Sign Off Summary view.

- **File Modified Date**. The date and time the workpaper was last saved.

  Notes:

  - Do not save a workpaper if you have not modified it.
  - Select **View/Refresh** to see the date the workpaper was last modified since the last time you opened or refreshed the Binder window.
  - The time is inaccurate in a Shared File Room unless the time settings on the computers are synchronized.

- **Current Editor** (Non-Shared Local File Room). The name of the binder staff who currently has the workpaper checked out displays in this column. The Current Editor can make changes to the workpaper. All other binder staff can only view the workpaper.
- **Live Editor** (Shared Local File Room). The name of the user who is currently editing the workpaper displays in this column. The Live Editor can make changes to the workpaper. All other users can only view the workpaper.
- **Assigned To** (Non-Shared Local File Room). When the Current Editor assigns a workpaper to another staff member, that person's name displays in this column. The next time you synchronize, the workpaper shows the other staff member as the Current Editor. This eliminates the step of checking in or checking out the workpaper.

  Note: This column does not display when viewing a shared local file room. Workpaper assignments are unnecessary when working with shared file rooms.

- **Unfiled Workpapers**. This folder stores workpapers that have not been filed. ProSystem *fx* Workpaper Manager reports display here when they are generated. You can then move each report to the desired workpaper tab section.
- **Conflicts**. This folder stores workpapers in conflict after synchronization or from binder packages that have been received. This allows you to view the workpaper before filing it. You can compare this workpaper to the local copy of the workpaper in your binder. You can then decide which copy of the workpaper to retain in the binder.
- **Published Workpapers**. This folder stores workpapers that have been published. A published workpaper is a copy of a workpaper in which the Workpaper Manager links have been automatically converted from formulas (for example, trial balance links) to values. This allows you to share the workpaper with people who do not have access to ProSystem *fx* Workpaper Manager or the trial balance database.
- **Trash**. This folder contains deleted workpapers and tabs. If you delete a workpaper by mistake, you can restore it to the appropriate tab.

  Note: You cannot delete or move a workpaper or a tab containing a workpaper if you are not the Current Editor or Live Editor.

For more information about Current Editor rights, please see *Chapter 8: Managing Workpapers* on page 353.

Notes Summary View

The Notes Summary View displays all notes that exist in the open binder. To select Notes Summary View, select one of the following:

- Click the **Notes Summary View** tab at the bottom of the Binder.
- Select **View/Notes Summary View**.
- 
  Select the **Notes Summary View** icon on the toolbar.

The *Notes Summary View* displays.

This view divides the notes and displays the responses nested under each note.

There are three types of notes:

- **Team Note**. A team note can be addressed to all staff members assigned to the binder or to a specific staff member.
- **Open Items**. These workpaper notes are intended to communicate questions or comments.
- **Notes for Next Period**. These notes are not cleared and are carried forward to the next period's binder during the roll forward process. After the roll forward, the note becomes an open item note.

The following status information for each note displays, if applicable:

- **Status**. Open or Cleared.
- **From**. Author of the note.
- **To**. Staff member to whom the note is directed.
- **Date created**. The date and time the note or response was created.
- **Cleared By**. The staff member who cleared the note.
- **Date Cleared**. The date and time the note was cleared.
- **# of Responses**. The number of responses recorded for each note.
- **Workpaper**. The workpaper that this note was created for.

The notes can be sorted by status to show open, cleared, or all notes. This is done by right-clicking the *Status* column header and selecting the status to display.

For more information about adding and responding to notes, see *Chapter 8: Managing Workpapers* on page 353.

Sign Off Summary View

The *Sign Off Summary View* displays a list of all the workpapers in the open binder and their sign-off status. To select the Sign Off Summary View, select one of the following:

- Click the **Sign Off Summary View** tab at the bottom of the Binder window.
- Select the **View/Sign Off Summary View** from the menu.
- 
  Click the **Sign Off Summary View** icon on the toolbar.

The *Binder Window - Sign Off Summary View* window displays.

Each workpaper can be assigned one of four statuses:

- **In Process**. All workpapers that have not yet been signed off.
- **Ready for Review**. All workpapers that have been signed off by a preparer only.
- **Reviewed**. All workpapers that have been signed off by both a preparer and a reviewer.
- **2nd Reviewed**. All workpapers that have been signed off by the 2nd Reviewer.

Under each workpaper, the staff member that signed off is listed with the sign off date. If multiple staff members signed off on the same workpaper, all names are shown in chronological order. The following status information displays for each workpaper, if applicable:


- **Locked**. The locked icon indicates the workpaper is locked. A locked workpaper is read-only.


- **Frozen**. If the workpaper's Workpaper Manager links are frozen, a broken link icon displays in this column. In a frozen workpaper, changes to the trial balance and the name and date properties are not carried to the documents or reports.


- **Workpaper Note**. The note icon indicates that notes are attached to this workpaper.


- **Modified after Reviewer Sign Off**. A modified icon displays if the workpaper has been modified after a reviewer has signed off.

  Notes:

  - If the option to flag workpapers that were modified after sign off is not selected in Administrator, this column displays but the icon will not appear.
  - If you view a reviewed workpaper without making a change, we recommend that you do not save the workpaper when you close it. If the option to flag workpapers modified after sign off is selected in Administrator and you save an unchanged workpaper, the modified icon will display even though you did not make changes.
  - The time may be inaccurate in a Shared File Room unless the time settings on the computers are synchronized.

- **File Modified Date**. Displays the date and time the workpaper was last saved.

  Notes:

  - Select **View/Refresh** to see the date the workpaper was most recently modified since the last time you opened or refreshed the Binder window.
  - The time may be inaccurate in a Shared File Room unless the time settings on the computers are synchronized.

- **Current Editor** (Non-Shared Local File Room). Displays the name of the staff member who has Current Editor rights.
- **Live Editor** (Shared Local File Room). Displays the name of the user who is currently editing the workpaper.
- **Assigned To** (Non-shared Local File Room). Displays the name of the staff member to whom the workpaper will be assigned during the next synchronization.

  Note: This column does not display when viewing a shared local file room. Workpaper assignments are unnecessary when working with shared file rooms.

For more information about signing off and modifying workpapers after sign off, please see *Chapter 8: Managing Workpapers* on page 353.

Current Editor View (Non-Shared Local File Rooms Only)

The Current Editor View shows all staff members assigned to the binder. Under each staff member's name, the workpapers they have Current Editor rights to are listed. To select the Current Editor View, do one of the following:

- Click the **Current Editor View** tab at the bottom of the Binder window.
- Select **View/Current Editor View** from the menu.
-  Click the **Current Editor View** icon on the toolbar.

The *Binder Window - Current Editor View* window displays.

Any workpaper not assigned to a staff member appears in the *Unassigned* section. The following status information for each workpaper displays, if applicable.

-  **Locked**. The locked icon indicates a workpaper is locked. A locked workpaper cannot be edited.
-  **Frozen**. If the workpaper's Workpaper Manager links are frozen, a broken link icon displays in this column. In a frozen workpaper, changes to the trial balance and the name and date properties are not carried to the documents or reports.
-  **Workpaper Note**. The note icon indicates if any notes are attached to this workpaper.
-  **Modified after Reviewer Sign Off**. A modified icon displays if the workpaper has been modified after a reviewer has signed off.

   **Notes**:

  - If the option to flag workpapers that were modified after sign off is not selected in Administrator, this column displays but the icon will not appear.
  - If you view a reviewed workpaper without making a change to it, do not save the workpaper when you close it. If the option to flag workpapers modified after sign off is selected in Administrator and you save an unchanged workpaper, the Modified icon displays.
  - The time is inaccurate in a Shared File Room unless the time on the computers are synchronized.

- **Prepared By**. When a workpaper is signed off by a preparer, the preparer's initials display. If more than one preparer signs off on the workpaper, the most recent preparer's initials display.
- **Reviewed By**. When a workpaper is signed off by a reviewer, the reviewer's initials display. If more than one reviewer signs off on the workpaper, then the most recent reviewer's initials display.
- **2nd Reviewed By**. When a workpaper is signed off by a second reviewer, the reviewer's initials display. If more than one second reviewer signs off on the workpaper, then the most recent second reviewer's initials display.
- **File Modified Date**. The date and time the workpaper was last saved.

Notes:

- Select **View/Refresh** to see the date a workpapers was most recently modified since the last time you opened or refreshed the Binder window.
- The time is inaccurate in a Shared File Room unless the time on the computers are synchronized.

- **Location**. If a staff member has a Workpaper Manager profile on more than one computer, then the computer name where the staff member has the Current Editor copy of the workpaper displays here.
- **Assigned To**. The name of the staff member to whom the workpaper will be assigned during the next synchronization.

For more information about signing off and modifying workpapers after sign off, please see *Chapter 8: Managing Workpapers* on page 353.

Live Editor View (Shared File Rooms Only)

The Live Editor View shows all users who are currently editing a workpaper in a shared binder, and the workpapers they are editing. To select the Live Editor View, do one of the following:

- Click the **Live Editor View** tab at the bottom of the Binder window.
- Select **View/Live Editor View** from the menu.
- 
Click the **Live Editor View** icon on the toolbar.

The *Binder Window - Live Editor View* window displays.

Any workpaper not being edited by a staff member appears in the *Available* section if the Host is the Current Editor, or in the *Unavailable* section if the Host is not the Current Editor. The following status information for each workpaper displays, if applicable.

- 
Locked. The locked icon indicates a workpaper is locked. A locked workpaper cannot be edited.
- 
Frozen. If the workpaper's Workpaper Manager links are frozen, a broken link icon displays in this column. In a frozen workpaper, changes to the trial balance and the name and date properties are not carried to the documents or reports.
- 
Workpaper Note. The note icon indicates if any notes are attached to this workpaper.
- 
Modified after Reviewer Sign Off. A modified icon displays if the workpaper has been modified after a reviewer has signed off.

Notes:

- If the option to flag workpapers that were modified after sign off is not selected in Administrator, this column displays but the indicator flag does not.
- If you view a reviewed workpaper without making any changes, we recommend that you do not save the workpaper when you close it. If the option to flag workpapers modified after sign off is selected in Administrator and you save an unchanged workpaper, the modified icon will display even though you did not make changes.

- **Prepared By**. When a workpaper is signed off by a preparer, the preparer's initials display. If more than one preparer signs off on the workpaper, the most recent preparer's initials display.

- **Reviewed By**. When a workpaper is signed off by a reviewer, the reviewer's initials display. If more than one reviewer signs off on the workpaper, then the most recent reviewer's initials display.
- **2nd Reviewed By**. When a workpaper is signed off by a second reviewer, the reviewer's initials display. If more than one second reviewer signs off on the workpaper, then the most recent second reviewer's initials display.
- **File Modified Date**. The date and time the workpaper was last saved.

  Notes:

  - Select **View/Refresh** to see the date a workpaper was most recently modified since the last time you opened or refreshed the Binder window.
  - The time is inaccurate in a Shared File Room unless the time on the computers are synchronized.
- **Location**. If a staff member has a Workpaper Manager profile on more than one computer, then the computer name where the staff member has the current copy of the workpaper displays here.

Notes Pane

Below the Binder Pane is the Notes Pane. The Notes Pane is dockable, so you can click and drag it to any location on your screen.

When a workpaper with a note is selected in the Binder pane, the note's information displays in the Notes Pane. Responses are nested below the note. This note information includes the following:

- **Note Type**. The note icon that displays varies depending on the note type. The three note types are as follows:





  - Two people on top (Team Note)
  - An exclamation point on top (Open Item)
  - A clock on top (Note for Next Period)
- **Subject**. The short description of the note.
- **Number of Responses**. The number of responses recorded for each note.
- **From**. Author of the note.
- **To**. Staff member to whom the note is directed.
- **Date Created**. The date and time the note or response was created.
- **Cleared By**. The staff member who cleared the note.
- **Date Cleared**. The date and time the note was cleared.

You can double-click a note to open the *Workpaper Note Detail* dialog. From this dialog you read, respond to, and clear the note. See *Chapter 8: Managing Workpapers* on page 353, for more information on this dialog.

Shortcut Bar

The Shortcut Bar provides quick access to many Workpaper Manager functions. The Shortcut Bar displays to the left of the selected view in the Binder pane.

The Shortcut Bar displays by default. It can be re-sized, minimized, or closed. If the Shortcut bar is closed, you can open it by selecting **View/Shortcut Bar**.

Shortcuts Pane

The *Shortcuts* pane displays shortcuts to commonly used Workpaper Manager features.

- **Workpapers**. Displays the Binder window where you can select the Binder View, Notes Summary View, Sign Off Summary View, or Current Editor View.
- **Binder Snapshot**. Displays diagnostic information for the binder. The Tip of the Day also displays in this view. See the next section, *Using the Binder Snapshot*, for additional information.
- **Trial Balance Snapshot**. Displays a diagnostic summary of all the trial balances in a binder. The Tip of the Day also displays in this view. See *Using the Trial Balance Snapshot* on page 211 for additional information.

Tax Pane

If ProSystem *fx* Tax is installed, the *Tax* pane allows you to launch up to five installed versions of Tax directly from the Shortcut bar.

Note: If ProSystem *fx* Tax is not installed, the *Tax* pane does not display.

Guidance Pane

The *Guidance* pane displays links to useful resources on the Internet.

- **IntelliConnect**. Links to the IntelliConnect tax research platform, which gives you unprecedented access to the industry's best content.
- **Accounting Research Manager**. Links to online analytical accounting, auditing, and SEC information databases.
- **FAQs**. Links to Frequently Asked Questions about using Workpaper Manager.

Using the Binder Snapshot

The Binder Snapshot allows you to view diagnostic information for binders. The Tip of the Day also displays in this view. To switch to the Binder Snapshot view, select one of the following:

- Click the **Binder Snapshot** icon on the Shortcuts bar.
- Select **View/Binder Snapshot**.

The Binder Snapshot view displays the following panes:

- **My Workpapers**. Lists workpaper links which display alongside workpaper icons, the index, and the name of workpapers of which the user is the Current Editor. You can also use the links to open the workpapers.
- **Workpapers Count**. Displays the number of workpapers in the categories below. You can select the category links to display the particular section of the workpapers in the Binder view.
  - Filed workpapers
  - Unfiled workpapers
  - Workpapers in Conflict section
  - Published workpapers

- Workpapers in Trash
- Total Workpapers

- **Notes/Replies**. Displays the number of workpaper notes/replies in each category listed below. You can select the category links to display the particular section of the Notes Summary View in the Binder window.
  - Team notes/replies
  - Open item notes/replies
  - Notes for next period/replies
- **Sign off Status**. Displays the number of workpapers in each category listed below. You can select the category links to display the particular section of the *Sign Off Summary View* of the *Binder* window.
  - In process
  - Ready for review
  - Reviewed
  - 2nd Reviewed
  - Modified after reviewed

  Note: If the option to flag workpapers that were modified after sign off is not selected in Administrator, *Modified after reviewed* does not display.

- **Tip of the Day**. Displays suggestions for using the program more efficiently. The **Previous** and **Next** buttons allow you to navigate the tips. You can hide the Tip of the Day by clicking **Hide Tips**. To show the tips again, click **Show Tips**.

  Note: You can customize the Tip of the Day items to show tips that are specific to your firm's operations. See *Managing the Tip of the Day* on page 113 for more details.

Refreshing the Binder Snapshot Window

You can refresh the Binder Snapshot panes by clicking the **Refresh** button on the upper-right corner of the Binder Snapshot window.

Displaying Binder Snapshot as the Default Window

To display the Binder Snapshot as the default window when a binder is opened, select **Tools/Options** and then, on the *General* tab, check the **Binder Snapshot on binder open** box.

Opening Workpapers Inside/Outside

When you open a workpaper inside ProSystem *fx* Workpaper Manager, the workpaper displays either under or to the right of the Binder window. To set the location, select View/Workpaper Preview. You cannot make changes to a workpaper you are viewing inside. This feature is for online review only.

You can view and edit a workpaper in the application used to create it. This is referred to as viewing the workpaper outside ProSystem *fx* Workpaper Manager. For information about opening workpapers inside and outside, see *Chapter 8: Managing Workpapers* on page 353.

Refreshing the Window

Changes you make to the contents of the binder should be reflected in the Binder window as you make them. If you do not see changes you have made, you can refresh the window by doing the following:

- Select **View/Refresh**.
- Press **F5**.
- Click the **Refresh** button on the toolbar.



Opening Multiple Binders

You can open multiple binders. After you have opened one binder, select **ProSystem *fx* Workpaper Manager - File Room** from the Workpaper menu. Find and open the other binder. You can switch between binders or back to the File Room from the Workpaper menu. The menus and toolbars may change depending on the active binder.

Important! Do not drag Trial Balance (TB) Reports or Journal Entry (JE) Reports to other binders, as these types of files are specific to the trial balance.

Note: When you have multiple binders open and you open more than one Excel workpaper created from a rolled forward binder or the same binder template, you can edit only the first workpaper opened. The other copies are read-only.

Tip: Clicking the **Restore Down** button on the active window sizes the window so it does not fill the entire screen. You can drag a workpaper from one binder to another.

Accessing Trial Balance Functions

From the Binder window, you can access many of the trial balance functions, including the following:

- TB Column Setup
- Import Conversion Wizard
- Consolidate TB
- Funds Setup
- Classifications
- Account Groupings
- Chart of Accounts
- QuickView
- Quiklink/Desktop Updates Status
- Journal Entry Summary
- Add Journal Entry
- Write Up Journal Entry

For more information on these functions, see *Chapter 7: Using the Trial Balance* on page 207.

Creating and Modifying Workpaper Tabs

Workpaper tabs allow you to group related workpapers in a binder. An index system allows you to assign page numbers to workpapers and tabs. These two tools are designed to reflect the way you organize workpapers in the physical engagement binders you currently use. The following sections describe the procedures associated with workpaper tabs.

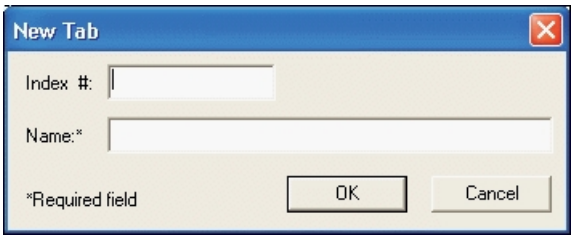
Adding Workpaper Tabs

To add a new tab to a binder, do the following:

1. In the Binder Index, click where you want to add the new tab.
2. Do one of the following:
   - Select **File/New/Tab**.
   - Right-click the item and select **New Tab** from the pop-up menu.
   - Click the **New Tab** button on the toolbar.



The *New Tab* dialog displays.



3. Complete the *New Tab* dialog as follows:
   - In the *Index #* field, type the index number to assign to the tab. This field is optional.
   - In the *Name* field, type the name for the tab. This field is required.

   Note: The index number and name combination must be unique within the binder.

4. Click **OK**. The new tab displays in the Binder Index.

Changing and Viewing Workpaper Tab Properties

To change the name or index number of a tab or to view information about it, do the following:

1. In the Binder Index, click the pertinent tab.
2. To display the *Tab Properties* dialog, do one of the following:
   - Select **File/Properties**.
   - Right-click the tab you selected and select **Properties** from the pop-up menu.
   - Click the **Properties** button on the toolbar.



3. Change the name or index number, if needed. You can also view these tab statistics:
   - The number of tabs and workpapers stored in the selected tab.
   - The name of the person who created the tab.
   - The date and time the tab was created.

- The name of the person who last modified the properties and when.

4. Once finished, click **OK**.

Creating Workpaper Tab Notes

ProSystem *fx* Workpaper Manager provides a platform to create, respond to, and manage your notes. You can create three types of notes for workpapers and binder tabs: Team Notes, Open Items, and Notes for Next Period. For more information, see *Workpaper and Workpaper Tab Notes* on page 402.

Copying Tabs Between Binders

You can copy tabs to another binder by dragging them or by using the Copy and Paste commands. When you copy tabs, the workpapers and tabs within that tab are also copied. To copy individual workpapers, see *Chapter 8: Managing Workpapers* on page 353.

Note: You cannot move items from one binder to another.

To copy workpaper tabs, do the following:

1. Open the binder with the tab you want to copy.
2. Open the binder where you want to place the tab. For instructions on opening multiple binder windows, see *Opening Multiple Binders* on page 170.
3. Select the tab you want to copy, then do one of the following:
   - Select **Edit/Copy**.
   - Drag the tab to the destination.
   - Right-click the tab and select **Copy** from the pop-up menu.
4. In the binder window where you want to place the tab, do the following:
   - To place the tab in the first level, drag or paste the tab to the binder icon at the top of the Binder Index.
   - To place the tab within another tab, drag or paste the tab to the icon of the tab where you want to put it.

     Notes:

     - If you copy a tab into a binder, the name of the new tab and workpaper begin with the words *Copy of* if that same tab or workpaper exists in the binder. You can rename the tab or workpaper using the *Properties* dialog.
     - Copying a tab between binders may cause the links within the workpapers and reports to fail because the links are pointing to a specific trial balance. Trial balance and journal entry reports should not be copied to another binder, as they will not refresh properly.
5. Repeat this procedure for each tab you want to copy.

Deleting and Recovering Workpaper Tabs

You can delete any tab, except the *Unfiled Workpapers*, *Conflicts*, *Published Workpapers*, and *Trash* tabs. Deleted items remain in the Trash until you empty it. You can recover items from the Trash as needed. When the Trash is emptied, any workpapers and tabs in it are deleted permanently.

Note: When you roll forward a binder, items in Trash are not carried forward to the new binder. For information on roll forward, see *Rolling Forward Binders* on page 193.

The rules for items in the Trash are as follows:

- You must have rights to move, delete, or restore a workpaper if you are not the Current Editor.
- You must have rights to move or delete a tab that contains a workpaper for which you are not the Current Editor.
- Only the workpapers for which you are the Current Editor are restored when a tab is restored. The workpapers you are not the Current Editor of remain in the trash. In a shared file room binder, workpapers where the Host is the current editor will be restored.
- Your staff group must also have been granted the right to delete and restore workpapers and tabs in order to delete/restore workpapers or tabs.

To delete a workpaper tab, do the following:

1. In the Binder Index, click the tab you want to delete.
2. Do one of the following:
   - Select **Edit/Delete**.
   - Right-click the tab and select **Delete** from the pop-up menu.
   - Press **Del**.
   - Drag the tab to the *Trash* icon.

You can restore deleted tabs and workpapers by doing one of the following:

- Display items in the Trash by double-clicking the **Trash** icon. Right-click the item and select **Restore from Trash**.
- Right-click the **Trash** icon and select **Restore All**.

Restoring a tab restores all workpapers associated with the tab for which you are the Current Editor. You can permanently delete the workpapers and tabs by emptying or deleting from the Trash. Do one of the following:

- Display the items in the Trash by double-clicking the **Trash** icon. Right-click the item and select **Delete from Trash**.
- Right-click the **Trash** icon and select **Empty Trash**.
- The Trash will be emptied when the binder is closed if the option is set in Administrator.

Sharing and Distributing Binders

Because ProSystem *fx* Workpaper Manager binders are electronic, they can be easily shared and distributed. There are three methods you can use to share binders. The method you choose depends on whether you are using a network (in the office), on a peer-to-peer network (out in the field), or neither.

This section describes how you can manage your workpaper flow through your main office server, using the Packaging feature, and by synchronizing binders.

Using Shared Local File Rooms

Shared local file rooms allow multiple Workpaper Manager users to work directly with workpapers in the same binder without synchronizing with a central file room, checking out workpapers, or assigning workpapers. To work with shared file rooms, the option must be enabled for your firm in Administrator, and you must belong to a staff group that allows sharing of local file rooms.

A Host selects to share his or her local file room, and then other users can log in to the shared file room, see *Logging In To Workpaper Manager* on page 115. Users can open any workpaper in the Host's file room. If the Host is not Current Editor of a workpaper, the workpaper is read-only to all users. If the Host is Current Editor of a workpaper, then the first user to open it becomes the "Live Editor" and is able to edit and save it. Other users can view a read-only copy of the workpaper until the Live Editor closes it.

Notes:

- If you are using Microsoft Vista and you do not have Service Pack 1, you will need hotfix number 935366 to prevent possible errors while sharing trial balances. This hotfix is included on the Workpaper Manager installation DVD (Install Media).
- Workpaper Manager does not support sharing local file rooms between different locales (for example, US and Australia).
- Workpaper Manager does not support the same user simultaneously logging in to a shared file room from multiple computers.

Sharing a Local File Room

To share your local file room as a host, file room sharing must be enabled in Administrator. Also, you must belong to a staff group that allows sharing of local file rooms.

To share a file room, do the following:

1. Log in to Workpaper Manager as either Office or Field.
2. Do one of the following:
   - Right-click the Local File Room icon or anywhere in the file room frame and select **Share File Room**.
   - Select **Tools/Share File Room**.
3. Click **OK** on the message stating that the file room has been successfully shared.

Note for Vista Users: If you are a Standard User in Windows Vista, you will not be able to share your Local File Room from your login due to Vista's User Account Control. To share your Local File Room, have a Vista Administrator or Power User log in to Windows, log in to Workpaper Manager with your profile, and follow the procedure above.

To stop sharing a file room, do the following:

1. Log in to Workpaper Manager as either Office or Field.
2. Do one of the following:
   - Right-click the Local File Room icon or anywhere in the file room frame and select **Stop Sharing File Room**.
   - Select **Tools/Stop Sharing File Room**.
3. Click **OK** on the message stating that sharing of the file room has been successfully stopped.

Note: You cannot stop sharing your local file room if another user is currently logged in.

Editing Workpapers in a Shared File Room

Working with workpapers in a shared file room is similar to working in your own local file room. When you open a binder in the Host's local file room, the Binder View displays.

The *Live Editor* column displays the current status of each workpaper. The following statuses are displayed:

- **(User Name)**. The user whose name displays is currently the Live Editor of the workpaper. You can view a read-only copy of the workpaper until the Live Editor closes it.
- **<Available>**. The local file room's Host is the Current Editor of the workpaper, and no other users are currently working on the workpaper. These workpapers are available for you to open and edit.
- **<Unavailable>**. The Host is not Current Editor of the workpaper.

Click on any workpaper with <Available> displayed in the *Live Editor* column to edit the workpaper. Close the workpaper when you finish editing it. There is no synchronization or check-in required.

Note: In a Shared File Room, workpapers that have not been opened by any user will appear in bold font. Once any user opens a workpaper, that workpaper will not appear bold the next time users access the Shared File Room.

Office Network Environment - Central File Room

When a Workpaper Manager staff member is attached to a network, the central file rooms can be used to share and distribute binders with anyone on the network. The central file rooms are set up in the Administrator module by the person responsible for the implementation of ProSystem *fx* Workpaper Manager.

For information on setting up the central file room, see *Chapter 3: Workpaper Manager Administrator* on page 50.

When you log in to ProSystem *fx* Workpaper Manager connected to the Office, the program displays the central file rooms that have been set up. When you double-click the central file room or right-click and select **Connect**, ProSystem *fx* Workpaper Manager checks to see if you are connected to the server. If you are not connected, that central file room displays with a red X mark. If you are connected, the following procedures explain how to share binders.

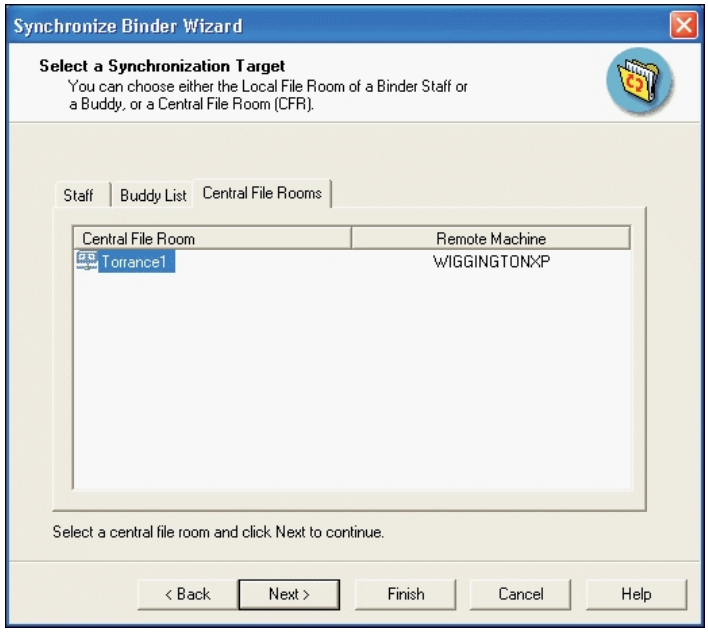
Initial Synchronizing to the Central File Room

The synchronization feature copies a binder from the local file room to the central file room or from the central file room to the local file room.

Note: Before using the Synchronize Binder Wizard or Express Synchronization, you must close all workpapers within the binder. A closed binder selected for synchronization can be opened.

When synchronizing a binder to the central file room for the first time, do the following:

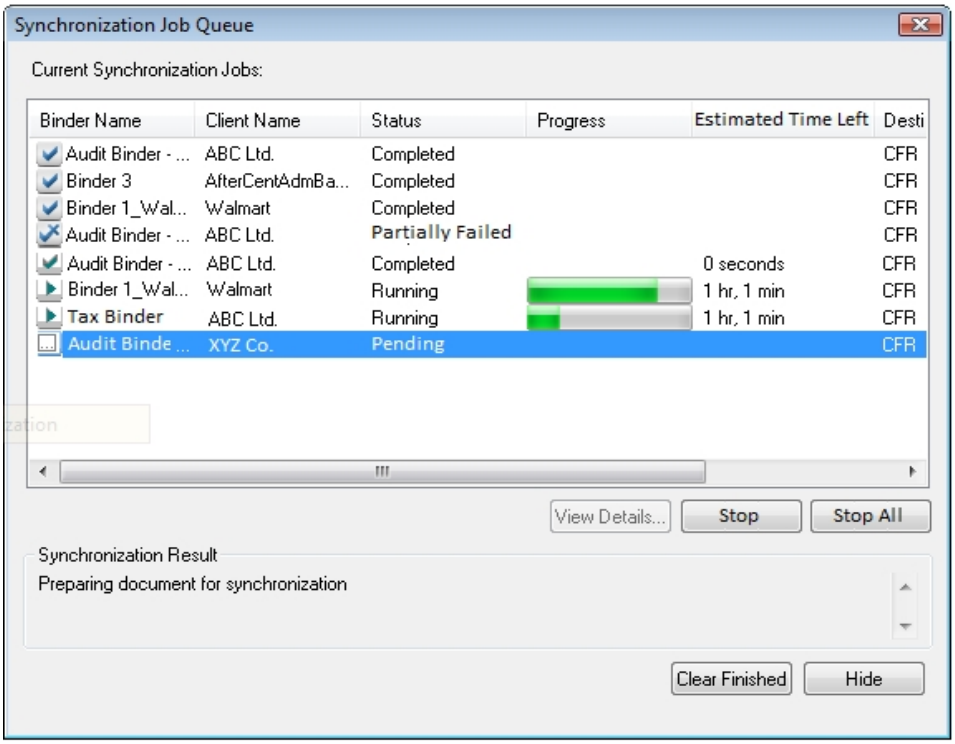
1. Select the binder in the local file room and do one of the following to open the Synchronize Binder Wizard:
   - Select **Tools/Synchronize Binder**.
   - Right-click the binder and select **Synchronize Binder** from the pop-up menu.
   - Click the **Synchronize Binder** toolbar button.
2. Click **Next** on the *Welcome* dialog to open the *Select a Synchronization Target* dialog.



Note: If you do not want to display the *Welcome* dialog again, check the **Do not show this Welcome page again** box on the *Welcome* dialog.

3. Select the central file room with which to synchronize.
4. Click **Next**. The *Synchronize Entire Binder or Selected Workpapers* screen displays.
5. Select one of the following:
   - **Synchronize entire binder**. Synchronizes the entire binder, including all workpapers.
   - **Synchronize only selected workpapers**. Synchronizes only the workpapers you select for synchronization.

6. Click **Next**. The *Check In Workpapers* dialog displays.
7. Select the workpapers you would like to check in to the central file room. When you check the workpaper in, you no longer have Current Editor rights to this workpaper in the local file room. To select workpapers, click the **Plus sign** (+) to expand the view, and then do one of the following:
   - Select all the workpapers by checking the box next to the binder.
   - Select all the workpapers in a section by checking the box next to the workpaper tab.
   - Select specific workpapers by checking the box next to the workpapers.
8. If you are synchronizing the entire binder, continue to step 10. If you are synchronizing only selected workpapers, click **Next**. The *Synchronize Workpapers from your LOCAL file room* dialog displays.
9. Click the plus sign to expand the view, and then select workpapers to synchronize with the central file room by doing one of the following:
   - Select all the workpapers by checking the box next to the binder.
   - Select all the workpapers in a section by checking the box next to the workpaper tab.
   - Select specific workpapers by checking the box next to the workpapers.
10. Click **Next**. The *Completing the Synchronization Wizard* dialog displays. This dialog displays a summary of your selections. If you check the box at the bottom of the window, the copy of the binder in your local file room automatically opens after the synchronization is finished.
11. Click **Synchronize**. The *Synchronization Job Queue* dialog displays.



The *Synchronization Job Queue* shows the progress and estimated time left of the synchronization. You may click **Hide** to close the dialog. The synchronization process continues.

The synchronization steps copy the binder from the local file room to the selected central file room. The same steps can be taken to copy the binder from the central file room to the local file room.

If errors occur during synchronization, workpapers that were successfully transferred prior to the error will not be rolled back. This will save time on the next synchronization.

Subsequent Synchronizing to the Central File Room

After a binder has been synchronized to the central file room, there are five methods for subsequent synchronization.

- **Synchronize Binder Wizard**. When using the Synchronize Binder Wizard as described above for subsequent synchronization, you can also check out workpapers.
- **Synchronize selected workpapers**. You can select specific workpapers to synchronize without synchronizing the entire binder. Within an open binder, select the workpapers to synchronize and then select **Workpapers/Synchronize**, or right-click the workpapers and select **Synchronize Workpaper**. You can also select **Check In** or **Check Out** to transfer the Current Editor rights to or from the central file room while in the open binder.
- **Express Synchronization**. Automatically synchronizes the binder in the local file room and the central file room, without opening the wizard. You do not have the option to check workpapers in or out.

  Select the binder in the local file room and do one of the following:
  - Select **Tools/Express Synchronization**.
  - Right-click the binder and select **Express Synchronization**.
  - Click the **Express Synchronization** toolbar button.



- **Auto express synchronize binder on open**. Select **Tools/Options**. On the *General* tab, you can select to automatically synchronize a binder upon opening it.
- **Auto express synchronize binder on close**. Select **Tools/Options**. On the *General* tab, you can select to automatically synchronize a binder upon closing it.

All five methods synchronize changes from both locations (local file room and central file room) simultaneously. Changes made in the local file room are synchronized to the central file room and changes made in the central file room are synchronized to the local file room.

If errors occur during synchronization, workpapers that were successfully transferred prior to the error will not be rolled back. This will save time on the next synchronization.

Synchronizing a Binder from the Central File Room

The Synchronization feature also allows staff members assigned to a binder to copy or check out from the central file room a binder that is not currently in their local file room.

The binder will synchronize first and will display in the Local File Room within a few seconds. It can then be opened while the workpapers are still synchronizing. If you select to open a finalized binder that is synchronizing, it will appear as in process until synchronizing is complete.

Once the synchronization of an open binder completes the binder will refresh and you will see the updated information.

To check out a binder from the central file room, do the following:

1. Select the binder in the central file room and do one of the following:
   - Select **Tools/Synchronize Binder**.
   - Right-click the binder and select **Synchronize Binder** from the pop-up menu.
   - Click the **Synchronize Binder** button on the toolbar.

   The *Synchronize Binder Wizard* dialog displays.
2. Click **Next** on the *Welcome to the Synchronization Binder* dialog. The *Synchronize Entire Binder or Selected Workpapers* dialog displays.
3. Select one of the following:
   - **Synchronize entire binder**. Synchronizes the entire binder, including all workpapers.
   - **Synchronize only selected workpapers**. Synchronizes only the workpapers you select for synchronization.
4. Click **Next**. The *Check OUT Workpapers (Receive Current Editor Rights)* screen displays.
5. Click the plus sign (+) to expand the view, and then select workpapers to check out to your local file room by doing one of the following:
   - Select all workpapers by checking the box next to the binder.
   - Select all workpapers in a section by checking the box next to the workpaper tab.
   - Select specific workpapers by checking the box next to the workpaper.
6. If you are synchronizing the entire binder, go to step 8. If you are synchronizing only selected workpapers, click **Next**. The *Synchronize Workpapers (REMOTE File Room)* dialog displays.
7. Click the **plus sign** (+) to expand the view and then select workpapers to synchronize by doing one of the following:
   - Select all workpapers by checking the box next to the binder.
   - Select all workpapers in a section by checking the box next to the workpaper tab.
   - Select specific workpapers by checking the box next to the workpaper.
8. Click **Next**. The *Completing the Synchronization Wizard* dialog displays a summary of your selections. If you check the box at the bottom of the dialog, the binder automatically opens after the synchronization is finished.
9. Click **Synchronize** to copy the binder from the central file room to your local file room. If the client folder does not already exist in your local file room, it is also copied. The *Synchronization Job Queue* dialog displays, showing the status and estimated time left of the synchronization.
10. You can click **Hide** to close the dialog. The synchronization process continues even if the dialog is hidden.

If errors occur during synchronization, workpapers that were successfully transferred prior to the error will not be rolled back. This will save time on the next synchronization.

Peer-to-Peer Network Environment - Direct Synchronization

Workpaper Manager staff members who are assigned to the same binders can share and distribute binders directly with one another when they are connected on a peer-to-peer network. When a binder staff member logs in using the Office or Field location, the program displays the name of each staff member who is set up and active in the Administrator module in the *Staff* tab of the File Room.

In addition, you can synchronize binders with staff members displayed on the *Buddy List* tab. When you double-click a staff member's name, Workpaper Manager tries to connect to the staff member. If it cannot connect, you receive a message stating that the program was unable to connect to the computer.

Synchronization to Another User's Local File Room

When you are logged in to ProSystem *fx* Workpaper Manager in the Field location, the synchronization feature copies a binder from one user's local file room to another user's local file room.

Before using the Synchronize Binder Wizard or Express Synchronization, you must close all workpapers within the binder. A closed binder selected for synchronization can be opened.

To synchronize a binder with another user, do the following:

1. Select the binder in the local file room, and do one of the following:
   - Select **Tools/Synchronize Binder**.
   - Right-click the binder and select **Synchronize Binder** from the pop-up menu.
   - Click the **Synchronize Binder** toolbar button.

   The *Synchronize Binder Wizard* displays.
2. Click **Next** on the *Welcome* dialog. The *Select a Synchronization Target* screen displays.
3. Select the staff member to synchronize with from either the *Staff* or *Buddy List* tab. If the *Existing Location* field is grayed out, browse to the user's alternate location. A staff member can have a Workpaper Manager profile on multiple computers, and you can select from any existing location or an alternate location when synchronizing the binder with the staff member.
4. Click **Next**. If the staff member is not assigned to the binder and you have the staff group right to modify binder properties, you are given the option of assigning the staff member to the binder. Click **Yes** to assign the staff member.
5. Select one of the following from the *Synchronize Entire Binder or Selected Workpapers* screen:
   - **Synchronize entire binder**. Synchronizes the entire binder, including all workpapers.
   - **Synchronize only selected workpapers**. Synchronizes only the workpapers you select for synchronization.
6. Click **Next**. If you are the Current Editor of the binder, the *Assign Workpapers* screen displays. Select the workpapers to assign to the staff member by clicking the **plus sign** (+) to expand the view and do one of the following:
   - Select all the workpapers by checking the box next to the binder.
   - Select all the workpapers in a tab by checking the box next to the tab.
   - Select specific workpapers by checking the box next to the workpapers.

7. Click **Next**. If you are synchronizing the entire binder, continue to step 8. If you are synchronizing only selected workpapers, the *Synchronize Workpapers (LOCAL File Room)* dialog displays. Select the workpapers to synchronize. Click the **plus sign** (+) to expand the view and then select workpapers by doing one of the following:
   - Select all workpapers by checking the box next to the binder.
   - Select all workpapers in a section by checking the box next to the workpaper tab.
   - Select specific workpapers by checking the box next to the workpaper.
8. Click **Next**. A summary of your selections displays. If you check the box at the bottom of the dialog, the copy of the binder in your local file room opens automatically after the synchronization is finished.
9. Click **Synchronize**. The synchronization steps copy the binder from one local file room to another local file room.

   Notes:

   - After synchronization is completed, you no longer have Current Editor rights to the workpapers you assigned to another staff member.
   - You can alternatively assign workpapers to another staff member before synchronization. Current editor rights are transferred automatically upon a subsequent synchronization.

   The *Synchronization Job Queue* dialog displays, showing the status and estimated time left of the synchronization.
10. You can click **Hide** to close the dialog. Synchronization continues.

If errors occur during synchronization, workpapers that were successfully transferred prior to the error will not be rolled back. This will save time on the next synchronization.

Resolving Synchronization Conflicts

The *Synchronization Conflicts* dialog allows you to resolve workpaper conflicts you may encounter when synchronizing or receiving a binder that has had a workpaper or trial balance restored or had its Current Editor changed.

Choose from the following options:

- **Local wins**. Choosing this option retains the local file room copy and replaces the remote location's copy with a copy from the local file room.
- **<Computer Name> wins**. Choosing this option causes the local workpaper to be replaced by the copy from the selected computer. The local copy of the workpaper is permanently removed.
- **Undecided**. Choosing this option causes the copy from the other computer to be filed on the *Conflict* tab and the local copy to remain filed in its current tab.

The *Conflicts* dialog has an option allowing you to decide on an individual basis the action to be taken on a workpaper. You can also decide globally on an action for all workpapers. You have an option to view details for both workpapers in conflict, but the workpapers cannot be edited.

Opening Workpapers in the Conflicts Tab

After synchronization finishes, you can open workpapers on the *Conflicts* tab for resolution. The titles of Workpapers with conflicts are preceded by (C), and these workpapers are read-only.

Note: Workpapers that have a matching conflict workpaper in the *Conflicts* tab cannot be assigned until the conflict is resolved.

You can right-click the item in the *Conflicts* tab and select one of the following actions from the pop-up menu.

- Open the workpaper in a read-only state (view outside).
- Delete the conflicting workpaper.
- File the selected workpaper, which opens the *Conflicts* dialog for resolution of the workpaper's conflict.
- View workpaper properties.

View Synchronization History

The Synchronization History option allows you to easily access detailed information about the Synchronization History from within Workpaper Manager. You can review, print, or save the Synchronization History using the following options:

- For a local file room binder, you can access the history from the *Information* tab in Binder Properties in the Workpaper Management module.
- For a central file room binder, you can access the history from the *Information* tab in Binder Properties in the Workpaper Management module or the Administrator module.

An entry is made to the history table every time a binder synchronizes with a central file room or with another staff member, every time a binder package is created or received, and every time a packaged binder is backed up or restored. The entry includes whether or not a synchronization was successful or not.

Non-Network Environment - Binder Packages

If you are not on a network or need to email a binder to a binder staff member, create a binder package. Do not synchronize to a central file room or to another staff member's local file room.

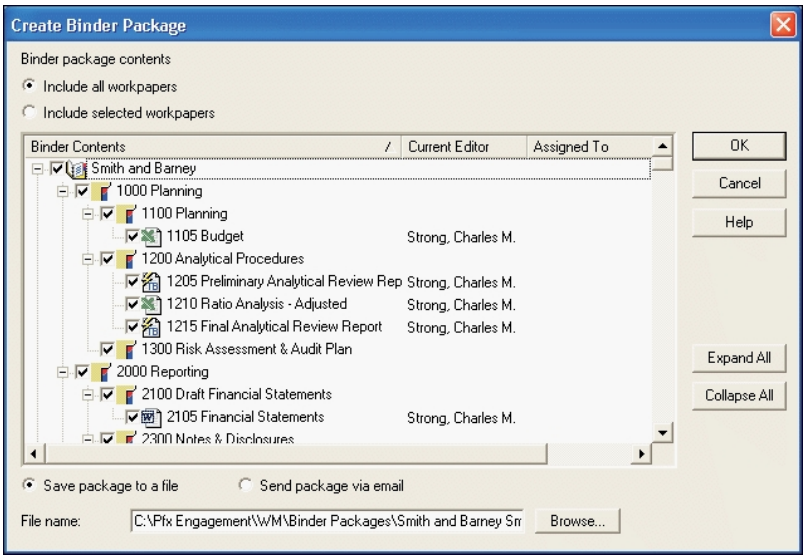
Creating a Binder Package

The following procedure creates a binder package that you can save as a file or send as an attachment to an email message. Close the binder before you create the binder package.

To create a binder package, do the following:

1. In the local file room window, select the binder you want to distribute.
2. Do one of the following:
   - Select **Tools/Create Binder Package**.
   - Right-click the binder and select **Create Binder Package**.
   - Click the **Create Binder Package** toolbar button.
   - Select **Send To** on the File menu.

The *Create Binder Package* dialog displays.



3. The *Create Binder Package* dialog displays the following options:
   - **Include all workpapers**. Preselects all of the workpapers, including those that are in the Trash. This option also includes all newly created workpapers when local file rooms receive the binder package. This is the default selection.
   - **Include selected workpapers**. Allows you to select specific workpapers, except items in the Trash folder. This option does not include newly created workpapers.
4. If you select the *Include selected workpapers* option, select the workpapers to include in the binder package. Click the **Plus sign** (+) to expand the view and select workpapers using one of these methods:
   - Select all the workpapers by checking the box next to the binder.
   - Select all the workpapers in a tab by checking the box next to the tab.
   - Select specific workpapers by checking the box next to the workpapers.
5. Select how you want to distribute the binder package.
   - If you want to save the binder package as a file, select the **Save package to a file** option. Verify the path, file name, and file size of the binder file. You can change the path by clicking **Browse**.
   - If you want to send the binder package as an email attachment, select the **Send package via email** option. The system uses a default file name for the attachment.

   Note: To use email features, you need a MAPI-compliant email system. These systems include Microsoft Exchange, Microsoft Mail, and Internet SMTP/POP3.
6. Click **OK**. If you are saving the binder package, the file is created according to the path you specified. If you are sending the binder package through email, a new email message displays with the binder package file as an attachment.

Receiving a Binder Package

After a binder package has been created, other binder staff members can receive the file. When you are not in a network /environment or synchronization is not enabled for the central file room, this is how you share binders with other binder staff members.

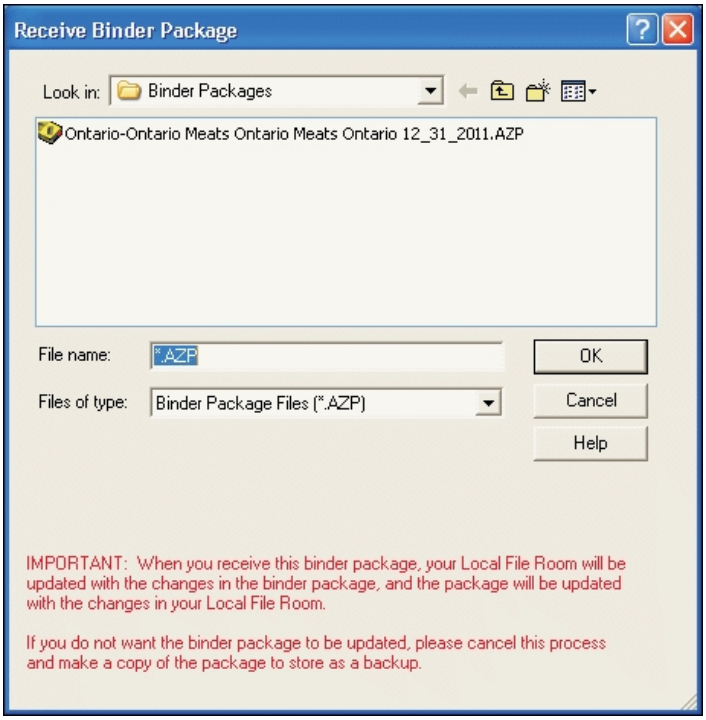
Notes:

- When you receive a binder, a signature change may occur, which causes the binder's Dynalink to be broken. To reconfigure the Dynalink, see *Chapter 7: Using the Trial Balance* on page 207.
- If you are using a flash drive or USB drive, copy the binder package to the hard drive of the computer before receiving it.

To receive a binder package, do the following:

1. Do one of the following to open the *Receive Binder Package* dialog:
   - Select **Tools/Receive Binder Package**.
   - Right-click a binder and select **Receive Binder Package** from the pop-up menu.
   - Click the **Receive Binder Package** toolbar button.





2. Browse to the location of the binder package. The binder package file extension is AZP.
3. Click **OK** to receive the package.
4. If you are receiving a binder package that was created in a version of Workpaper Manager prior to the one you are using, a message displays stating that the binder package must be converted before it can be received. Click **Yes** to convert the binder package.
5. If you are receiving a binder package from another firm, a message displays stating that the Firm and Central File Room information on the binder will change. Click **Yes** to continue.
6. A message displays when the binder is successfully received. Click **View Log** to open the Synchronization History Log which you can print or save to a file. Click **OK** to exit the message dialog.

When you receive a binder, the following occurs:

- If the binder does not exist in the local file room, ProSystem *fx* Workpaper Manager finds the client folder and attempts to insert the binder into the client folder. If you do not have this client folder, the program automatically creates it.
- If the binder exists in the local file room, Workpaper Manager checks the binder you are receiving and the binder you already have to determine if there are any conflicts.

Note: We recommend using binder packages as a secondary method of backing up your binders. For the primary backup method, you should synchronize to Administrator every day, and the Database Backup and Restore Utility should be run on a nightly basis.

Using Outlook to Receive Binder Packages

Workpaper Manager users who have Microsoft Outlook on their local computers can use the Workpaper Manager interface option, Workpaper Manager/Receive Binder Package, in Outlook to receive a binder package directly into a Workpaper Manager binder.

Note: If you are not using Outlook and you receive a binder package file as an email attachment, save the file to your computer's hard drive first. Then follow the instructions under *Receiving a Binder Package* on page 183.

Creating Binder Portfolios

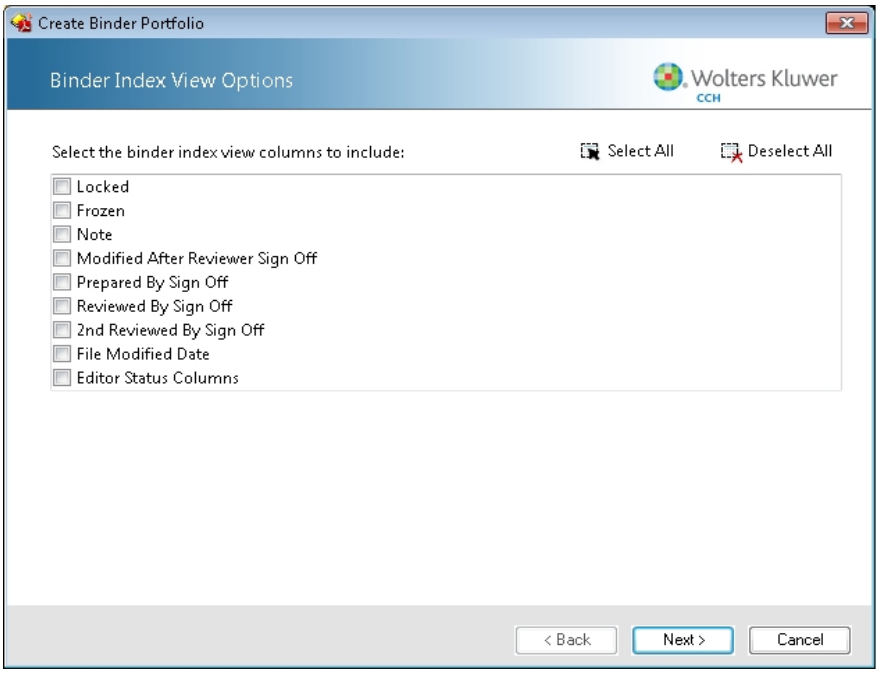
You can create a binder portfolio to send contents of a binder to a third party for review or litigation. The binder portfolio includes an index similar to the binder index, PDF copies of all or specific workpapers in the binder, and notes for the selected workpapers, if desired.

Notes:

- Binder portfolios cannot be synchronized.
- You cannot create a binder portfolio from a shared file room or if you are not assigned to the binder.

To create a binder portfolio, do the following:

1. Select **Tools/Create Binder Portfolio** in your local file room to open the *Create Binder Portfolio Wizard*.



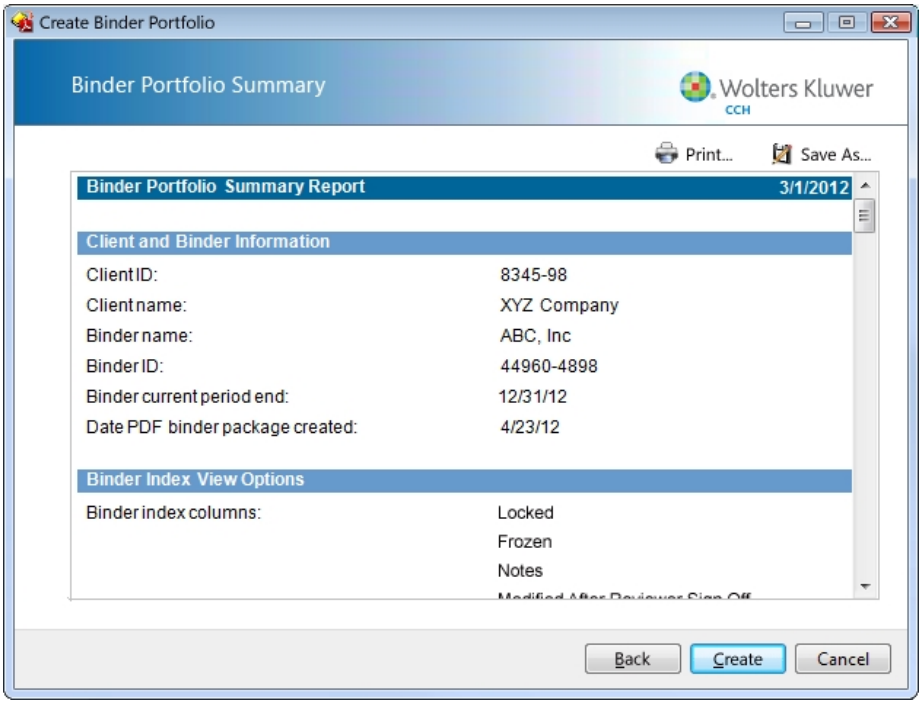
2. Select the binder index view columns to include. Click **Select All** to include all available columns. The options are as follows:
   - Locked
   - Frozen
   - Note
   - Modified After Reviewer Sign Off
   - Prepared By Sign Off
   - Reviewed By Sign Off
   - 2nd Reviewed By Sign Off
   - File Modified Date
   - Editor Status Columns
3. Click **Next**. The *Select Workpapers* window displays.
4. Select the workpapers to include in the binder portfolio.
   - Select **Include all workpapers** if you want to send all workpapers.
   - Select **Include selected workpapers** to manually select which workpapers to include.

     Note: Trash and conflicts sections are not available to be included in the portfolio.
5. Click **Next**. The *Workpaper and Binder Portfolio Options* window displays.

6. Select from the following workpaper options:
   - **Refresh workpapers and trial balances before creating the portfolio**. Select this option to make sure your binder portfolio includes the latest version of all workpapers and trial balances.

     Note: This option is unavailable for finalized binders.

   - **Include tickmark sheets for trial balance reports**. Select this option and tickmark sheets are included in the binder portfolio.
   - **Include custom sheets for trial balance reports**. Select this option and custom sheets are included in the binder portfolio.
7. Accept the default file location or click **Browse** to open a *Save As* dialog to select a drive, directory, and file name, and then click **Save**.
8. If desired, enter a password for the binder portfolio. The password must be no more than 18 characters.
9. Click **Next** to open the *Binder Portfolio Summary* window.



10. Review the summary report. You have the option to do either of the following:
    - Select **Print** to print the summary report.
    - Select **Save As** to save the summary report to your local drive.
11. Select **Create** to create the portfolio. A warning message displays stating that it may take an extended amount of time to convert the selected workpapers to PDF and create the binder portfolio.
12. Click **Yes** to create the binder portfolio, or click **No** to exit the wizard and cancel the binder portfolio creation.

    A message will display stating whether the binder portfolio creation was successful.
13. Click **OK** to close the message.

After you have created the binder portfolio, you can send the ZIP file to a client or other third-party individual. You may want to share the following instructions on how to work with the binder portfolio.

Opening the Binder Portfolio

Once you have created the binder portfolio and sent it to a client or other third-party individual, you may want to share the following instructions with him or her.

Do the following to open the binder portfolio:

1. Save the ZIP file to your computer's Desktop or other location that is easily remembered.

   Note: This procedure will reference using your Desktop; however, your location may vary.

2. Do one of the following:
   - Right-click the ZIP file on your Desktop and select to extract the files to your Desktop.
   - Open a ZIP file management software, open the ZIP file, and extract the files to your Desktop.

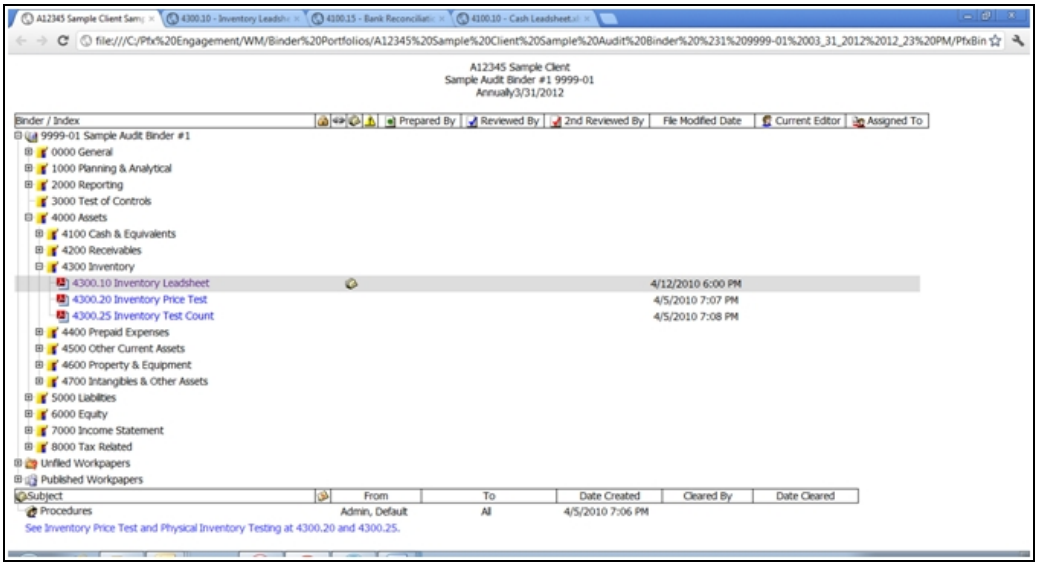
   Note: If the portfolio was password protected:

   - You will be prompted to enter a password. Enter the password and click **OK** to continue.
   - Do not use Microsoft Windows' default extraction program. If you are not prompted for a password, you may need to use a different ZIP file management software.

3. Locate and open the **PfxBinderPortfolio** folder.
4. Open the binder portfolio HTML file. The file will open in your Web browser. This is the binder index. Each workpaper included in the portfolio is listed in the appropriate binder tab. Expand each tab to locate the workpaper links.
   - Enable add-ins to enable full functionality, if necessary.
   - There are two subfolders in the PfxBinderPortfolio folder. The Workpapers folder contains PDF copies of the workpapers. The Images folder contains icons used in the binder index.

     Warning! Do not alter these folders or files as this may cause errors.

Working with Files in the Binder Portfolio



After opening the binder portfolio, do any of the following:

- Click any workpaper link to open the workpaper in the Web browser.
  - Depending on your browser settings, the workpaper may open in a new tab or in a new window. You can also right-click the workpaper and select to open in a new tab or a new window.
  - You can also update your Adobe Acrobat or Reader settings to automatically open the workpapers there instead of your Web browser. Opening the PDF in Adobe Acrobat allows you to edit or markup the documents. To change the setting, open Adobe Acrobat or Reader, select **Edit/Preferences** and select the Internet options. For more information, review the Adobe Acrobat or Reader help content.
- Review the workpaper information, such as who prepared or reviewed the workpaper. This information is available if the option was selected when the binder portfolio was created.
- Select a workpaper that has notes and review the notes in the notes pane at the bottom of the binder index.

Backing Up and Restoring a Binder

We recommend that a regular backup policy be implemented, preferably daily. You can use the backup and restore options on the Tools menu in your local file room both to back up and to restore the binder to its original state.

Note: When you back up a binder, it can be restored only on the computer where it was backed up.

Backing Up a Binder in a Local File Room

1. Highlight the binder and select **Tools/Backup Binder**. The *Backup Binder* dialog displays.
2. Select the location to which you want to save the binder in the *Save in* field. The default path is C:\Pfx Engagement\WM\Binder Backups.
3. Type a name for the binder in the *File name* field. The default name of the backup package is the client ID and name, binder name, binder ID, binder current period end date, and system date with a BZP file extension.
4. The *Save as* field defaults to BZP and cannot be changed. File names cannot contain these characters: / : * ? \ " < > |.
5. Click **Backup** to create the backup file.
6. Click **OK** on the message telling you the backup was successful.

Note: If you assigned workpapers to other staff members, the Current Editor change takes place when the backup is created. Workpaper assignments made by other users are not affected.

Restoring a Binder

1. Select **Tools/Restore Binder**. The *Restore Binder* dialog displays.
2. If necessary, select the directory where the binder is stored in the *Look In* field.
3. Highlight the binder to be restored and click **Restore**.

Notes:

- When you restore a binder, a signature change may occur, which causes the binder's Dynalink to be broken. To reconfigure the Dynalink, see *Chapter 7: Using the Trial Balance* on page 207.
- If the binder already exists in the local file room, a warning message prompts you that the binder will be overwritten. Select **OK** to continue or **Cancel** to stop.
- You will no longer be the Current Editor of workpapers you assigned to other users at the time of backup. Workpaper assignments made by other users are not affected.

Binder Sign Off

Binder sign off allows staff members to sign off on a binder when they have completed their work. This provides a quick way to see which staff members have completed their work on the selected binder.

Signing Off on a Binder

Once staff members have signed off on all assigned workpapers, they can sign off the binder, indicating that their work is complete.

1. From the File Room window, do one of the following to open the *Binder Properties* dialog.
   - Right-click the binder and select **Properties**.
   - Select **File\Properties**.
   - Highlight the binder and click the **Properties** toolbar button.



2. Click the **Binder Staff** tab in the *Binder Properties* dialog.
3. Highlight your name as the staff member signing off on the binder.
4. Click the **Sign Off Binder** button. A dialog displays, asking you to confirm the sign off.
5. Click **Yes**.
6. If you have notes that have not been cleared, you are asked if you want to continue with the binder sign off. Click **Yes** to continue, or click **No** to cancel.
7. If you have workpapers assigned that you have not signed off, a message states that there are workpapers that have not been signed off and asks if you want to continue. Click **Yes** to sign off the binder, or click **No** to cancel.
8. The date and time display next to the name of the user who signed off in the *Binder Properties* dialog.

Removing a Sign Off on a Binder

If staff members need to do more work on a binder after they have signed off, they should remove their sign off on the binder until they complete their work.

To remove a binder sign off, do the following:

1. From the File Room, do one of the following to open the *Binder Properties* dialog.
   - Right-click the binder and select **Properties**.
   - Select **File\Properties**.
   - Highlight the binder and select **Properties** from the toolbar.



2. Click the **Binder Staff** tab in the *Binder Properties* dialog.
3. Highlight your name as the staff member who is removing sign off.
4. Click the **Remove Sign Off** button. A dialog displays, asking you to confirm the sign off removal.
5. Click **Yes**. The sign-off date and time are removed from the *Properties* dialog.

Finalizing Binders

When the work in the current engagement binder is complete, you can choose to finalize the binder. The Finalize Binder feature guides you through a wizard that analyzes the status of the workpapers, notes, and sign offs. The wizard ensures that all open binder items are completed. Using the Finalize Binder feature is optional.

1. To finalize a binder, click the binder and do one of the following:
   - Select **Tools/Finalize Binder**.
   - Right-click the binder and select **Finalize Binder** from the pop-up menu.
   - Click the**Finalize Binder** toolbar button.



2. A prompt reminds you to synchronize the binder with its central file room to ensure that the binder's contents reflect the latest changes. Click **OK** to continue with the Synchronization, or click **Cancel** to exit the wizard.
3. The *Finalize Binder Welcome* dialog displays. You can click the **View Diagnostic Report** link to view the results of the finalization analysis. You can also click the **Do not show this Welcome page again** to stop the *Welcome* dialog from appearing when you start the *Finalize Binder Wizard*.
4. If an item conflicts between the binder in the local file room and the binder in the central file room, the *Synchronization Conflicts* dialog appears.

   You may check the **Resolve all conflicts with the local copy of the workpaper** box to continue or, to resolve the conflict with the remote copy of the workpaper, click **Cancel** and resolve the conflict within the binder.
5. The *Finalize Binder Wizard* displays. The wizard guides you through the binder finalization process. The wizard analyzes the binder and prompts you in the following situations:
   - **Workpapers exist in the Trash**. To continue, check the **Delete all workpapers in the Trash** box and click **Next**. The workpapers are permanently deleted when the Finalize Binder process completes.
   - **Workpapers exist in the *Conflicts* section**. To continue, you must resolve all workpaper conflicts. Click the **Local Wins** button for each workpaper and click **Next**, or select **Cancel** to exit the wizard.
   - **Current Editor Analysis**. You must be the Current Editor of all the workpapers to continue. To continue, check the **Take over all workpapers** box and click **Next**.
   - **Workpapers do not have a preparer sign off**. To continue, check the **Continue without assigning Preparer sign off** box and click **Next**.
   - **Workpapers do not have at least one reviewer sign off**. To continue, check the **Continue without assigning a Reviewer sign off** box and click **Next**.
   - **Workpapers have been modified after being signed off by a reviewer**. To continue, check the **Continue with workpapers modified after reviewed** box and click **Next**.

     Note: This page displays only if the option to display the file modified flag is selected in Administrator.

   - **Uncleared Notes Analysis**. To continue, check the **Clear all team and open item notes for the listed workpapers** box and click **Next**.

- **Placeholder Analysis**. To continue, check the **Continue without clearing placeholders** box and click **Next**.
- **Binder Staff Sign Off Analysis**. To continue, check the **Continue without requiring all binder staff to sign off on the binder** box and click **Next**.

If you do not want to continue with any of these open items, select **Cancel** and resolve the open items.

Note: In the Administrator module, there is an option in **Tools/Options** to skip the *Binder Staff Sign Off Analysis* page.

6. The last page of the wizard displays a summary report, which you can print or save to a file. Click **Back** to modify your selections, or click **Finalize** to complete the finalization.

When you finalize a binder, the following occurs:

- The binder in the local file room automatically synchronizes with the binder in the central file room.
- The icon for the binder changes from an open position to a closed position to indicate the binder is finalized.
- If you open the finalized binder, the binder window displays *(Finalized)* at the top, and the workpapers are read-only.
- The workpaper history is deleted on all workpapers.
- All Team and Open Item notes are deleted.

Binders can be unfinalized in Administrator. See *Unfinalizing a Binder* on page 101.

Note: If errors occur during synchronization when finalizing a binder, the binder in the Central File Room will not be marked as finalized until the user completes a successful synchronization even though some of the workpapers from the finalized binder in the Local File Room may have transferred successfully.

Rolling Forward Binders

When you roll forward a binder, you prepare it to be used as the next period's Workpaper Manager binder. The roll forward process enables you to create a new binder for each new period. This process also enables you to retain the prior period's information for analysis. This section explains what information is rolled forward and how to perform the roll forward function.

Effects of Rolling Forward on a Binder

When you roll forward a binder, the index and structure of the binder are preserved. You have the following options with workpapers:

Workpaper Roll Forward Options

For most Workpaper Manager workpapers, you have the following roll forward options:

- **Include the workpaper in the roll forward**. The workpaper will be included in the binder when a new binder is created for the next period. If the workpaper uses links to Date functions or links to the trial balance, the formulas will be updated with the next period's information.
- **Do not include the workpaper in the roll forward**. The workpaper will not be included in the binder when a new binder is created for the next period. You would choose this option if the workpaper is specific to this period and does not apply to the next. This option is not available for Trial Balance workpapers, which are automatically rolled forward to maintain trial balance links and reports.
- **Replace in the roll forward with placeholder**. A placeholder appears in the new binder for the new period. You can replace the placeholder with a file or scanned document later. You might use this option for workpapers that you receive from clients later in the period. The placeholder maintains the name and index for the workpaper until you can add it.
- **Replace the workpaper in the roll forward with a designated file**. You can use this option for audit programs and checklists that are updated periodically.
- Save or delete existing journal entries in the binder.

 **Notes**:

- If you choose to replace the workpaper with another workpaper, the roll forward option for the new workpaper is set to replace the workpaper.
- Items in the Trash file are not carried over to the new binder.

During the roll forward process, the following occurs:

- A new binder is created for the new period. If changes are made to workpaper roll forward settings or to journal entry roll forward or recurring settings, these changes are reflected in the original binder.
- The new binder does not contain sign off information.
- The new binder does not contain the workpaper notes from the original binder, except for *Notes for Next Period*. These notes are brought forward into the new binder as *Open Item* notes.
- All trial balance data is moved to the prior period and your current period data is initially blank.
- All date and account balance fields linked in your workpapers reflect the next period's date and account balance. For example, with comparative financial statements, the dollar amount columns automatically roll forward or last year's current period becomes the prior period and current period balances are zero. In addition, all dates in the financials roll forward.
- If the option to convert .xls and .doc workpapers was selected, eligible workpapers that

were not specifically selected to be excluded from the conversion will be copied to the new binder in the .xlsx and .docx format.

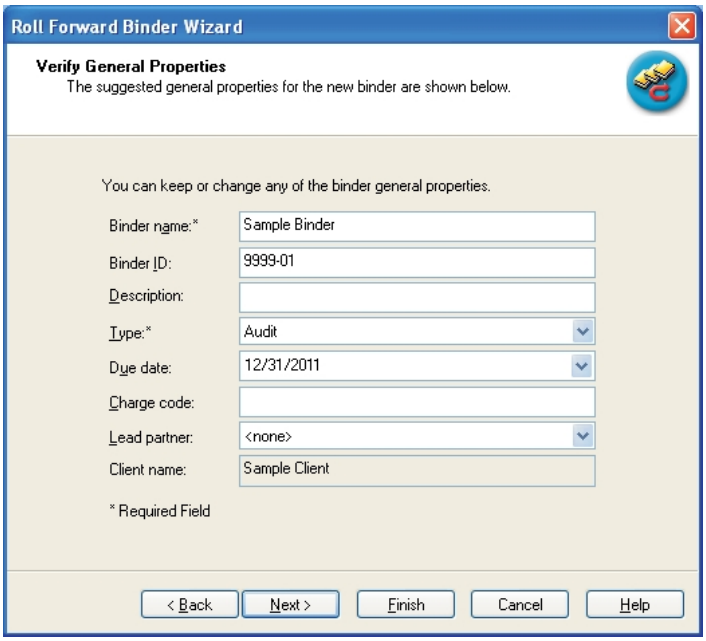
Rolling Forward a Binder

During the roll forward process, the Binder window must be closed. If it is open, you receive a message prompting you to close the window.

To roll forward a binder, do the following:

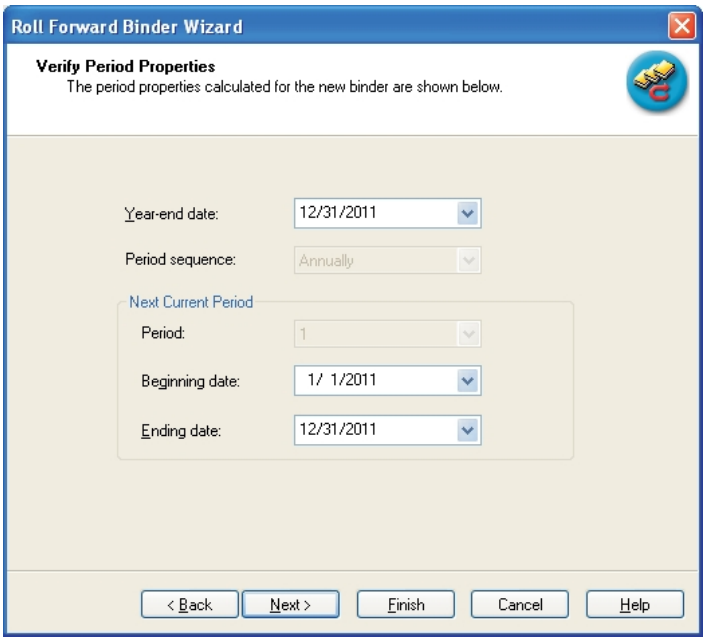
1. Click the binder you want to roll forward.
2. Do one of the following:
   - Select **Tools/Roll Forward Binder**.
   - Right-click the binder and select **Roll Forward Binder** from the pop-up menu.
   - Click the **Roll Forward Binder** toolbar button.

   The *Roll Forward Binder Wizard Welcome* dialog displays. You can click the **Do not show this Welcome page again** if you do not want to view the *Roll Forward Binder Wizard Welcome* dialog again.
3. Click **Next**. The *Roll Forward Binder Wizard - Verify General Properties* dialog displays.



4. The binder properties from the original binder are displayed by default for the new binder. All fields are editable, with the exception of *Client Name*.

5. Click **Next**. The *Roll Forward Binder Wizard - Verify Period Properties* dialog displays.

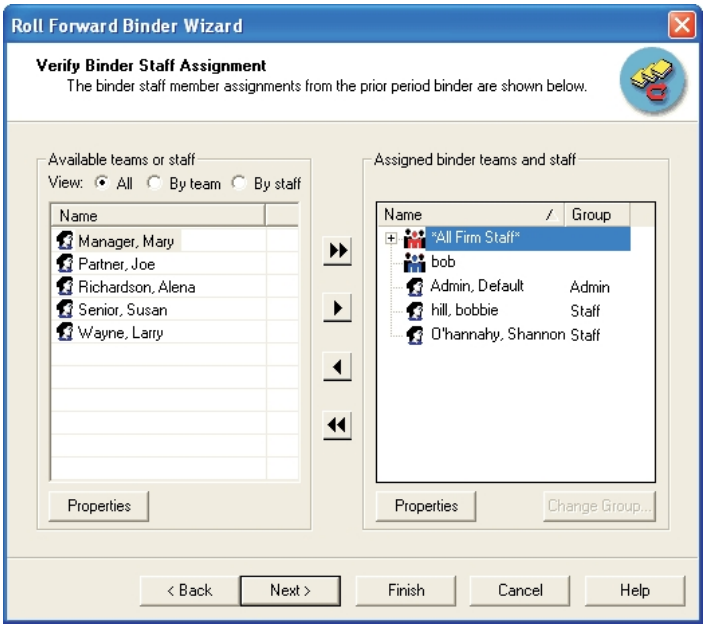


6. The period dates and sequence information are updated to reflect the next period. The current period dates become the first prior period dates for the new binder.

   Verify that the dates are correct for the new binder. If they are incorrect, enter the date in the date format shown or click the **arrow** button to select the date from a calendar.

   Note: The period sequence cannot be changed because doing so would distort prior period information. If you need to change the period sequence, you should create a new binder and import data into the binder with new dates.

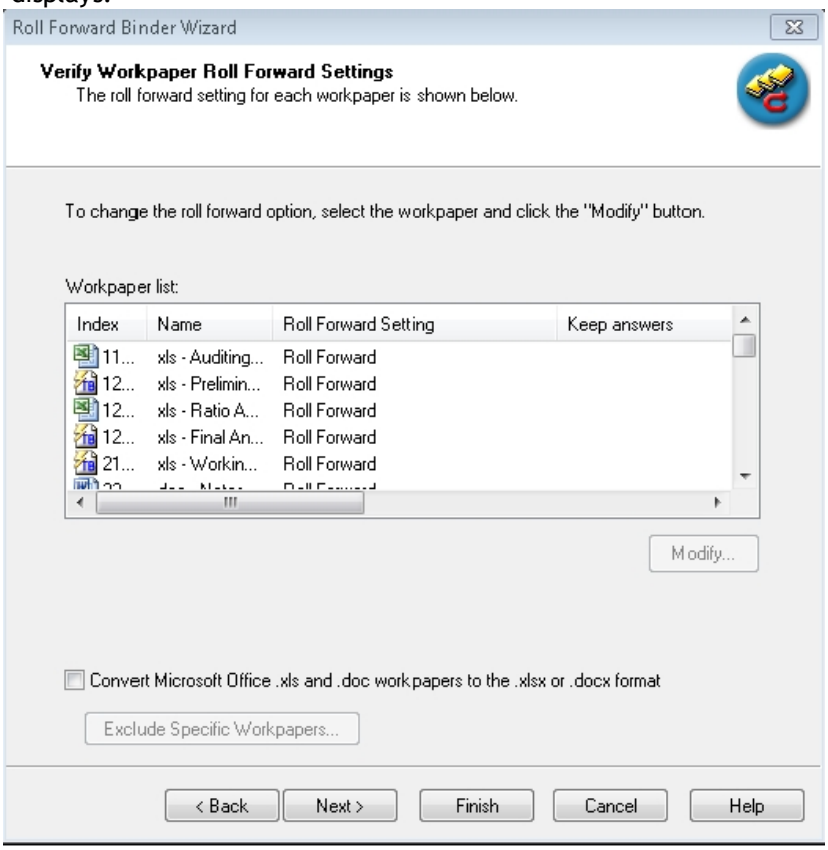
7. Click **Next**. The *Roll Forward Binder Wizard - Verify Binder Staff Assignment* dialog displays.



8. The staff member rolling forward the binder is automatically assigned to the new binder. You can assign new teams or staff members and unassign existing teams or staff members. You cannot unassign yourself until after the new binder is created. You can also view by teams and staff, teams only, or staff only.

   Note: If the Firm option to automatically assign a team to new binders is selected in the Administrator module, the team is assigned to the new binder. You may also unassign any staff members at this time.

9. Click **Next**. The *Roll Forward Binder Wizard - Workpaper Roll Forward Settings* dialog displays.



All workpapers in the binder are listed with the roll forward option displayed. Select a workpaper and click **Modify** to change the roll forward option. Trial balances are not listed.

If Microsoft Excel or Word workpapers exist in the 2003 or earlier .xls or .doc format, select **Convert Microsoft Office .xls and .doc workpapers to the .xlsx or .docx format** to take advantage of the 2007 or later Microsoft Office file format functionality. If any eligible .xls or .doc workpapers should be excluded from the conversion, click the **Exclude Selected Workpapers** button to display a dialog for selecting the workpapers to exclude. See the Notes below for a list of the ineligible workpapers.

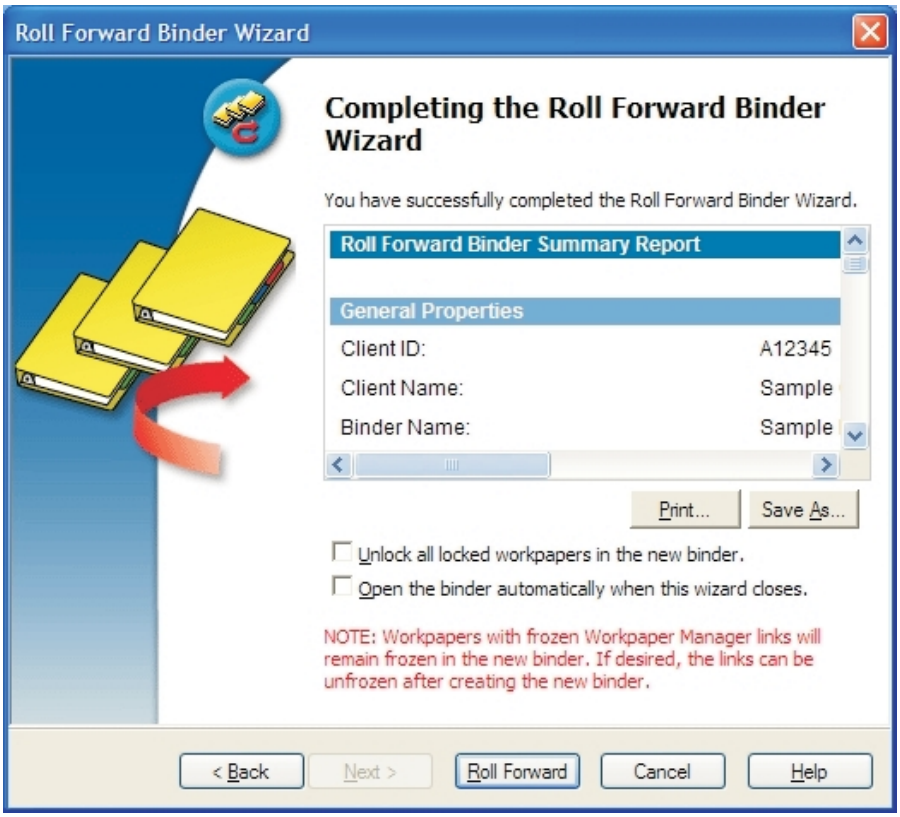
Notes:

- The following .xls and .doc workpapers are not eligible for conversion: non-fund trial balances; trial balance and journal entry reports; PPC; Miller; and M&P.
- Workpapers with macros and workpapers protected with the Microsoft document-level password protection will not convert.
- If any workpapers are unable to be converted, they will be copied to the new binder in their original .xls or .doc format. You can use the Microsoft Save As command to attempt to manually convert the workpapers to the .xlsx or .docx format if desired.
- On rare occasions, a Microsoft Excel or Word message box may open behind the Workpaper Manager Binder and File Room windows when converting certain workpapers. If it seems the conversion is taking a very long period of time, open the Windows Task Manager dialog to determine if there might be a message box open in the background. If so, respond to the message and the conversion will continue to process as expected.
- After the conversion is complete a log will display indicating the status of the conversion. Review the workpapers after conversion to be sure there are no formatting or style issues, and to be sure links between workpapers (OLE links) behave as expected. The log can be found in the x:\Pfx Engagement\WM\Workpapers\<user GUID>\<binder GUID> folder.

10. Click **Next**. If there are journal entries in the binder, the *Verify Journal Entry Roll Forward Settings* dialog displays. All journal entries for each trial balance are listed with the roll forward option displayed. You can click a journal entry to modify the roll forward option.
11. Click **Next**. If the trial balance is a write up trial balance, a dialog displays allowing you to specify the write up trial balance roll forward settings.

    Note: Make sure to select the correct balance to *Roll to the Beginning*.

12. Click **Finish**. The *Roll Forward Binder Wizard - Completing the Roll Forward Binder Wizard* dialog displays.



13. Click **Roll Forward**. The new binder is created.

Using the ProSystem *fx* Practice Interface

ProSystem *fx* Workpaper Manager now interfaces with ProSystem *fx* Practice versions 7.0 or later. You can use the following features:

- Time Entry Module, which allows you to track billable hours.
- Inquiry Module, which allows you to quickly look up or edit client information.
- The ability to link binders and clients in ProSystem *fx* Workpaper Manager to projects and clients in
  ProSystem *fx* Practice.

Linking and Editing Projects

A binder in ProSystem *fx* Workpaper Manager correlates to a project in ProSystem *fx* Practice. You cannot tell by looking at binders whether they are already linked to projects or not. However, the system automatically produces the correct dialog. If you need to link a binder to a project, the *Select Project to Link* dialog displays. If a project is already linked, the *Edit Project* dialog displays. You can also configure the system to remind you to link new binders when they are created.

You can link to a ProSystem *fx* Practice project from anywhere within ProSystem *fx* Workpaper Manager.

Linking to a Project

Note: If ProSystem *fx* Practice is not already running, you must log in before you can complete the following procedure.

To link a Workpaper Manager binder to a ProSystem *fx* Practice project, do the following:

1. Highlight the binder.
2. Select **Tools/Pfx Practice Interface/Edit Linked Project,** or right-click the highlighted binder and select **Edit Linked Project** from the pop-up menu. If the project is not yet linked, the *Select Project to Link* dialog opens so that you can link the project.
3. Specify the ProSystem *fx* Practice Client and Workpaper Manager ID, which consists of the four-digit ProSystem *fx* Practice Client ID, then a dash, followed by the three-digit Workpaper Manager ID. The ProSystem *fx* Practice projects that are associated with the selected client display.
4. If you do not see the project you want, check the **Include projects already linked** box.
5. Highlight the project to which you want to link.
6. Click **Link**.

Editing a Project that is Already Linked

Note: If ProSystem *fx* Practice is not already running, you must log in before you can complete the following procedure.

To edit a ProSystem *fx* Practice project that is already linked to a Workpaper Manager binder, do the following:

1. Select the binder.
2. Select **Tools/Pfx Practice Interface/Edit Linked Project,** or right-click the highlighted binder and select **Edit Linked Project** from the pop-up menu. If the project is already linked, the *Edit Projects* dialog displays in ProSystem *fx* Practice.
3. Edit as directed by ProSystem *fx* Practice Help.

Creating a Reminder to Link Projects

Note: If ProSystem *fx* Practice is not already running, you must log in before you can complete the following procedure.

To receive a reminder to link projects whenever you create a new project, do the following:

1. Select **Tools/Options**. The *ProSystem fx Workpaper Manager Options* dialog displays.
2. On the *General* tab, select the **Prompt when/for** box.
3. Check the **Link binder to Pfx Practice project after binder creation** box. When you create a new binder, the system prompts you to link it to a ProSystem *fx* Practice project.

Linking and Editing Clients

You can link a ProSystem *fx* Workpaper Manager client to the same client in ProSystem *fx* Practice. You cannot tell by looking at ProSystem *fx* Workpaper Manager clients whether they are already linked or not. However, the system automatically produces the correct dialog. If you need to link a client, the *Select Client to Link* dialog displays. If the client is already linked, the *Client Properties* dialog displays.

You can link to a ProSystem *fx* Practice client from within the File Room Frame of ProSystem *fx* Workpaper Manager.

Linking a Client

Note: If ProSystem *fx* Practice is not already running, you must log in first.

To link a Workpaper Manager client to a ProSystem *fx* Practice client, do the following:

1. Highlight the client.
2. In Workpaper Manager, select **Tools/Pfx Practice Interface/Edit Linked Client,** or right-click on the highlighted client and select **Edit Linked Client**. If the client is not yet linked, the *Select Client to Link* dialog displays so that you can link the client.
3. Specify the ProSystem *fx* Practice Client ID and the Workpaper Manager ID, which consists of the four-digit ProSystem *fx* Practice Client ID, then a dash, followed by the three-digit Workpaper Manager ID.
4. Click **Link**.

Editing a Linked Client

Note: If ProSystem *fx* Practice is not already running, you must log in first.

To edit a linked client, do the following:

1. Select the client.
2. Select **Tools/Pfx Practice Interface/Edit Linked Client,** or right-click on the highlighted client and select **Edit Linked Client** from the pop-up menu. The *Edit Client* dialog displays in ProSystem *fx* Practice.
3. Edit as directed by ProSystem *fx* Practice Help.

Accessing the ProSystem *fx* Practice Inquiry Module

While logged in to Workpaper Manager, you can use the ProSystem *fx* Practice Inquiry module to look up information about linked clients.

To access the Inquiry Module, do the following:

1. From the File Room menu, select **Tools/Pfx Practice Interface/Client Inquiry**. The Inquiry Module displays. If the Inquiry Module is not already running, you must log in.
   - If a linked client is selected, the Inquiry Module defaults to the linked client in ProSystem *fx* Practice.
   - If an unlinked client is selected or if a non-client object is selected, the Inquiry Module displays without a pre-selected client.
2. For further instructions regarding the Inquiry Module, open the ProSystem *fx* Practice Help and locate the Inquiry book in the table of contents.

Operating the ProSystem *fx* Practice Time Clock

You can use ProSystem *fx* Practice clocks to track your billable hours within ProSystem *fx* Workpaper Manager, just as you have been doing in ProSystem *fx* Practice.

To open the time clock, do the following:

1. Access the ProSystem *fx* Practice Time Entry Module from within ProSystem *fx* Workpaper Manager using one of the following methods:
   - From the main menu, select **Tools/Pfx Practice Interface/Time Clock**.
   - In Binder Frame, Binder Index View, select a binder name and right-click. From the pop-up menu, select **Time Clock**.
   - In File Room Frame, highlight a binder or client name and right-click. From the pop-up menu, select **Time Clock**.
   - In Binder Frame or File Room Frame, click the clock toolbar in the lower right corner of any Workpaper Manager window.
2. If the Time Entry Module is not already running, it opens and you must log in. If the Time Entry Module is already running, then the clock is started in the background and the remaining clock functions (Pause, Stop, and Delete) become active.

   The following options display:

Start		Starts the clock. This button becomes disabled after the clock is started.
Pause		Pauses the clock. This button is only active when a clock is running.
Resume		Restarts a paused clock. All other clocks are paused when you restart a paused clock, unless you have checked Allow clocks to run simultaneously in the *User Preferences/Clocks* tab of the Time Entry Module. This button is only active when a clock is paused.
Stop		Stops the clock. When you stop a clock, you are automatically taken to the *Enter Transaction* dialog. This button becomes active when a clock is running or paused.

Delete		Deletes the current clock, along with all related information,elapsed time, Client ID, and Engagement ID. This button becomes active when a clock is running or paused.

3. For further instructions regarding clocks, open the ProSystem *fx* Practice Help and locate the Time Entry book in the table of contents.

Entering Time Transactions

Access the Time Entry Module of ProSystem *fx* Practice to enter time transactions. If ProSystem *fx* Practice is not already running, you must log in first.

To enter time transactions, do the following:

1. Select the client or binder for which you want to enter a transaction.
2. Do one of the following:
   - From the main menu, select **Tools/Pfx Practice Interface/Enter Transaction**.
   - In the Binder Frame, Binder View, right-click a binder's index to open the pop-up menu, then select **Enter Transaction**.
   - In the local file room or central file room, right-click on a highlighted client or binder to open the pop-up menu, then select **Enter Transaction**.
3. When the *Enter Transaction* dialog opens, follow the directions provided by ProSystem *fx* Practice Help. The state of the dialog upon opening depends on the following preconditions:

If...	Then...
a linked client is highlighted,	fields populate with the ProSystem *fx* Practice client information.
a linked binder is highlighted,	fields populate with the ProSystem *fx* Practice client and project information.
an unlinked client or binder is highlighted,	fields are blank.
an object other than a client or binder is highlighted,	fields are blank.

Using the ProSystem *fx* Workstream Interface

ProSystem *fx* Workpaper Manager now interfaces with ProSystem *fx* Workstream.

Notes:

- These features will be available with ProSystem *fx* Workstream release 2011-4.11.
- The ProSystem *fx* Workpaper Manager interface is available with Workstream Basic or Premier. It is not available with Status Tracker.

You can use the following features from your Local File Room or from inside your Workpaper Manager binder:

- Link to a Workstream project, which allows you to create a link from an Workpaper Manager binder to a new or existing project. You can link one binder to one project, link one binder to multiple projects, or link multiple binders to one project.
- Open route sheets associated with projects linked to your Workpaper Manager binder.

Note: If ProSystem *fx* Workstream is not already running, you will be prompted to log in before you can complete either of the following procedures.

Linking to a ProSystem *fx* Workstream Project

You can link an Workpaper Manager binder to a new or existing project in Workstream. You can link one binder to one project, link one binder to multiple projects, or link multiple binders to one project.

You can determine if the client has any existing projects by selecting the Existing Projects tab in the Link work object dialog.

The Workstream project will help you with things such as the tasks associated with the binder by using worksteps, sending automatic notifications at key steps in the project, and setting up project roles.

Notes:

- During roll forward, you will need to roll forward both the Workpaper Manager binder and the Workstream project, and then re-link the binders.
- Links between Workpaper Manager binders and Practice projects will not be maintained when you migrate from Practice to Workstream.

Linking to a New Project

Tip: If the period is something other than annual, such as bi-weekly or monthly, we recommend setting up the project in Workstream before linking the project to an Workpaper Manager binder. Otherwise, the binder will be linked to every project in the series.

To link an Workpaper Manager binder to a new Workstream project, do the following:

1. Do one of the following:
   - From the Local File Room, highlight the binder you want to link and select **Tools/ProSystem fx Workstream Interface/Link to Workstream Project**.
   - From the Binder frame, select **Tools/ProSystem fx Workstream Interface/Link to Workstream Project**.

   Note: If this is the first time setting up the link for this client, you will be prompted to link the ProSystem *fx* Workpaper Manager client to the SaaS client. If you are creating a new SaaS client to link to and the ProSystem *fx* Workpaper Manager Client ID is blank, you must enter a unique, non-blank Client ID for the SaaS client ID.
2. Select the **New Projects** tab.

3. Select project information from the available options.

Component	Description
Client	Select the name of the client.
Project type	Select the project type.
Project template	Select the project template. This option is not required if the selected type does not require a template.

4. Click **Create & Link** to create the new project and link the work object to the project or **Cancel** to exit the window without making any changes.
5. Complete the project setup. Information from the Link work object window will automatically populate in the new project.

Linking to an Existing Project

To link an Workpaper Manager binder to an existing Workstream project, do the following:

1. Do one of the following:
   - From the Local File Room, highlight the binder you want to link and select **Tools/ProSystem fx Workstream Interface/Link to Workstream Project**.
   - From the Binder frame, select **Tools/ProSystem fx Workstream Interface/Link to Workstream Project**.

   Note: If this is the first time setting up the link for this client, you will be prompted to link the ProSystem *fx* Workpaper Manager client to the SaaS client. If you are creating a new SaaS client to link to and the ProSystem *fx* Workpaper Manager Client ID is blank, you must enter a unique, non-blank Client ID for the SaaS client ID.
2. Select the **Existing Projects** tab. If the client does not have any existing projects, you must link to a new project. For more information, see the section above on linking to a new project.
3. Select a project in the grid.
4. Click one of the following:
   - **Link & Open** to link to the project and open the project for editing.
   - **Link & Close** to link to the project and close the window.
   - **Copy** to create a copy of the selected project to link the binder to.
   - **Cancel** to close the window without linking to a project.

Opening a ProSystem *fx* Workstream Project Route Sheet

The route sheet is a paperless solution that helps you follow the project through the route sheet. Think of this route sheet as the electronic equivalent of your current paper route sheet or control sheet.

Use the route sheet as the primary tool to update project information including status, milestone dates, worksteps, estimated hours to complete and various other information. The route sheet is essentially another view of the project, and the view of the project that most people will see.

To work with an existing Workstream route sheet, do the following:

1. Do one of the following:
   - From the Local File Room, highlight the binder you want to link and select **Tools/ProSystem fx Workstream Interface/Link to Workstream Project**.
   - From the Binder frame, select **Tools/ProSystem fx Workstream Interface/Link to Workstream Project**.

   Note: If this is the first time setting up the link for this client, you will be prompted to link the ProSystem *fx*Workpaper Manager client to the SaaS client. Then, you will be prompted to link the binder to a new or existing Workstream project. See *Linking to a ProSystem fx Workstream Project* on page 204 for more information.
2. Review the route sheet for the linked project.

Entering Dates

To enter a date in a Workpaper Manager date field, do one of the following:

- Type the date in the format shown in the date field (mm/dd/yyyy).
- Click the arrow near the field and select the date from the calendar. If a date is already in the date field, the calendar uses that date as a starting point. Select another date by doing one of the following:
  - To move ahead or back one month, use the left and right arrows on either side of the month and year.
  - To move ahead or back one week, use the up or down arrow key.
  - To move to the next or previous day, use the left or right arrow key.
  - To insert today's date, click the red circle at the bottom of the dialog.

Once you have selected a date, press **Enter** to insert it in the date field.

Chapter 7

USING THE TRIAL BALANCE

Overview

The trial balance stores and manages the chart of accounts, account balances, fund data, and journal entries for an engagement. Within the trial balance, you can do the following:

- Import account data from a spreadsheet or another supported trial balance package
- Store account balances for the current period and up to 36 prior periods
- Enter transactions in write up journals
- Group accounts for reporting purposes
- Perform calculations, including comparisons and summaries
- Import funds
- Post journal entries for the current period
- Consolidate entities
- Create reports

The trial balance also provides a centralized data source for all the workpapers in an engagement. You can link trial balance information dynamically to your Word and Excel documents. When the trial balance information changes, such as when you add a journal entry, all related workpapers and reports are automatically updated.

When you roll forward the engagement binder in the subsequent period, ProSystem *fx* Workpaper Manager uses these links to automatically update your engagement workpapers and reports based on the trial balance data you import in that subsequent period. The trial balance is flexible and can be customized to meet the needs of any engagement.

Accessing Trial Balance Functions

In the Binder Index window, use the trial balance command on the menu bar to access any of the following trial balance functions:

- TB Column Setup
- Import Conversion Wizard
- Consolidate TB
- Funds Setup
- Paste Funds Import

- Paste TB Import
- Classifications
- Account Groupings
- Chart of Accounts
- QuickView
- Quiklink/Desktop Updates Status
- Journal Entry Summary
- Add Journal Entry
- Write Up Journal Entry

Creating Trial Balances

This section explains how to create a trial balance and open it once you have created it.

Sources for Trial Balances

You can create the trial balance from either of the following:

- From a pre-defined trial balance template. Trial balance templates can include pre-set columns, account groups, and a standard chart of accounts.
- From a blank trial balance template. A blank template only has columns for the account number and description.

Creating a Trial Balance

To create a trial balance, do the following:

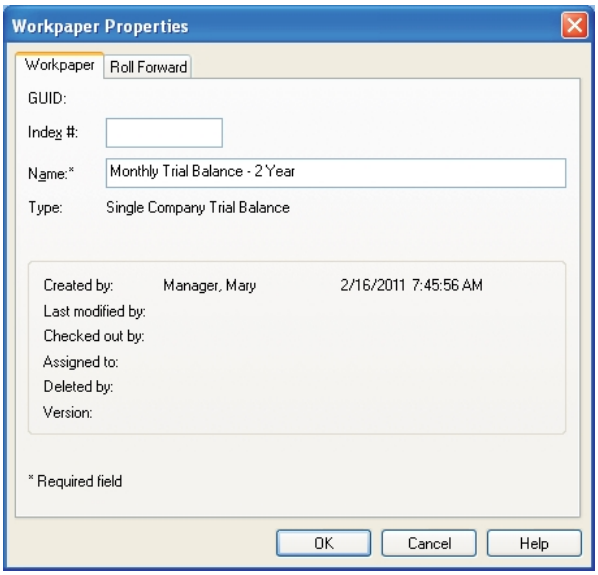
1. In the Binder window, click the workpaper tab where you want to put the trial balance.
2. To display the *New Trial Balance* dialog, do one of the following:
   - Select **File/New/Trial Balance**.
   - Right-click the tab and select **New Trial Balance** from the pop-up menu.
   - Click the **New Trial Balance** toolbar button.



Note: You can change the path of the trial balance templates from the *Tools/Options* dialog and share these templates if you are in a network environment. For more information about sharing a path, see *Changing Default Paths for Templates* on page 123.

3. Select the tab with the type of trial balance you want to create.

4. Select the trial balance template you want to use and click **OK**. The *Workpaper Properties* dialog displays.



5. In the *Index #* field, enter an index number (may be alphanumeric) for the trial balance workpaper. This is an optional field. Its purpose is to help you organize your workpapers and to provide a means to reference the workpapers. To insert workpaper reference links into other workpapers, the workpapers must have an index number. See *Workpaper Reference* on page 211 for more information.
6. In the *Name* field, enter the name for the trial balance. This is a required field. The default name is the trial balance template name. You can use the default name or enter a new name. Do not use the following characters: ' | : " , ( ) .

   Important! The trial balance name displays in the formulas that link trial balance data to workpapers. The trial balance name in formulas does not change if you rename the trial balance. Therefore, choose a name in this field that you will recognize when reviewing your formulas. For example, if you are working on a consolidated entity, use the entity name for each trial balance name. That way, you will know which entity a specific amount came from when reviewing your TB Link formulas.

   If you rename your trial balance and then your links no longer work, rename it to its original name or use the Replace TB Link Name feature available in Excel and Word workpapers. See *Replacing TB Link Names* on page 422.
7. Click **OK**. The trial balance is added to the workpaper tab you selected in step 1.

Using the Trial Balance Window

The trial balance is a customized Excel workbook that organizes the chart of accounts, account balances, and journal entry data into columnar views with different tabs to reflect the levels of grouping detail.

Views

Views display a series of user-defined columns in the trial balance. Each view is based on the type of data. The Workpaper Manager trial balance contains the following standard views:

- **Default view**. The default columns are balances and journal entries for the current period, plus one prior period column. You can add more columns for the current or prior periods. Also, you can add columns to show variances between any of the balance columns.
- **Financial Statement view**. The default columns are the final balances for the current period and the prior period, plus the dollar and percent variances for these balances. You can add or remove columns from this view.

Account Groupings

Account groupings enable you to summarize account balances. For example, in an audit, you may want to summarize account balances by leadsheet and financial statement categories. In a tax engagement, you may want to summarize account balances by tax return line.

With ProSystem *fx* Workpaper Manager, you can create account groupings easily using an interface similar to Windows Explorer.

You can create two levels of groupings:

- Account Groups, such as Receivables.
- Account Subgroups, such as Gross Accounts Receivable and Allowance for Doubtful Accounts. Account Subgroups are nested in Account Groups.

You assign accounts either at the account group or subgroup level.

Account groupings can be selected by the following controls in the trial balance window:

- The *Group* drop-down list enables you to select the account grouping you want.
- The workbook tabs list the groups and subgroups in the selected account grouping.

Showing Debits and Credits

In ProSystem *fx* Workpaper Manager, debits and credits are shown in the same column. Debits are shown as positive amounts in black, and credits are shown as negative amounts in red. In workpapers, you may want to refer to credits as positive amounts. You can paste amounts from the trial balance as absolute amounts. You also have the option of reversing the sign of an amount. For example, you may want to show a decrease in retained earnings (a debit) as a negative amount and an increase (a credit) as a positive amount. For details, see *Copy/Paste TB Link* on page 389.

Showing Journal Entries

Journal entries are only shown in the *Account Detail* tab. Every journal entry type has a journal entry number reference column. When your trial balance contains journal entries and you are on the *Account Detail* tab, the journal entry detail/summary indicator is on the far left side of the spreadsheet. This is similar to the subtotal feature in Excel.

Click the **minus sign** (-) to collapse the detail for a specific account or the **1** button on the top of that column to collapse all detail. Click the **plus sign** (+) to expand the detail for a specific account or the **2** button on the top of the column to expand all detail.

To set the *Account Detail* tab to default in detail or summary mode, see *Setting Trial Balance Properties* on page 223.

Workpaper Reference

The workpaper reference column enables you to add an alphanumeric reference for the selected trial balance line item. You can select up to two workpaper reference columns for each balance column.

You can copy multiple workpaper references and paste them into multiple cells, or you can copy one workpaper reference and paste it into multiple cells, by holding **Shift** or **Ctrl**. You can also insert one workpaper reference into multiple cells by holding **Shift** or **Ctrl**, selecting multiple cells, and then selecting **Workpaper Manager\Workpaper Reference\Insert WP Reference**.

For more information on selecting the workpaper reference columns, see *Selecting Columns to Display in the Trial Balance* on page 219. You have the option to print the workpaper reference columns in the trial balance reports. You must have the TB Edit Mode feature turned on in order to enter references in this column. For more information on the TB Edit Mode function, see *Editing the Trial Balance* on page 213.

Using the Trial Balance Snapshot

The Trial Balance Snapshot provides a summary of all the trial balances in a binder, except those that are in the *Conflicts* tab or the *Trash* tab. You can also view Diagnostic and QuickView information for each trial balance.

To switch to the Trial Balance Snapshot, do one of the following:

- Click the **Trial Balance Snapshot** icon on the Shortcuts bar.
- Select **View/Trial Balance Snapshot** from Binder View.

If you would like to use the Trial Balance Snapshot view as your default binder view, select **Tools/Options** and check the **TB Snapshot on binder open** box.

To update the information shown based on current binder activity, click **Refresh**.

Panes in the Trial Balance Snapshot View

The following panes are available from the Trial Balance Snapshot view:

- **Shortcuts**. The Shortcuts bar provides shortcut access to Workpapers, the Binder Snapshot, the Trial Balance Snapshot, and the Knowledge Tools Web site.
- **Guidance**. The Guidance bar provides shortcut access to IntelliConnect, CCH Research NetWork, Accounting Research Manager, and FAQs.
- **Trial Balance Snapshot**. The Trial Balance Snapshot displays existing trial balances in the top pane. The consolidation structure of the trial balances included in the binder are represented in a tree structure. If a trial balance belongs to multiple consolidated trial balances, the trial balance is shown under multiple trees. In addition, the Trial Balance Snapshot displays the grouping diagnostics and trial balance diagnostics for the selected trial balance.

- **Tip of the Day**. Displays suggestions for using the program more efficiently. You can hide the Tip of the Day by clicking **Hide Tips**. The **Previous** and **Next** buttons allow you to navigate the tips. To start the tips again, click **Show Tips**.

  Note: You can customize the Tip of the Day items to show tips that are specific to your firm's operations. See *Managing the Tip of the Day* on page 113 for more details.

Grouping Diagnostics in the Trial Balance Snapshot

Grouping Diagnostics in the Trial Balance Snapshot provides the following details about a selected trial balance:

- **Grouping**. Allows you to view the account grouping lists as they are set up for the selected trial balance.
- **Balance**. Contains all valid current period balance columns for the specific type of trial balance, as previously set up in the *TB Column Setup* dialog.
- **Ungrouped Accounts**. Indicates the number of accounts that have not been grouped to the selected account grouping list for the selected trial balance. The link opens the *Account Groupings* dialog so that the accounts can be grouped.
- **Unclassified Groups/Subgroups**. Breaks down the groups in the selected grouping list into groups and subgroups without account classifications or ratio classifications.
  - **Account classification**. The numbers tally the groups and subgroups that have not been assigned an account classification for the selected account grouping list. The link opens the *Account Groupings* dialog, where account classes can be selected for the unclassed groups.
  - **Ratio classification**. The numbers tally the groups and subgroups that have not been assigned a ratio classification for the selected account grouping list. Click the hyperlink to open the *Account Grouping* dialog.

    Note: To view the existing account classes selected for the groups and subgroups, click **Advanced** in the Account Groupings window.

- **Assets**. Displays the total value of the current assets plus non-current assets, for the selected account grouping list and balance type.
- **Liabilities and Equity**. Displays the total value of the current liabilities, plus non-current liabilities, plus equity.
- **Revenue**. Displays the total value of the revenue for the selected account grouping list and balance type.
- **Expenses**. Displays the total value of the expenses for the selected account grouping list and balance type.
- **Net (Income)/Loss**. Displays the total value of the revenue less expenses for the selected account grouping list and balance type.

Trial Balance Diagnostics in the Trial Balance Snapshot

Trial Balance Diagnostics in the Trial Balance Snapshot provides the following details about a selected trial balance:

- **Any current period column out of balance?** Indicates whether any of the balance columns are not equal to zero in the *Account Detail* tab of the selected trial balance. The link opens the trial balance.
- **Configured for Roll Forward?** Appears only when there is a write up trial balance. This indicates whether the following items are configured in the selected write up trial balance:
  - An account has been identified as the Retained Earnings account.
  - A classified grouping list has been identified as the account grouping list to use for roll forward. This account grouping list must have at least one account that is associated with groups that are included in the Revenue and Expenses account classes.
- **CJE**. Displays the number of Client Journal Entries. Clicking this link opens the *Journal Entry Summary* dialog.
- **AJE**. Displays the number of Adjusting Journal Entries. Clicking this link opens the *Journal Entry Summary* dialog.
- **RJE**. Displays the number of Reclassifying Journal Entries. Clicking this link opens the *Journal Entry Summary* dialog.
- **FTJE**. Displays the number of Federal Tax Journal Entries. Clicking this link opens the *Journal Entry Summary* dialog.
- **PJE**. Displays the number of Proposed Journal Entries. Clicking this link opens the *Journal Entry Summary* dialog.

Tip of the Day in the Trial Balance Snapshot

Displays suggestions for using the program effectively. Click **Hide Tips** to hide the Tip of the Day. Click **Show Tips** to display the tips again. Use the **Previous** and **Next** buttons to navigate the tips.

Note: You can customize the Tip of the Day items to show tips that are specific to your firm's operation. For details, see *Managing the Tip of the Day* on page 113.

Editing the Trial Balance

To be able to edit certain columns of the trial balance or enter information in the Workpaper Reference *(WP Ref)* column, do the following:



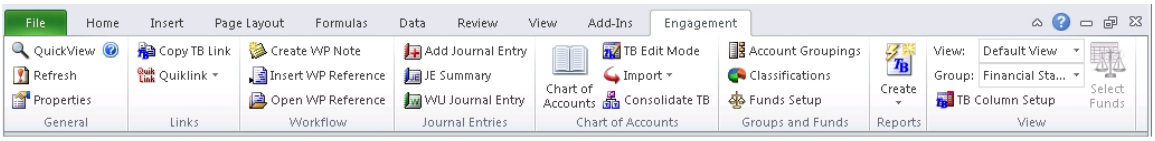
1. Open the trial balance.
2. Click the **TB Edit Mode** toolbar button to enable editing.
3. Enter the information into the highlighted fields as needed.
4. Click the **TB Edit Mode** button again to toggle the edit mode off.

Notes:

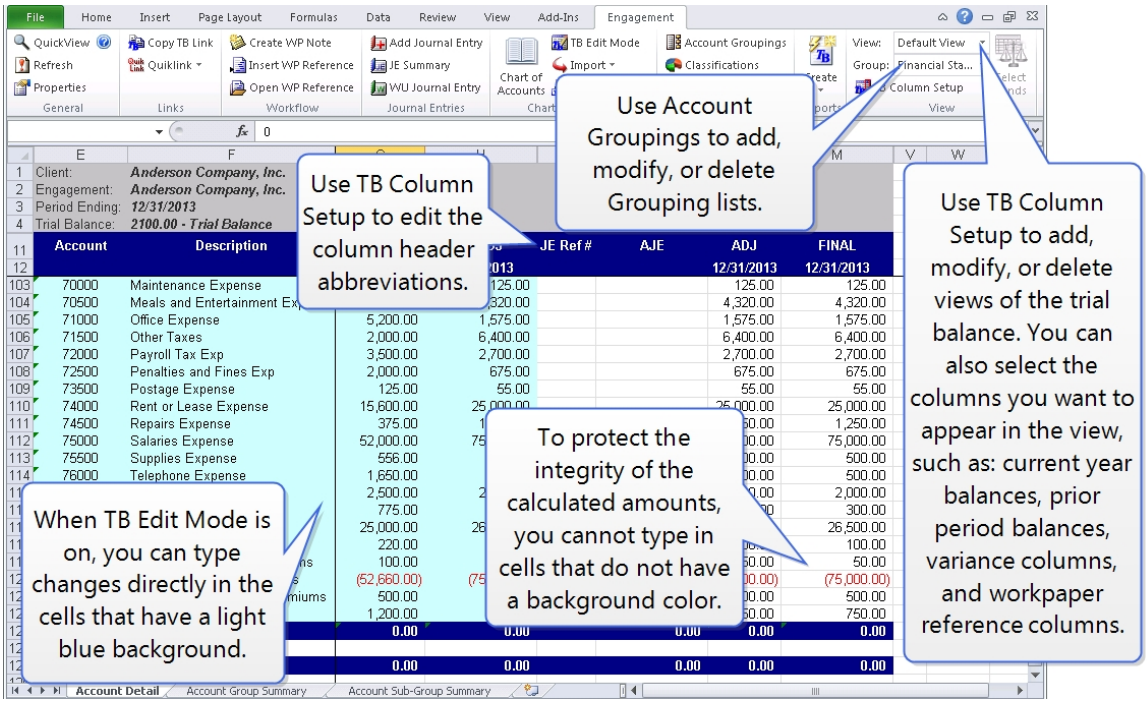
- If you are working with a trial balance in a shared local file room, you must be the Live Editor of the Trial Balance to access TB Edit Mode.
- In a consolidated trial balance, TB Edit Mode is available only for the *Prior Period* columns. This is to ensure the integrity of the data from the subsidiaries. To edit the current period information, make the change in the subsidiary trial balance and then re-consolidate.

Using the Trial Balance with the Microsoft Office Ribbon

When you open a trial balance in Excel 2007 or later, a ribbon displays with all trial balance-specific functions available.



Account Groupings, TB Edit Mode, and TB Column Setup



Icon	Description
	Account Groupings button.
	TB Column Setup button.
	TB Edit Mode button. Highlights data entry fields in blue.

Basic Trial Balance Commands

This section explains how to open, close, and refresh the trial balance.

Opening the Trial Balance

You can open the trial balance in either the File Room or the Binder window without having to find it among your workpaper tabs.

To automatically open a trial balance, do the following:

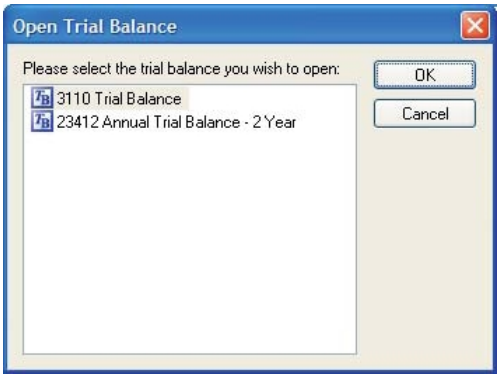
1. From the File Room window, select the binder containing the trial balance to open using one of the following options:
   - Select **File/Open Trial Balance**.
   - Right-click and select **Open Trial Balance** from the pop-up menu.
   - Click the **Open Trial Balance** toolbar button.



   In the Binder window, do one of the following:
   - Select **File/Open Trial Balance**.
   - Click the **Open Trial Balance** toolbar button.

   If there is only one trial balance within a binder, the trial balance opens.

   If there is more than one trial balance within a binder, the *Open Trial Balance* dialog displays.



2. Select the trial balance to open and click **OK**.

Closing the Trial Balance

Close the trial balance in Excel by selecting **File/Close** or clicking the **Close Window** icon at the top right of the window. Any changes you made to a trial balance are saved automatically as you close it.

Closing the Trial Balance in Workpaper Manager

You can close the trial balance from the Binder window in Workpaper Manager. Any changes you made to a trial balance are saved automatically as you close it. To close the trial balance, do one of the following:

- Click the trial balance and select **Workpaper/Close Workpaper**.
- Right-click the trial balance and select **Close Workpaper** from the pop-up menu.

To close all open trial balances and workpapers in a binder, do either of the following:

- Select **Workpaper/Close All Workpapers**.
- Right-click any binder or tab and select **Close All Workpapers** from the pop-up menu.

To close all open trial balances and workpapers of all binders, close ProSystem *fx* Workpaper Manager.

Refreshing the Trial Balance

ProSystem *fx* Workpaper Manager updates the trial balance automatically whenever you make changes. However, if you do not see the changes, you can refresh the trial balance manually in any view. This ensures that you are viewing the latest information. To refresh the trial balance, do either of the following:



- Select **Workpaper Manager/Refresh**.
- Click the **Refresh** button on the Workpaper Manager toolbar.

Functions Unavailable in Trial Balances

If you are not the Current Editor or Live Editor of the trial balance, you can view it, print it, and perform the Copy TB Link function. The following are some functions that you cannot perform:

- Save changes.
- Add, delete, and modify journal entries.
- Add, delete, and modify columns.
- Add, delete, and modify account numbers, descriptions, and balances.
- Add, delete, and modify account groupings.
- Add, delete, and modify funds, fund types, and fund subtypes.

For additional information about Current Editor rights with workpapers and trial balances, see *Chapter 8: Managing Workpapers* on page 353.

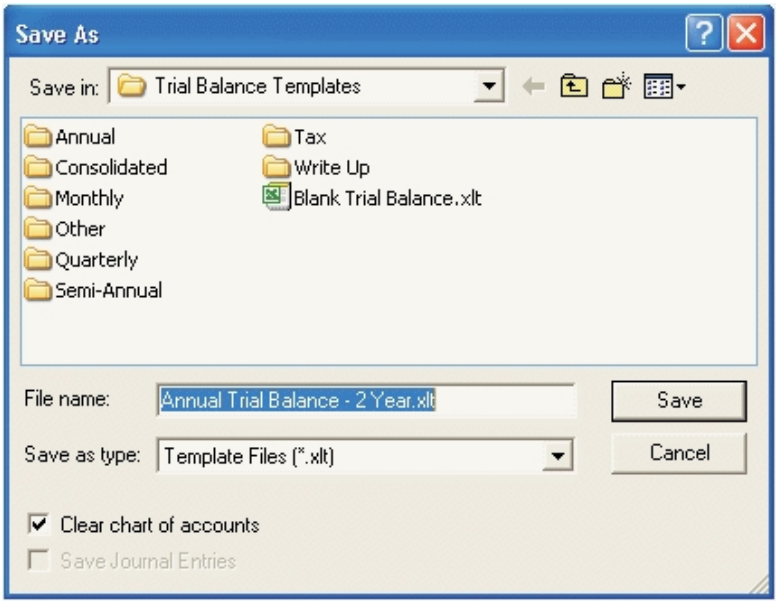
Saving a Trial Balance as a Template

If there is a trial balance that has a format you use frequently, you can save it as a template. Follow these steps to save a trial balance as a template:



1. Select **File/Open Trial Balance** or click the **Open Trial Balance** toolbar button from either the File Room or the Binder window.
2. Select **Workpaper Manager/Properties**. Uncheck **Hide zero balance groups and subgroups** and **Hide zero balance accounts**. The numbers and groups now display on the trial balance when it is created from this template. Click **OK** and close the trial balance.

3. Select the trial balance in the Binder window.
4. Select **File/Save As Template** or right-click the trial balance and select **Save as Template** from the pop-up menu. The *Save As* dialog displays.



5. Open the template folder where you want to save the template.

   Note: If you save the trial balance in the Trial Balance Templates folder, the template appears on the *General* tab in the *New Trial Balance* dialog when you create a new trial balance. If you save the trial balance in a sub-folder within the Trial Balance Templates folder, it appears in the corresponding tab in the *New Trial Balance* dialog.

6. Enter the file name for the template.
7. Uncheck the **Clear Chart of Accounts** box if you want to save the account numbers and descriptions in the template. If you do not want to save the account numbers and descriptions in the template, leave the check mark. If you choose to clear the chart of accounts when working in a fund trial balance, fund types and fund subtypes are maintained but funds and fund mask settings are cleared.
8. Check the **Save Journal Entries** box (which becomes active when the *Clear Chart of Accounts* box is unchecked) if you want to save the journal entries (accounts and descriptions) in the template.
9. Click **Save**. A new icon appears in the *New Trial Balance* dialog under the selected template tab. You can access this template when creating a new trial balance. An XLT file and an SQL database file are created with the same name as the trial balance template and are located in the trial balance template folder.

Deleting a Trial Balance

You can delete a trial balance by selecting it and doing one of the following:

- Select **Edit/Delete**.
- Right-click and select **Delete** from the pop-up menu.

- Press **Del**.
- Drag it to the Trash icon in the binder.

You are prompted to confirm that you want to send the trial balance to the Trash folder. Click **Yes** to confirm the deletion. Click **No** to prevent the trial balance from going to the Trash folder.

Note: To delete a trial balance, you must be the Current Editor or have the appropriate rights.

Restoring Deleted Trial Balances

When you delete a trial balance or any workpaper, it goes into the Trash folder. Once it is in the Trash folder, it can be recovered by performing one of the following actions:

- Click the trial balance and select **Workpaper/Restore from Trash**.
- Right-click the trial balance and select **Restore from Trash** from the pop-up menu.

To recover all workpapers and trial balances in the Trash, do one of the following:

- Click the **Trash** icon and select **File/Restore All**.
- Right-click the **Trash** icon and select **Restore All**.

This returns all deleted workpapers to their original locations.

Note: You must have the appropriate rights to restore a deleted trial balance if you are not the Current Editor.

Setting Up Trial Balance Columns and Views

This section explains how to set up columns and views in the trial balance. If you created the trial balance from a template, then certain columns and views are already set up; however, you should still refer to this section to add or change columns and views.

Trial Balance Column Setup

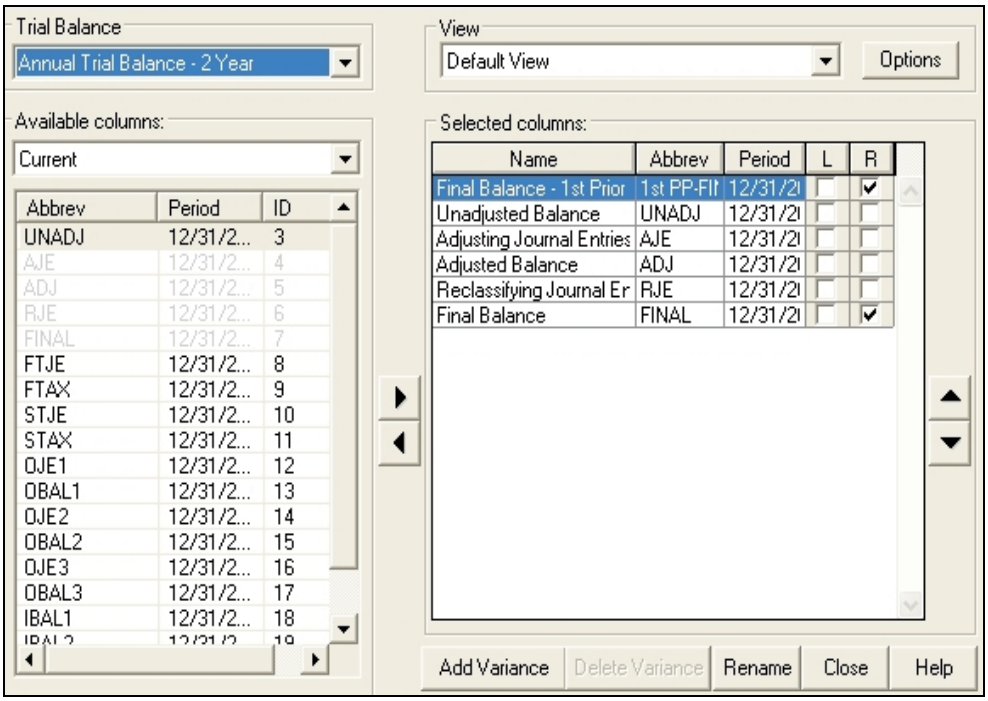
Use the *Trial Balance Column Setup* dialog to customize, add or remove columns and views.

Note: You must be the Current Editor of the trial balance in order to modify the trial balance column setup.

Do one of following to open the *Trial Balance Column Setup* dialog, then proceed to the next section.

- From the Binder window, select **Trial Balance/TB Column Setup**.
- In an open trial balance, do one of the following:
  - Select **Workpaper Manager/TB Column Setup**.
  - Click the **TB Column Setup** button on the Workpaper Manager toolbar in Excel.





Note: The account number and description columns do not display in the *Trial Balance Column Setup* dialog because they are required columns in all views. These columns cannot be changed or removed from a view.

Selecting Columns to Display in the Trial Balance

In the *Trial Balance Column Setup* dialog, select which columns to display and their order of display in the trial balance.

You can add prior period columns and current year columns in the same view by selecting the available column from the period desired. This is useful, for example, if you want to view the prior period's final balance along with all of the current period's balance data.

If you create the trial balance from a template, a number of columns are pre-selected. If you create the trial balance from a blank template, no columns are pre-selected. You must select the columns to appear in each view of the trial balance.

Use the *L* and *R* check boxes in the *Selected columns* section to designate whether you want the selected workpaper reference column to display to the left (L) or right (R) of the dollar amount column, or check both boxes to have the column display to both the left and the right of the dollar amount column.

Important! You can change the order that these columns are viewed in the trial balance. Journal entries are added to column balances based on column properties, not on the order of the columns.

Types of Columns

A trial balance can have the following types of columns:

- **Beginning balance column**. This column is only available with the write up trial balance template where it shows the balance from the prior period. If this is the first period for the year, the income statement accounts have a zero balance.
- **Unadjusted balance column**. In trial balances other than the write up trial balance, this column shows a zero balance. You can convert or import balances; see *Converting and Importing Trial Balance Data* on page 224. You can also manually enter balances; see *Adding, Modifying, or Deleting Trial Balance Accounts* on page 249.
- **Journal entry columns**. This column shows amounts from journal entries. A trial balance can have up to seven journal entry columns (eight with write up trial balances). You can rename the columns to indicate different types of journal entries. See *Creating Journal Entries* on page 264.
- **Total balance columns**. This column shows the total of a journal entry column and the previous balance column. For example, the Final Balance column is the total of the Reclassifying Journal Entry column and the Adjusted Balance column. There is a total balance column for each journal entry column.
- **Variance columns**. This column shows the difference between any two columns you select. You can show the difference as a dollar amount and/or percentage. You also have the option of showing the amount as an absolute value.
- **Imported balance columns**. This column is for importing a column from trial balance software, an Excel spreadsheet, or an ASCII file. The trial balance has three "Other Imported Balance" columns, so you can import up to four columns (beginning balance/unadjusted balance column plus three other imported balance columns).
- **Prior period balance columns**. This column is used to store the history of balances in the prior periods. You can also import balances to the prior period columns.

Selecting Columns to Display

To select columns to display in the trial balance, do the following:

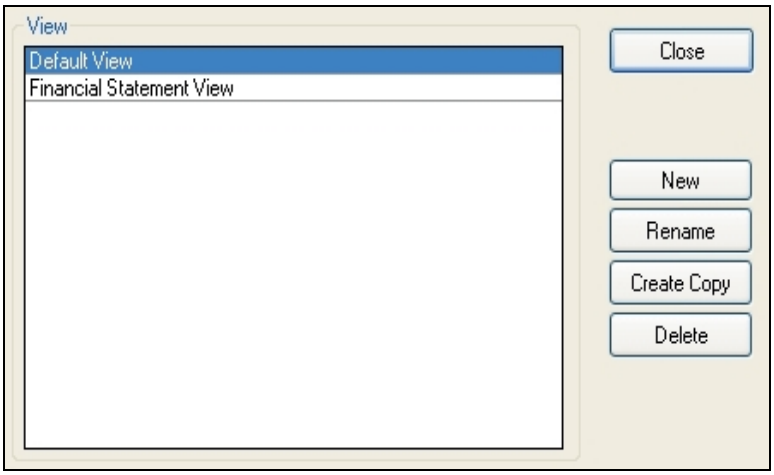
1. Open the *Trial Balance Column Setup* dialog.
   - From the Binder window, select **Trial Balance/TB Column Setup**.
   - In an open trial balance, do one of the following:
     - Select **Workpaper Manager/TB Column Setup**.
     - Click the **TB Column Setup** button on the Workpaper Manager toolbar in Excel.



2. Select the trial balance columns to modify.

3. In the *View* field, select the view for the column setup that you want to modify. The columns change to show the columns available in that view.

   To add a view, rename a view, create a copy of a view, or delete a view, click the **Options** button to open the *Trial Balance View Options* dialog.



   Note: To create views based on the types of reports you want to create from the trial balance, see *Creating Trial Balance Reports* on page 271.

4. In the *Available columns* field of the *Trial Balance Column Setup* dialog, select the balance type and the period that has the columns that you want in this view. The periods include the current period and the prior 36 periods.
5. Select an available column with the pertinent characteristics and move it to the Selected columns pane. See *Types of Columns* on page 220.

   To select the columns, do either of the following:

   - Click the available column on the left side of the dialog and then click the arrow pointing to the right.
   - Click the available column on the left and drag it to the right side of the window.

   Select more than one column at a time by holding down **Ctrl** or **Shift** while clicking on the column. The selected columns appear on the right side of the window.
6. To rename the TB column header in the *Selected columns* list, do one of the following:

   - Double-click the name to change in the *Abbrev* column.
   - Click the name to change in the *Abbrev* column and click the **Rename** button below the *Selected columns* list.

   Type the new name and press **Enter** or click outside the box to accept the change.

   To cancel the change, press **Esc**.

   The *Abbrev* column, as it appears in the *Selected columns* list, displays as the TB column header.

   Note: You can also change the *Name* column in the Selected columns list by following the steps listed above for the *Abbrev* column. The *Name* column is for your information only and has no effect on your TB column header.

7. To change the order of the selected columns in the view, select the column and click the up or down arrow on the right side of the Selected columns list.

   Note: Although you can change the order of these columns in the trial balance, the journal entry amounts are added to column balances based on column properties.

   Five columns available in the current period can define the column properties (how the column amount is calculated). The column properties allow you to select which balance type to add the corresponding journal entry to. The following five columns are available:

   - Federal Tax Balance (FTAX)
   - State Tax Balance (STAX)
   - Other Balance1 (OBAL1)
   - Other Balance2 (OBAL2)
   - Other Balance3 (OBAL3)

   When you click any of these columns, the *Column Properties* appear at the bottom-left corner of the *Trial Balance Column Setup* dialog.

   The *Balance Type* for the highlighted column equals the sum of the journal entry type and the selected balance type.

   For example, you have the option of calculating the sum of the Federal Tax Balance column in either of the following ways:

   - Federal Tax Journal Entries + Adjusted Balance
   - Federal Tax Journal Entries + Final Balance

8. You can add a workpaper reference column to the selected columns in the view. The workpaper reference columns can be on the left side, the right side, or both sides of each balance column.

   To add a workpaper reference column, check the box in the *L* column for the left side or the *R* column for the right. Based on your selections, the workpaper reference columns appear in the trial balance.

9. To add a variance column, click the **Add Variance** button. The *Column Properties* for the *Variance Column* display at the bottom of the *Trial Balance Column Setup* dialog.

   In the *Column Properties* section, choose to show the variance as either a dollar amount or as a percent. You also have the option of showing the amount as an absolute value. Select the two columns to calculate the variance.

10. Click **Close** to close the *Trial Balance Column Setup* dialog and accept the changes.

Removing a Balance Column

To remove a balance column from a trial balance view, do the following:



1. Select **File/Open Trial Balance** or click the **Open Trial Balance** toolbar button from either the File Room or the Binder window.
2. Select **Workpaper Manager/TB Column Setup** or click the **TB Column Setup** button on the Workpaper Manager toolbar in Excel.
3. Click the selected column on the right side of the dialog.
4. Click the arrow pointing to the left or drag the column to the *Available Columns* list. The column is removed from the view. It is available for selecting later.

Removing a Variance Column

To remove a variance column from a trial balance view, do the following:



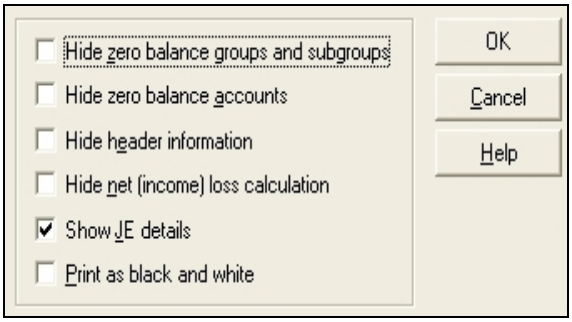
1. Select **File/Open Trial Balance** or click the **Open Trial Balance** toolbar button from either the File Room or the Binder window.
2. Select **Workpaper Manager/TB Column Setup** or click the **TB Column Setup** button on the Workpaper Manager toolbar in Excel.
3. Click the variance column on the right side of the dialog.
4. Click the **Delete Variance** button. A prompt informs you that deleting this variance column is permanent.
5. Click **Yes** to delete the variance column. Click **No** to cancel.

Setting Trial Balance Properties

You must be the Current Editor of the trial balance to modify trial balance properties.

To modify trial balance properties, do the following:

1. Select **File/Open Trial Balance** or click the **Open Trial Balance** toolbar button from either the File Room or the Binder window.
2. Select **Workpaper Manager/Properties**. The *TB Properties* dialog displays.



3. Within the *TB Properties* dialog, you can select the following options:
   - **Hide zero balance groups and subgroups**. If there are group or subgroup totals with zero balances on either the Account Group Summary or Account Subgroup Summary worksheets throughout the entire row (such as, for every column in the current view), ProSystem *fx* Workpaper Manager hides these groups or subgroups when this box is checked. If there has been any current period activity for detail accounts assigned to this zero balance groups and subgroups, the groups and subgroups display.
   - **Hide zero balance accounts**. If there are accounts with zero balances on the Account Detail sheet throughout the entire row (such as, every column in the current view), these accounts are hidden.
   - **Hide header Information**. By default, the trial balance includes a header that displays the client ID and name, the Workpaper Manager (binder) ID and name, and the trial balance index and name. Check this box if you prefer not to have a header on the trial balance. If the header has been hidden by checking this box, and you subsequently choose to display it by removing the check from this box, click **Refresh** to see the change.

- **Hide net (income) loss calculation**. By default, the trial balance includes accurate net (income) loss amounts for each balance type included in the trial balance, presented as a bold text line item on the bottom row of the trial balance after the *Total* row. This allows you to quickly determine net income for the balance types on the trial balance without having to open the *QuickView* dialog and select each balance type. However, you may check this box if you prefer not to show the net (income) loss calculation on the trial balance. When the net (income) loss displays, it also prints.

  If the net (income) loss has been hidden by checking this box, and you subsequently choose to display it by removing the check from this box, click **Refresh** in order to see the change.
- **Show JE Details**. Check this option to show all journal entry details (such as, every debit and credit with the journal entry number). See *Showing Journal Entries* on page 210 for more information.
- **Print as black and white**. Check this option to print related worksheets with no cell background colors, which saves color ink or toner in your printer.

4. Click **OK** to close the *TB Properties* dialog.

Converting and Importing Trial Balance Data

You can transfer trial balance data from other supported trial balance software packages to a ProSystem *fx* Workpaper Manager trial balance. Supported trial balance software includes the following:

- ProSystem *fx* Write-Up
- ProSystem *fx* Trial Balance (formerly ProSystem *fx* Audit), version 2001.a00 or higher
- GoSystem Audit, version 3.0 or higher
- CaseWare Working Papers 2005 or Higher
- ATB for Windows, version 3.04 or higher
- ASCII text file

Data you can convert includes account numbers, account descriptions, account balances (current period and prior periods), and grouping codes. You can transfer trial balance data into a ProSystem *fx* Workpaper Manager trial balance from any accounting system (QuickBooks, Peachtree, Great Plains, etc.) that can export the data to either an Excel-readable format or an ASCII file format.

Data you can import includes account numbers, account descriptions, and account balances (current period and prior periods).

Notes:

- To import data to trial balance from Excel, copy the data to the Clipboard and use the Paste TB Import option as described in *Importing Trial Balance Data from an Excel or ASCII File* on page 243.
- Before you begin this task, you need to create the trial balance in ProSystem *fx* Workpaper Manager and set up the necessary columns (such as, current year columns and prior year columns).
- You must be the Current Editor of the trial balance to convert or import trial balance data.

Importing Data from ProSystem *fx* Write-Up

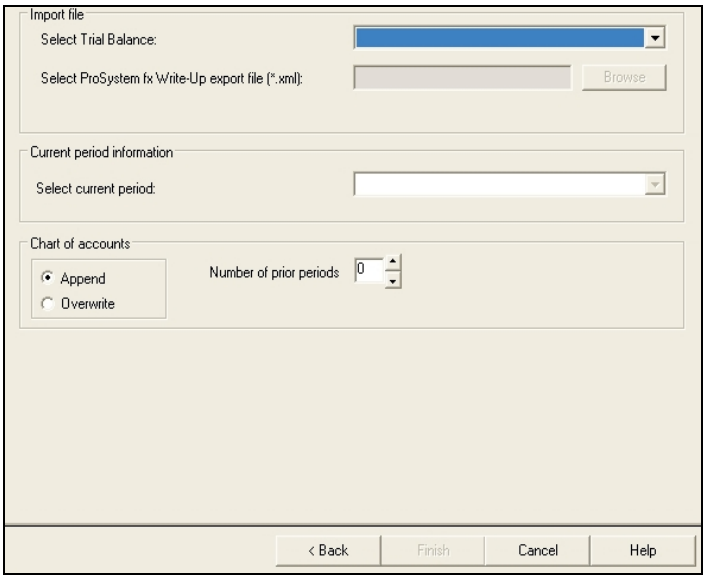
Converting ProSystem *fx* Write-Up client data transfers account numbers, account descriptions, account balances (current and all prior periods), journal entries, lead codes, and sublead codes. You have the option to specify the number of prior periods to import. The option to specify the number of prior periods allows you to modify prior period Write-Up balances in Workpaper Manager and not have those modifications overwritten when balances for other, more current periods, are imported.

If you are importing data a second time, you are given the option of overwriting or appending data to the trial balance. Overwriting or appending existing trial balance data adds duplicate journal entries if the imported data contains journal entries. These journal entries must be deleted through the *Journal Entry Summary* dialog.

To transfer data from ProSystem *fx* Write-Up, do the following:

1. Using one of the following methods, launch the *Import Conversion Wizard*.
    - From the Binder Index View, highlight a trial balance, then select **Trial Balance/Import Conversion Wizard** from the main menu.
    - Open a trial balance in Excel or Word, then select **Workpaper Manager/Import Conversion Wizard** from the menu.

2. Select **ProSystem *fx* Write-Up** and click **Next**. The second dialog of the *Import Conversion Wizard* displays.



3. Select the Workpaper Manager trial balance into which you intend to transfer data from the *Select Trial Balance* drop-down list.
4. In the *Select ProSystem fx Write-Up export file (*.xml)* field, enter the path to the XML file to import, or click **Browse** to locate the ProSystem *fx* Write-Up data directory and select the XML file to import.
5. Select the current period from the *Select current period* drop-down list. The period choices reflect the data in the XML file. The period selected converts to the current period in the ProSystem *fx* Workpaper Manager binder, and the prior periods convert into the prior period columns of the binder.
6. Choose one of the following Chart of Accounts options:
   - **Append**. Imports and appends current data to the existing trial balance. Unique account numbers are appended. Duplicate account numbers are overwritten.
   - **Overwrite**. Imports and deletes all existing data and all journal entries and replaces it with the trial balance data being imported.
   - **Number**. Specify how many prior periods to convert, if any.

   Overwriting or appending existing trial balance data adds duplicate journal entries if the ProSystem *fx* Write-Up company contains journal entries. These journal entries must be deleted through the *Journal Entry Summary* dialog.
7. Click **Finish** to begin the conversion. When the conversion completes, a *Summary* dialog displays your selections and information.
8. Click **OK** to exit the *Summary* dialog.

Notes:

- If accounts do not have descriptions, Workpaper Manager creates descriptions during the import. The description consists of the word *Description* plus the account number.
- Tax journal entries are converted for the current year. However, if the engagement binder is set up with interim periods, then prior year tax journal entries are not converted.

Importing Trial Balance Data from QuickBooks

You can import data from a QuickBooks Trial Balance report by exporting the data to Excel, and then using the Import Excel QuickBooks Data option.

Note: This feature has been validated with QuickBooks 2013 and later; however, it may work with earlier versions of Quickbooks.

To import data from a QuickBooks Trial Balance report, do the following:

1. Open QuickBooks and set account number preferences.
    a. Select **Edit/Preferences**.
    b. Select **Accounting** in the navigation panel on the left.
    c. Select the **Company Preferences** tab.
    d. Check **Use account numbers** and **Show lowest subaccount only** if they are not already selected.

        Note: All accounts must be numbered. Subaccounts must not include the main account number in their description, and the account number must be different from the main account number.

    e. Click **OK** to save your changes.
2. Run the Trial Balance report.
    a. Select the **Reports** option.
    b. Select **Accountant & Taxes** in the navigation panel on the left.
    c. Click **Run** to run the Trial Balance report.

    The Trial Balance report displays.
3. Select either **Excel/Create New Worksheet** or **Excel/Update Existing Worksheet**. If you are updating an existing worksheet, you must browse to that spreadsheet location and select it.

    After the export, Excel automatically opens to the exported trial balance.

    Tip: Insert the Excel document into your binder. This is not required; however, it is recommended so the Paste TB Import dialog automatically opens for importing the data to the Workpaper Manager trial balance. If the Excel document is outside of the binder, you will need to manually open the Paste TB Import dialog.

4. Import the trial balance data into Workpaper Manager. If the Quickbooks Trial Balance report in Excel is:
    - Inserted in the binder, do the following:
        a. Open the QuickBooks Trial Balance report in Excel to the worksheet that contains the data to be imported.
        b. Select **Import/Import Excel QuickBooks Data** from the TB Setup lookup item on the Workpaper Manager ribbon.

- Not inserted in the binder, do the following:
    a. Open the Workpaper Manager trial balance or any Excel workpaper in the binder.
    b. Open the QuickBooks Trial Balance report in Excel to the worksheet that contains the data to be imported.
    c. Select **Import Excel QuickBooks Data** on the Workpaper Manager ribbon.
    d. Click **OK** on the message notifying you to navigate to the Workpaper Manager trial balance or open Excel workpaper in the binder.
    e. Navigate to the Workpaper Manager trial balance or the open Excel workpaper in the binder.
    f. Select **Paste TB Import**.

  The *Paste TB Import* dialog displays.

Note: A new worksheet in the workbook is added with the title CleanSheet. You can review this worksheet to see how the data was cleaned up and formatted for import. To keep your client QuickBooks data intact, do not save the changes. To keep or modify the new worksheet, rename the worksheet to prevent errors if you run the QuickBooks import again.

5. The chart of accounts information will display in the spreadsheet window. Click on the gray bar at the top of each column and select the appropriate column header based on the following information:
    - Define the account numbers, account descriptions, and current period balances from the current list.
    - Define the prior period balances from the appropriate comparative lists.
    - If you do not want to transfer the column in the trial balance, select **None**.

      You can select any of the available columns. You can assign only one trial balance column to a column of imported data. Once a trial balance column has been assigned, it is disabled in the menu.
6. Select to Append or Overwrite the current Trial Balance data:
    - **Append**. Imports and appends unique account numbers. Any duplicate account numbers will be overwritten and the original data will be lost. This is the default selection.
    - **Overwrite**. This function deletes all existing data and any journal entries and replaces it with the trial balance data you are importing.
7. The following diagnostics display:
    - **Duplicated account(s)**. Displayed in blue text. You must replace the duplicate account number with a unique account number. In the display window, click on the account number you want to change and type the new account number.
    - **Invalid account(s)**. Displayed in red text. The account number has one or more of the following invalid characters: ' | : " , ( ) * ?. Or, the account description has one or more of the following invalid characters: * ?. In the display window, click the field you want to change and type the change.
    - **Blank description**. Highlighted in yellow. In the display window, click in the cell that is blank and type in the account description.

The diagnostics must be cleared before you can continue.

8. Select the place to round the account balances to in the *Round balance To nearest* field. The choices are: None, $1, $10, $100, or $1,000. This option will round each account balance up or down to the level of rounding selected.
9. If you select to round the balances in the step above, you must complete the *Select rounding account* field. Click the drop-down arrow to select the appropriate account to post the net difference to. You can either select an existing account or create a new account. To create a new account, select **Round to New Account** from the list.
10. Click **Next**. A message explains the Append or Overwrite option. Click **Yes** to continue, or **No** to return to the Paste TB Import dialog in order to change your selection.
11. Click **Next**. A message explains that this may take several minutes. Click **OK** to continue or **Cancel** to return to the *Paste TB Import* dialog. Next, statistical information is displayed.
12. Click **Finish**. The trial balance information displays in the ProSystem *fx* Workpaper Manager trial balance.

Converting ProSystem *fx* Trial Balance Data

You can convert ProSystem *fx* Trial Balance client data from version 2001.a00 or higher. The conversion transfers account numbers, account descriptions, account balances (current period and prior periods), journal entries, lead codes, sublead codes, default lead classifications, and tax codes. Workpaper Managerconverts the standard ProSystem *fx* Trial Balance lead classifications to the equivalent Workpaper Manager Account and Ratio Classifications. See the Workpaper Manager Help topic *ProSystem fx Trial Balance Conversion Table* for a list of trial balance classifications and their Workpaper Manager equivalents.

Reviewing the ProSystem *fx* Trial Balance Client

Open the client in ProSystem *fx* Trial Balance. Make note of the following information, so you choose the correct selections during conversion:

- Entity type: C Corporation, S Corporation, Partnership, or Non-Profit Organization.
- Fiscal year end and current period end.
- Number of periods in the year.

Create the XML file using **Work/Create XML Export File**. The file is saved in the Avision directory where your ProSystem *fx* Trial Balance client data is stored.

Preparing the Client, Binder, and Trial Balance

To prepare for the conversion in ProSystem *fx* Workpaper Manager, you need to do the following:

- **Create a client** for the client you want to convert. See *Creating New Client Folders* on page 134 for more information.
- **Create a binder** for the client. See *Using the New Binder Wizard* on page 142 for details. Set the Period sequence type for the binder to agree with the period type in the ProSystem *fx* Trial Balance data.

  For example, if you add journal entries and balances on a monthly basis, set up the Workpaper Manager Period Sequence as "monthly." If the ProSystem *fx* Trial Balance data has more than one period type, then the prior period balances may have to be adjusted manually to reflect the correct balances.

Note: Tax Journal Entries that use tax code lines are converted if you select to Convert Tax Codes during the conversion setup process. The conversion process adds the lines that are used in the Tax Journal Entries to the chart of accounts.

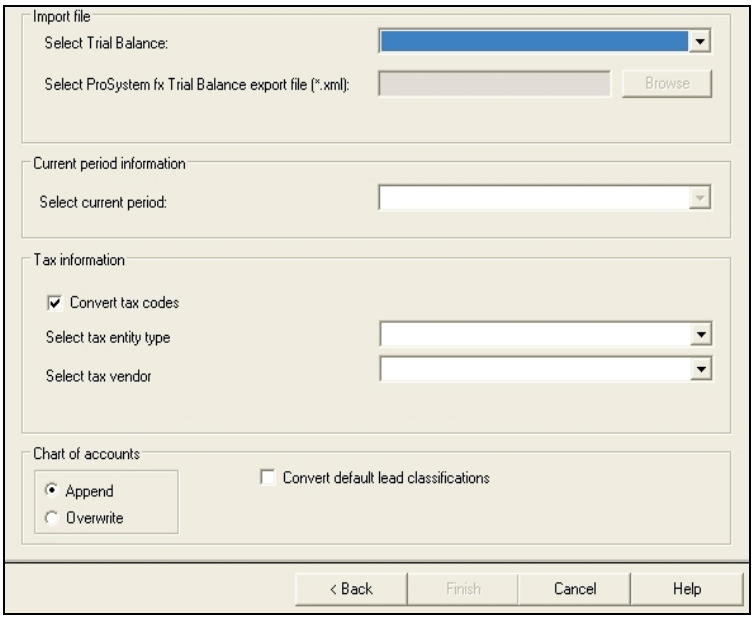
- **Create a Trial Balance** for the client. See *Creating Trial Balances* on page 208 for more information. Set up the necessary columns (such as, current year columns and prior year columns).

Transferring ProSystem *fx* Trial Balance Data

To transfer data from a ProSystem *fx* Trial Balance client to a ProSystem *fx* Workpaper Manager client, do the following:

1. Start the *Conversion Wizard*.
   - From the Binder window, select **Trial Balance/Import Conversion Wizard**.
   - From the Trial Balance window, select **Workpaper Manager/Import Conversion Wizard**.

   The *Import Conversion Wizard* displays.
2. Select **ProSystem *fx* Trial Balance** and click **Next**. The second dialog of the *Import Conversion Wizard* displays.



3. In the *Select Trial Balance* field, select the Workpaper Manager trial balance to which you want to transfer the data.
4. In the *Select ProSystem fx Trial Balance export file (*.XML)* field, browse to the trial balance data directory and select the XML file you want to import.
5. Select the current period from the drop-down list. Period choices reflect the data in the XML file. The period selected converts to the current period in the Workpaper Manager binder, and prior periods convert to the prior period columns of the binder.
6. Leave the *Convert tax codes* box checked to have the tax codes and their descriptions converted. If this option is selected and there are tax journals entries that use tax code lines, the tax code lines are added as new accounts in the chart of accounts.

ProSystem *fx* Workpaper Manager requires journal entries to be posted to accounts versus tax codes. The new accounts are grouped to the corresponding tax codes in the Tax Grouping List.

7. Select the tax entity from the drop-down list.
8. In the *Select tax vendor* field, select the tax vendor you use.
9. If this is not the first import for this trial balance, select the appropriate radio button:
   - **Append**. Imports and appends the current data to the existing trial balance. This is the default selection. Unique account numbers are appended, but any duplicate account numbers are overwritten, and original data is lost.
   - **Overwrite**. Imports and deletes all existing data groupings and all journal entries, and replaces them with the trial balance data you are importing.
10. Check the **Convert Default lead classifications** box to convert the ProSystem *fx* Trial Balance classifications to the equivalent Workpaper Manager classes. The program converts the standard ProSystem *fx* Trial Balance classifications.

    If you have defined your own classes or changed the ProSystem *fx* Trial Balance standard classifications, you may not want to convert the lead classifications. To review classification conversion data, see *ProSystem fx Trial Balance Conversion Table* in the next section.
11. Click **Finish** to begin the conversion. When the conversion completes, a *Summary* dialog displays, listing your selections and information.
12. Click **OK** to exit the *Summary* dialog.

Notes:

- If accounts or codes do not have descriptions, ProSystem *fx* Workpaper Manager creates descriptions during the import. The description consists of the word *Description* plus the account number or code.
- Tax journal entries are converted for the current year. However, if the Workpaper Manager binder is set up with interim periods, prior year tax journal entries are not converted.

Account and Ratio Classifications

ProSystem *fx* Trial Balance Classifications		Equivalent ProSystem *fx* Workpaper Manager Account Classifications		Equivalent ProSystem *fx* Workpaper Manager Ratio Classifications	
Class	**Description**	**Class**	**Description**	**Class**	**Description**
001	Current Assets	CA	Current Assets	OCA	Other Current Assets
025	Property, Plant, and Equipment	NA	Non-Current Assets	FA	Gross Fixed Assets
050	Long Term Investments	NA	Non-Current Assets	ONA	Other Non-Current Assets
060	Endowment Investments	NA	Non-Current Assets	ONA	Other Non-Current Assets

ProSystem *fx* Trial Balance Classifications		Equivalent ProSystem *fx* Workpaper Manager Account Classifications		Equivalent ProSystem *fx* Workpaper Manager Ratio Classifications	
075	Investments in Affiliates	NA	Non-Current Assets	ONA	Other Non-Current Assets
100	Other Assets	NA	Non-Current Assets	ONA	Other Non-Current Assets
200	Current Liabilities	CL	Current Liabilities	OCL	Other Current Liabilities
220	Long-Term Liabilities	NL	Non-Current Liabilities	ONL	Other Non-Current Liabilities
240	Capitalized Lease Obligations	NL	Non-Current Liabilities	ONL	Other Non-Current Liabilities
260	Deferred Income Taxes	NL	Non-Current Liabilities	ONL	Other Non-Current Liabilities
280	Other Long-Term Liabilities	NL	Non-Current Liabilities	ONL	Other Non-Current Liabilities
300	Equity	EQ	Equity		
400	Revenues	REV	Revenues		
450	Direct Public Support	REV	Revenues		
475	Indirect Public Support	REV	Revenues		
500	Cost of Goods Sold	COS	Cost of Sales	OCS	Other Cost of Sale
550	Program Services	COS	Cost of Sales	OCS	Other Cost of Sale
575	Support Services	COS	Cost of Sales	OCS	Other Cost of Sale
600	Operating Expenses	OPX	Operating Expenses	OOE	Other Operating Expenses
700	Other Income	OI	Other Income	OTI	Other Income
750	Other Expenses	OE	Other Expenses		
800	Income Taxes - Currently Payable	OE	Other Expenses	TAX	Tax Expense

ProSystem *fx* Trial Balance Classifications		Equivalent ProSystem *fx* Workpaper Manager Account Classifications		Equivalent ProSystem *fx* Workpaper Manager Ratio Classifications	
850	Income Taxes - Deferred	OE	Other Expenses	TAX	Tax Expense
900	Discontinued Operations	OE	Other Expenses	OTE	Other Expense
950	Extraordinary Items	OE	Other Expenses	OTE	Other Expense

Converting Trial Balance Data from GoSystem Audit

You can convert GoSystem Audit client data from version 3.0 or higher. The conversion transfers account numbers, account descriptions, account balances (current period and all prior periods), leadsheet codes, leadsheet subcodes, grouping code 1, grouping code 2, consolidation codes, and tax codes.

You can also map your existing GoSystem Audit codes to a standard list of grouping codes set up in ProSystem *fx* Workpaper Manager.

Reviewing the GoSystem Audit Client

Open the client in GoSystem Audit. Make note of the following information, so you choose the correct selections during conversion:

- Entity type: C Corporation, S Corporation, Partnership, or Non-Profit.
- Fiscal year end and current period end.
- Number of periods in the year.

Preparing the Client, Binder and Trial Balance

To prepare for the conversion in ProSystem *fx* Workpaper Manager, do the following:

1. Create a client for the client you want to convert. See *Creating New Client Folders* on page 134 for more information.
2. Create a binder for the client. See *Using the New Binder Wizard* on page 142 for information. Set the current period dates to agree with the current period dates set up in GoSystem Audit.

   Note: If the current period in GoSystem Audit has journal entries, be sure to select the balance type during conversion that reflects the journal entries. The conversion does not bring over the detail of the journal entries. It does bring over the net balance after journal entries.

3. Create a trial balance for the client. See *Creating Trial Balances* on page 208 for more information.

   Set up the necessary columns (such as, current year columns and prior year columns). Also, if you choose to map your existing GoSystem Audit grouping codes to a new list of ProSystem *fx* Workpaper Manager grouping codes, make sure the new list exists in the trial balance.

Transferring Data from GoSystem Audit

To transfer data from a GoSystem Audit client, do the following:

1. Start the *Import Conversion Wizard* by doing one of the following:
   - From the Binder window, select **Trial Balance/Import Conversion Wizard**.
   - From the Trial Balance window, select **Workpaper Manager/Import Conversion Wizard**.
2. Select **GoSystem Audit 3.0 or higher** and click **Next**.
3. On the *Import Conversion Wizard* dialog, use the *Select Trial Balance* field to select the trial balance to which you want to transfer the data.
4. In the *Select GoSystem Audit file (aud32sys.mdb)* field, enter the path to the aud32sys.mdb file, or click **Browse** to locate the GoSystem Audit directory and select the **aud32sys.mdb** file.

   Note: You must browse to the program file aud32sys.mdb, not the client MDB file. The default path to the program file is C:\clr\audit\aud32sys.mdb, or C:\wincsi\audtsys\aud32sys.mdb.

5. A list of GoSystem Audit clients available for conversion displays. Highlight the GoSystem Audit client you want to convert.
6. Select the number of prior periods to transfer.
7. In the *Select balance type to convert* field, select the appropriate balance type to transfer from the drop-down list. This balance type applies to both current and prior period amounts.
8. Click **Next**.
9. Select one of the following options:
   - **Convert all groupings**. Converts all of the grouping lists from GoSystem Audit including lead and sublead codes, grouping code 1, grouping code 2, and consolidation code.
   - **Convert all groupings and map one**. Converts all of the grouping lists from GoSystem Audit, as listed above, and allows you to map one grouping list in GoSystem Audit to one existing grouping list in ProSystem *fx* Workpaper Manager.

     Tip: This is a good opportunity to update all of your clients to a standard grouping list. A standard grouping list allows you to create more workpaper templates (including financial statements) with formulas already in place. This improves efficiency on engagements and allows you to easily implement firm standards across all clients.

   - **Map to one Workpaper Manager grouping**. Converts one grouping list in GoSystem Audit to one existing grouping list in ProSystem *fx* Workpaper Manager. This option does not convert the other GoSystem Audit grouping lists.

   If you choose to map to a grouping list, continue with step 10; otherwise, skip to step 17.
10. In the *Select GoSystem Audit grouping to map from* field, click the drop-down arrow to select the appropriate grouping list. The list displays on the left side of the window in the GoSystem Audit grouping box.

11. In the *Select Engagement grouping to map to* field, click the drop-down arrow to select the appropriate grouping list. The list appears on the right side of the window in the Existing Engagement grouping box.
12. If you or someone else in your firm has already mapped these two grouping lists, you can import the mapping file. Click **Load Mapping From File** to import a mapping file that was saved earlier. Browse to the MDB file and click **OK**. The mapping of the two grouping code lists appears in the boxes below.
13. If you do not have a mapping file, you need to match the grouping codes on the left side of the window to the equivalent grouping codes on the right side of the window. You can do one of the following:
    - Select the grouping code on the right, then select the equivalent grouping code on the left side, then click the arrow pointing to the right.
    - Select the grouping code on the left and drag it to the equivalent grouping code on the right.

    As you match grouping codes, the codes you map are disabled in the left column.

    Notes:

    - You do not have to map all of the grouping codes from the left side of the window. Any accounts assigned to the grouping codes you do not map are available to map later in the Workpaper Manager trial balance. See *Account Groupings* on page 253 for more information.
    - You can map more than one grouping code on the left to the same grouping code on the right.
14. Click the **expand** (+) button below the *Existing Engagement* grouping box to expand all groups so that the subgroups and grouping assignments display. To collapse all entries in the grouping box to show only subgroups, click the **collapse** (-) button.
15. To remove a grouping code you have mapped, click the GoSystem Audit grouping code on the right side of the window and click the arrow pointing to the left. The column is removed from the list on the right and available for selecting later.
16. Click the **Save Mapping to File** button to save this mapping of grouping codes. The *Save Mapping* dialog displays the default path: C:\Pfx Engagement\WM\Import Mapping. You can change the path to a network drive, so others in your firm can access it. Accept the default file name or enter a new one. Click **OK**. The mapping is saved to an MDB file.
17. Check the **Convert tax codes** box if you want to convert the GoSystem Audit tax codes to the equivalent ProSystem *fx* Workpaper Manager tax codes.
18. In the *Select tax vendor* field, click the drop-down arrow to select the appropriate tax vendor.

    ProSystem *fx* Workpaper Manager provides different tax code lists for each tax vendor. These lists are customized to the available codes in the tax program. If your tax vendor does not display on this list, select **Other**. A tax code list is created. However, we do not provide support for these other tax lists.

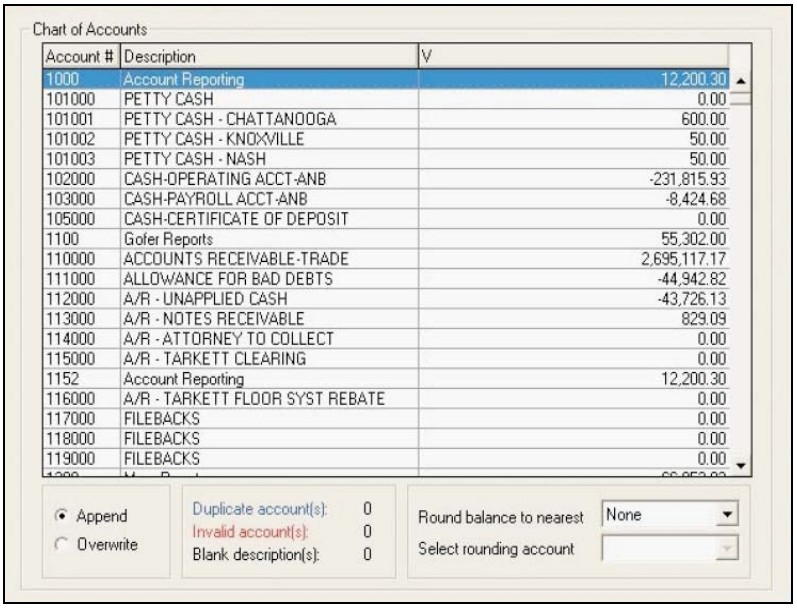
If your tax vendor does appear, select the vendor to receive the customized list.

Note: Any user-defined tax codes you added in your GoSystem Audit client are converted as a Subgroup in the tax grouping list. The tax code, the tax code description, and the accounts assigned to the tax code are converted.

The *Tax entity* field is automatically completed. If Workpaper Manager cannot determine the tax entity, you are prompted to select the entity type yourself.

Note: If the wrong tax entity type appears, verify the entity type selection in the GoSystem Audit program. Make any necessary corrections there and continue with the wizard.

19. Click **Next** to open the *Chart of Accounts* dialog. The chart of accounts information displays in the spreadsheet window. The first two columns default as *Account #* and *Description*.



20. Click the gray bar at the top of each column to select the appropriate column header information. The dollar amount columns display in order from most recent period to oldest period.

    You can select any of the available columns. You can only assign one trial balance column to a column of imported data. Once a trial balance column has been assigned, it is disabled in the menu.

21. Select one of the following radio buttons:
    - **Append**. Imports and appends the current data to the existing trial balance. This is the default selection. Unique account numbers are appended, but any duplicate account numbers are overwritten, and original data is lost.
    - **Overwrite**. This function deletes all existing data and any journal entries and replaces it with the trial balance data you are importing.

Clear the following diagnostics as indicated:

- **Duplicate account(s)**. Displayed in blue text. You must replace the duplicate account number with a unique account number. In the display window, click the account number you want to change and type the new account number.
- **Invalid account(s)**. Displayed in red text. An account number has one or more of the following invalid characters: |: , ( )*?, or an account description has one of the following invalid characters: *?. In the display window, click the field you want to change and enter the change.
- **Blank description(s)**. Highlighted in yellow. In the display window, click the cell that is blank and enter the account description.

22. Select the place to round the account balances to in the *Round balance to nearest* field. The choices are None, $1, $10, $100, or $1,000.

    Note: The account balances are only rounded during the import or conversion.

    If you select to round the balances, then you must complete the *Select rounding account* field. Click the drop-down arrow to select the appropriate account to post the net difference to. You can either select an existing account or create a new account. To create a new account, select **Round to New Account** from the list.
23. Click **Next**. A message displays verifying your selection to either append or overwrite any existing chart of accounts. Click **Yes** to continue. A message displays stating that this may take a while to convert. Click **OK** to begin the conversion or **Cancel** to return to the wizard.
24. A *Summary* dialog opens a listing of the selections and information to be converted to ProSystem *fx* Workpaper Manager. Click **Finish** to exit the *Summary* dialog. The converted trial balance information displays in the ProSystem *fx* Workpaper Manager trial balance.

    Note: Memo accounts are converted. If the memo account has a balance, you may want to delete the account balance in the current year and prior periods, so it is not included in the trial balance totals.

    You can create an account grouping for the memo accounts and select the *Memo* account classification. This allows you to segregate the accounts for reporting purposes.

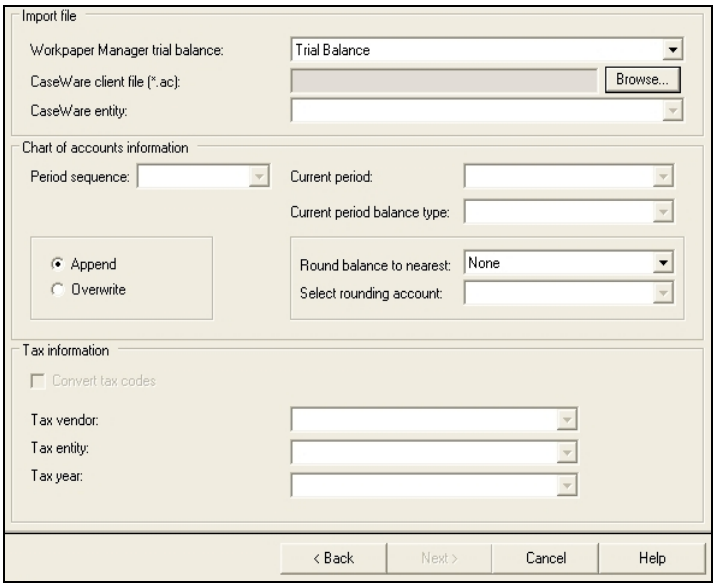
Converting Data from CaseWare Working Papers 2005 or Higher

You can convert client data from CaseWare Working Papers 2005 or higher. The conversion transfers account numbers and descriptions, current and prior year balances, account grouping lists and assignments, and tax grouping lists and assignments.

To import client data from CaseWare Working Papers 2005 or higher into an Workpaper Manager trial balance, do the following:

1. Do one of the following to display the *Import Conversion Wizard*:
   - From the Binder window, select **Trial Balance/Import Conversion Wizard**.
   - From the Trial Balance window, select **Workpaper Manager/Import Conversion Wizard**.

2. Select **CaseWare Working Papers 2005 or higher** and click **Next**. The next screen of the *Import Conversion Wizard* displays.



3. Use the *Workpaper Manager trial balance* drop-down list to select the Workpaper Manager trial balance into which you are importing data.
4. In the *CaseWare client file* field, enter the CaseWare client file (extension .ac) that contains the entity you are importing, or click **Browse** to select the client file.

   Important! Compressed CaseWare client files (extension .ac_) are not accepted.

5. Select the entity to import from the *CaseWare entity* drop-down list.
6. Select the period sequence in the CaseWare entity from the *Period sequence* drop-down list. Only period sequences supported by ProSystem *fx* Workpaper Manager display in the list. These include the following:
   - Monthly
   - Quarterly
   - Semi-annual
   - Annual

   Note: *Annual* is listed for both Independent and Calculated period sequence settings in CaseWare.

   Tip: If the selected entity does not contain a period sequence type that is supported in ProSystem *fx* Workpaper Manager, then either select another entity or add a **Yearly** period sequence in CaseWare and compute the balance from the unsupported sequence.

7. Select the period in the CaseWare entity to import into the current period of Workpaper Manager from the *Current period* drop-down list. All period dates available in the current year of the selected CaseWare entity display in the list.

8. From the *Current period balance type* drop-down list, select the CaseWare balance type to import. The balance types include **Unadjusted**, **Adjusted**, **Final**, or **Tax**.

   Note: This selection applies to the current period balances. All balance types are imported for the prior periods.

9. Choose whether to append or overwrite the chart of accounts and balances.

   Note: If you select *Overwrite*, existing journal entries in the Workpaper Manager trial balance are removed.

10. In the *Round balance to nearest* drop-down list, accept the default of *None* or select a value to round the balances to.
11. If you selected an option other than *None* in step 10, you must select an account to post the rounding difference to. In the *Select rounding account* drop-down list, select an existing account, or select **Round to new account** to create a new account.
12. If you selected *Round to new account*, the *Add Rounding Account* dialog displays. Enter the account number and description in the appropriate fields, and then click **OK**.
13. To create a tax grouping list and convert the CaseWare tax code assignments, select the **Convert tax groupings** check box and do the following:
    a. Select the tax vendor you may send the tax balances to from the *Tax vendor* drop-down list.
    b. Select the tax entity type of the client from the *Tax entity* drop-down list.
    c. Select the tax year for the current year of the client from the *Tax year* drop-down list.
14. Click **Next**. The next screen of the *Import Conversion Wizard* displays.
15. Select one of the following options:
    - **Convert all CaseWare groupings**. This will convert all of the grouping lists from the CaseWare file.
    - **Convert all CaseWare groupings and map to one Engagement grouping**. This will convert all of the grouping lists from CaseWare, as listed above, plus allow you to map one grouping list in CaseWare to an existing grouping list in the Workpaper Manager trial balance.
    - **Map to one Engagement grouping**. This will convert one grouping list in CaseWare to one existing grouping list in the Workpaper Manager trial balance. This option will not convert the other CaseWare grouping lists.

      Note: These conversion options are for non-tax grouping lists.

16. If you accept the default selection, *Convert all CaseWare groupings*, click **Finish** to begin the import process. When the import is complete, the *Summary* screen displays. Click **OK** to close the wizard.

    If you select **Convert all CaseWare groupings and map to one Engagement grouping** or **Map to one Engagement grouping**, continue to step 17.
17. In the *Select CaseWare grouping* drop-down list, select the CaseWare grouping list to map from.
18. In the *Select Engagement grouping* drop-down list, select the Engagement grouping list to map to.

19. If you or someone else in your firm has already mapped these two grouping lists, then you can import the mapping file. Click **Load Mapping From File** to import a mapping file that was saved earlier. Browse to the MDB file and click **OK**. At the bottom of the dialog, you will see the mapping of the two grouping code lists.
20. If you do not have a mapping file, you need to match the grouping codes on the left side of the dialog to the equivalent grouping codes on the right. Drag the grouping code on the left to the equivalent grouping on the right, or select both groupings and click the right-pointing arrow.

    Note: You do not have to map all of the grouping codes from the left side of the window. Any accounts assigned to the grouping codes that you do not map will be available to map later in the ProSystem *fx* Workpaper Manager trial balance. Also, you can map more than one grouping code on the left to the same grouping code on the right.

21. To remove a grouping code that you have mapped, click the CaseWare grouping code on the right and click the left pointing arrow. The column will be removed from the list on the right and available for selecting later.
22. Click **Save Mapping to File** to save this mapping of grouping codes. The *Save Mapping* dialog displays with the default path of C:\Pfx Engagement\WM\Import Mapping. You can change the path to a network drive, if desired. Click **OK** to save the mapping to a file with the extension .mdb.
23. Click **Finish**. The *Summary* screen displays.
24. Click **OK** to close the *Summary* screen.

Converting Trial Balance Data from ATB for Windows

You can convert ATB client data from the Windows version 3.04. The conversion transfers account numbers, account descriptions, and account balances (current period and prior periods).

Reviewing the ATB For Windows Client

Open the client in ATB for Windows. Verify the following information, so you make the correct selections during conversion:

- Entity type
- Fiscal Year End

Preparing the Client, Binder, and Trial Balance

To prepare for the conversion in ProSystem *fx* Workpaper Manager, you need to do the following:

- Create a client for the client you want to convert. See *Creating New Client Folders* on page 134 for more information.
- Create a binder for the client. See *Using the New Binder Wizard* on page 142 for more information. Set the current period dates to agree with the current period dates set up in ATB.

  Note: If the current period in ATB has journal entries, the conversion process does not carry over the detail of the journal entries. It does bring over the net balance from ATB, and you can select to have that shown as the Unadjusted or Other Imported Balances in Workpaper Manager.

- Create a trial balance for the client. See *Creating Trial Balances* on page 208. Set up the necessary columns (such as, current year columns and prior year columns).

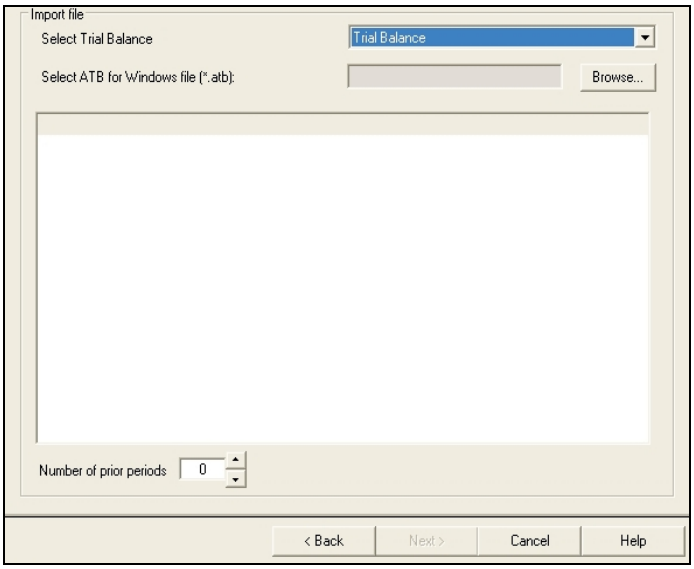
Transferring Data from ATB For Windows

To transfer data from an ATB for Windows client into a ProSystem *fx* Workpaper Manager trial balance, follow these steps:

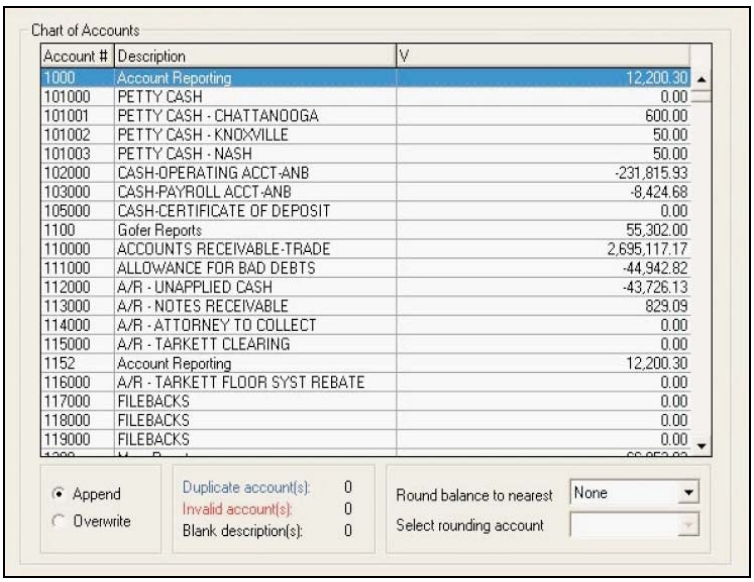
1. To start the Conversion Wizard, do one of the following:
   - From the Binder window, select **Trial Balance/Import Conversion Wizard**.
   - From the Trial Balance window, select **Workpaper Manager/Import Conversion Wizard**.
   - From within an Excel or Word workpaper, select **Workpaper Manager/Import Conversion Wizard**.

   The *Import Conversion Wizard* displays.
2. Select **ATB for Windows** and click **Next** to open the *Import Conversion Wizard - Client* dialog.
3. In the *Select Trial Balance* field, click the down arrow and select the trial balance you want to transfer to.

4. In the *Select ATB for Windows file (*.atb)* field, select the company data to import. The company information displays in the box.



5. Select the number of prior periods you want to transfer from ATB to Workpaper Manager from the *Number of prior periods* drop-down list and click **Next** to open the *Import Conversion Wizard - Grouping* dialog.
6. The *Select Account Grouping(s)* box displays a list of account groupings. Select individual groups to convert or use the **Select All** button to select them all. Use the **Unselect All** button to unselect all groups selected for conversion.
7. Click **Next** and the chart of accounts information displays in the spreadsheet window. The first two columns default as *Account #* and *Description*. Click the gray bar at the top of each column and select the appropriate column header information.



You can select any of the available columns. You can only assign one trial balance column to a column of imported data. Once a trial balance column has been assigned, it is disabled in the menu.

8. Select one of the following radio buttons, if applicable:
   - **Append**. Imports and appends the current data to the existing trial balance. This is the default selection. Unique account numbers are appended, but any duplicate account numbers are overwritten, and original data is lost.
   - **Overwrite**. This function deletes all existing data and any journal entries and replaces it with the trial balance data you are importing.
9. Clear the following diagnostics as indicated:
   - **Duplicate account(s)**. Displayed in blue text. You must replace the duplicate account number with a unique account number. In the display window, click the account number you want to change and type the new account number.
   - **Invalid account(s)**. Displayed in red text. An account number has one or more of the following invalid characters: ' | : " , ( ) * ? or an account description has one of the following invalid characters: *?. In the display window, click the field you want to change and type the change.
   - **Blank descriptions**. Highlighted in yellow. In the display window, click the cell that is blank and type the account description.
10. Select the place to round the account balances to in the *Round balance to nearest* field. The choices are: None, $1, $10, $100, or $1,000. This option rounds each account balance up or down to the level of rounding selected.

    Note: The account balances are only rounded during the import or conversion.

11. If you choose to round the balances in the step above, then you must complete the *Select rounding account* field. Click the drop-down arrow to select the appropriate account to post the net difference to. You can either select an existing account or create a new account. To create a new account, select **Round to New Account** from the list.
12. Click **Next**. A message displays that verifies your selection of appending or overwriting any existing chart of accounts. Click **Yes** to continue. A message displays stating that this may take awhile to convert. Click **OK** to begin the conversion or **Cancel** to return to the wizard.
13. A *Summary* dialog opens a listing of the selections and information to be converted to ProSystem *fx* Workpaper Manager. Click **Finish** to exit the *Summary* dialog. The converted trial balance information displays in the ProSystem *fx* Workpaper Manager trial balance.

Importing Trial Balance Data from an Excel or ASCII File

You can transfer trial balance data from any accounting system (for example, QuickBooks, Peachtree, Great Plains, etc.) that can export the data to an Excel-readable format or an ASCII file into a ProSystem *fx* Workpaper Manager trial balance. Data you can import includes account numbers, account descriptions, fund index (for fund trial balances only) and account balances (current period and prior periods).

Preparing Accounting System Information

ProSystem *fx* Workpaper Manager requires the following columns from the accounting system:

- Account number
- Account description

In the accounting system that you are working with, generate a trial balance with the setup you want to export. If there is an option to export the data into a spreadsheet, Lotus 1-2-3, or Excel file, use that. Otherwise, save it as an ASCII file using an export, save as, or print to file command. See the documentation from that accounting system for instructions.

Preparing the Exported Trial Balance

Before you import the trial balance data into ProSystem *fx* Workpaper Manager, you must format it so that it can be read by Workpaper Manager. Open the file in Excel or a text editor and follow these instructions:

- Put account numbers in contiguous rows. The easiest method is to highlight the entire trial balance and sort it by account number in ascending order. See the Excel user's manual and help for information.
- Remove any page breaks and rows used as separators, headings, and subtotals.
- Verify that all account numbers are unique.
- Note which columns contain which type of information. For example, the third column is the current year unadjusted and the fourth column is the prior period balance, etc.
- Check for errors in the data.
- Verify that the debits and credits are in one column. The credits should be differentiated with a minus sign (-) or in brackets.

Preparing the Client, Binder, and Trial Balance

To prepare for the conversion in ProSystem *fx* Workpaper Manager, do the following:

- Create a client for the client you want to convert. See *Creating New Client Folders* on page 134 for more information.
- Create a binder for the client. See *Using the New Binder Wizard* on page 142 for more information.
- Create a trial balance for the client. See *Creating Trial Balances* on page 208. Set up the necessary columns (such as current year columns and prior year columns).

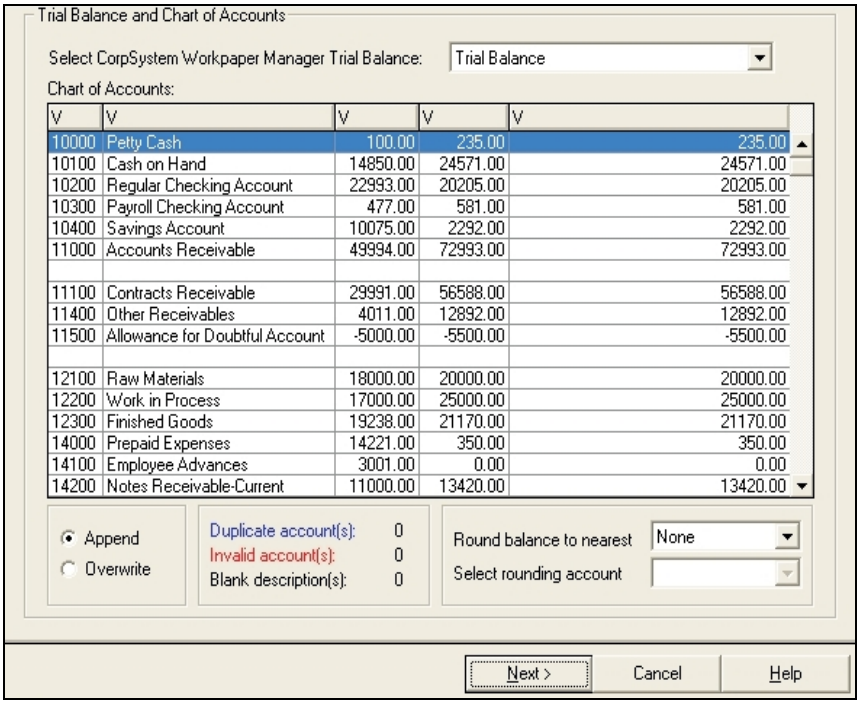
Using the Paste TB Import Option to Import an Excel File

To transfer data from an Excel file into a ProSystem *fx* Workpaper Manager client without using the wizard, do the following:

1. Open the ProSystem *fx* Workpaper Manager trial balance or any Excel workpaper in the binder.
2. In Excel, select **Tools/Options/Windows in Taskbar**.
3. Open the prepared export trial balance in Excel.
4. Highlight the cells as follows:
    - Start at the first row with account information, and highlight down to the last row with account information. Do not highlight heading and total rows.
    - Highlight across to the last column of data to import. You can include blank columns or other columns you do not want added to the trial balance. When you map the columns to the trial balance, do not map the columns you do not want to import.

Note: You should not have any blank rows.

5. Select **Edit/Copy** or right-click the information and select **Copy** from the pop-up menu.
6. Switch to the trial balance or Excel workpaper and perform one of the following:
   - Select **Edit/Paste TB Import**.
   - Right-click in the trial balance and select **Paste TB Import** from the pop-up menu.
   - Click the **Paste TB Import** toolbar button.
7. The chart of accounts information displays in the spreadsheet window.



V	V	V	V	V
10000	Petty Cash	100.00	235.00	235.00
10100	Cash on Hand	14850.00	24571.00	24571.00
10200	Regular Checking Account	22993.00	20205.00	20205.00
10300	Payroll Checking Account	477.00	581.00	581.00
10400	Savings Account	10075.00	2292.00	2292.00
11000	Accounts Receivable	49994.00	72993.00	72993.00
11100	Contracts Receivable	29991.00	56588.00	56588.00
11400	Other Receivables	4011.00	12892.00	12892.00
11500	Allowance for Doubtful Account	-5000.00	-5500.00	-5500.00
12100	Raw Materials	18000.00	20000.00	20000.00
12200	Work in Process	17000.00	25000.00	25000.00
12300	Finished Goods	19238.00	21170.00	21170.00
14000	Prepaid Expenses	14221.00	350.00	350.00
14100	Employee Advances	3001.00	0.00	0.00
14200	Notes Receivable-Current	11000.00	13420.00	13420.00

Click the gray bar at the top of each column and select the appropriate column header based on the following information:

- Define the account numbers, account descriptions and current period balances from the "current" list.
- Define the prior period balances from the appropriate "comparative" lists.
- If you do not want to transfer the column in the trial balance, do not select a column header.

You can select any of the available columns. You can only assign one trial balance column to a column of imported data. Once a trial balance column has been assigned, it is disabled in the menu.

8. Select one of the following radio buttons:
   - **Append**. Imports and appends the current data to the existing trial balance. This is the default selection. Unique account numbers are appended, but any duplicate account numbers are overwritten, and the original information is lost.
   - **Overwrite**. This function deletes all existing data and any journal entries, and replaces it with the trial balance data you are importing.

9. Clear the following diagnostics as indicated:
   - **Duplicate account(s)**. Displayed in blue text. You must replace the duplicate account number with a unique account number. In the display window, click the number you want to change and type the new account number.
   - **Invalid account(s)**. Displayed in red text. An account number has one or more of the following invalid characters: ' | : " , ( ) * ? , or an account description has one of the following invalid characters: * ?. In the display window, click the field you want to change and type the change.
   - **Blank descriptions**. Highlighted in yellow. In the display window, click the cell that is blank and enter the account description.
10. Select the place to round the account balances to in the *Round balance to nearest* field.

    Note: The account balances are only rounded during the import or conversion.

11. If you choose to round the balances, you must complete the *Select rounding account* field. Click the drop-down arrow to select the appropriate account to post the net difference to. You can select an existing account or create a new account. To create a new account, select **Round to New Account** from the list.
12. Click **Next**. A message displays verifying your selection to append or overwrite any existing chart of accounts. Click **Yes** to continue. A message displays stating that this may take awhile to convert. Click **OK** to begin, or click **Cancel** to return to the wizard.
13. A *Summary* dialog opens, listing the selections and information to be converted to ProSystem *fx* Workpaper Manager. Click **Finish** to exit the *Summary* dialog. The converted trial balance information displays in the ProSystem *fx* Workpaper Manager trial balance.

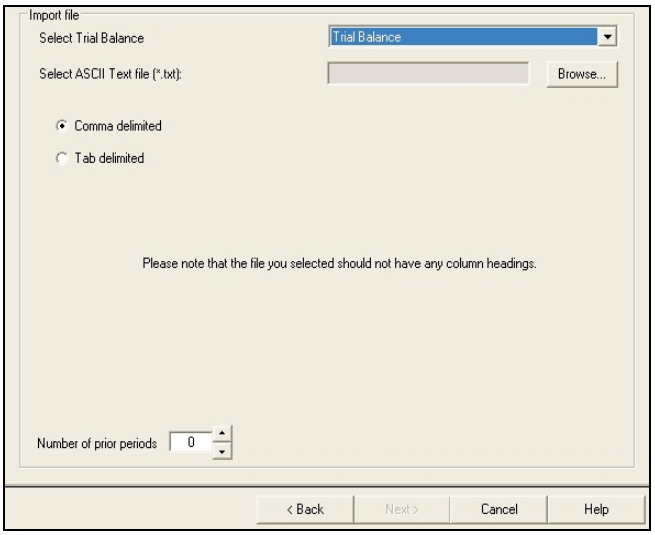
Using the Conversion Wizard to Import an ASCII File

To transfer data from an ASCII file into a ProSystem *fx* Workpaper Manager client, do the following:

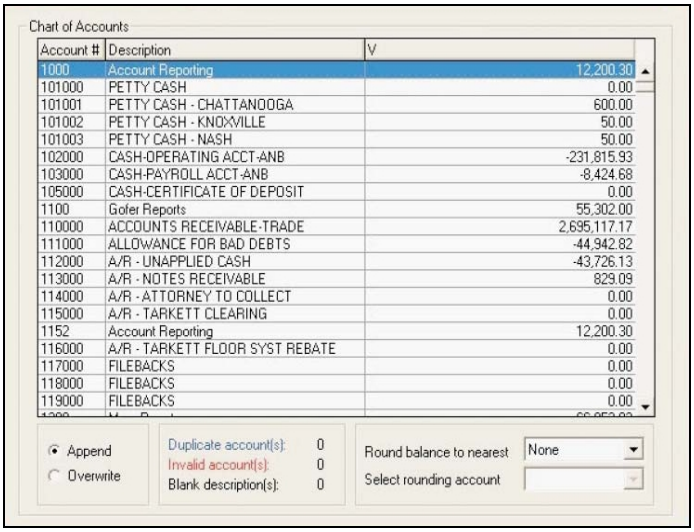
1. To start the *Conversion Wizard*, do one of the following:
   - From the Binder window, select **Trial Balance/Import Conversion Wizard**.
   - From the Trial Balance window, select **Workpaper Manager/Import Conversion Wizard**.

   The *Import Conversion Wizard - Import Source* dialog displays.

2. Select **ASCII Text file** and click **Next** to open the *Import Conversion Wizard - Import File* dialog.



3. In the *Select Trial Balance* field, click the down arrow and select the trial balance you want to transfer the data to.
4. In the *Select ASCII Text file (*.txt)* field, browse to the text file for the client data.
5. Select either **Comma delimited** or **Tab delimited**.
6. Select the **Number of prior periods** the text file contains. The selection here determines how many columns are read in the text file. Click **Next**.
7. The chart of accounts information displays in the spreadsheet window.



Click the gray bar at the top of each column and select the appropriate column header based on the following information:

- Define the account numbers, account descriptions, and current period balances from the current list.
- Define the prior period balances from the appropriate comparative lists.
- If you do not want to transfer a column to the trial balance, do not select the column header.

You can select any of the available columns. You can assign only one trial balance column to a column of imported data. Once a trial balance column has been assigned, it is disabled in the menu.

8. Select one of the following radio buttons, if applicable:
   - **Append**. Imports and appends the current data to the existing trial balance. This is the default selection. Unique account numbers are appended, but any duplicate account numbers are overwritten, and original data is lost.
   - **Overwrite**. This function deletes all existing data and any journal entries and replaces them with the trial balance data you are importing.
9. Clear the following diagnostics as indicated:
   - **Duplicate account(s)**. Displayed in blue text. You must replace the duplicated account number with a unique account number. In the display window, click the account number you want to change and type the new account number.
   - **Invalid account(s)**. Displayed in red text. An account number has one of the following invalid characters: ' | : " , ( ) * ? , or an account description has one of the following invalid characters: * ?. In the display window, click the field you want to change and type the change.
   - **Blank descriptions**. Highlighted in yellow. In the display window, click in the cell that is blank and type the account description.
10. Select the place to round the account balances to in the *Round balance to nearest* field. The choices are: None, $1, $10, $100, or $1,000. This option rounds each account balance up or down to the level of rounding selected.

    Note: The account balances are only rounded during the import or conversion.

11. If you choose to round the balances in step 10, you must complete the *Select rounding account* field. Click the drop-down arrow to select the appropriate account to post the net difference to. You can either select an existing account or create a new account. To create a new account, select **Round to New Account** from the list.
12. Click **Next**. A message displays verifying your selection to either append or overwrite the existing chart of accounts. Click **Yes** to continue. A message displays stating that this may take awhile to convert. Click **OK** to begin the conversion or **Cancel** to return to the wizard.
13. A *Summary* dialog opens, listing the selections and information to be converted to ProSystem *fx* Workpaper Manager. Click **Finish** to exit the *Summary* dialog. The converted trial balance information displays in the ProSystem *fx* Workpaper Manager trial balance.

Importing Data from a Workpaper Manager Trial Balance

To import trial balance data from an existing ProSystem *fx* Workpaper Manager trial balance, do the following:

1. Open the trial balance to import data to.
2. Select **Workpaper Manager/Import from Workpaper Manager TB**.
3. Select the client name, binder, and trial balance from which to import. These fields are required.
4. If necessary, check the **Import current period balance** box and select the current period balance type to import.
5. If necessary, check the **Import prior period balance** box and select the prior period balance type to import.
6. If you checked *Import current period balance*, *Import prior period balance*, or both, choose whether to append or overwrite the data.
7. If you have previously imported trial balance data from the source trial balance, the *Import status based on last binder synchronization* section displays the date and time of the last import, the date and time that the source binder was last synchronized, and the status of the source binder. Click **Check for Source TB Changes** to determine whether any changes exist between the source trial balance and the target trial balance.
8. Click **OK**.

Checking for Changes to the Source Trial Balance

You can check for differences between a source Workpaper Manager trial balance and a target Workpaper Manager trial balance after you have imported data from one to the other. To check for changes, do the following:



1. From the Binder window, select **Trial Balance/Check for Source TB Changes**, or click the **Check for Source TB Changes** icon.
2. If more than one trial balance exists in the binder, the *Select Target Trial Balance* dialog displays. Select the target trial balance and click **OK**.
3. The *Import from Workpaper Manager TB Log File* displays. Only accounts with balance differences are shown in the log file.

   Note: If no differences between the source trial balance and the target trial balance are detected, a message displays. The log file does not display if there are no differences.

Adding, Modifying, or Deleting Trial Balance Accounts

You can add new accounts to a trial balance. You can also modify or delete accounts that you have imported or manually entered into the trial balance. If working within a fund trial balance, you can modify fund assignments. Within the trial balance, you can modify the description and balance information for the current and prior periods. When you delete an account, you remove it from the trial balance along with the balances and journal entries applied to that account.

Notes:

- Deleting an account in the trial balance causes any TB links from that account number to a workpaper to fail. This may result in invalid data in the workpaper.
- You must be the Current Editor of the trial balance in order to add, modify, or delete trial balance accounts.

Adding or Modifying Accounts

To add an account to a trial balance or to modify trial balance accounts, use the Chart of Accounts window.

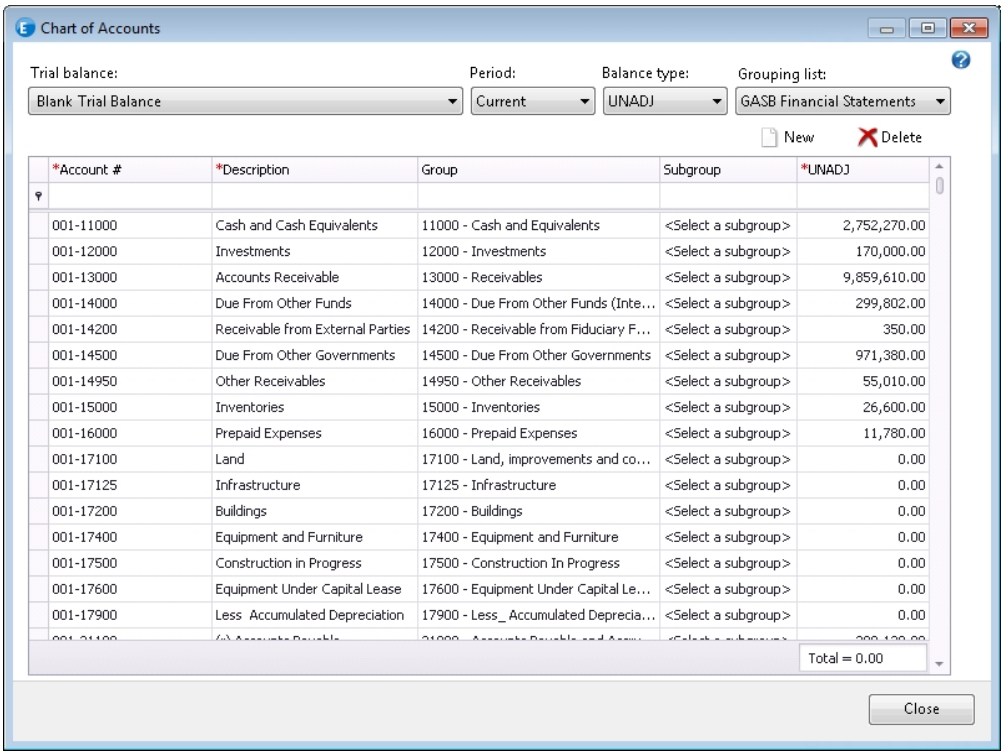
Chart of Accounts Window

You must be the Current Editor or Live Editor of the trial balance to add or change the Chart of Accounts.

1. Open the Chart of Accounts window as follows:
   - From the Binder window, select **Trial Balance/Chart of Accounts**.
   - From the Trial Balance window, select **Chart of Accounts** from the Workpaper Manager ribbon.
   - From Excel or Word, select TB Setup/Chart of Accounts from the Workpaper Manager ribbon.

   The window displays the existing account numbers, account descriptions, and account balances for the trial balance, and the balance type selected.
2. In the *Trial balance* field, click the down arrow and select the trial balance you want to modify.
3. In the *Period* and *Balance type* fields, click the down arrows and select the period and balance type to display for the existing accounts.
4. In the *Grouping list* field, click the down arrow and select a grouping list to display a Group and a Subgroup column in the grid. You can assign new or existing accounts to groups or subgroups of one or more grouping lists using this Chart of Accounts window or you may prefer to do the assignments in the Account Groupings window.

   Note: To quickly find where an account is grouped, select the applicable grouping list. Then, use the filter row or the custom filter feature to find the applicable account(s) to review the Group and Subgroup assignment. Refer to **Using Grids** for information on using the filter row, as well as other grid functionality.



5. Enter the information you want for each account. Use the **Tab** and **Enter** keys or your mouse to select the cell where you are entering information. Changes made in one or more cells of the row will not be saved until you move focus from the row.
   - In the *Account #* field, type the account number. This can be an alphanumeric value. Do not use the following invalid characters in your account number:

     ' | : " , ( ) * ?
   - In the *Description* field, type a description for the account. Do not use the following invalid characters in your account description:

     * ?
   - In the *Group* field, if a grouping list is selected, type a group index to assign to the account or click the down arrow to show a list of groups for the selected grouping list with their index and description.
   - In the *Subgroup* field, if a grouping list is selected, type a subgroup index to assign to the account or click the down arrow to show a list of subgroups for the selected group with their index and description.
   - In the *Balance* column, type the balance amount for the account as follows:
     - Enter debits as positive amounts.
     - Enter credits as negative amounts. You can enter the minus sign (-) before or after the number.
     - If you do not want to enter a balance, leave the field blank.

Note: Refer to *Using Grids* on page 308 for information on using the filter row as well as other grid functionality.

6. If you are working with write up trial balances, choose Select Retained Earnings Acct and select the account to post the net income/loss amount at the year end roll forward.
7. When finished, click **Close**. The account modifications are made to the trial balance.

For information about working with the Chart of Accounts when a fund trial balance is selected, see *Fund Trial Balance* on page 295

Deleting Accounts

To delete a trial balance account, follow these steps:

1. Open the Chart of Accounts window as follows:
   - From the Binder window, select **Trial Balance/Chart of Accounts**.
   - From the Trial Balance window, select **Chart of Accounts** from the Workpaper Manager ribbon.

   Existing account numbers, descriptions, and balances for the trial balance and balance type selected are displayed. If working with a fund trial balance, account fund assignments also display.
2. In the *Trial balance* field, click the down arrow and select the trial balance you want to delete the account from.



3. Click the account row you want to delete and click **Delete**. A confirmation message displays.

   Important! This process is irreversible. Deleting an account in the trial balance causes workpapers that contain TB links to the account to fail.

4. Click **Yes** to confirm the deletion and then click **Close**. The trial balance is updated to remove the account and any balances and journal entry amounts applied to it.

Using TB Edit Mode to Modify Accounts

You can also modify account information using TB Edit Mode. Follow these steps to modify account information:

1. Open the trial balance.
2. Perform one of the following actions. These actions enable and disable the edit mode. The editable fields become highlighted when the mode is on.
   - Select **TB Edit Mode** from the Workpaper Manager ribbon.



   - Click the **TB Edit Mode** toolbar button.
3. Change the highlighted fields as needed. You can change:
   - Account number. The following are invalid characters and cannot be used in the account number:

     ' | : " , ( ) * ?
   - Account description. The following are invalid characters and cannot be used in the account description:

     * ?
   - Account balance - current period: unadjusted amount; beginning balance amount with write up trial balances.

- Account balance - prior periods: any balance type.
- Workpaper references.

The trial balance should equal zero (0) after you have made your dollar amount changes.

4. Click the **TB Edit Mode** button again to disable the edit mode. To protect data integrity, the edit mode automatically disables if you click any of the trial balance functions in Excel.

Account Groupings

This section shows how to create account groups and subgroups and assign accounts to them. You can also assign classifications to the groups and subgroups. The classifications help further define the accounts to calculate net income or loss and to calculate ratios.

Account groupings enable you to summarize account balances. For example, in an audit, you may want to summarize account balances by leadsheet and financial statement categories. In a tax engagement, you may want to summarize account balances by tax return line.

If you create a trial balance from a template or another trial balance, it may already have account groupings. You may have also converted your groupings from another trial balance package in ProSystem *fx* Workpaper Manager. You can add, change, or remove account groupings as needed if you are the Current Editor of the trial balance.

You can create as many grouping lists or groups and subgroups within a grouping list, as you need. You can also assign classifications to the groups and subgroups. The classifications help to define the accounts to calculate net income or loss and to calculate ratios.

There are two levels to account groupings:

- Account groups such as Receivables.
- Account subgroups such as Gross Accounts Receivable and Allowances for Doubtful Accounts. Subgroups are nested in groups.

You can link the totals of either of these two levels to your workpapers or financial statements. For example, you may have a group for Inventory and subgroups for Raw Materials, Finished Goods, and Work-in-Process.

The most common type of grouping is a financial statement grouping, where you have a group for each financial statement line item and subgroups for amounts disclosed in supplemental schedules or the footnotes. You can use this same grouping list to generate your leadsheet reports. See *Creating Trial Balance Reports* on page 271. You may have additional grouping lists for supplemental schedules or other reports or workpapers you want to automate.

Standard tax grouping lists are available for ProSystem *fx* Tax C Corporations (1120), S Corporations (1120S), Partnerships (1065), and Exempt Organizations (990) for the years 2006 through 2007, and for Individual (1040) for the years 2005 through 2007. You can also import your pre-existing grouping lists which you created in previous versions of Workpaper Manager. Depending on the type of entity, you group your accounts into the corresponding grouping list. You then export the grouped account balances to your tax software. When you create or import tax grouping lists, you have the opportunity to specify whether to send data from accounts grouped to this group to ProSystem *fx* Tax. See *Using the Tax Software Interface* on page 331 for information.

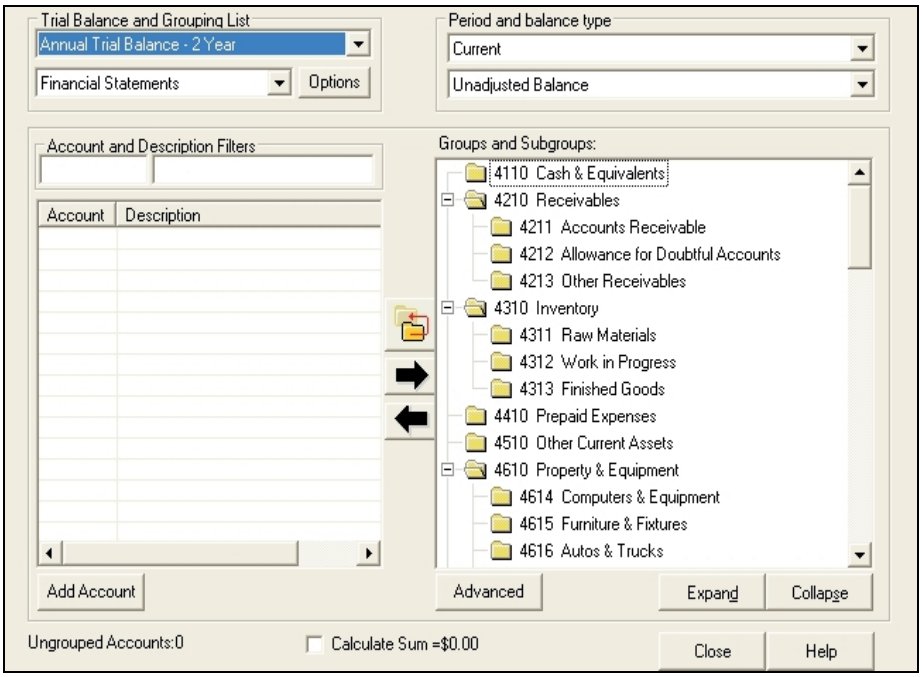
Important!

- To remove groups from tax grouping lists, use the Add or Remove Tax Group Utility. Once a group has been removed, it can be added back to the grouping list using the same utility. See *Using the Add or Remove Tax Group Utility* on page 261 for more information.
- Tax Group index numbers and descriptions cannot be modified.

Opening the Account Groupings Window

To create grouping lists, account groups, and account subgroups, and assign accounts to the groups, use the *Account Groupings* dialog. To open the *Account Groupings* dialog, do one of the following:

- From the Binder window, select **Trial Balance/Account Groupings**.
- From the trial balance window, select **Workpaper Manager/Account Groupings**, or click the **Account Grouping** button on the Workpaper Manager toolbar.

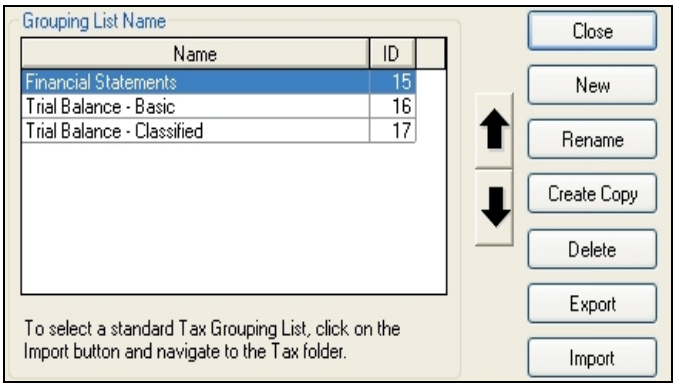


Creating, Editing, and Deleting Grouping Lists

Grouping Lists contain groups and subgroups, which are used to organize accounts. You can have as many grouping lists as you want and as many groups and subgroups within a grouping list. If you are the Current Editor of the trial balance, you can create, delete, change, rename, create a copy, import, export account groupings, and select eligible tax grouping lists for Schedule M-3 expanded processing. The following section highlights these functions.

1. Open the trial balance whose grouping lists you want to create, edit, or modify.
2. Open the *Account Groupings* dialog by selecting **Trial Balance/Account Groupings** in the Binder window, or **Workpaper Manager/Account Groupings** in the Trial Balance window.

3. Click the **Options** button to the right of the *Grouping List* drop-down menu. All available grouping lists associated with the trial balance display in the *Grouping List Options* dialog.



The following list provides a brief description of the functions in this dialog:

- **New**. Creates a new grouping list. Type the new grouping list name in the corresponding blank field. You can build a grouping list from scratch with this option.
- **Rename**. Double-click a group in the list or click **Rename** to enter Edit mode. Make changes to the name as needed, and then press **Enter** to save your changes. Press **Esc** to cancel your changes.
- **Create Copy**. Highlight a grouping and select the **Create Copy** button to save a copy. This creates a duplicate grouping list. Click the **Rename** button to make changes as needed, and then press **Enter** to save the changes.
- **Delete**. Highlight a grouping and click **Delete** to remove the grouping list. A confirmation message displays. Click **OK** to confirm the deletion. Any links you have made from the trial balance to this grouping list become invalid upon deletion. However, deleting a grouping list removes it only from the trial balance, not from other saved locations.
- **Export**. Highlight a grouping and select the **Export** button. This function enables you to export a grouping list so it can be used by another staff member or in another trial balance. Select the path and file name from the *Save As group* box. An AZG extension is automatically appended to the file. Other staff members must save it in the directory noted in the *Templates* tab of the *Tools/Options* dialog.
- **Import**. Displays the *Open* dialog with the default directory path used for Account Grouping Templates set up in the **Tools/Options/Templates** dialog. To import a template, select the appropriate path and file and click **Open**. The following default folders are set up in the Account Groupings Templates folder:
  - **Account Class**. Three default templates are available for ratios and balances.
  - **Financial Statements**. Twelve default templates are available by industry.
  - **Tax**. There are subfolders for each tax vendor: ProSystem *fx* Tax, GoSystem Tax, Lacerte and UltraTax; and each tax year available. The ProSystem *fx* Tax folder is further subdivided into folders for 2002 through 2007. Within each of the first four years are four standard tax lists: YYYY C-Corp Form 1120-ProSystem.AZG, YYYY Exempt Org Form 990-ProSystem.AZG, YYYY Partnership Form 1065-ProSystem.AZG, and YYYY S-Corp Form 11205-ProSystem.AZG. In the subfolder for 2005, YYYY Individual Form 1040-ProSystem.AZG is also included. For 2006 and 2007, the tax groupings are

named YYYY C-Corp-ProSystem *fx* Tax.azg, 2006 Exempt Org-ProSystem *fx* Tax.azg, 2006 Individual-ProSystem *fx* Tax.azg, 2006 Partnership-ProSystem *fx* Tax.azg, and 2006 S-Corp-ProSystem *fx* Tax.azg. When you import 2004 or later ProSystem *fx* Tax grouping lists, you have the option to send this tax grouping information to ProSystem *fx* Tax when you edit the group or subgroup. There are also customized tax lists for each supported tax vendor. The customized lists provide specific codes that link to the tax software.

4. To organize the grouping list, you can use the Up and Down arrows to move a grouping list to the order desired.
5. Select the **Sch. M-3** box for any eligible tax grouping list for expanded processing.

   Notes:

   - You must be the Current Editor to select tax groups for expanded M-3 processing. If you are not the Current Editor, the *Sch. M-3* and *Year* fields are not created.
   - Only one tax grouping list can be selected for expanded processing. If a second record is selected, a message notifies you that the previously selected M-3 grouping list will be replaced by the current selection.
   - Changing the Sch. M-3 selection for a trial balance configured for Dynalink disables Quiklink until the Dynalink process is run in ProSystem *fx* Tax.
   - Changing the Sch. M-3 selection for a trial balance configured for Dynalink disables the ability to transfer desktop updates to the tax return until the Dynalink process is run in ProSystem *fx* Tax.

6. Click **Close** to save your changes to the trail balance's grouping lists.

   Note: The detail codes provided with the tax vendor-specific grouping lists are numbered with two-digit numeric extensions. The detail codes are not consecutive because some vendors do not support all the detail codes we provide. The list for your tax vendor is customized to meet the detail codes allowed by that vendor. If you want to add your own detail codes to flow to the appropriate tax lines (such as, Other deductions), you can add a subgroup code under the main tax code.

Creating and Editing Groups and Subgroups

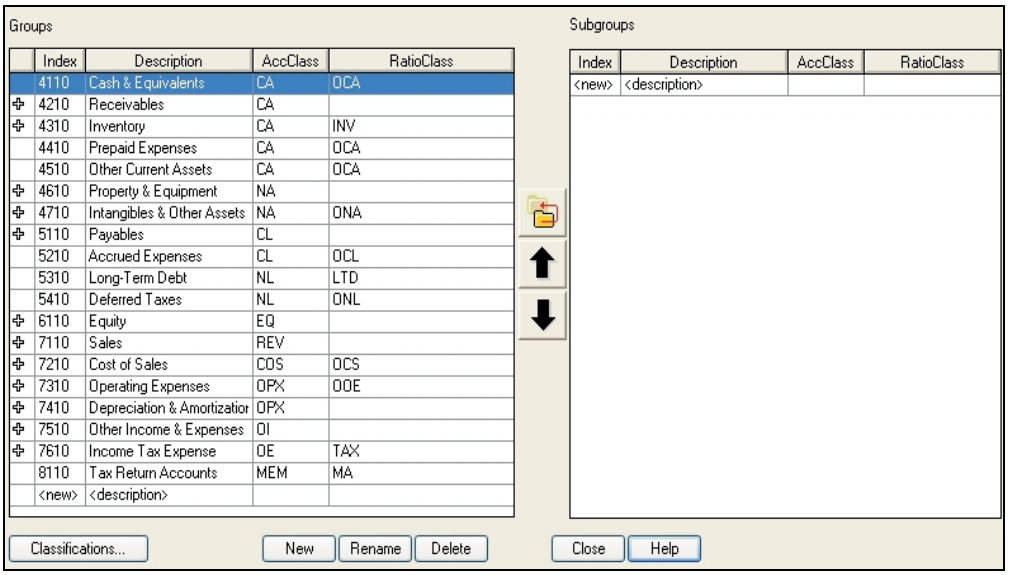
This section explains how to create, rename, and delete account groups and subgroups.

Creating New Groups and Subgroups

To create new groups and subgroups, do the following:

1. In the *Account Groupings* window, select the trial balance where you want to add the new groups and subgroups.
2. Select the grouping list in which you want to add the groups and subgroups.

3. Click **Advanced**. The *Group and Subgroup Classifications* dialog displays.



The account groups are listed on the left side of the window. The plus sign (+) to the left of the account group index number indicates there are account subgroups for this account group. Click the account group and the corresponding account subgroups are listed on the right side of the window.

Important! To remove groups from tax grouping lists, use the Add or Remove Tax Group Utility. Once a group has been removed, it can be added back to the grouping list using the same utility. See *Using the Add or Remove Tax Group Utility* on page 261 for more information.

4. To create a new group or subgroup, do one of the following:
   - With the cursor positioned on the left side of the window for a group or the right side of the window for a subgroup, click the **New** button.
   - Double-click **<new>** in the last row of the list.
5. Type the index number for the group or subgroup and press **Tab** or **Enter** to advance to the next cell. Do not use the following invalid characters: ' | : " , ( ).
6. Enter the Description for the group or subgroup and press **Tab** or **Enter** to advance to the next cell.
7. The Account Classifications (*AccClass*) and Ratio Classifications (*RatioClass*) are optional. Click the down arrow in the AccClass cell. The available classifications are listed. You cannot add, delete, or modify this list directly from this field. However, you can view or modify the account classifications by clicking **Classifications** to open the *Classifications* dialog. See step 9 of this procedure.

   These classifications are used to breakdown balances and calculate net income or loss for the period. The default descriptions are shown below. Any new account classifications you created are also listed.

AccClass	Definition
CA	Current Assets

AccClass	Definition
CL	Current Liabilities
COS	Cost of Sales
EQ	Shareholder's Equity
MEM	Memo Accounts
NA	Non-Current Assets
NL	Non-Current Liabilities
OE	Other Expenses
OI	Other Income
OPX	Operating Expenses
REV	Revenues

8. Click the down arrow in the *RatioClass* cell. The available classifications are listed. You cannot add, delete, or modify this list directly from this field.
   - If you selected an AccClass in the previous cell, the list of ratio classifications is filtered to those that are applicable to that choice.
   - If you did not select an AccClass in the previous cell, the whole list of available ratio classifications displays.

   The ratio classifications are dependent upon the account classifications. You can make your selections from left to right to filter the ratio classifications. You can also make your selections from right to left to display the account classification automatically, or select the account classification and leave the ratio classification blank.

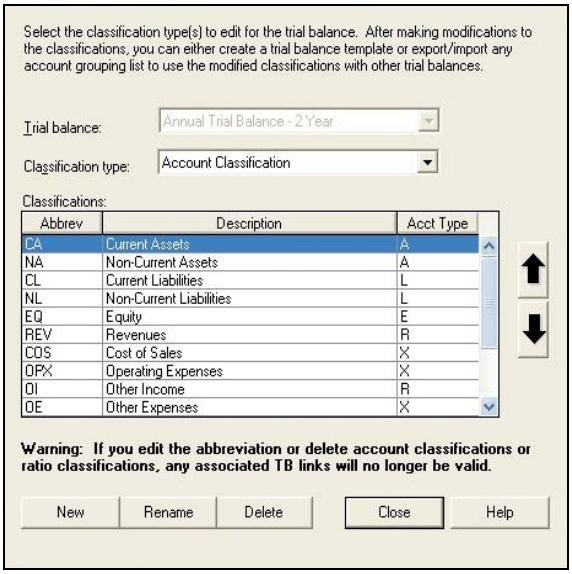
   If there are any subgroups, the classifications default based on the selections made at the group level. You can change the default classifications at the subgroup level.

   The ratio classifications can be used in formulas for TB links to Word and Excel workpapers. The ratio classifications include the following:

Ratio Class	Definition
AD	Accumulated Depreciation
AP	Accounts Payable
AR	Trade Receivables
CS	Credit Sales
DEE	Depreciation Expense
DES	COS-Depreciation
FA	Gross Fixed Assets
INE	Interest Expense
INI	Interest Income
INV	Inventory
LTD	Long-Term Debt
MA	Memo Accounts
OCA	Other Current Assets

Ratio Class	Definition
OCL	Other Current Liabilities
OCS	Other Cost of Sales
OE	Other Shareholder's Equity
ONA	Other Non-Current Assets
ONL	Other Non-Current Liabilities
OOE	Other Operating Expenses
OS	Other Sales
OTE	Other Expense
OTI	Other Income
RE	Retained Earning
RET	Returns and Allowances
TAX	Tax Expense

9. If it is necessary to view or modify either account classifications or ratio classifications for the trial balance, click **Classifications** to open the *Classifications* dialog.



When you are satisfied with the ratio classifications and account classifications, click **Close** to exit the *Classifications* dialog and return to the *Group and Subgroup Classifications* dialog.

10. The *Send to Tax* column displays only if the grouping list you selected is a 2004 or later ProSystem *fx* Tax grouping list. When this column displays,"Yes" indicates that data from accounts grouped to this group will be forwarded to ProSystem *fx* Tax. "No" indicates that the data will not be sent. You can change the status by clicking inside the cell to activate the drop-down list.
11. Select from the *M-3 Option* drop-down list to add the M-3 option field to a subgroup to a 2006 or later ProSystem *fx* Tax grouping that is eligible for M-3 processing.



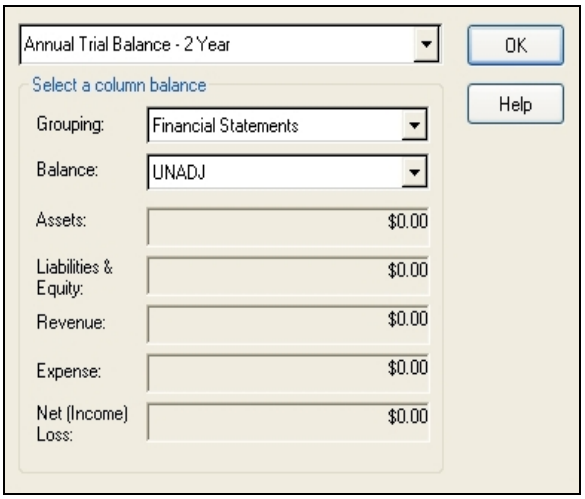
12. You can create a new group from an existing subgroup. Highlight the subgroup you want to change and click the **Create Group from Subgroup** icon in the middle of the window. Click **Yes** to confirm.
13. You can use the up and down arrows to order the group and subgroup lists. The order you select appears in the following areas:
    - The trial balance reports you create later.
    - The list of groups and subgroups in the *Account Group Summary* and *Account Subgroup Summary* tabs of the Trial Balance window.

    This allows you to present the data in the reports as you want; it also makes it easier to manage the list and the accounts placed in the groups and subgroups.
14. Click **Close** to save your changes.

After the *Account Groupings* dialog is closed, the QuickView option displays the balances broken down by assets, liabilities and equity, revenue, expenses, and net (income) loss.

To open the *QuickView* dialog, do one of the following:

- From the Binder window, select **Trial Balance/QuickView**.
- From the Trial Balance window, select **Workpaper Manager/QuickView**.



Select the applicable trial balance, grouping list, and balance type and the balances for the assets, liabilities and equity, revenue, expenses, and net income display.

Note: In a write up trial balance, the net income or loss is posted to the retained earnings account during the roll forward process at year end.

The account classifications can be used in formulas for TB links to Word and Excel workpapers when using the Insert TB Link feature.

Renaming Groups and Subgroups

To rename a group or subgroup, do the following:

1. In the *Account Groupings* dialog, select the trial balance where you want to rename the groups or subgroups.
2. Select the grouping list that contains the group or subgroup you want to rename.

3. Click the **Advanced** button. The *Group and Subgroup Classifications* dialog displays.
4. Highlight the group or subgroup you want to rename and click **Rename**. A warning message displays, stating that you will break any TB Links that rely on this group or subgroup. Click **Yes** to continue.

   Note: You cannot change the description for the group in tax grouping lists.

   Important! If you rename a group or subgroup index and there is an associated trial balance link, the link does not function properly. This is true for the *Index* field only. You can change the description without affecting the link.

5. Enter the new index number or description for the group or subgroup. Press **Enter** or **Tab** to accept the changes.
6. Click **Close** to save your changes.

Deleting Groups and Subgroups

To delete groups and subgroups, do the following:

1. In the Account Groupings window, select the trial balance with the groups or subgroups to delete.
2. Select the grouping list that contains the group or subgroup you want to delete.
3. Click **Advanced**. The *Group and Subgroup Classifications* dialog displays.
4. Highlight the group or subgroup you want to delete and click the **Delete** button. A warning message displays stating that this deletion will be permanent. Click **Yes** to continue.

   Note: If you delete a group or subgroup and there is a trial balance link or a trial balance report associated with it, the link does not function properly.

   Important! Deleting a group or subgroup is an irreversible process. You cannot restore a group or subgroup once it is deleted. You have to create the group or subgroup again.

5. Click **Close** to save your changes. The accounts that were in that group or subgroup become ungrouped.

Using the Add or Remove Tax Group Utility

The Add or Remove Tax Group Utility provides the flexibility to remove unused tax groups and add tax groups that were previously removed from the tax grouping list. The Add or Remove Tax Group Utility is located in the ProSystem *fx* Workpaper Manager program group on your Start menu, or under C:\Pfx Engagement\WM\Utilities.

Note: If an active Dynalink exists with the selected tax grouping list, the Dynalink is broken.

To add or remove tax groups, do the following:

1. Open the trial balance that contains the tax grouping list that you would like to modify. Only one trial balance can be open at a time.

2. With the trial balance open, select **File\Open** and browse to **X:\Pfx Engagement\WM\Utilities\Add or Remove Tax Group Utility.xls**, where X is the drive where ProSystem *fx* Workpaper Manager is installed.
3. Follow the instructions in the Add or Remove Tax Group Utility.

Assigning Accounts to Account Groups and Subgroups

To assign accounts to a grouping, do the following:

1. If you are in the Binder Index, select **Trial Balance/Account Groupings**. If you are in the trial balance, select **Workpaper Manager/Account Groupings**.
2. Select the trial balance and grouping list that contain the group or subgroup you want to assign the accounts to. The groups and subgroups that have been defined for this grouping list appear on the right side of the dialog.
3. On the left side of the dialog is a listing of the accounts that have not been grouped. Select the accounts you want to assign to the group or subgroup. You can select several accounts using **Shift** to select a range of accounts or **Ctrl** to select non-sequential accounts.

   Tips:

   - Use the *Account Filter* field to show only the accounts you want. For example, to only show accounts with a second character of 2, type **?2*** in the filter field. Delete this information to show all accounts again.
   - Use the *Description Filter* field to show only the account descriptions you want. For example, to only show Accumulated Depreciation accounts, type: **accum*** in the filter field. Delete this information to show all accounts again.

4. On the right side of the dialog, select the group or subgroup where you want to place the accounts. Click the **plus sign** (+) below the *Groups and Subgroups* box to expand all groups and display the subgroups and accounts assigned to each. Click the **minus sign** (-) to collapse all entries in the grouping box to show only subgroups. You can also click individual groups and subgroups to expand and collapse their listings.
5. Click the **Group Accounts** right arrow button to move the selected accounts to the group or subgroup you selected.

   Tip: You can also move selected accounts by dragging them to the appropriate grouping on the right.

   To remove accounts from a group or subgroup, select them and click the **Ungroup Accounts** left arrow button. In the lower left corner of the *Account Groupings* dialog, the number of ungrouped accounts displays. In most cases, group all of the accounts to the grouping list.
6. To add an account not listed in the Chart of Accounts, click **Add Account** and enter the new account information. Click **OK** to create the account. Remember to group the account after you create it.
7. To move accounts from one group or subgroup to another, highlight the accounts, right-click, and select **Cut**. Then highlight a new group or subgroup, right-click and select **Paste**.
8. To copy subgroups from one group to another, highlight the subgroup, right-click, and select **Copy** from the pop-up menu. Then right-click the new group and select **Paste**.

9. If you are satisfied with the changes you made to the account group, perform one of the following actions. ProSystem *fx* Workpaper Manager refreshes the corresponding trial balance.
    - Select another account grouping list. The changes you made to the account grouping you just defined are saved.
    - If you are finished assigning accounts and categories, click **Close**.

    Notes:

    - Accounts can only be cut, not copied, because each account can only be grouped to one group or subgroup in each account grouping list.
    - Click **Options** to add, rename, copy, delete, export, or import a new grouping list for the selected trial balance.
    - To quickly find where an account is grouped, click **Add Account** to open the Chart of Accounts window. Use the filter row and custom filter functions to find the account(s) and the group/subgroup assignment.

Total Balance Amount for Selected Accounts

In the *Account Groupings* dialog, you can select specific accounts, groups, or subgroups, and the total balance for the selected items displays. This is helpful when you are grouping accounts and when you create formulas with the grouping codes. You can determine if the total result is reasonable for the account groups.

To display the total of the account balance(s), do the following:

1. In the Binder window, select **Trial Balance/Account Groupings**.
2. Select the trial balance that you want to use.
3. Select the grouping list that contains the groups and subgroups you want to view. The groups and subgroups that have been defined for this grouping list appear on the right side of the window.
4. In the upper right corner of the *Account Groupings* dialog, there are two fields for the Period and balance type. In the first field, select the period (such as current or comparative) and in the second field, select the available balance type column for that period. This determines the period and balance type for the accounts selected.
5. In the *Groups and Subgroups* section, click an account, a group, or a subgroup. If checked, the *Calculate Sum* field at the bottom displays the balance of the selected account, group, or subgroup.

   You can select several accounts, groups, or subgroups by using **Shift** to select a range of accounts or **Ctrl** to select non-sequential accounts.

Creating Journal Entries

Journal entries enable you to adjust trial balance amounts for the current period on an account-by-account basis. You can post journal entries to any journal entry column you have selected to include in any of your trial balance views. See *Setting Up Trial Balance Columns and Views* on page 218 for instructions on setting up journal entry columns.

Note: You must be the Current Editor of the trial balance in order to add, modify, or delete journal entries.

Journal Entries Types

The journal entries you can make depend on the columns you have added to the trial balance. You set up different columns for different types of engagements. You can create journal entries as follows:

- You can select a journal entry type that corresponds to one of the journal entry columns in the trial balance. The journal entry is posted to that column.
- You can create a Proposed Journal Entry (PJE) if you want to create an entry that does not get posted to any of the journal entry columns. You can use PJEs to review and evaluate journal entries before you post them.

Creating Journal Entries

You can create journal entries from the Binder window, trial balance window, TB or JE Reports, or any Word or Excel workpaper.

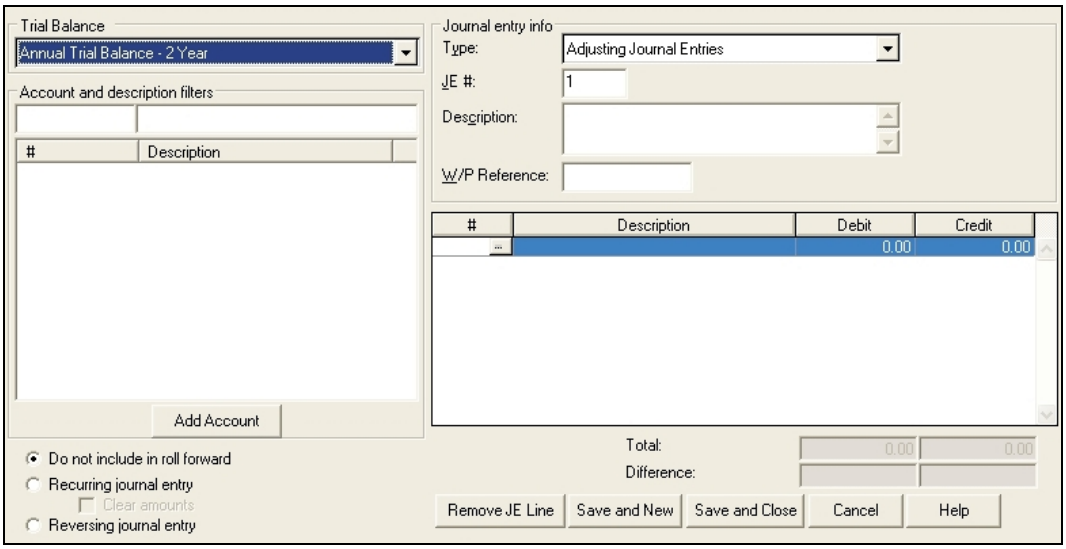
To create a journal entry, do the following:

1. Open the Journal Entry Detail window as follows:
   - From the Binder window, select **Trial Balance/Add Journal Entry**.
   - From the Binder window, select **Trial Balance/Journal Entry Summary**, select the trial balance from the drop-down list, and click the **New** button.
   - From the trial balance, Excel, or Word window, select **Workpaper Manager/Journal Entry/Add Journal Entry**.
   - From the trial balance, Excel, or Word window, select **Workpaper Manager/Journal Entry /Journal Entry Summary**. Select the trial balance from the drop-down list and then click the **New** button.



   - From the trial balance, Excel, or Word window, click the **JE Summary** button on the Workpaper Manager toolbar, select the trial balance from the drop-down list, and then click the **New** button.

The *Journal Entry Detail* dialog displays.



2. If you selected the Add Journal Entry option in step 1, select the trial balance to which you want to post the journal entry from the *Trial Balance* drop-down menu.
3. Complete the *Journal entry info* section by doing the following:
   - In the *Type* field, select the type of journal entry you are creating. The options in this field depend on which journal entry columns are in the trial balance. The *Proposed Journal Entries* type is always available.
   - In the *JE #* field, type a number to indicate the number of the journal entry in ProSystem *fx* Workpaper Manager, if one is not already in that field.

     Note: This journal entry number must be a unique number within the range of 1 to 32,767.

   - In the *Description* field, type a brief description of the journal entry of up to 255 characters.
   - In the *W/P Reference* field, you can type an index number as a reference to the workpaper that supports the journal entry. This field is in the Journal Entry Report, but it is optional.
4. Select an account for the journal entry by doing any one of the following:
   - Double-click the account in the *Accounts* list on the left. It is added to the next available row in the journal entry grid.
   - From the *Accounts* box, drag the account to the journal entry grid. To select more than one account, use the **Ctrl** and **Shift** keys. In the *# (Account)* column, press **F4** to display the drop-down list of accounts. Type the account number in the # column. The first account that matches the numbers you type is highlighted. When the account number you want is highlighted, press **Enter**.
   - If you do not want a line in the journal entry grid, select it and click **Remove JE Line**.

Tips:

- Use the *Account Filter* field to show only the accounts you want. For example, to only show accounts with a second character of 2, type: **?2*** in the field. Delete this information to show all accounts again.
- Use the *Description Filter* field to show only the account descriptions you want. For example, to show only Accumulated Depreciation accounts, type: **accum*** in the filter field. Delete this information to show all accounts again.

Note: To add a new account, select the **Add Account** button to open the Chart of Accounts window. See *Adding, Modifying, or Deleting Trial Balance Accounts* on page 249 for instructions on adding a new account.

5. Type the debit and credit amounts for the journal entry. Type just the amount. Do not include currency symbols, separator characters such as commas, or minus symbols.

   Press **Enter** or **Tab** as you type each amount so the totals at the bottom of the journal entry box are updated. If the journal entry is out of balance, the *Difference* field shows the difference between the debits and credits.

   Important! Make sure the journal entry is in balance before you save it. If journal entries are out of balance, a message displays. Click **Yes** to post the journal entry; click **No** to modify the entry. If you do not want to be prompted for out-of-balance messages, check the **Do not display this message again** box. To turn the prompt back on, select **Tools/Options** in the File Room or Binder window.

6. If Federal Tax Journal Entries is selected and the trial balance has a grouping list that is selected for M-3 processing, an *M-3* column is available in the *Journal Entry* dialog. If the account that is selected for a journal entry is grouped to a group that is eligible for M-3 enhancement, you have the option to designate the journal entry as a temporary (T) or permanent (P) journal entry. These journal entries flow to the Temporary Difference and Permanent Difference columns in the tax return when the trial balance is exported to ProSystem *fx* Tax.

   Note: If the account that is selected for a journal entry is grouped to a tax group that is not eligible for M-3 enhancement, the M-3 column defaults to N/A (Not Applicable), and the selection cannot be modified.

7. You can select how each journal entry is to be treated when the binder is rolled forward to the next period:
   - **Do not include in roll forward**. The journal entry is cleared in the next period's binder. This is the default selection.
   - **Recurring journal entry**. If selected, the journal entry is automatically created in the next period's binder. The same accounts and amounts appear. If you do not want the dollar amounts to appear, check the **Clear amounts** box. This journal entry continues to recur each period, until you select one of the other options.
   - **Reversing journal entry**. If selected, the journal entry is automatically created in the next period's binder. In the new binder, the same accounts are listed in the journal entry, but the dollar amounts are reversed. Debits are moved to the credit column and vice versa. In the new period's binder, this journal entry is not checked to reverse.

Note: If **Federal Tax Journal Entries** is selected and a grouping list is selected for Schedule M-3 processing in the trial balance, the Current Editor may choose to modify the M-3 temporary (T) or permanent (P) default. The Not Applicable (N/A) default cannot be modified.

8. When you are finished with the journal entry, click **Save and Close** to close the Journal Entry Detail window or click **Save and New** to create another journal entry.

Editing and Deleting Journal Entries

The *Journal Entry Summary* dialog enables you to add, open, and delete journal entries and change the journal entry type.

If you want to post a Proposed Journal Entry to the trial balance, you can easily change the journal entry type to one of the journal entry columns in the trial balance. Drag the journal entry in the *Journal Entry Summary* dialog from the Proposed Journal Entries list to the appropriate journal entry book on the left side of the window. There is no limit to how many times you can change a journal entry's type.

Notes:

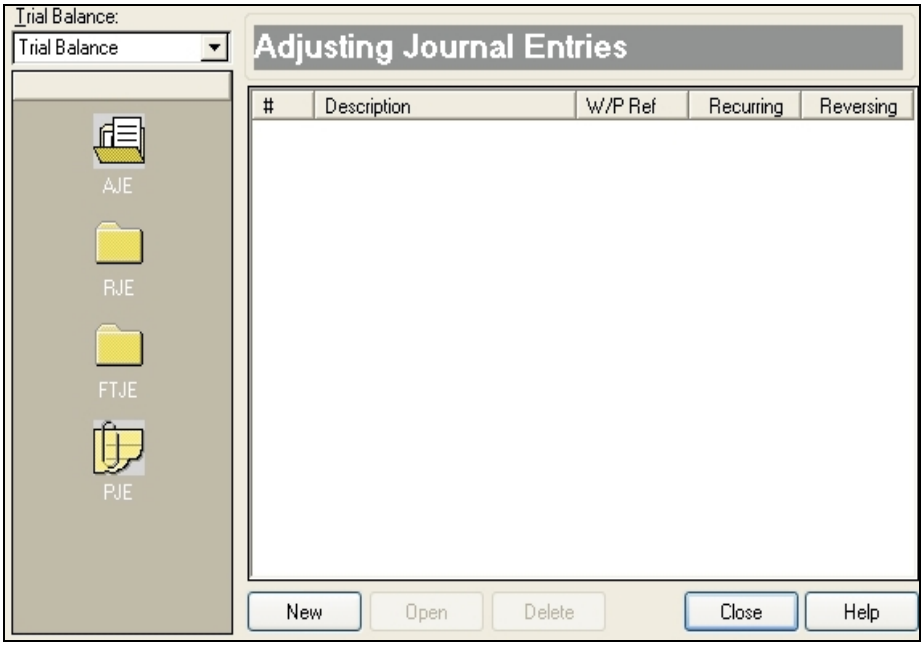
- You can make journal entry changes only if you are the Current Editor of the trial balance.
- When a tax grouping list in the trial balance is eligible and selected for Schedule M-3, the appropriate M-3 defaults are reflected in the detail lines of the journal entry if the journal entry is moved to a Federal tax journal entry and the M-3 selections do not already exist. Also, if the journal entry type is moved from a Federal tax journal entry to another journal entry type, the M-3 selections remain in the detail lines of the journal entry but are hidden. This allows the user to move the journal entry back to Federal tax journal entry without losing the user's original selections.

To display the *Journal Entry Summary* window, do the following:

- From the Binder window, select **Trial Balance/Journal Entry Summary**.
- From the trial balance, Excel, or Word window, select **Workpaper Manager/Journal Entry/Journal Entry Summary**.



- From the trial balance, Excel, or Word window, click the **JE Summary** button on the Workpaper Manager toolbar.



Using the Journal Entry Summary Window

You can do the following from the Journal Entry Summary Window:

- Select a trial balance from the list to view the journal entry options for that trial balance. A list of the journal entries you can create displays on the left. These are based on the journal entry columns selected in the trial balance.
- Click a journal entry type folder, and the Folder icon displays. The right side of the window shows the journal entries of that type that have been created.

Note: The Proposed Journal Entries (PJE) folder shows the journal entries that have been created but not posted to a journal entry column in the trial balance. This folder is automatically available with all trial balances.

Editing and Viewing Journal Entries

You can view and change journal entries from the Journal Entry Summary window by double-clicking the journal entry or by clicking it once and then clicking **Open**. The Journal Entry Detail window displays and you can make changes. See *Creating Journal Entries* on page 264 for instructions.

Creating New Journal Entries

You can create new journal entries from the Journal Entry Summary window. Click **New** to open the Journal Entry Detail window and follow the instructions in *Creating Journal Entries* on page 264.

Deleting Journal Entries

To delete a journal entry, do the following:

1. Select the journal entry.
2. Click the **Delete** button or press **Del**. A warning message appears.
3. Choose **Yes** to accept. Choose **No** to abort the delete.

Changing Journal Entry Types

You can change journal entry types by dragging them from one folder type to another folder type. For example, you can use this method to move a proposed journal entry to one of the journal entry types that have a column in the trial balance.

To change journal entry types, do the following:

1. On the left side of the Journal Entry Summary window, select the trial balance from the drop-down list.
2. Click the folder for the type of journal entry you want to change. The journal entries that were created for that journal entry type display on the right side of the window.
3. Click the journal entry to change and drag it to another journal entry type folder. Now the journal entry exists in the new folder. You can repeat this process as many times as you need.

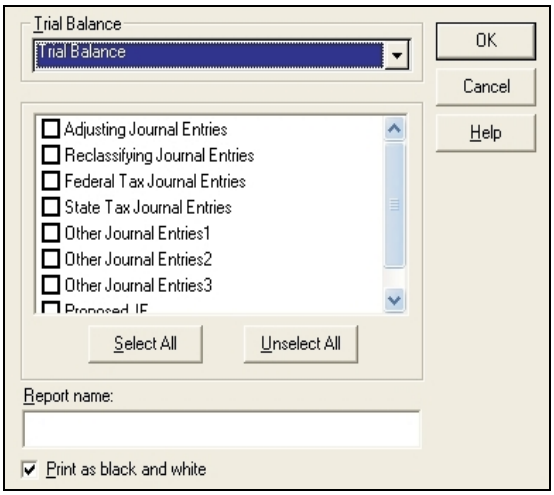


Note: When a tax grouping list in the trial balance is eligible and selected for Schedule M-3, the appropriate M-3 defaults are reflected in the detail lines of the journal entry if the journal entry is moved to a Federal tax journal entry and the M-3 selections do not already exist. Also, if the journal entry type is moved from a Federal tax journal entry to another journal entry type, the M-3 selections remain in the detail lines of the journal entry but are hidden. This allows the user to move the journal entry back to Federal tax journal entry without losing the user's original selections.

Journal Entry Reports

Create Journal Entry Reports to review the journal entries you have made for the trial balance.

1. Do the following to display the *Create Journal Entry Report* dialog:
   - From the trial balance window, select **Workpaper Manager/Create/Journal Entry Reports**.
   - From any Excel workpaper, select **Workpaper Manager/Create/Journal Entry Reports**.



2. If you are creating the report from an Excel workpaper, select the trial balance containing the journal entries you want to print from the *Trial Balance* drop-down list.
3. Check the box for each type of journal entry report you want to create. To select all types of journal entries, click **Select All**. Click **Unselect All** to clear all check boxes.
4. If you select just one type of journal entry to print, the report name defaults to that name with the word *Report* added to the end of the name once the report is created. You can replace the default name with a name of your choosing. When the report is created, the report's title displays in the *Report Name* field. Do not use the following invalid characters in the report name: \ / : * ? [ ].

   If you select more than one journal entry type, the *Report Name* field is disabled, and the program automatically names the reports.
5. Check the **Print as Black and White** box if you do not want to print cell background colors.
6. Click **OK**. The report is generated as an Excel workpaper and saved in the *Unfiled Workpapers* tab of the binder. You can view the report from that tab or move the workpaper to another tab.

Creating Trial Balance Reports

ProSystem *fx* Workpaper Manager creates Excel-based reports that summarize trial balance information by account numbers, groups, or subgroups. For example, if you want to know which accounts were assigned to the Cash group, you can create a Cash report that shows details of the individual accounts that make up that group.

You create reports from the account groups you set up. You can put as many account groups in a report as you need. You also have the choice of showing summary or detail information.

If working with a fund trial balance, you can create fund trial balance reports that summarize accounts, groups or subgroups by fund, fund type or fund subtype. See *Creating Fund Trial Balance Reports* on page 316.

Examples of summary reports are preliminary and final analytic workpapers. Detail reports can be leadsheets, working trial balances, book-to-tax comparisons, or budget-to-actual comparisons.

When you generate reports, they are saved as Excel workpapers in the *Unfiled Workpapers* tab of the binder. You can then move the workpaper to any tab. Since these reports are in Excel, you can add documentation, tickmarks, and referencing as you would to a normal Excel workpaper.

Once these reports are created, you do not need to create them again. If trial balance amounts change due to journal entries, the amounts are automatically updated, leaving any documentation you added intact.

Notes:

- If the Excel workpaper is open while you make a change to the trial balance amounts, you may need to refresh the open workpaper before the changes display. Click the **Refresh** button on the Workpaper Manager toolbar.
- You can add customized information to trial balance reports. However, if you delete groups, subgroups, fund types, fund subtypes, or funds or re-sequence the order, the customizations no longer exist in the report.

Types of Reports

You can create the following types of reports:

- Summary by groups includes just the totals of each account group.
- Summary by subgroups includes the subtotals by subgroup and then the totals for each group.
- Detail reports list the accounts in each group and subgroup and show the subtotals. You can have each account group in a separate report or combine all groups in a single report.

Creating New Trial Balance Reports

When you generate trial balance reports, they are saved as Excel workpapers in the *Unfiled Workpapers* tab. You can move the workpaper to any tab and add documentation, tickmarks, and referencing. If trial balance amounts change due to journal entries, the amounts are automatically updated in the report.

Trial balance reports summarize trial balance information by account numbers, groups, or subgroups. For example, if you want to know which accounts were assigned to the Cash group, create a Cash report that shows details of the individual accounts that make up that group. Reports can be summary or detailed. You can put as many account groups in a report as you need.

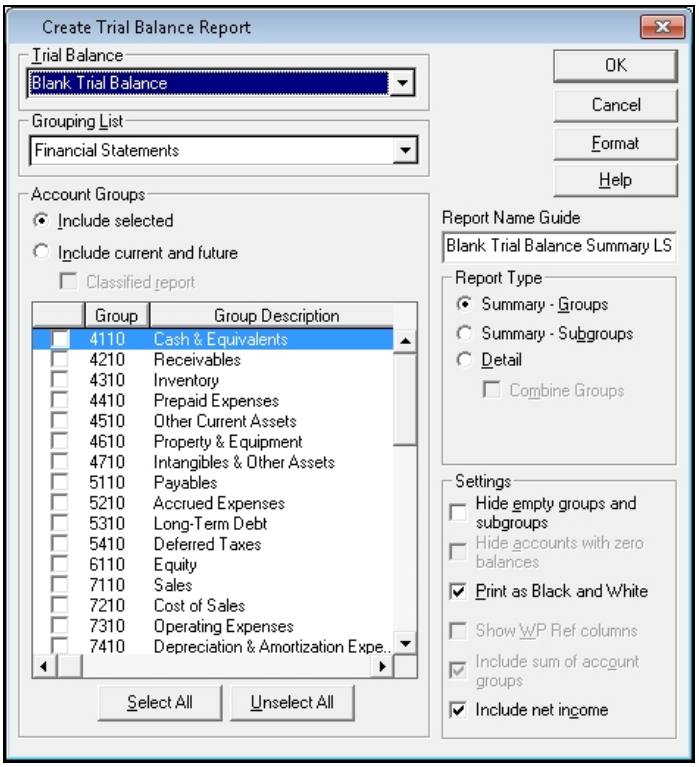
When you create the report, you add the columns from the trial balance you want to see. If you remove a column from the trial balance, the report still contains that column.

Note: Once you create a report, open the report before freezing any Workpaper Manager links.

To create a report from a trial balance, do the following:

1. Open the binder containing the trial balance for which you want to create the report.
2. Open the *Create Trial Balance Report* dialog by one of the following methods:
   - From the Trial Balance window or an Excel workpaper from the binder containing the trial balance for which you want to create the report, select **Workpaper Manager/Create/TB Reports**.
   - From the Trial Balance window or an Excel workpaper from the binder containing the trial balance for which you want to create the report, click the **Create TB Report** button on the Workpaper Manager toolbar.

The *Create Trial Balance Report* dialog displays.



3. From the *Trial Balance* drop-down list, select the trial balance from which you want to create the report.
4. In the *Grouping List* field, select the account grouping with the groups you want to use. The account groups in that grouping appear in the Account Groups box. Notice that the list does not show subgroups.
5. In the *Account Groups* box, choose one of the following radio buttons:
   - **Include selected**. Includes only those account groups that are selected from the Account Groups list.
   - **Include current and future**. Includes all current account groups listed in the Account Groups list as well as any additional groups you add in the future. When this option is selected, all of the account groups are automatically selected and the Select All button is disabled.
   - **Classified report**. This check box is enabled if you chose **Include current and future**. Checking this box includes account class and account type totals in the trial balance report. This check box is disabled if you chose **Include selected**.
6. Check the boxes next to the group or groups for which you want to create a report. To include all groups, click **Select All**. To clear all selections, click **Unselect All**.
7. A default report name appears in the *Report Name Guide* field. You can accept the default report name or type a different name.
8. Under *Report Type*, choose the type of report you want to create:
   - **Summary - Groups**. Includes just the totals of each account group.
   - **Summary - Subgroups**. Includes the subtotals by subgroup and the totals for each group.
   - **Detail**. Detail reports list the accounts in each account group and account subgroup and show the subtotals. You can have each account group in a separate report or combine all account groupings in a single report. Check the **Combine Groups** box if you want all detail information in a single report.
9. Based upon the selections made, check or uncheck the following boxes under *Settings*.
   - **Hide empty groups and subgroups**. Causes groups and subgroups without accounts grouped to them not to be included on the report.
   - **Hide accounts with zero balances**. This option is available only when you select **Detail** as the report type. Hides any accounts that have zero balances from within your report.

     Warning! Only accounts with zero balances in the columns selected to be included on the report are hidden. Other balance columns or journal entry columns may have non-zero balances or activity, but the account is not included on the report.

   - **Print as Black and White**. Sets the printer to print black and white.
   - **Show WP Ref Columns**. Shows any workpaper references. This check box is only enabled if the report type is *Detail*.
   - **Include sum of account groups**. Prints a *Sum of Account Groups* row at the bottom of the trial balance report, which provides the total for each balance and journal entry type of all the groups selected to be included in the report. This box is enabled for all Summary - Groups, Summary - Subgroups, and Detail report types, both classified and unclassified, except an unclassified Summary - Group TB Report.

- **Include net income**. Prints a *Net (Income) Loss* row at the bottom of the trial balance report, which provides the net (income) loss amount for each balance and journal entry type included in the report. This is the true net (income) loss amount for all groups, not just the groups selected to be included in the report.

10. Click **Format** to define what columns are reflected in the report(s). For details, see *Formatting Trial Balance Reports* on page 275.
11. When you finish defining the report, click **OK**. The reports are created and stored in the *Unfiled Workpapers* tab within the Binder window. If you are creating multiple reports, you can see what report is being created in the status bar of Excel in the bottom-left corner of the Excel window.

Note: If the workpaper is open when you make changes to the trial balance, you may need to click the **Refresh** button to have the changes display on the report.

Sample Settings for Trial Balance Reports

The following table represents sample settings for certain types of reports. Remember that any combination can be used to create the report of your choice.

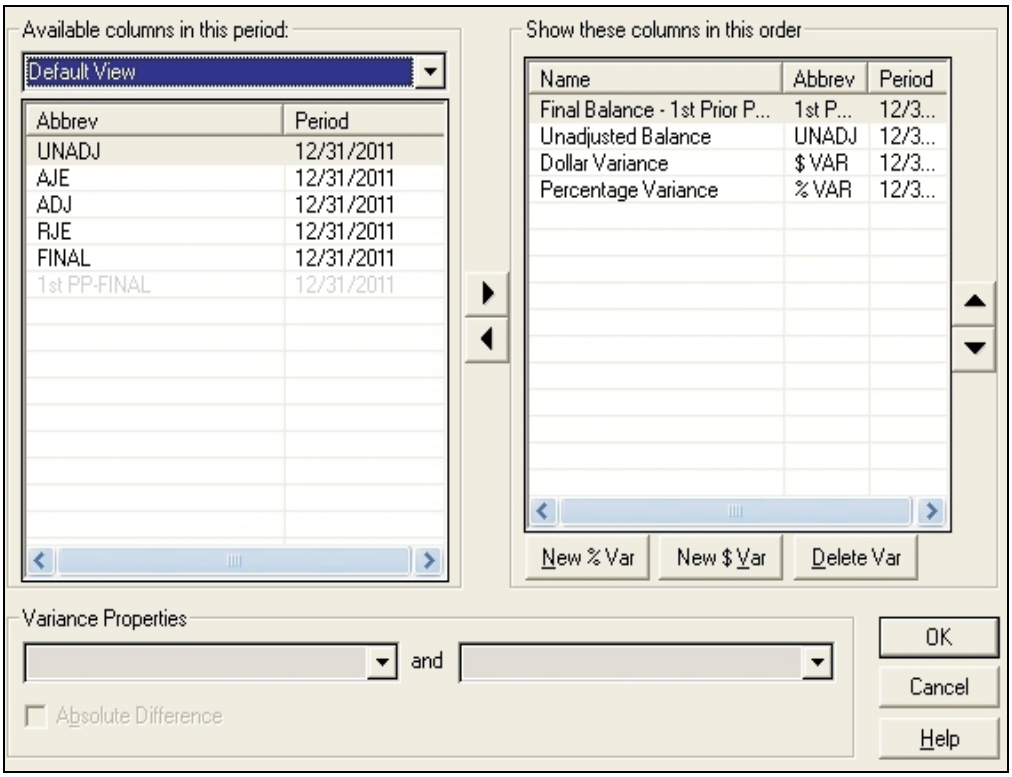
For these examples, you should assume that the adjusted balance is the report balance, that you have added a Tax balance column, and that *Hide empty groups and subgroups*, *Hide accounts with zero balances* and *Print as Black and White* are checked. See *Creating New Trial Balance Reports* on page 272 for more information on these options.

Report Name	Account Group Radio Button	Report Type	Format - Columns Included
Leadsheets	Include selected (Check boxes as needed)	Detail	PY-Adjusted CY-Unadjusted CY-AJE CY-Adjusted
Working Trial Balance	Include all	Detail, Combine Groups	PY-Adjusted CY-Unadjusted CY-AJE CY-Adjusted
Preliminary Analytical Review	Include all	Summary by Group or Subgroup	PY-Adjusted CY-Unadjusted $-Variance %-Variance
Final Analytical Review	Include all	Summary by Group or Subgroup	PY-Adjusted CY-Adjusted $-Variance %-Variance
Book-to-Tax	Include selected (Check boxes are needed)	Detail Combine Groups	CY-Adjusted CY-FTJE CY-Tax

* Another option for a report of this type is to print the Account Group Detail sheet in the trial balance. Although this report looks very similar to the above report, the Account Group detail sheet is not customizable in Excel.

Formatting Trial Balance Reports

1. From an open trial balance or Excel workpaper, select **Workpaper Manager/Create/TB Reports**. The *Create Trial Balance Report* dialog displays.
2. Click **Format**. The *Trial Balance Report Format* dialog displays.



3. In the field below *Available columns in this period*, select the view from the drop-down menu that contains the columns you want in the report. The display area below the *Available columns in this period* field contains columns in the trial balance for that view.

   Note: The account number and account description columns do not appear in the list of columns selected for the report. These columns are required and must always appear as the first two columns of all reports.

4. Select the column you want to show in the report in the *Available columns in this period* list on the left and then click the right-arrow button to add a column to the list, or drag the column to the list. Press **Shift** and **Ctrl** to add more than one column at a time.
5. To remove a column from the report, select the column and click the left-arrow button to remove a column from report button or drag the column to the *Available columns in this period* list.

6. To add columns to show variances between columns in the report, do the following:
   - Click **New % Var** to show the difference as a percentage; click **New $ Var** to show the difference as a dollar amount. You can add both percentage and dollar difference columns in the reports. The new column appears above. When you select the new column, the Variance Properties options at the bottom of the window become available. Select the columns you want to compare from the drop-down menus.
   - If you want the differences to be shown as positive amounts, check the **Absolute Difference** box.
7. To change the placement of a column in the report, select it in the right box and click the up or down arrow button to change its order in the report. Moving a column up moves it towards the left in the report. Moving a column down moves it to the right.
8. Click **OK** to save the report format. You can then complete the steps for creating reports. See *Creating New Trial Balance Reports* on page 272.

Changing a Trial Balance Report

You must be the Current Editor of the trial balance report in order to modify trial balance report properties.

1. Double-click the trial balance report in the *Unfiled Workpapers* tab or in another tab or folder if you have moved the report.
2. Select **Workpaper Manager/Properties**. The *Trial Balance Report Properties* dialog displays. The trial balance, grouping list, report name guide, and report type information cannot be changed.
3. Under *Account Groupings*, specify which account groups you want on the report.
   - **Include selected**. Includes only the account groups that you check. Future account groups you create are not automatically included. Use the **Select All** and **Unselect All** buttons to speed up the selection process. For example, if you want most account groups, click **Select All**, then uncheck the account groups you do not want, or if you only want a few account groups, click **Unselect All**, then check the account groups you want.
   - **Include current and future**. All current and future account groups are automatically included in the report when the report is refreshed. Therefore, the Select All button is disabled because all account groups are already selected.
   - **Classified report**. This option is disabled.
4. Check or uncheck the following boxes under *Settings*.
   - **Hide empty groups and subgroups**. Causes groups and/or subgroups without accounts grouped to them not to print on the report.
   - **Print as Black and White**. Sets the printer settings not to print the cell background colors.
   - **Include net income**. Prints *Net (Income) Loss* row at the bottom of the trial balance report, which provides the net (income) loss amount for each balance and journal entry type included in the report. This is the true net (income) loss amount for all groups, not just the groups selected to be included in the report.

   Note: The other options are disabled.

5. Click **Format** to add or remove columns from the report.
6. Click **OK** to close the *TB Report Properties* dialog and save the changes.

Moving Reports

By default, all reports appear in the *Unfiled Workpapers* tab in the binder and are given a default name or an assigned name. There are no index numbers on the reports. You may want to move the reports to another tab in the binder and rename them. For more information about tabs in binders, see *Chapter 6: Creating and Using Binders* on page 141.

To move reports between tabs, do the following:

1. From the Binder window, select the **Unfiled Workpapers** tab. The new reports appear there. These reports are in Excel.

   If you want to change a report name or any of its other properties, right-click the report and select **Properties** from the pop-up menu. See *Chapter 8: Managing Workpapers* on page 353, for more information.
2. Select **View/Expand All** to show all tabs in your binder. This enables you to easily drag the reports to the desired tab. Or, click the **plus sign** (+) to expand a particular tab's branch until you can see the tabs in which you want to store the reports.
3. Select the report, right-click, and select **Cut** from the pop-up menu. Then, right-click the workpaper tab where you want to file the report and select **Paste**. You can also drag the reports to the appropriate workpaper tab in the binder.

Creating a Classified Trial Balance Report

A classified trial balance report includes account classification and account type totals. One advantage of classified reports is that they refresh faster than standard reports.

You can include the sum of account groups in the reports. This is a sum of all the group balances for the groups included in the report. If all groups are selected to be included, you know the trial balance is in balance.

You can include net income on trial balance reports. For classified reports, the net (income) loss amounts are included in the Equity account classification total and as the sum of Revenues and Expenses. This net (income) loss amount always reflects the "true" net (income) loss for all classified groups even if all of the groups have not been selected to be included in the report.

The date and time print in the header, and the page number prints in the footer.

To create a classified trial balance report, do the following:

1. Once the trial balance is created (see *Creating Trial Balances* on page 208), you must open the trial balance and select **Workpaper Manager/Create/TB Reports**. The *Create Trial Balance Report* dialog displays.
2. Under *Account Groups*, select **Include current and future** and check the **Classified report** box.
3. The *Report Name Guide* field displays the name of the trial balance from which the report was created. You can change this name if necessary.
4. After the proper pre-selections have been made in step 2 of this procedure, the *Create Trial Balance Report* dialog enables only those fields that support the creation of a classified report. For details, click **Help** or press **F1** while in the *Create Trial Balance Report* dialog. Make your choices and click **OK**.

Note: In the classified report, total liability and equity is the sum of all accounts grouped as liabilities and all accounts grouped as equity plus the net (income) loss from the trial balance. By contrast, liability and equity is calculated in QuickView and the Trial Balance Snapshot by adding all accounts grouped as liabilities and all accounts grouped as equity.

Creating an Unclassified Trial Balance Report

You can create an unclassified report from a trial balance. The unclassified report can include the sum of account groups in the *Summary - Subgroup* and the *Detail* reports. This is a sum of all the group balances for the groups included in the report. If all groups are selected to be included, you know the trial balance is in balance.

You can include net income on trial balance reports. For unclassified reports, the net (income) loss amounts are printed at the bottom of the report. This net (income) loss amount always reflects the true net (income) loss for all classified groups even if all of the groups have not been selected to be included in the report.

The date and time print in the header, and the page number prints in the footer.

To create an unclassified trial balance report, do the following:

1. Once the trial balance is created (see *Creating Trial Balances* on page 208), you must open the trial balance and select **Workpaper Manager/Create/TB Reports**. The *Create Trial Balance Report* dialog displays.
2. Under *Account Groups*, uncheck the **Classified** report box.
3. The *Report Name Guide* field displays the name of the trial balance the report was created from. You can change this name.
4. After the proper pre-selections have been made in step 2 of this procedure, the *Create Trial Balance Report* dialog enables only those fields that support the creation of an unclassified report. For details, click **Help** or press **F1** while in the *Create Trial Balance Report* dialog. Make your choices and click **OK**.

Creating Consolidated Trial Balance Reports

You can generate a consolidated trial balance report based on the subsidiary data that is gathered. You must begin with a consolidated trial balance in order to create a consolidated trial balance report.

To create a consolidated trial balance report, do the following:

1. Once the consolidated trial balance is created (see *Creating a Consolidated Trial Balance* on page 283), open the consolidated trial balance and select **Workpaper Manager/Create/Consolidated Reports**. The *Create Consolidated Report* dialog displays.
2. Select the consolidated trial balance from the *Trial Balance* drop-down list.
3. From the *Grouping List* drop-down list, select the grouping list.

4. In the *Account Groups* box, choose from the following:
   - **Include selected**. Includes only those account groups that are selected from the Account Groups list. If you want separate reports, select this option.
   - **Include current and future**. Includes all current account groups listed in the Account Groups list as well as any additional groups you add in the future. When this option is selected, all of the account groups are automatically selected and the Select All button becomes inactive.
   - **Classified report**. This check box is enabled if you chose **Include current and future**. Checking this box includes account class and account type totals in the trial balance report. This check box is disabled if you chose **Include selected**.
5. A default name displays in the *Report Name Guide* field. You can accept this default name or enter one of your own.
6. Under *Report Type*, select the type of report you want to create: Summary - Groups, Summary - Subgroups, or Detail. By default, the *Combine Groupings* box is checked so that all detail group information is reported in a single report.
7. Based upon the selections made, check and uncheck the following boxes under *Settings*.
   - **Hide empty groups and subgroups**. Causes groups and/or subgroups without accounts grouped to them not to print on the report.
   - **Hide accounts with zero balances**. This option is available only when you select **Detail** as the report type. It hides any accounts that have zero balances from within your report.

      **Warning!** Only accounts with zero (0) balances in the columns selected to be included on the report are hidden. Other balance columns or journal entry columns may have non-zero balances or activity, but the account is not included on the report.

   - **Print as Black and White**. Sets the printer settings not to print the cell background colors.
   - **Show WP Ref Columns**. Shows any Workpaper references. This check box is only enabled if the report type is *Detail*.
   - **Include sum of account groups**. Prints a *Sum of Account Groups* row at the bottom of the trial balance report, which provides the total for each balance and journal entry type of all the groups selected to be included in the report.
   - **Include net income**. Prints a *Net (Income) Loss* row at the bottom of the trial balance report, which provides the net (income) loss amount for each balance and journal entry type included in the report. This is the true net (income) loss amount for all groups, not just the groups selected to be included in the report.
8. Click the **Format** button to format the report.
9. In the field below *Available columns in this period*, select the view from the drop-down menu that contains the columns you want in the report. The account number and account description columns do not appear in the list of columns selected for the report. These columns are required and always appear as the first two columns of all reports.
10. Select the column you want to show in the report by clicking the column in the *Available columns in this period* list on the left and then clicking the **Show Column in Report** button or by dragging the column. You can add one or more columns at a time by using the **Shift** and **Ctrl** keys. If a column is in a different view, you also need to repeat step 8.

11. If you want to remove one or more columns from the report, select the one you want to remove and click **Remove Column from Report**.
12. If you want to add columns to show variances between columns in the report, do the following:
    - Click the **New % Var** button to show the difference as a percentage or the **New $ Var** button to show the difference as a dollar amount. You can add both percentage and dollar difference columns in the reports. When you select the new column, the Variance Properties options at the bottom of the window become available. Select the columns you want to compare from the drop-down menus.
    - If you want the differences to be shown as positive amounts, check the **Absolute Difference** box.
13. To change the placement of a column in the report, select it in the right box and click the up or down arrow button to change its order in the report. Moving a column up moves it towards the left in the report. Moving a column down moves it to the right.
14. Click **OK** to save the report format and **OK** again to create the report.

Modifying a Consolidated Trial Balance Report

In order to modify a consolidated trial balance report, you must be the Current Editor of the report.

To modify a consolidated trial balance report's properties, do the following:

1. Open the consolidated trial balance report.
2. Select **Workpaper Manager/Properties**. The *Consolidated TB Report Properties* dialog displays.
3. Under *Account Groups*, include or remove the following options from your consolidated trial balance report:
    - **Include selected**. Includes only those account groups that are selected from the Account Groups list. If you want separate reports, select this option.
    - **Include current and future**. Includes all current account groups listed in the Account Groups list as well as any additional groups you add in the future. When this option is selected, all of the account groups are automatically selected and the Select All button becomes inactive.
    - **Classified report**. This option is disabled.
4. The report type cannot be modified after creation. If the report type displayed is not acceptable to you, create another consolidated trial balance report with the correct report type.

5. Check or uncheck the following boxes under Settings:
   - **Hide empty groups and subgroups**. Causes groups and/or subgroups without accounts grouped to them not to print on the report.
   - **Hide accounts with zero balances**. This option is available only when you select **Detail** as the report type. Hides any accounts that have zero balances from within your report.

     Warning! Only accounts with zero balances in the columns selected to be included on the report are hidden. Other balance columns or journal entry columns may have non-zero balances or activity, but the account is not included on the report.

   - **Print as Black and White**. Sets the printer settings to not print the cell background colors.
   - **Show WP Ref Columns**. Shows any Workpaper references. This check box is only enabled if the report type is Detail.
   - **Include sum of account groups**. Prints, at the bottom of the trial balance report, a *Sum of Account Groups* row, which provides the total for each balance and journal entry type of all the groups selected to be included in the report.
   - **Include net income**. Prints, at the bottom of the trial balance report, a *Net (Income) Loss* row, which provides the net (income) loss amount for each balance and journal entry type included in the report. This is the true net (income) loss amount for all groups, not just the groups selected to be included in the report.
6. Click **OK** to close the *Consolidated TB Report Properties* dialog.

Using ProSystem *fx* Workpaper Manager Reports

In addition to showing the columns for the account groups selected, reports also provide details from any journal entry columns that you have and enable you to add documentation, tickmarks, or referencing.

See *Chapter 8: Managing Workpapers* on page 353, for information on workpaper references. See *Chapter 9: Using Microsoft Excel* on page 415, for information on tickmarks.

Consolidating Trial Balances

You can consolidate data from single company trial balances into a consolidated trial balance. This consolidated data can then be included in another consolidated trial balance. When consolidating trial balances, you need to be aware of the following information:

- You must be the Current Editor of the consolidated trial balance in order to consolidate trial balances.
- Data can be consolidated by account detail, groups, or subgroups. Changes made to the subsidiary can be reconsolidated to the consolidated level without losing any work done in the consolidated trial balance.
- For reporting purposes, you can create a consolidated trial balance report and formulas that use either the subsidiary balances or the consolidated balances.

- During reconsolidation, the *Number of prior periods* field is automatically reset to zero to avoid data loss. If you subsequently choose to reconsolidate prior period balances, the existing prior period data is overwritten with the data you are currently consolidating (see *Reconsolidating Subsidiary Trial Balances* on page 287).
- If you consolidate by account groups or account subgroups, make sure you assign all accounts to a group or subgroup, or the consolidated trial balance may not include all balances.
- To bring consolidated prior period comparative data into a trial balance (for example, if consolidation had not been required in the past), you can use one of the three methods explained below.
  - Create a binder with trial balances and the consolidated trial balance in the earliest year of restatement. Enter the trial balance information, consolidate the trial balances, make eliminating journal entries, and roll the binder forward, repeating for each successive year.
  - Use TB Edit Mode to directly key prior period information into the consolidated trial balance. This edit mode is only available for prior period information as current year information can only be posted to the consolidated trial balance during the consolidation process.
  - Make sure subsidiary prior period information is available on any subsidiary trial balances and then select the desired number of prior periods when creating the consolidated trial balance. This imports and sums subsidiary prior period final balances and posts the sum to the prior period comparative pre-consolidated and consolidated balance columns. You can then use TB edit mode to adjust the prior period consolidated balance and reflect any prior period eliminating journal entries.
- You can view consolidated account group and subgroup balances by opening the consolidated trial balance, clicking the *Group* drop-down list (located below the Excel toolbar), and selecting **Consolidation**. After the consolidated trial balance refreshes, view your consolidated balances using the same account groupings used in the subsidiary trial balances.
- To do a nested consolidation (where a consolidated company becomes a subsidiary of another) and use the same grouping list as the component subsidiaries, select **Consolidation** as the Grouping list when creating the consolidation in the *Consolidate TB* dialog.
- Two types of journal entries are possible in a consolidated trial balance: Proposed Journal Entries and Eliminating Journal Entries. Journal entries are added to a consolidated trial balance using the same procedures as journal entries in the trial balance.
- When a consolidated trial balance and the selected grouping list is eligible and selected for Schedule M-3, expanded balances transfer to the return via G/L Bridge. If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.

  If Schedule M-3 is selected, up to four balances are transferred to the return. Because Federal tax journal entries cannot be entered for a consolidated trial balance, the system calculates the balances transferred from each of the individual trial balances that were consolidated.

You must be certain that the consolidated trial balance is in balance with the individual trial balances. If you have made a change to an individual trial balance, you must reconsolidate prior to transferring the balances to the return. Otherwise, the balances sent to the return are not the same as the consolidated trial balance.

If you are using an M-3 enhanced consolidated trial balance, you must also transfer the pre-consolidated balance from the consolidated trial balance as the tax balance. You should not transfer the consolidated balance because it might include eliminating journal entries. In that case, the total book balance plus temporary/permanent balances from the individual trial balances would not equal the tax balance. A consolidated trial balance that is **not** M-3 enhanced can be exported to Taxprep using either Dynalink or G/L Bridge. The consolidated balance must be used for data to transfer accurately.

Creating a Consolidated Trial Balance

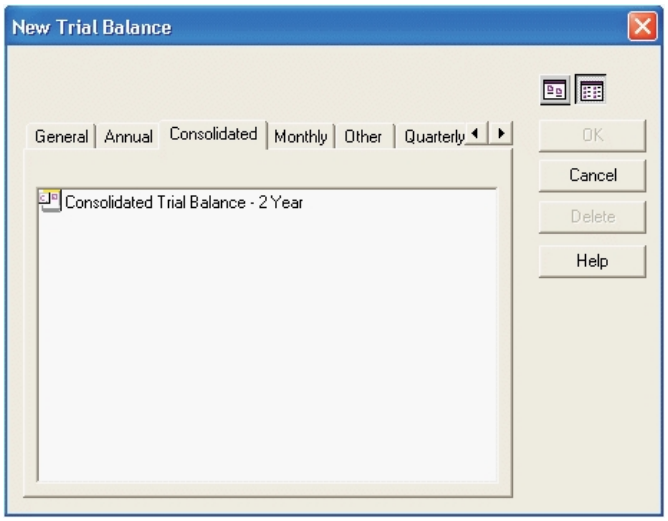
Consolidations occur at the trial balance level within one engagement binder. First, set up a trial balance for each subsidiary. Then, create a separate consolidated trial balance for the consolidated balances.

To create a consolidated trial balance, do the following:

1. In the Binder window, click the workpaper tab where you want to put the trial balance.
2. Do one of the following:
   - Select **File/New** and then **Trial Balance**.
   - Right-click the tab and select **New Trial Balance**.
   - Click the **New Trial Balance** toolbar button.

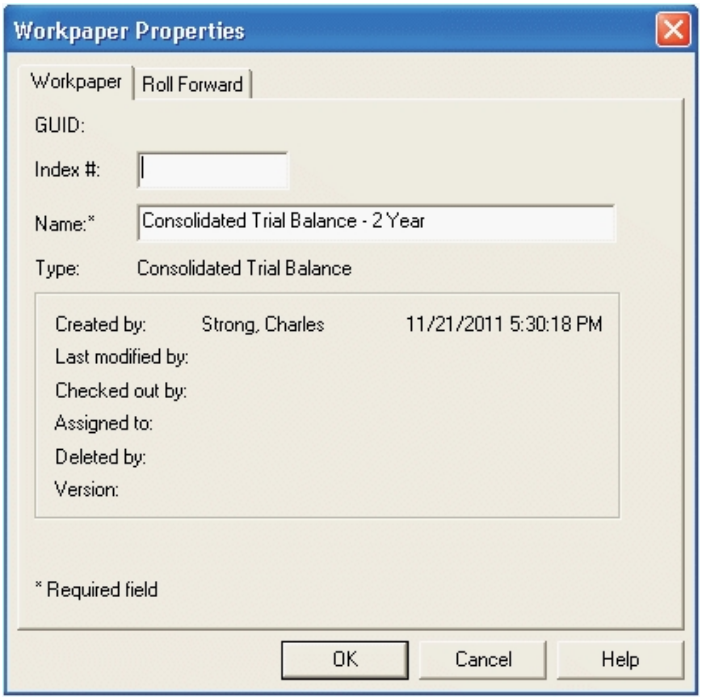
   

   The *New Trial Balance* dialog displays.
3. Click the **Consolidated** tab.



4. Click the **Consolidated Trial Balance - 2 Year** template.

5. Click **OK** to open the *Workpaper Properties* dialog.



6. Complete the top of the *Workpaper Properties* dialog as follows:
   - In the *Index #* field, enter an index number for the trial balance workpaper. This is an optional field.
   - Its purpose is to help you organize your workpapers and provide a means to reference the workpapers. It also is necessary if you want to insert a workpaper reference link to this workpaper.
   - In the *Name* field, enter the name for the trial balance. The default name is the name of the trial balance template. You can use this name or enter a new name. This is a required field. Do not use the following characters: ' | : " , ( ).

     Important! The trial balance name that you enter here displays in the formulas that link your trial balance data to workpapers. See *Chapter 9: Using Microsoft Excel* on page 415, and *Chapter 10: Using Microsoft Word* on page 437, for more information. The formulas do not change if you rename your trial balance. Therefore, choose a suitable name that you will recognize when reviewing your formulas.

     For example, with a consolidated entity, use the entity name for each trial balance so that you know which entity a specific amount came from when reviewing your TB Link formulas. If you do rename your trial balance and realize your links no longer work, simply rename it back to its original name.
7. Click **OK** to create the trial balance.

Setting Up Consolidated Trial Balance Columns

The consolidated trial balance starts with six columns in the current view:

- **Account**. Represents the grouping basis for the consolidation. It is the account number, the group code, or the group+subgroup code from the subsidiaries.
- **Description**. Represents the description of the grouping basis for the consolidation. It is the account description, the group name, or the subgroup name from the subsidiaries.
- **PRE-CONSOL**. The Pre-Consolidated column is the sum of the balances from all of the subsidiaries.
- **JE Ref #**. The Journal Entry Reference Number relates to the eliminating journal entries posted in the consolidated trial balance.
- **EJE**. The Eliminating Journal Entries posted in the consolidated trial balance display in this column. This is the only journal entry allowed in a consolidated trial balance. If you want to make an adjusting entry or a reclassifying entry, you need to post that at the subsidiary level.
- **CONSOL**. The Consolidated column is the sum of the PRE-CONSOL column plus the EJE column.

After the consolidation, new columns display with the subsidiary information. Each subsidiary is represented in a column before the PRE-CONSOL column. You can control the order of the subsidiaries and the balance type that is used.

You can add more columns, such as percent variance, dollar variance, and prior year columns. You may also choose to show prior period columns for each of the subsidiary trial balances in the consolidated trial balance. For more information on how to add columns in the trial balance, see *Setting Up Trial Balance Columns and Views* on page 218.

Consolidating Subsidiary Trial Balances

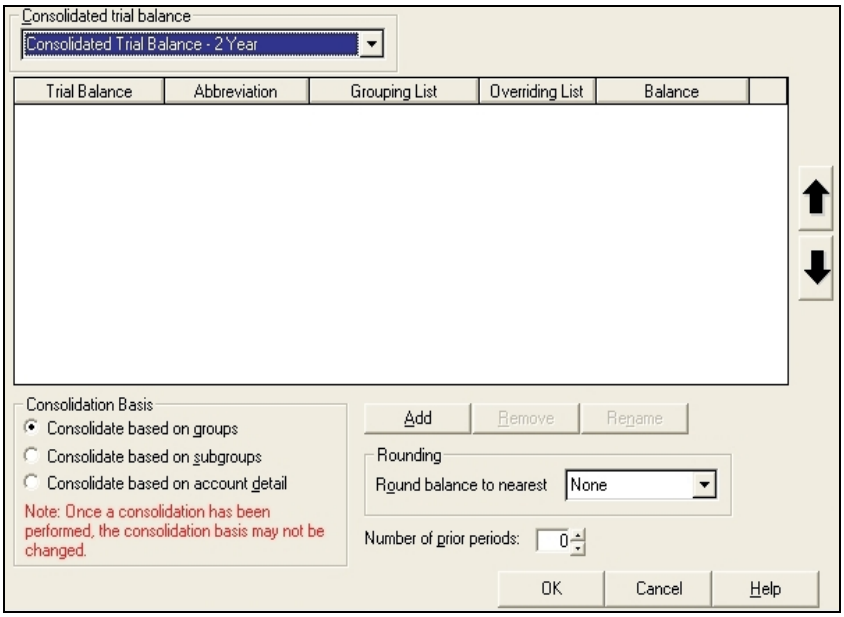
You consolidate subsidiary trial balances into a blank consolidated trial balance. If changes are made to the subsidiary balances subsequent to the consolidation, then you can reconsolidate the trial balance to reflect the changes. All the work done in the consolidated trial balance is preserved.

To consolidate the subsidiary trial balances, do the following:

1. Select **Trial Balance/Consolidate TB** in the Binder window or open any Excel or Word workpaper and do one of the following:
   - Select **Workpaper Manager/Consolidate TB**.
   - Click the **Consolidate** button on the Workpaper Manager toolbar.



The *Consolidate TB* dialog displays.



2. From the *Consolidated Trial Balance* drop-down list, select the trial balance you want to use to hold the consolidated information.
3. Click **Add** to add a subsidiary trial balance.
4. Open the **Trial Balance** list to view the trial balances available in this binder and click the trial balance you want. The order in which you list the subsidiaries in this window is the order in which they appear in the consolidated trial balance window and in reports. Once you have selected all of the trial balances to consolidate, you can use the up and down arrows on the right side of the window to re-order the subsidiaries.

   Tip: You can press **Enter** or **Tab** to advance to the next cell.

5. In the *Abbreviation* field, type the abbreviation you want for the column heading in the trial balance window and in reports.

   Note: To rename an abbreviation, select the abbreviation, click **Rename**, and type the new abbreviation.

6. Open the **Grouping List** to view the grouping lists available for this subsidiary. Click the grouping list by which you want the data consolidated.

   Notes:

   - If you select a Tax Grouping list, all subsidiary trial balances must be grouped to the same grouping list.
   - If you consolidate based on subgroups, select the grouping list with the subgroups.

7. Check the **Overriding List** box if you want this trial balance to take precedence over the other trial balance(s) when there are conflicts with the account descriptions, account groupings, and grouping code assignments. Only one trial balance can be selected as the overriding list.

8. In the *Balance* field, select the balance type to consolidate by. All current balance types appear.
9. To add more subsidiary trial balances, click **Add** and repeat steps 4 through 8.
10. To remove a subsidiary trial balance that you do not want to consolidate, highlight the trial balance row and click the **Remove** button.
11. Select how to consolidate the subsidiaries:
    - **Consolidate based on Groups**. The groups from the subsidiaries become the account numbers in the consolidated trial balance.
    - **Consolidate based on Subgroups**. The group + subgroup from the subsidiaries become the account numbers in the consolidated trial balance.
    - **Consolidate based on Account Detail**. The account numbers from the subsidiaries become the account numbers in the consolidated trial balance.

    Note: Once the consolidation has been performed, the consolidation basis cannot be changed during subsequent consolidations.

    Important! If the consolidation was performed by account groups or subgroups, verify that all subsidiary accounts have been grouped.
12. Select the place to round the account balances to in the *Round balance to the nearest* field. The choices are $1, $10, $100, or $1,000. This option rounds each account balance up or down to the level selected. If you select to round the balances, an account with the index number of *Round* and the description of *Rounding Account* is automatically created in the consolidated trial balance to post the net difference to.
13. Select the number of prior periods you want to gather during the consolidation. This information displays in the comparative columns of the consolidated trial balance.
14. Click **OK** to consolidate the subsidiary trial balances. The consolidated trial balance now has a column for each subsidiary that was selected for consolidation. These columns appear before the *PRE-CONSOL* column, and the sum of the columns appears in the *PRE-CONSOL* column.

Reconsolidating Subsidiary Trial Balances

If you need to make changes to subsidiary data, open the subsidiary trial balance and make your changes. Then reconsolidate the consolidated trial balance, so the changes flow to it. Upon reconsolidation, subsidiary information is overwritten instead of appended to. Therefore, any accounts at the detail level that have been added, modified, or deleted at the subsidiary level are added, modified, or deleted in the consolidated trial balance. Any work done prior to the reconsolidation is saved, such as eliminating journal entries, reports, TB links, etc.

Note: During reconsolidation, Workpaper Manager automatically resets the *Number of prior periods* field to zero to avoid data loss. When you choose to reconsolidate prior period balances, Workpaper Manager overwrites the existing prior period data with the data you are currently consolidating.

Creating Consolidated Reports

ProSystem *fx* Workpaper Manager generates a consolidated report, based on the subsidiary data that is gathered.

To create a consolidated report, do the following:

1. From the trial balance window, select **Workpaper Manager/Create/Consolidated Reports**.
2. Select the report options, as desired. These options are the same as those for regular trial balance reports. Refer to *Creating Consolidated Trial Balance Reports* on page 278 for information.
3. Click **OK** to create the report. Like other ProSystem *fx* Workpaper Manager trial balance reports you can customize this report in Excel.

Adding Journal Entries to a Consolidated Trial Balance

Two types of journal entries are available in a consolidated trial balance: Proposed Journal Entries and Eliminating Journal Entries. These journal entries are added using the same procedures as journal entries in the trial balance. For more information on adding these journal entries, see *Creating Journal Entries* on page 264.

Write Up Trial Balance

ProSystem *fx* Workpaper Manager uses the write up trial balance as a means to enter client transactions. There are two methods to enter transactions for the current period: write up journals and client journal entries (CJE).

Workpaper Manager provides 11 default write up journals to help you organize the transactions. You can rename or delete the default journals. You can also add as many new journals as you want. The amounts from the write up journals appear in the trial balance in the CJE column.

Another way to record the transactions for the current period is to use the journal entry area of the program. In a write up trial balance, there is a journal entry type CJE. You can use CJEs to enter the transactions for the current period. The amounts appear in the CJE column of the trial balance.

You can only use one of the these methods at a time in a trial balance. Once you enter data in a write up journal or in a client journal entry, you are prevented from entering data using the other method.

Note: You must be the Current Editor of the write up trial balance in order to enter current period transactions.

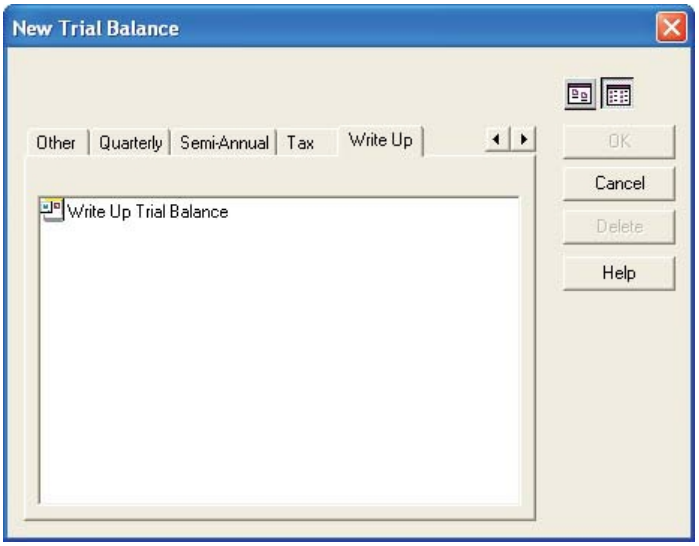
Creating a Write Up Trial Balance

To access the features in ProSystem *fx* Workpaper Manager that allow you to enter transactions in write up journals or in client journal entries, you must start with a write up trial balance template.

To create a write up trial balance, follow these steps:

1. In the Binder window, click the workpaper tab where you want to put the trial balance.
2. Do one of the following:
   - Right-click the tab and select **New Trial Balance**.
   - From the *File* menu, select **New**, then **Trial Balance**.
   - Click the **New Trial Balance** toolbar button.

   The *New Trial Balance* dialog displays.



3. Use the arrows to scroll to the right and click the **Write Up** tab.
4. Click the **Write Up Trial Balance** template and then **OK** to open the *Workpaper Properties* dialog.
5. Complete the top of the dialog as follows:
   - In the *Index #* field, enter an index number for the trial balance workpaper. This is an optional field provided to help you organize workpapers and provide a means to reference the workpapers. It also is necessary if you want to insert a workpaper reference link to this workpaper.
   - In the *Name* field, enter a name for the trial balance. This is a required field. You can use the default name, which is the name of the template, or you can type a new name. Do not use the following characters: ' | : " , ( ).

     Important! The trial balance name that you enter in this field displays in the formulas that link your trial balance data to workpapers. See *Chapter 9: Using Microsoft Excel* on page 415 and *Chapter 10: Using Microsoft Word* on page 437, for this analysis. The formulas do not change if you rename your trial balance. Therefore, choose a suitable name in this field that you will recognize when reviewing your formulas.

6. Click **OK**.

Setting Up Write Up Trial Balance Columns

The write up trial balance starts with the following columns in the current view:

- **Account**. This column displays the account number.
- **Description**. This column displays the account description.
- **BEGIN**. The beginning balance column. When you roll forward a binder to the next period, the ending balances from the prior period appear in this column. When you roll a binder forward to a new year, the balance sheet accounts start with the prior period's ending balances and the income statement accounts start with zero. Net income or loss for the year is posted to the retained earnings account during the roll forward.
- **JE Ref #**. Displays the journal entry reference number, which relates to either the write up journal or client journal entries used to post the detail transaction. If you use the write up journals, the abbreviation for the journal and the reference number displays. If you use the client journal entries, CJE and the journal entry number display.
- **CJE**. Displays the current period transactions that were entered in either the write up journals or the client journal entries. You can select to show the summary or the detail of the entries.
- **UNADJ**. Displays the unadjusted balance, which is the sum of the beginning balance column plus the *CJE* column.
- **JE Ref #**. Displays the Journal Entry Reference Number, which relates to the reclassifying journal entries posted.
- **AJE**. Displays the posted adjusting journal entries.
- **ADJ**. Displays the adjusted balance column, which is the sum of the unadjusted balance plus the *AJE* column.
- **RJE**. Displays the posted reclassifying journal entries.
- **Final**. Displays the sum of the adjusted balance plus the RJE column.
- **WP Ref**. A column for inserting workpaper references.

You can add more columns, such as percent variance, dollar variance, and tax balance columns. For more information, see *Setting Up Trial Balance Columns and Views* on page 218.

To set up the accounts and beginning balances for the write up trial balance, see *Converting and Importing Trial Balance Data* on page 224 or *Adding, Modifying, or Deleting Trial Balance Accounts* on page 249.

Using Write Up Journals

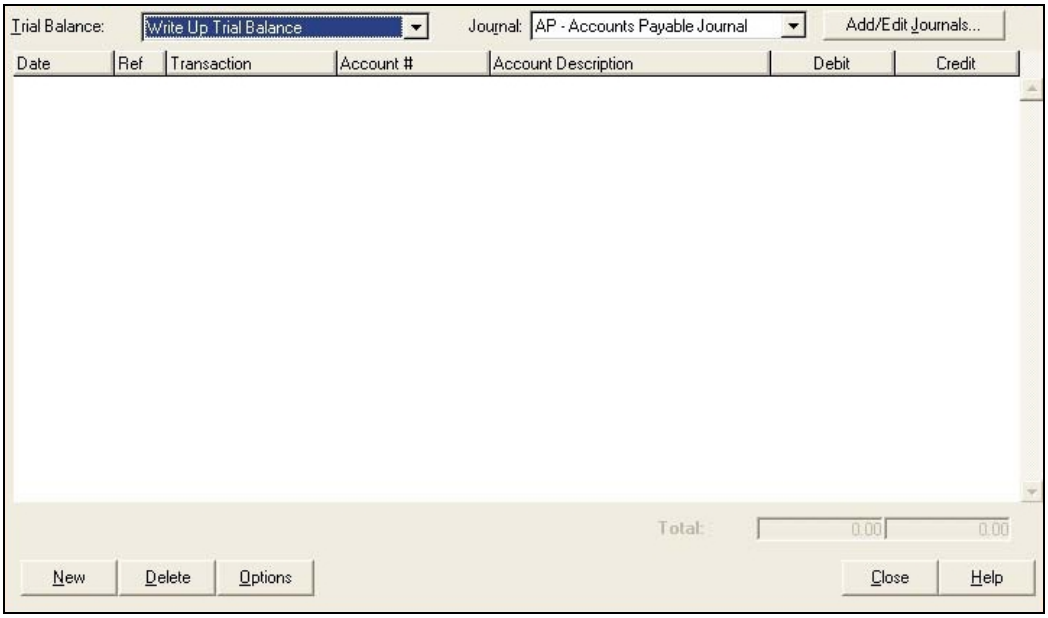
ProSystem *fx* Workpaper Manager provides eleven default write up journals to help you organize the different types of transactions. You can rename or delete the default journals.

The amounts from the write up Journals appear in the trial balance in the CJE (Client Journal Entry) column. All default journals behave the same; only the name of the journal is different.

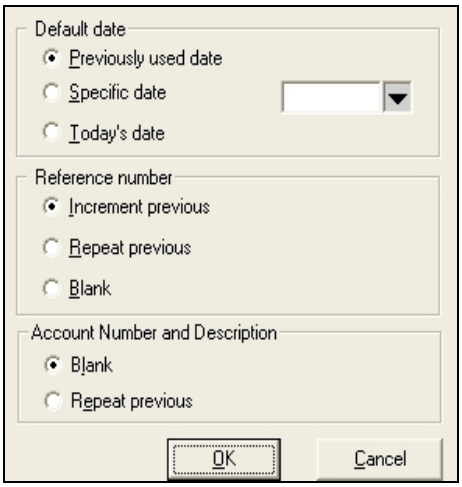
To use the write up journals, do the following:

1. Open the write up trial balance (see *Opening the Trial Balance* on page 215).
2. Do one of the following:
   - Select **Workpaper Manager/Journal Entry/Write Up Journal Entry**.
   - Click the **Write Up Journal Entry** button on the Workpaper Manager toolbar.

   The *Write Up Journal Entry* dialog displays.



3. From the *Trial Balance* drop-down list, select the write up trial balance you want to post the transactions to.
4. From the *Journal* drop-down list, select the type of write up journal you want to use to enter the transactions.
5. If you want to modify the abbreviation and/or journal name, delete an existing write up journal, or add a new write up journal, click the **Add/Edit Journals** button. Make the desired change and click **Close**.
6. Click **Options** to set the options for the active journal. The *Options* dialog displays.



7. Select the options and click **OK**.
8. Click the **New** button to start entering in the journal. A new row appears in the journal. The following fields display:
   - **Date**. The default date is based on the setting in Options. You can accept the default or change it.
   - **Ref**. The reference number is also based on the setting in Options. You can accept the default or type over it.
   - **Transaction**. Type the description of the detail transaction.
   - **Account #**. Enter the account number. You can type the account number or open the drop-down list by pressing **F4**. You can set the account number and description to repeat from the row above in the Options.
   - **Account Description**. The account description defaults to that entered for the account number selected.
   - **Debit**. Enter the debit amount for this transaction, if applicable.
   - **Credit**. Enter the credit amount for this transaction, if applicable.

     A running total of Debits and Credits displays at the bottom of the window. Also, each new row added in the journal automatically defaults an amount to balance the journal. You can accept this amount or type a different amount.

     Tip: You can press **Enter** or **Tab** to advance to the next cell in the row of the journal.
9. If you want to delete an existing row in the journal entry, highlight the row and click the **Delete** button.
10. Click **Close** to finish entering transactions.

Creating Write Up Reports

ProSystem *fx* Workpaper Manager provides three transaction reports to display the information entered in the write up journals: Write Up Detail Report, G/L Current Period Report, and G/L YTD Report.

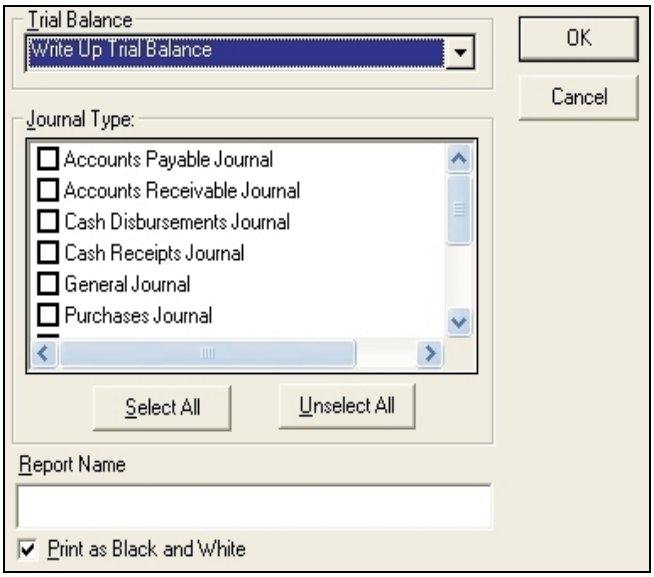
Write Up Detail Report

This report shows the detail of the entries in the selected journal. The columns in the report are the same as in the journal.

To create a write up detail report, do the following:

1. Open the write up trial balance (see *Opening the Trial Balance* on page 215).
2. Select **Workpaper Manager/Create/Write Up Reports/Write Up Detail Report**.

The *Create Write Up Journal Report* dialog displays.



3. Select the trial balance from the drop-down list.
4. Check the boxes for the specific write up journals you want to create reports for. To select all journal types, click **Select All**. Click **Unselect All** to clear all check boxes.
5. Click **OK** to create the report(s). The report is created and filed in the *Unfiled Workpapers* tab in the binder.

G/L Current Period Report

This report shows the accounts in the trial balance and their beginning balances, transaction amounts, and ending balances for the current period only. The G/L Current Period Report generates detail information for both annual and non-annual binders.

To create the G/L Current Report, do the following:

1. Open the write up trial balance (see *Opening the Trial Balance* on page 215).
2. Select **Workpaper Manager/Create/Write Up Reports/G/L Current Report**. The *Select Journal Entry* dialog displays.
3. Select the journal entry types to display in the report. When you select a journal entry type, all preceding journal entry types are automatically selected.
4. Click **OK**. The report is created and filed in the *Unfiled Workpapers* tab in the binder.

G/L YTD Report

This report shows the accounts in the trial balance and their beginning balances, transaction amounts, and ending balances for all periods in the fiscal year. The G/L YTD Report generates detail information for annual binders only.

To create the G/L YTD Report, do the following:

1. Open the write up trial balance. See *Opening the Trial Balance* on page 215.
2. Select **Workpaper Manager/Create/Write Up Reports/G/L YTD Report**. If the write up trial balance is in an annual binder, the *Select Journal Entry* dialog displays.

   Important! If the write up trial balance is in a **non-annual binder**, a message displays warning that the report will contain write up journal entries only. Click **OK** to generate the report with write up journal entries only.

3. Select the journal entry types to display in the report. When you select a journal entry type, all preceding journal entry types are automatically selected.
4. Click **OK**. The report is created and filed in the *Unfiled Workpapers* tab in the binder.

Creating Client Journal Entries

You can also record transactions for the current period with the Journal Entry area of the program. In a write up trial balance, there is a journal entry type CJE (Client Journal Entry). You can use client journal entries to enter the transactions for the current period. The amounts appear in the CJE column of the trial balance.

To create a client journal entry, do the following:

1. Open the Journal Entry Detail window as follows:
   - From the Binder window, select **Trial Balance/Add Journal Entry**.
   - From the trial balance, Excel, or Word window, select **Workpaper Manager/Journal Entry/Add Journal Entry**.
   - From the trial balance, Excel, or Word window, click the **JE Summary** button on the Workpaper Manager toolbar, select the trial balance from the drop-down list, and then click the **New** button.
2. If you selected the Add Journal Entry option in step 1, select the write up trial balance that you want to post the journal entry to from the *Trial Balance* drop-down list.
3. In the *Type* field, select the **Client Journal Entries** option.
4. Complete the Journal Entry as normal. For more information on how to create journal entries, see *Creating Journal Entries* on page 264.

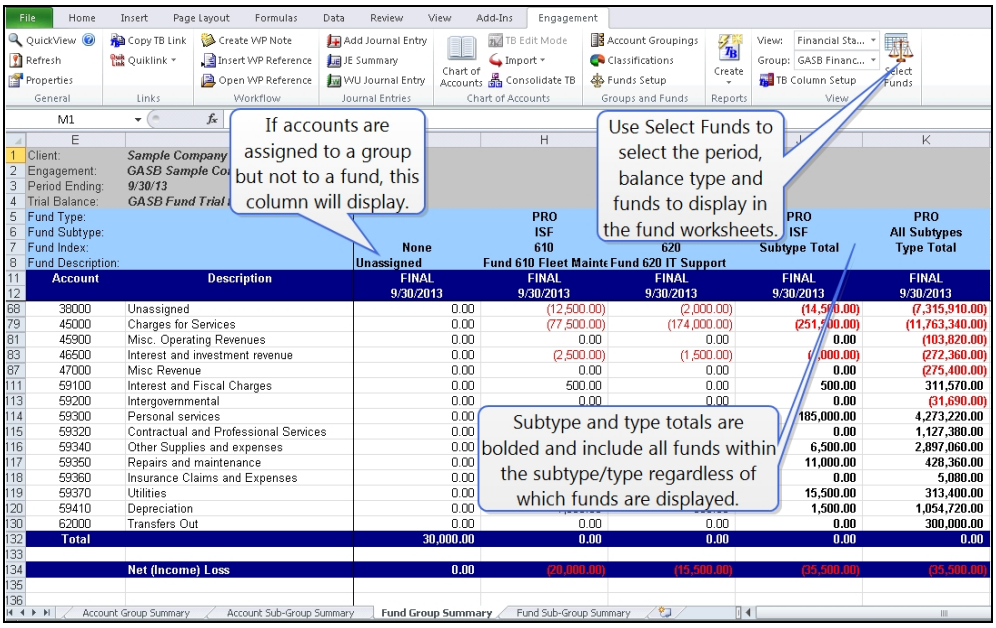
The amounts posted in the client journal entries appear in the write up trial balance in the CJE column. You can choose to show the detail of the journal entry in the trial balance.

The regular trial balance reports print the client journal entries. For more information on how to create trial balance reports, see *Creating Trial Balance Reports* on page 271.

Fund Trial Balance

ProSystem *fx* Workpaper Manager uses the fund trial balance as a means of storing and managing financial data by funds. With a fund trial balance you can setup fund types, fund subtypes, and funds and then assign accounts directly to these funds. You can then view the resulting data in the two new fund worksheets:

- **Fund Group Summary**. Displays groups and balances for funds and, if selected, shows the totals for the fund types and subtypes.
- **Fund Sub-Group Summary**. Displays the subgroups and balances for funds and, if selected, shows the totals for the fund types and subtypes.



The fund information can be entered manually using *Setting up Funds* on page 302 or imported using *Importing Funds, Fund Types, and Fund Subtypes from an Excel File* on page 299 and *Importing Accounts and Optionally their Fund Assignment from an Excel File* on page 309. You can then modify the views of the new fund worksheets using Select Funds to change the columns that are displayed by selecting the period, balance type, and funds you want to view. You can also select to hide fund and total columns.

Fund Trial Balance Hierarchy

The fund trial balance allows for setting up funds along with their fund types and optionally fund subtypes. Fund types, fund subtypes and funds provide for defining a hierarchical view of fund balances which can be reviewed in the fund trial balance and fund journal entry reports. In addition, the balances at each hierarchical level can be linked in financial statements and supporting documents as TB links.

Below is an example of the fund hierarchy:

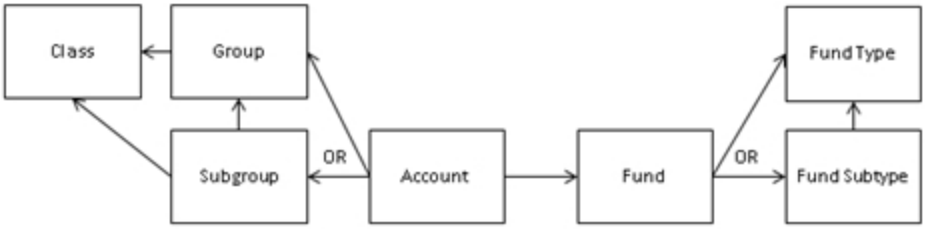
Governmental Funds

General Fund Subtype

General Fund

Note: The fund subtype level of the hierarchy is optional.

This hierarchy intersects with the account types, account classifications, account groups and account subgroups depending on where the account is assigned. Each account will be assigned to a single fund and one (or more if you are using multiple grouping lists) group or subgroup.



Using Fund Trial Balance Templates

Blank Fund TB Template

The Blank template can be used as a starting point for creating customized TB templates from scratch due to it having minimal defaults.

- Trial balance Views in TB Column Setup include a Default and Financial Statement view.
- Other Not-For-Profit grouping list is provided.
- Fund Type “None” is provided by default (no other fund types/subtypes are included). We recommend you delete this default fund type once you have set up the fund types for the specific engagement.

NFP Fund TB Template

The NFP template is for engagements that use standard not-for-profit grouping lists and might also want to use tax groupings (can be imported), tax balances, and/or imported budget balances. This template can also be used as a starting point for creating a customized NFP template.

- Trial balance Views in TB Column Setup include a Default, Financial Statement, Tax and Budgetary view.
- Financial Statements (for the Non-Profit Organization) and Functional Expenses grouping lists are provided.
- Fund types and fund subtypes that are typical for a Not-for-Profit engagement are provided by default.

GASB Fund TB Template

The GASB template is recommended for migrating trial balances created from the GASB binder template provided in prior releases of ProSystem *fx* Workpaper Manager to a GASB fund trial balance using Import from Workpaper Manager TB. Importing prior period balances will be seamless since the columns in the original trial balance match up with the columns in the new fund trial balance.

- Trial balance Views in TB Column Setup include a Financial Statement and Budgetary view that are customized for a GASB engagement.
- Two GASB Financial Statement grouping lists are provided:
  - GASB Financial Statements grouping list without subgroups has the prior GASB Financial Statement groups that have the 5-digit indexes. All subgroups referring to funds or fund types have been removed.
  - GASB Financial Statement grouping list with subgroups is the new revised GASB Financial Statements grouping list with both groups and subgroups for financial statements using standard indexing consistent with best practices.
- Fund types and fund subtypes that are typical for a GASB/Government engagement are provided by default.

Government Fund TB Template

The Government template is for government engagements that follow the GASB standards and where the additional OJE and OBAL columns and calculations may be needed. Any engagements that need tax balances should not use this template.

- Trial balance Views in TB Column Setup include a Financial Statement and Budgetary view that are customized for a Government engagement.
- GASB Financial Statements grouping list (consistent with best practices) is provided.
- Fund types and fund subtypes typical for a GASB/Government engagement are provided by default.

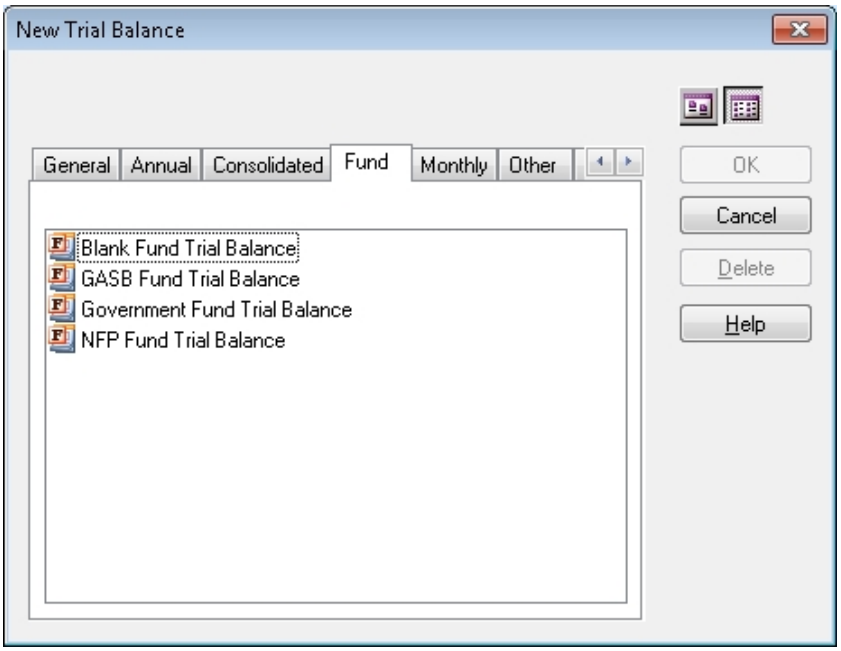
Creating a Fund Trial Balance

To access the features in ProSystem *fx* Workpaper Manager that allow you to enter transactions for funds, you must start with a fund trial balance template. You can also copy a fund trial balance to create a new fund trial balance. You can copy from within the same binder or from a different binder.

To create a fund trial balance from a template, do the following:

1. In the Binder window, click the workpaper tab where you want to put the trial balance.
2. Do one of the following:
   - Right-click the tab and select **New Trial Balance** from the pop-up menu.
   - Select **File/New/Trial Balance**.
   - Click the **New Trial Balance** toolbar button.

The *New Trial Balance* dialog displays.



3. Use the arrows to scroll to the right and click the **Fund** tab.
4. Click the desired template and then **OK** to open the Workpaper Properties dialog. See *Using Fund Trial Balance Templates* on page 296 for additional information.

   You can create customized templates for your firm by selecting the template you want to customize, making applicable changes, and then saving the fund trial balance as a template.
5. Complete the *Workpaper Properties* dialog as follows:
   - In the *Index #* field, enter an index number for the trial balance workpaper. This is an optional field provided to help you organize workpapers and provide a means to reference the workpapers. It also is necessary if you want to insert a workpaper reference link to this workpaper.
   - In the *Name* field, enter a name for the trial balance. This is a required field. You can use the default name, which is the name of the template, or you can type a new name. Do not use the following characters: ' | : " , ( ).

   Important: The trial balance name that you enter in this field displays in the formulas that link your trial balance data to workpapers. See *Chapter 9: Using Microsoft Excel* on page 415 and *Chapter 10: Using Microsoft Word* on page 437 for this analysis. The formulas do not change if you rename your trial balance. Therefore, choose a suitable name in this field that you will recognize when reviewing your formulas. The formula for a TB link is limited to 850 characters.
6. Click **OK** to create and insert the fund trial balance in the selected tab of the Binder window.

Note: You must have a trial balance license and have the proper staff group right to create a trial balance.

Importing Funds, Fund Types, and Fund Subtypes from an Excel File

Funds, along with their associated fund type and optionally fund subtype, can be imported to a fund trial balance from an Excel worksheet using the Paste Funds Import dialog. In addition, they can be manually set up in the Funds Setup dialog. Use this procedure to import fund data using the Paste Funds Import dialog.

Before importing trial balance funds data from Excel, complete the following:

Using the Funds worksheet in the Paste Funds Import Template located in X:\Pfx Engagement\WM\Workpaper Templates\TB Import (where X represents the drive where ProSystem *fx* Workpaper Manager is installed) or another Excel file, prepare the fund information in the required format.

- The columns in the source worksheet must be in the order shown below. Remove any empty columns.



A	B	C	D	E	F
Fund Index	Fund Description	Fund Type Index	Fund Type Description	Fund Subtype Index	Fund Subtype Description

- The Fund Index and Fund Description columns are required for import.
- Default fund types and fund subtypes are provided with the GASB, Government, and Not-for-Profit fund trial balance templates. These defaults are also included in the relevant tab of the Paste Funds Import Template. If desired, the defaults can be copied and pasted into the Funds worksheet for any funds to be imported.
- If the Fund Type for one or more funds is not included in the data for import and the fund does not already exist in the trial balance, the funds will be assigned to the “None” fund type during the import process. The fund type assignment can be changed at a later time in the Funds Setup dialog. Delete the "None" fund type after you have assigned the funds to the fund type.
- If any Fund Type or Fund Subtype Index in the Funds worksheet does not already exist in the trial balance to which the data will be imported, a new fund type or fund subtype will be created as part of the import process. These new fund types and fund subtypes will be sorted after existing fund types and subtypes in the same order as they are imported from the source worksheet. The order of the fund types and subtypes can be changed at a later time in the Funds Setup dialog. The order of the fund types and fund subtypes is used to define the order of fund columns in the fund trial balance.

Notes:

- Index fields over 10 characters will be reduced to the maximum of 10 characters when pasted into the Paste Funds Import grid.
- Description fields over 250 characters will be reduced to the maximum of 250 characters when pasted into the Paste Funds Import grid.

To import the fund Excel data into ProSystem *fx* Workpaper Manager, do the following:

1. Copy the data for import to the Paste Funds Import dialog.
    a. If the source Excel file is inserted in the binder, do the following:
        i. Open the Excel file to the worksheet that contains the data to be imported.
        ii. Highlight the cells containing data to be imported.

            Important!

            - Do not include header or total rows in the highlighted area.
            - Do not include any blank columns in the highlighted area.

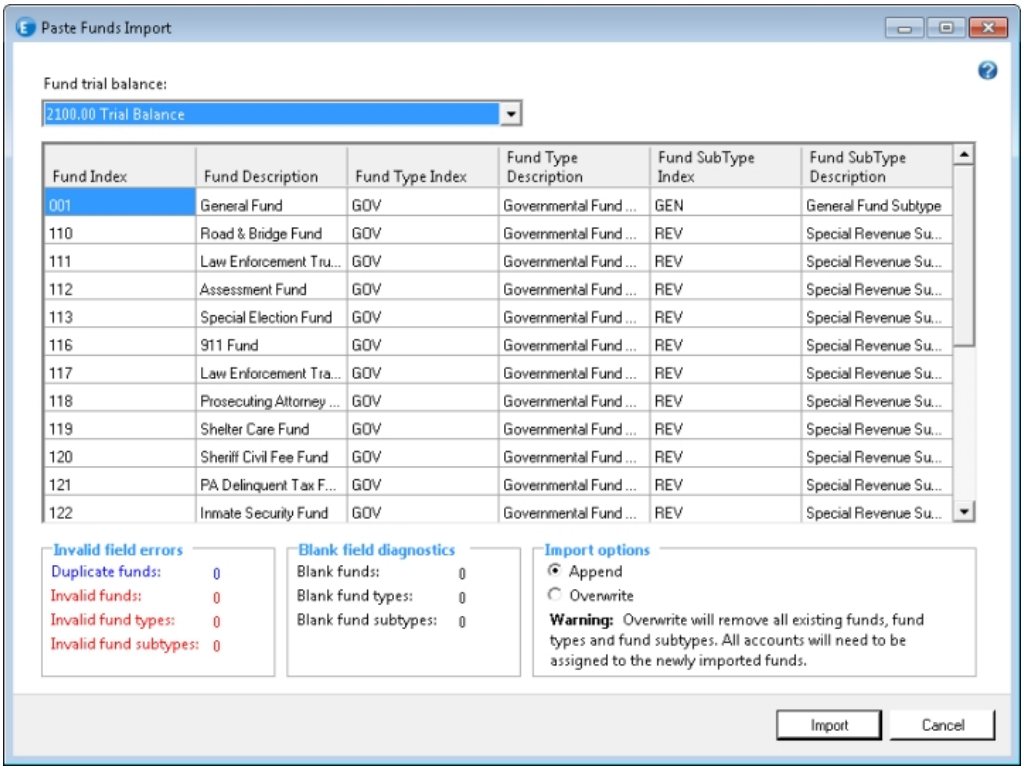
        iii. Select **Edit > Copy** or right-click and select **Copy**.
        iv. Select **Import > Paste Funds Import** from the TB Setup lookup item on the Workpaper Manager ribbon, or right-click and select **Paste Funds Import**.
    b. If the source Excel file is not inserted in the binder, do the following:
        i. Open the Workpaper Manager trial balance or any Excel workpaper in the binder.
        ii. Open the source Excel file to the worksheet that contains the data to be imported.
        iii. Highlight the cells containing the data to be imported.

            Important!

            - Do not include header or total rows in the highlighted area.
            - Do not include any blank columns in the highlighted area.

        iv. Select **Edit > Copy** or right-click and select **Copy**.
        v. Navigate to the Workpaper Manager trial balance or the open Excel workpaper in the binder.
        vi. In the Workpaper Manager trial balance, select **Import > Paste Funds Import** from the Workpaper Manager ribbon or right-click and select **Paste Funds Import**. Or, in an open Excel workpaper in the binder, select **Import > Paste Funds Import** from the TB Setup lookup item on the Workpaper Manager ribbon, or right-click and select **Paste Funds Import**.

The Paste Funds Import dialog displays with the data you selected to import.



2. Select a fund trial balance from the Fund trial balance list.
3. Review the data for import. The Import button is disabled until all duplicate, invalid, and blank error fields are corrected. Any funds with errors are displayed in the diagnostic area below the grid. The diagnostic errors can be corrected directly in the grid, or you can click Cancel to correct the errors in the source Excel file and start the import process over.
   - **Duplicate funds**. Displayed in blue text. You must replace the duplicate fund with a unique fund index. In the grid, click on the fund index you want to change and type the new fund index.
   - **Invalid funds, fund types, and fund subtypes**. Displayed in red text. In the grid, click the field you want to change and enter the new value.

     Notes:

     - The Fund, Fund Type, and Fund Subtype Index fields are considered invalid if they contain one or more of the following invalid characters: ' | : " , ( ) * ?.
     - The Fund, Fund Type, and Fund Subtype Description fields are considered invalid if they contain one or more of the following invalid characters: * ?.
   - **Blank funds, fund types and fund subtypes fields**. Required fields are highlighted in yellow. In the grid, click in the field that is blank and enter the value.

4. Select to Append or Overwrite the current trial balance funds data.
   - **Append**. Imports and appends unique new funds. Also updates any funds already existing in the trial balance with new import information and the original data will be lost. This is the default selection.

     Tip: Use this option when updating funds data for an established fund trial balance.

   - **Overwrite**. Deletes all existing funds, fund types and fund subtypes and replaces them with the new import data. Any accounts that were previously assigned to the deleted funds will need to be assigned to the newly imported funds.

     Tip: Use this option when setting up a trial balance for a new fund engagement if default or existing funds, fund types, or fund subtypes should be removed and replaced with the data for import.

5. Click **Import**. A message displays, confirming your selection.
   - The message includes a count of all funds, fund types, and fund subtypes to be imported.
   - A count of any funds assigned to fund type “None” is also included. If the fund type for one or more funds is not included in the data for import and the fund does not already exist in the trial balance, the import process will assign those funds to fund type with an Index of “None.” The fund type assignment can be changed at a later time in the Funds Setup dialog. Delete the "None" fund type after you have assigned the funds to the fund type.
6. Click **Yes** to continue, or **No** to return to the Paste Funds Import dialog to change your selections.
7. A message displays if the import is successful. Click **Yes** to view the imported funds in the Funds Setup dialog. Click **No** to close the message and continue working.

Notes:

- You must be the current or live editor to import funds data into a trial balance.
- You must have a trial balance license before using Paste Funds Import.
- You cannot import into a trial balance that is in the Conflicts tab or in the trash.

Setting up Funds

You can add, edit, or delete fund types, fund subtypes, and funds to define the fund hierarchy, as well as assign accounts to funds for reporting purposes. In addition, a mask for use during Paste TB Import for the fund portion of the account number can be defined, if applicable, in the Funds Setup dialog.

Use one of the following methods to open the Funds Setup dialog.

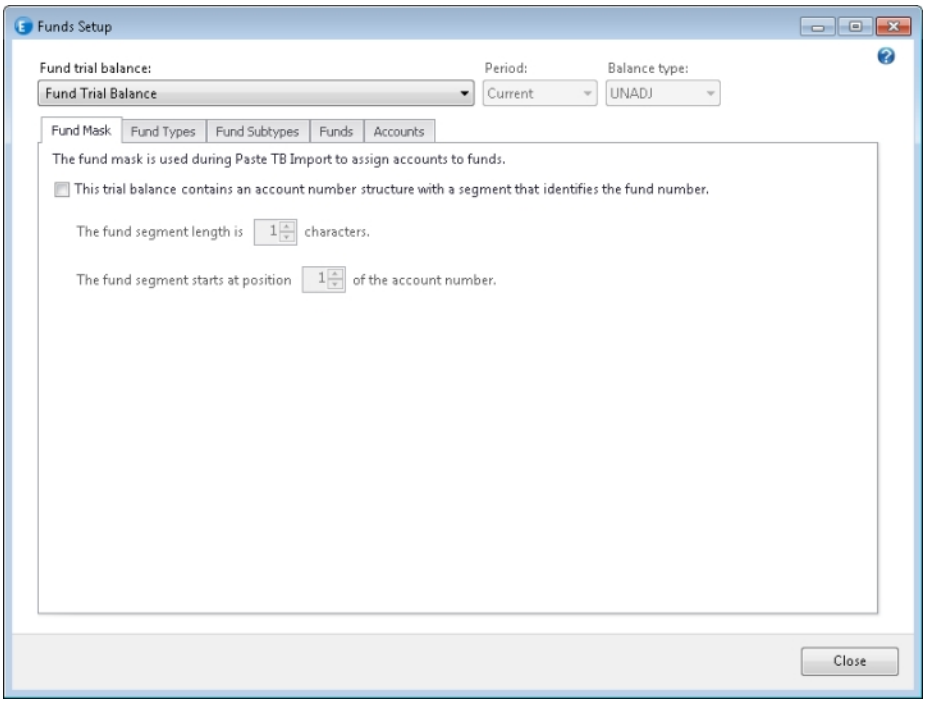
- In the Binder window, select **Trial Balance > Funds Setup**.
- In Excel or Word, select **Funds Setup** from the TB Setup drop-down menu on the Workpaper Manager ribbon.
- 
  In the trial balance, select **Funds Setup** from the Groups & Funds group of the Workpaper Manager ribbon.

The Funds Setup dialog displays. Add, edit or delete the fund hierarchy data for the selected fund trial balance using the tabs on the dialog. For additional information on using the grids on the Funds Setup dialog, see *Using Grids* on page 308.

- **Fund trial balance**. Click the down arrow and select the trial balance for which you want to modify fund information.
- **Period**. Click the down arrow and select the period of account balances to display for Calculate sum and Fund Total in the Accounts tab. This field is disabled on the other tabs of the Funds Setup dialog.
- **Balance type**. Click the down arrow and select the balance type of account balances to display for Calculate sum and Fund Total in the Accounts tab. This field is disabled on the other tabs of the Funds Setup dialog.

Fund Mask tab

Use this tab to indicate if the account number structure includes the fund index for the account. The fund mask is used during Paste TB Import to assign accounts to funds.

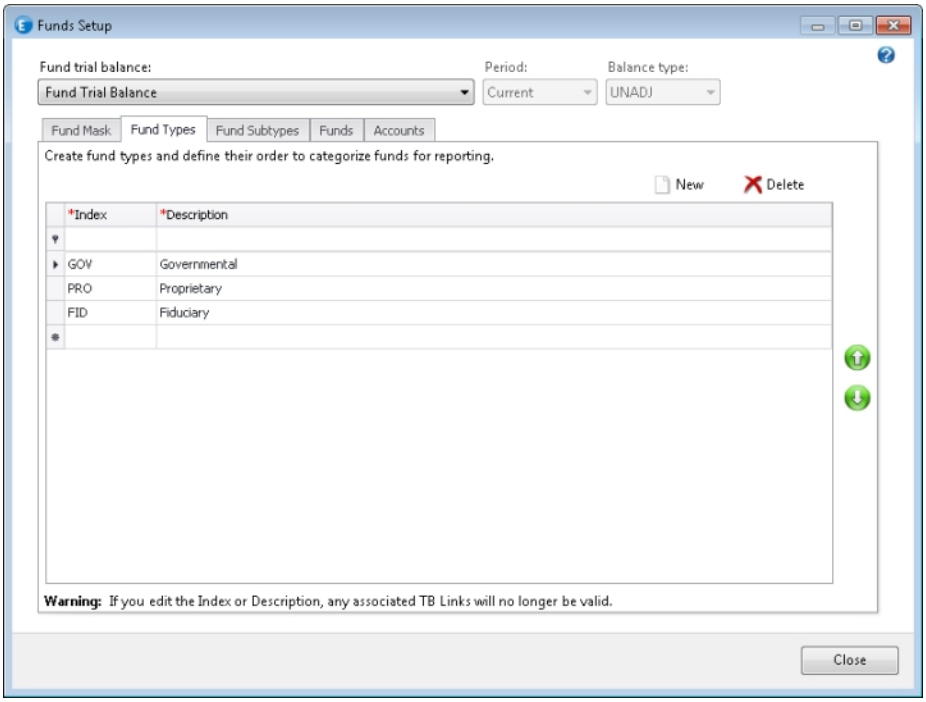


- **This trial balance contains an account number structure with a segment that identifies the fund number**. When selected, turns on the ability to use the fund segment of the account number structure to assign accounts to funds.
  - **The fund segment length is <> characters**. Select the length of the fund index. The maximum value is 10.
  - **The fund segment starts at position <> of the account number**. Select the start position in the account number for the fund segment. The start position, along with the number of characters for the fund segment, cannot exceed the 64 characters allowed for an account number.

The fund mask is used only during Paste TB Import to assign accounts to funds and has no impact on the account numbers.

Fund Types tab

Use this tab to create and organize fund types. Fund types are the top level of the fund hierarchy when organizing funds for reporting and analysis. At least one fund type must exist for categorizing funds.





- **New**. Moves focus to a <NEW> row in the list so you can add a new fund type.



- **Delete**. Deletes the item selected.
- **Index**. Edit the index for the fund type as needed. Invalid characters for the Index column are ' | : " , ( ) * ?.
- **Description**. Edit the description for the fund type as needed. Invalid characters for the Description column are * ?.

  Warning! If you edit the Index or Description, any associated TB Links will no longer be valid.



- **Filters**. Refer to *Using Grids* on page 308 for information on using the filter row as well as other grid functionality.



- **Up arrow**. Moves the selected row up in the list. The data is saved in the current order displayed if a different row or tab is selected or the window is closed.

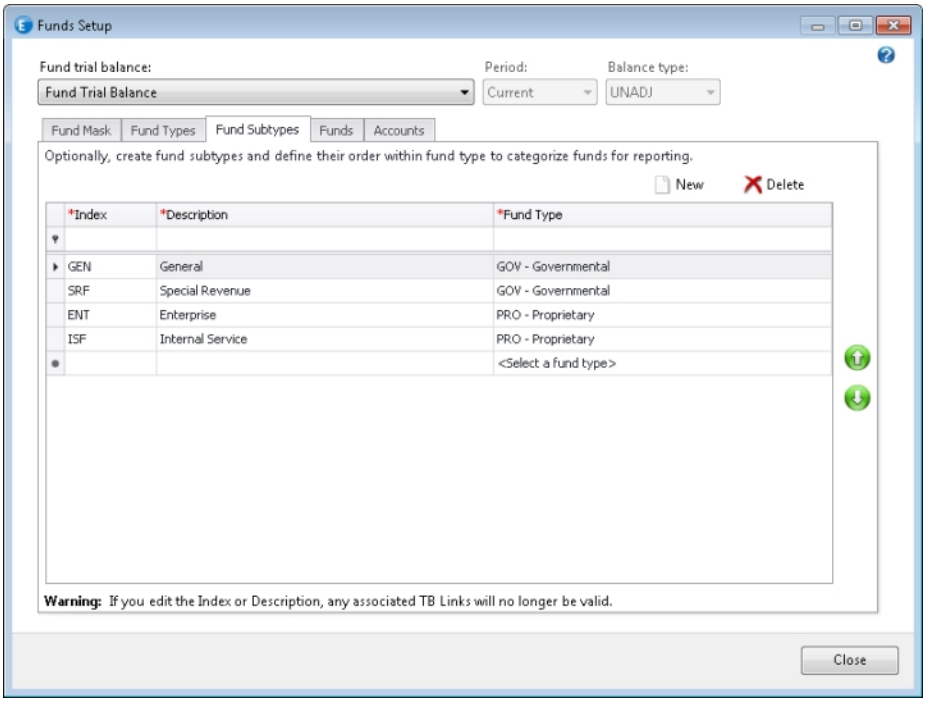


- **Down arrow**. Moves the selected row down in the list. The data is saved in the current order displayed if a different row or tab is selected or the window is closed.

  The order of the fund types is used to define the order of fund columns in the fund trial balance.
- **Close**. Closes the Funds Setup dialog.
- **Help**. Displays context-sensitive Help for the dialog. You can also press **F1** to display Help.

Fund Subtypes tab

Use this tab to create and organize fund subtypes. Fund subtypes are the level below fund type of the fund hierarchy when organizing funds for reporting and analysis. Fund subtypes are optional.





- **New**. Moves focus to a <NEW> row in the list so you can add a new fund subtype.



- **Delete**. Deletes the item selected.
- **Index**. Edit the index for the fund subtype as needed. Invalid characters for the Index column are ' | : " , ( ) * ?.
- **Description**. Edit the description for the fund subtype as needed. Invalid characters for the Description column are * ?.

  Warning! If you edit the Index or Description, any associated TB Links will no longer be valid.

- **Fund Type**. Each fund subtype must be assigned to a fund type. Click the drop-down arrow to show the index and description of each fund type.



- **Filters**. Refer to *Using Grids* on page 308 for information on using the filter row as well as other grid functionality.



- **Up arrow**. Moves the selected row up in the list. The data is saved in the current order displayed if a different row or tab is selected or the window is closed.

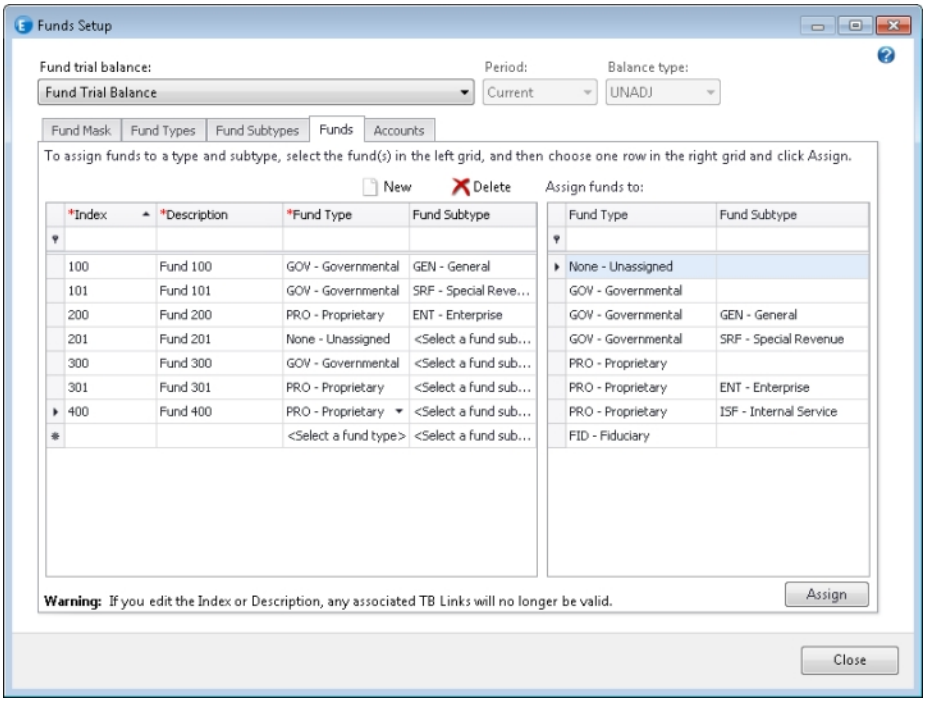


- **Down arrow**. Moves the selected row down in the list. The data is saved in the current order displayed if a different row or tab is selected or the window is closed.

  The order of the fund subtypes is used to define the order of fund columns within their associated fund type in the fund trial balance.
- **Close**. Closes the Funds Setup dialog.
- **Help**. Displays context-sensitive Help for the dialog. You can also press **F1** to display Help.

Funds tab

Use this tab to assign funds to a type and subtype. Funds are the lowest level of the fund hierarchy and are required to report on and analyze accounts by fund.



- **New**. Moves focus to a <NEW> row in the list so you can add a new fund.
- **Delete**. Deletes the item selected.
- **Index**. Edit the index for the fund as needed. Invalid characters for the Index column are ' | : " , ( ) * ?.
- **Description**. Edit the description for the fund as needed. Invalid characters for the Description column are * ?.

  Warning! If you edit the Index or Description, any associated TB Links will no longer be valid.

- **Fund Type**. Each fund must be assigned to a fund type. Click the drop-down arrow to show the index and description of each fund type.
- **Fund Subtype**. Funds can optionally be assigned to a fund subtype of the selected fund type. Click the drop-down arrow to show the index and description of each fund subtype within the selected fund type.
- **Filter**. Refer to *Using Grids* on page 308 for information on using the filter row as well as other grid functionality.
- **Assign funds to**. The *Assign funds to grid* on the right allows you to edit the fund type and fund subtype assignment for multiple funds. Select the funds in the grid on the left, and then select a row in the grid on the right. Click **Assign** to update the fund type and fund subtype field in the grid on the left. The columns in the *Assign funds to grid* cannot be edited.

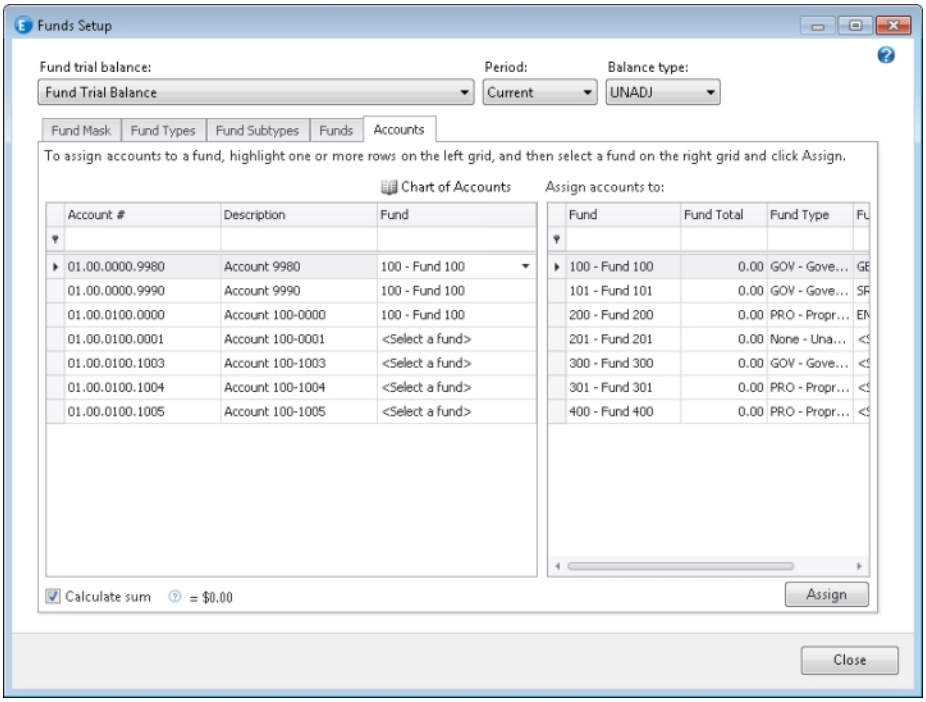
Notes:

- Use the filter row to easily select the group of funds in the grid on the left to be updated.
- To assign funds to a fund type without any fund subtype assignment, select the row in the grid on the right where the Fund Subtype Index is blank for the applicable Fund Type Index.

- **Assign**. Assigns the selected fund type and fund subtype in the grid on the right to the funds that are selected in the grid on the left.
- **Close**. Closes the Funds Setup dialog.
- **Help**. Displays context-sensitive Help for the dialog. You can also press **F1** to display Help.

Accounts tab

Use this tab to assign accounts to a fund. Accounts must be assigned to a fund to accurately report on and analyze the balance of each fund.



- **Chart of Accounts**. Open the Chart of Accounts dialog to add, edit, or delete accounts.
- **Account #**. Displays the account number for each existing account in the trial balance. This field cannot be edited.
- **Description**. Displays the description for the account. This field cannot be edited.
- **Fund**. Select the fund for the account. Click the drop-down arrow to show the index and description for each fund.

Note: The balance of any accounts not assigned to a fund but which are assigned to a group or subgroup will display in a fund "None" column of the trial balance. Accounts should all be assigned to a valid fund.

- **Filter**. Refer to *Using Grids* on page 308 for information on using the filter row as well as other grid functionality.
- **Assign Accounts to**. The *Assign accounts to grid* on the right allows you to edit the fund assignment for multiple accounts. Select the accounts in the grid on the left, and then select a row in the grid on the right. Click **Assign** to update the fund field in the grid on the left. The columns in the *Assign accounts to grid* cannot be edited.
  - **Fund Total**. Shows the total of all accounts assigned to the fund based on the selected period and balance type.

  Note: Use the filter row to easily select the group of accounts in the grid on the left to be updated.

- **Calculate sum**. Select the check box to display the sum of the selected rows in the left grid based on the selected period and balance type.

  Note: The Period and Balance type are used for displaying the Calculate sum value below the grid on the left and for the Fund Total column in the grid on the right.

- **Assign**. Assigns the selected fund in the grid on the right to the accounts that are selected in the grid on the left.
- **Close**. Closes the Funds Setup dialog.
- **Help**. Displays context-sensitive Help for the dialog. You can also press **F1** to display Help.

Notes:

- You must be the current or live editor to set up funds for a trial balance.
- You must have a trial balance license before using Funds Setup.
- You cannot setup funds for a trial balance that is in the Conflicts tab or in the trash.

Using Grids

- You can enter text or the asterisks (*) wildcard in one or more of the columns of the filter row to filter the items that display in the grid.
  - For example, enter *R in the Description column to show all descriptions that include the letter R.
- You can also define a custom filter by hovering the mouse over the column heading, clicking the filter icon, then choosing **Custom**.
  - For example, use the Is Like function with ??3 to show all accounts with a third character of 3 in the accounts grid of the Funds Setup or Chart of Accounts dialogs.
  - If the filter icon displays in the column heading without having to hover, a filter is already applied and can be cleared by clicking the filter icon and choosing **All**.
- When typing text in a lookup field on the grid (for example, the Fund Type column on the Funds Subtypes tab of the Funds Setup dialog or the Fund column of the Chart of Accounts dialog), the system displays the closest value to what is being typed.
- When you have finished editing an existing row or entering data in a new row, you must move focus from the row in order for the data to be saved. Press **Tab** or **Enter** when in the last field of the row or select another area of the grid.
- When editing a field in a row, press **Esc** to delete the value entered. If you have entered values in more than one field in a row, press **Esc** multiple times to remove multiple values.

Importing Accounts and Optionally their Fund Assignment from an Excel File

Accounts, along with their associated funds and balances, can be imported to a fund trial balance from an Excel worksheet using the Paste TB Import option. In addition, accounts, along with their fund assignment and balances, can be manually set up in the Chart of Accounts dialog. Use this procedure to import account data using the Paste TB Import dialog.

Before importing trial balance accounts data from Excel, complete the following:

Using the Paste Funds Import Template located in X:\Pfx Engagement\WM\Workpaper Templates\TB Import (where X represents the drive where ProSystem *fx* Workpaper Manager is installed) or another Excel file, prepare the account information in the required format.

Before importing trial balance account data from Excel, complete the following:

- Place account numbers in contiguous rows.
- Remove any page breaks and rows used as separators, headings, and subtotals.
- Verify that all account numbers are unique.
- Note which columns contain which kind of information. For example, the fourth column is the current year unadjusted and the fifth column is the prior period balance, etc.
- Check for errors in the data.
- Verify that the debits and credits are in one column. The credits can be differentiated with a minus sign (-) or placed in brackets ( ). You can enter the minus sign (-) before or after the number.
- Include any leading zeroes.
- Avoid including formulas in the columns selected for import.

To import the account Excel data into Workpaper Manager, do the following:

1. Copy the data for import to the Paste TB Import dialog.
    a. If the Paste TB Import template file or other source Excel file is inserted in the binder, do the following:
        i. Open the Excel file to the worksheet that contains the account data to be imported.
        ii. Highlight the cells containing data to be imported.

            Important!

            - Start at the first row with account information, and highlight down to the last row with account information. Do not highlight heading and total rows.
            - Highlight across to the last column of data to import. You can include blank columns or other columns you do not want added to the trial balance. When you map the columns to the trial balance, do not map the columns you do not want to import.

        iii. Select **Edit > Copy** or right-click and select **Copy**.
        iv. Select **Import > Paste TB Import** from the TB Setup lookup item on the Workpaper Manager ribbon, or right-click and select **Paste TB Import**.

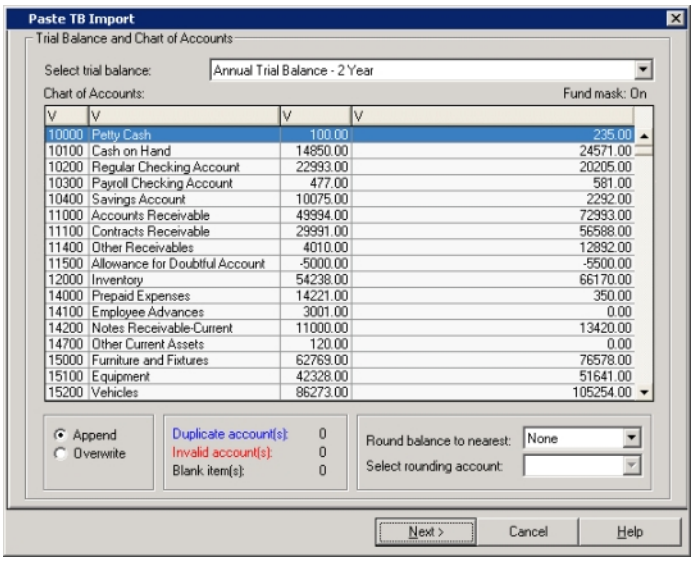
b. If the Paste TB Import template file or other source Excel file is not inserted in the binder, do the following:
    i. Open the Workpaper Manager trial balance for which the data will be imported.
    ii. Open the Excel file to the worksheet that contains the account data to be imported.
    iii. Highlight the cells containing the data to be imported.

Important!

- Start at the first row with account information, and highlight down to the last row with account information. Do not highlight heading and total rows.
- Highlight across to the last column of data to import. You can include blank columns or other columns you do not want added to the trial balance. When you map the columns to the trial balance, do not map the columns you do not want to import.

    iv. Select **Edit > Copy** or right-click and select **Copy**.
    v. Navigate to the Workpaper Manager trial balance in the binder.
    vi. In the Workpaper Manager trial balance, select **Import > Paste TB Import** from the Workpaper Manager ribbon or right-click and select **Paste TB Import**.

The Paste TB Import dialog displays with the data you selected to import.



2. Select a trial balance from the drop-down list if the correct trial balance is not already selected.

Warning! If there are multiple trial balances in the binder, be sure the correct trial balance is selected so that data is not imported into the wrong trial balance.

3. Select the V in the gray bar at the top of each column and select the appropriate column header based on the data in each column. For a fund trial balance, Fund Index can be selected as a column from the *Current* list.

   Important information when a fund trial balance is selected! When a fund trial balance is selected, an indication is provided above the grid to the right in the Paste TB Import dialog whether the Fund Mask is On or Off. The option to use a fund mask is selected on the Fund Mask tab of the Funds Setup dialog. When the option to use a fund mask is selected or On, selecting Fund Index as a column heading in Paste TB Import will override the fund index as per the account number segment defined in the Funds Setup dialog. Do not select Fund Index as a column heading if the fund index should be derived from the account number using the fund mask. Any funds that have not been set up in the trial balance are added during import with a description of *New*. These funds can then be edited in the Funds Setup dialog.

4. Select to Append or Overwrite the current trial balance data.
   - **Append**. Imports and appends unique new accounts. Also updates any accounts already existing in the trial balance with new import information and the original data will be lost. This is the default selection.

     Tip: Use this option when updating accounts data for an established trial balance.

   - **Overwrite**. Deletes all existing accounts and any journal entries and replaces them with the new import data.

     Tip: Use this option when setting up a trial balance for a new engagement if any default or existing accounts should be removed and replaced with the data for import.

5. Review the data for import. All duplicate, invalid, and blank error fields must be corrected. Any accounts with errors are displayed in the diagnostic area below the grid. The diagnostic errors can be corrected directly in the grid, or you can click Cancel to correct the errors in the source Excel file and start the import process over.
   - **Duplicate accounts**. Displayed in blue text. You must replace the duplicate account with a unique account number. In the grid, click on the account number you want to change and type the new number.
   - **Invalid accounts**. Displayed in red text. For a fund trial balance, any accounts with an invalid fund index will also display in red text. In the grid, click the field you want to change and enter the new value.

     Notes:

     - The account number and fund index fields are considered invalid if they contain one or more of the following invalid characters: ' | : " , ( ) * ?.
     - The account description fields are considered invalid if they contain one or more of the following invalid characters: * ?.

   - **Blank items**. Required fields are highlighted in yellow. In the grid, click in the field that is blank and enter the value.

6. Select the place to round the account balances to in the Round balance to nearest field.

   Notes:

   - The account balances are only rounded during the import.
   - For a fund trial balance, it is recommended to round the balances within each fund in the Excel file prior to import.

7. If you choose to round the balances, you must complete the *Select rounding account* field. Click the drop-down arrow to select the appropriate account to post the net difference to. You can select an existing account or create a new account. To create a new account, select **Round to New Account** from the list.
8. Click **Next**. A message displays verifying your selection to append or overwrite any existing chart of accounts. Click **Yes** to continue. A message displays stating that this may take awhile to import. Click **OK** to begin, or click **Cancel** to return to the wizard.
9. A *Summary* dialog displays, listing the selections and information to be imported. Click **Finish** to close the Paste TB Import dialog.

   The account information can be reviewed in the trial balance.

   Notes:

   - You must be the current or live editor to import data into a trial balance.
   - You must have a trial balance license before using Paste TB Import.
   - You cannot import into a trial balance that is in the Conflicts tab or in the trash.

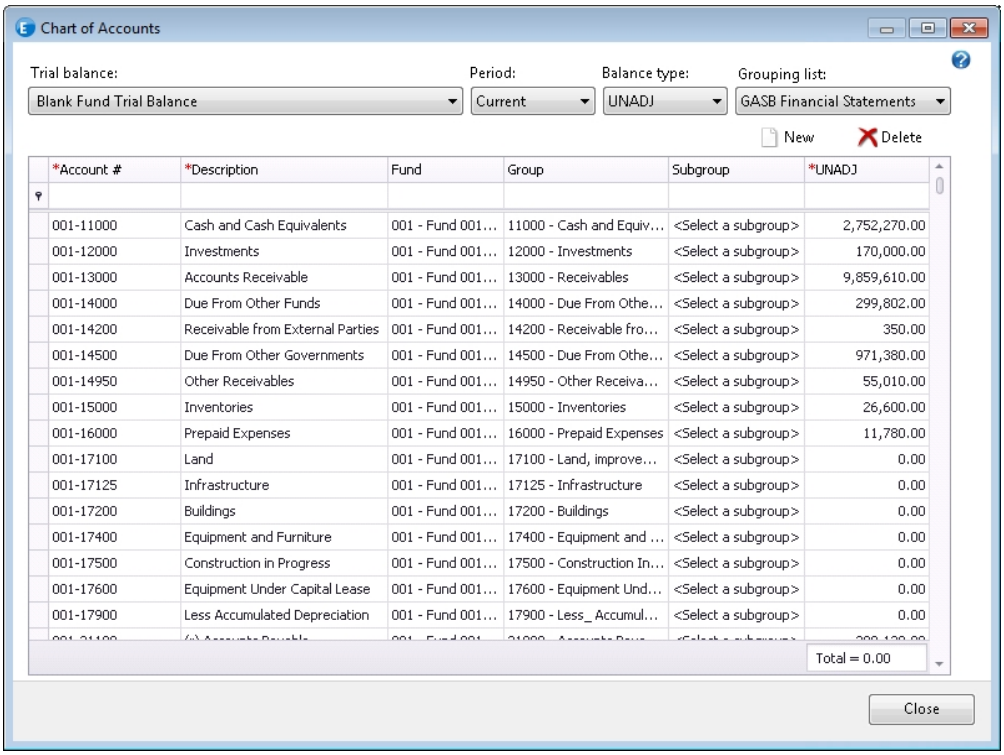
Assigning Accounts to Funds Using Chart of Accounts

The second method of modifying account information is to use the Chart of Accounts window.

1. Open the Chart of Accounts window as follows:
   - From the Binder window, select **Trial Balance/Chart of Accounts**.
   - From the Trial Balance window, select **Chart of Accounts** from the Workpaper Manager ribbon.
   - From Excel or Word, select **TB Setup/Chart of Accounts** from the Workpaper Manager ribbon.

   The window displays the existing account numbers, account descriptions, and account balances for the trial balance, and the balance type selected.
2. In the *Trial balance* field, click the down arrow and select the trial balance you want to modify.
3. In the *Period* and *Balance type* fields, click the down arrows and select the period and balance type to display for the existing accounts.
4. In the *Grouping list* field, click the down arrow and select a grouping list to display a Group and a Subgroup column in the grid. You can assign new or existing accounts to groups or subgroups of one or more grouping lists using this Chart of Accounts window or you may prefer to do the assignments in the Account Groupings window.

Note: To quickly find where an account is grouped, select the applicable grouping list. Then, use the filter row or the custom filter feature to find the applicable account(s) to review the Group and Subgroup assignment. Refer to **Using Grids** for information on using the filter row, as well as other grid functionality.



5. Enter the information you want for each account. Use the **Tab** and **Enter** keys or your mouse to select the cell where you are entering information. Changes made in one or more cells of the row will not be saved until you move focus from the row.
   - In the *Account #* field, type the account number. This can be an alphanumeric value. Do not use the following invalid characters in your account number:

     ' | : " , ( ) * ?
   - In the *Description* field, type a description for the account. Do not use the following invalid characters in your account description:

     * ?
   - In the *Fund* field, if a fund trial balance is selected, type a fund index to assign to the account, or click the down arrow to show a list of funds with their index and description.
   - In the *Group* field, if a grouping list is selected, type a group index to assign to the account or click the down arrow to show a list of groups for the selected grouping list with their index and description.
   - In the *Subgroup* field, if a grouping list is selected, type a subgroup index to assign to the account or click the down arrow to show a list of subgroups for the selected group with their index and description.

- In the *Balance* column, type the balance amount for the account as follows:
  - Enter debits as positive amounts.
  - Enter credits as negative amounts. You can enter the minus sign (-) before or after the number.
  - If you do not want to enter a balance, leave the field blank.

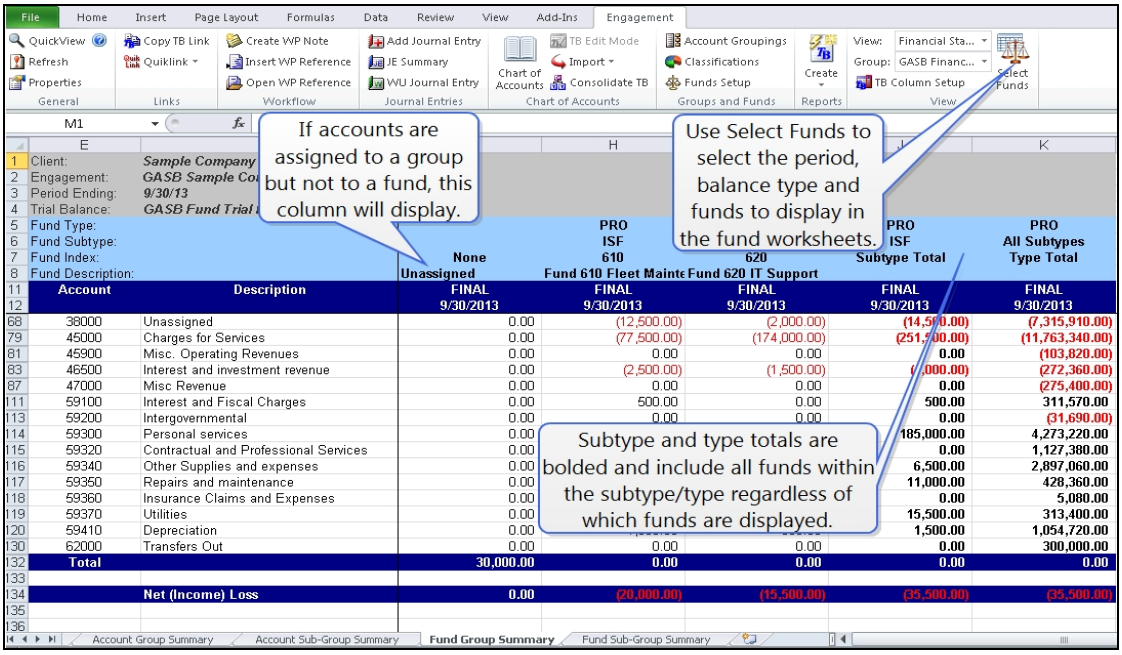
Note: Refer to *Using Grids* on page 308 for information on using the filter row as well as other grid functionality.

6. When finished, click **Close**. The account modifications are made to the trial balance.

Setting Up Fund Trial Balance Columns

The fund trial balance starts with the same views as a regular trial balance for the first three worksheets (see *Using the Trial Balance Window* on page 209 and *Views* on page 210). In the two fund worksheets the default period is set to Current and the default balance is FINAL. All of the funds will be selected and displayed by default.

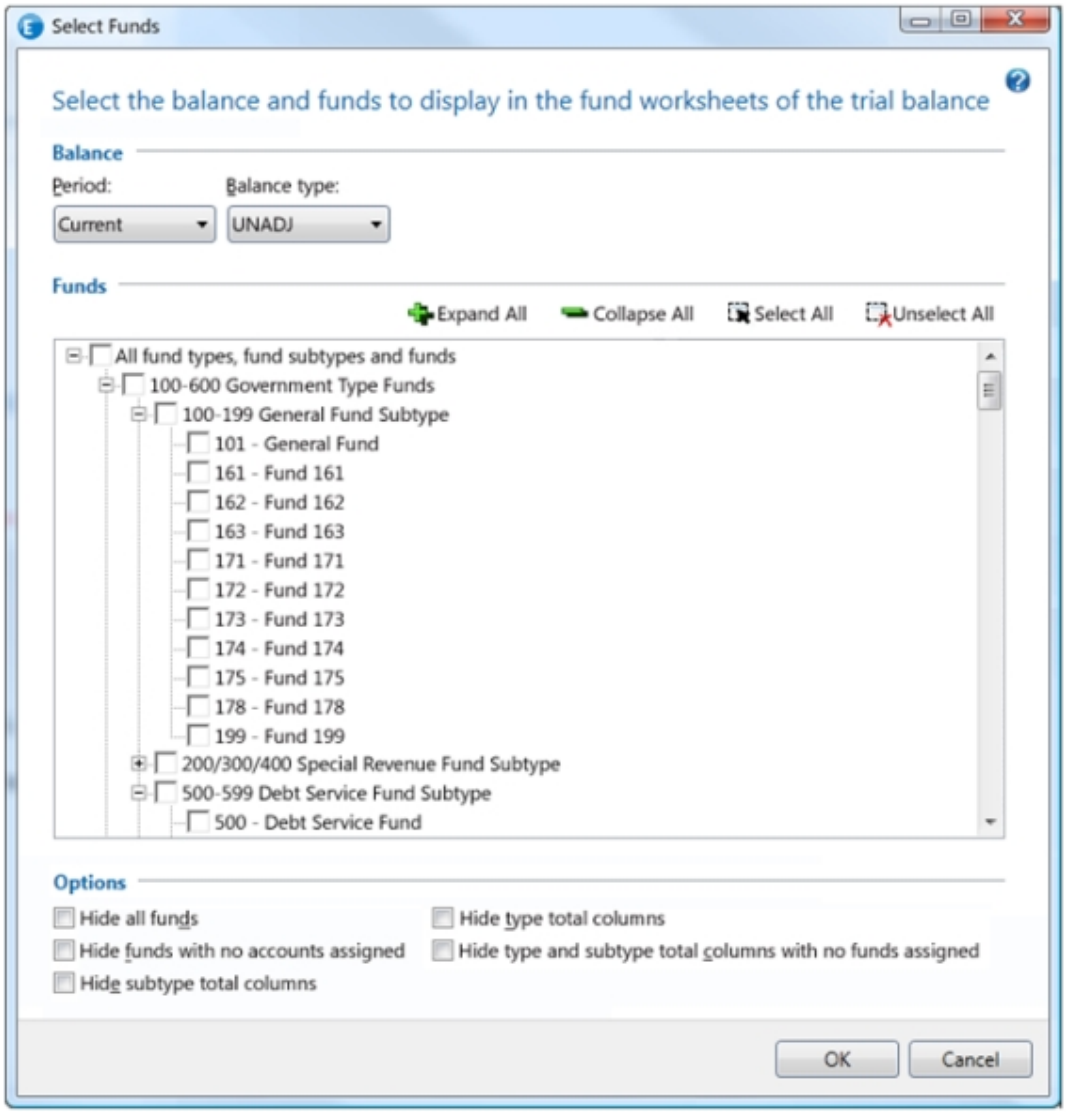
You can modify the columns that are displayed in the two fund worksheets using the Select Funds dialog.



To add or remove columns, do the following:

1. From the trial balance, click **Select Funds** from the View group on the Workpaper Manager ribbon.

   The Select Funds dialog displays.



2. In the Balance section, select the *Period* and *Balance type* for the fund and total columns in the fund worksheets of the trial balance.
3. Select the fund types, fund subtypes, and funds in the tree control that you want to display in the fund trial balance. To select all fund types, fund subtypes, and funds, click **Select All**. Click **Unselect All** to clear all check boxes. Select **All fund types, fund subtypes and funds** to include all current and future fund types, fund subtypes, and funds in the fund trial balance.

   Click **Expand All** or **Collapse All** or click the **plus sign (+)** or **minus sign (-)** within the levels of the funds tree to select or unselect one or more individual fund types, subtypes and/or funds.

Note: If the "All" level of the funds tree or any fund type or fund subtype items in the tree are clicked to select the check box, all current and future items (fund types, subtypes and/or funds) listed below that level of the tree will automatically be selected and included as columns in the fund worksheets of the trial balance. If fund types, subtypes and/or funds created in the future should not automatically be included as columns, unselect the higher level item in the tree and instead select the specific lower level fund type(s), subtype(s) and/or fund(s) that should display in the trial balance. In this case, the higher level check box will display with a gray background to indicate future items below that level will not automatically be included.

4. Select the options you would like for the fund worksheets.
   - **Hide all funds**. All fund columns will not display in the fund worksheets even if the funds are selected in the funds tree. The only columns that will display when this option is selected are the fund subtype and fund type total columns. When this option is selected, all other options will be unchecked and disabled.
   - **Hide funds with no accounts assigned**. Funds that do not have any accounts assigned will not display in the fund worksheets even if the funds are selected in the funds tree.
   - **Hide subtype total columns**. All fund subtype total columns will not display in the fund worksheets even if the fund subtypes are selected in the funds tree.
   - **Hide type total columns**. All fund type total columns will not display in the fund worksheets even if the fund types are selected in the funds tree.
   - **Hide type and subtype total columns with no funds assigned**. All fund type and fund subtype total columns where no funds have been assigned will not display in the fund worksheets even if the fund types and subtypes are selected in the funds tree.
5. Select **OK** to close the dialog and refresh the columns of the fund trial balance worksheet.

Note: You must be current or live editor of the fund trial balance for modifications made in the Select Funds dialog to be saved for use the next time you or other users open the fund trial balance.

Creating Fund Trial Balance Reports

Fund trial balance reports summarize fund trial balance information by fund types, fund subtypes, and funds. For example, if you wanted to report on all funds that were assigned to the Governmental fund type, you can create a Governmental report that shows details of the individual funds that are included in that fund type. Reports can be summary or detailed and include the same account, group, or subgroup information that is displayed in a non fund report - separated by fund.

Funds can be summarized in rows or columns. The fund type and fund subtype totals will not display in Fund TB Reports. When funds are included as rows, the fund information is summarized beneath the subgroups. When the funds are included as columns, each fund is presented in a column for each period and balance type included. If you remove a column from the trial balance, the report still contains that column. A limit of 200 columns can be included in a single report.

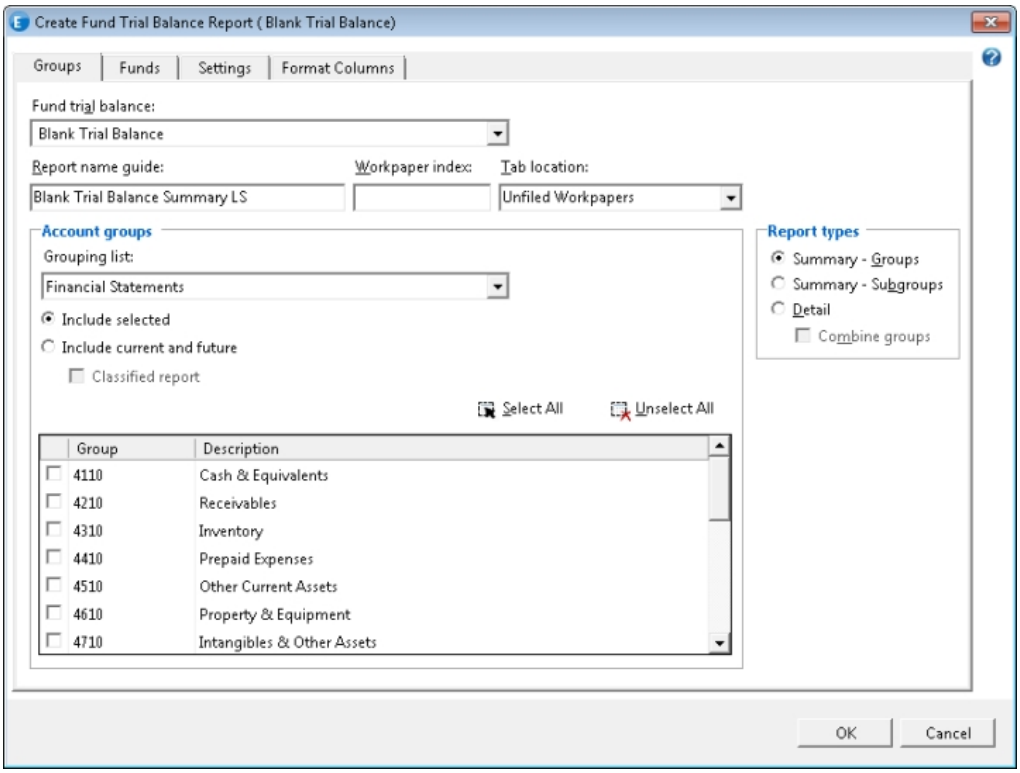
When you generate fund trial balance reports, they are saved as Excel workpapers in the tab location specified in the dialog. You can move the workpaper to any tab and add documentation, tickmarks, and referencing. If fund trial balance amounts change due to journal entries, the amounts are automatically updated in the report.

Note: Once you create a report, open the report before freezing any Workpaper Manager links.

To create a report from a fund trial balance, do the following:

1. From an Excel workpaper or from a trial balance in the binder, select **Workpaper Manager/Create/Fund TB Reports**.

   The Create Fund Trial Balance Report dialog displays with the Groups tab selected.



2. From the *Fund trial balance* drop-down list, select the fund trial balance from which you want to create the report.
3. A default report name appears in the *Report name guide* field. You can accept the default report name or type a different name.

   When selecting to create a Detail report, if you do not select Combine groups, the Report name guide field is disabled and displays <Various>. The system automatically names the reports.
4. Edit the *Workpaper index* for the selected fund trial balance report workpaper.
5. Select the tab where the Excel report will be saved in the binder from the *Tab location* field. The default is *Unfiled Workpapers*.
6. In the *Account groups* section, choose the following:
   - **Grouping list**. Select the account grouping with the groups you want to use. The account groups in that grouping appear in the Account Groups box. Notice that the list does not show subgroups.
   - **Include selected**. Includes only those account groups that are selected from the Account Groups list.

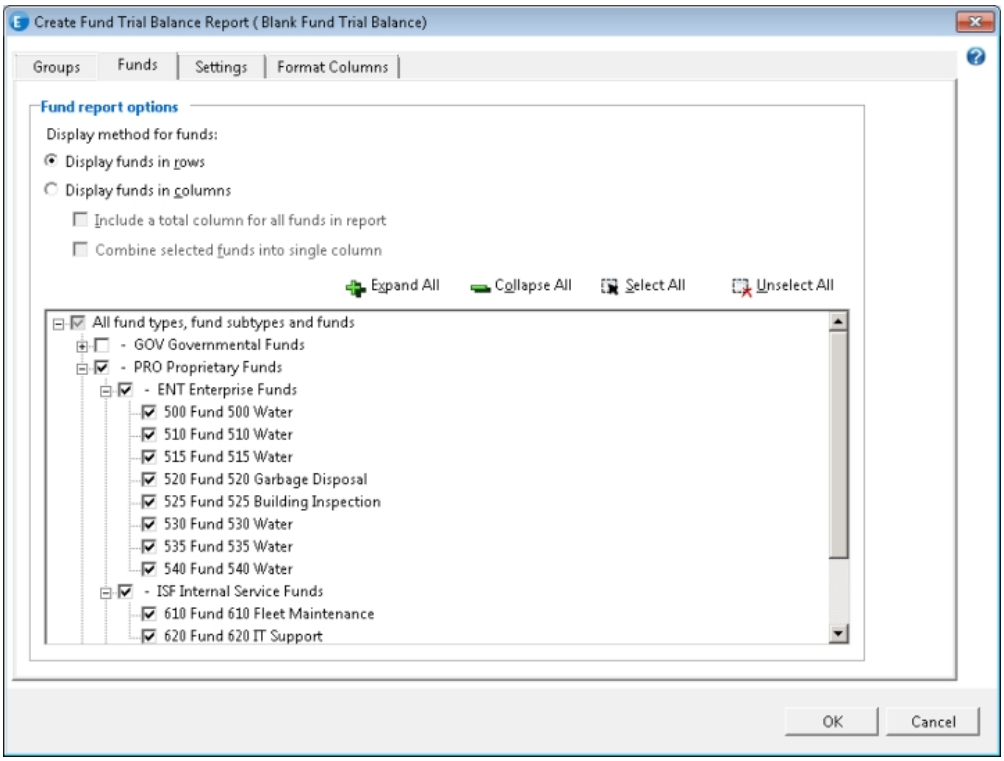
- **Include current and future**. Includes all current account groups listed in the Account Groups list as well as any additional groups you add in the future. When this option is selected, all of the account groups are automatically selected and the Select All button is disabled.
- **Classified report**. This check box is enabled if you chose **Include current and future**. Checking this box includes account class and account type totals in the trial balance report. This check box is disabled if you chose **Include selected**.

7. Check the boxes next to the group or groups for which you want to create a report. To include all groups, click **Select All**. To clear all selections, click **Unselect All**.
8. Under *Report Type*, choose the type of report you want to create:
   - **Summary - Groups**. Includes just the totals of each account group.
   - **Summary - Subgroups**. Includes the subtotals by subgroup and the totals for each group.
   - **Detail**. Detail reports list the accounts in each account group and account subgroup and show the subtotals. You can have each account group in a separate report or combine all account groupings in a single report. Check the **Combine groups** box if you want all detail information in a single report.
9. Click the **Funds** tab to select fund reporting options. See *Selecting Fund Reporting Options* on page 319 for additional information.
10. Click the **Settings** tab to select general report settings. For additional information see *Selecting General Report Settings* on page 320.
11. Click the **Format Columns** tab to define what columns are reflected in the report(s). For additional information see *Formatting Columns in Fund Trial Balance Reports* on page 321.
12. When you finish defining the report, click **OK**. The reports are created and stored in the tab location specified in the dialog.

Note: With fund trial balance reports, the selection of funds and/or columns can be edited even after the fund trial balance report is created using the Properties dialog.

Selecting Fund Reporting Options

Use the Funds tab on the *Create Fund Trial Balance Report* dialog to select fund reporting options for the fund trial balance report.



1. In the Fund report options section, select the display method for funds:
   - Display funds in rows
   - Display funds in columns
   - Select **Include a total column for all funds in report** to add a total column to the report that displays the totals of all the fund columns that are displayed in the report.
   - Select **Combine selected funds into single column** to show the account, group or subgroup balances aggregated into a single column regardless of fund (this will look like a non-fund report).

     Note: After a report has been created, the *Display funds in rows* and *Display funds in columns* options are disabled.

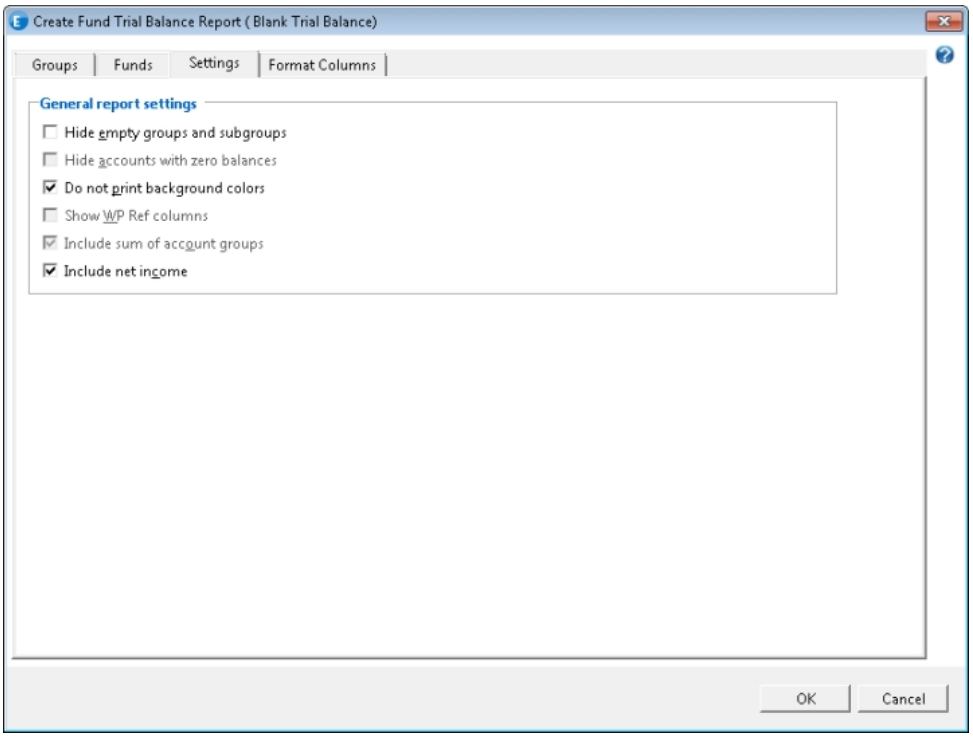
2. Select the fund types, fund subtypes and funds in the tree control that you want to include in the report. To select all fund types, fund subtypes, and funds, click **Select All**. Click **Unselect All** to clear all check boxes. Select **All fund types, fund subtypes and funds** to include all current and future fund types, fund subtypes, and funds in the fund trial balance report.

   Click **Expand All** or **Collapse All** or click the **plus sign (+)** or **minus sign (-)** within the levels of the funds tree to select or unselect one or more individual fund types, subtypes and/or funds.

Note: If the "All" level of the funds tree or any fund type or fund subtype items in the tree are clicked to select the check box, all current and future items (fund types, subtypes and/or funds) listed below that level of the tree will automatically be selected and included in the report when it is refreshed. If fund types, subtypes and/or funds created in the future should not automatically be included in the report, unselect the higher level item in the tree and instead select the specific lower level fund type(s), subtype(s) and/or fund(s) that should display in the report. In this case, the higher level check box will display with a gray background to indicate future items below that level will not automatically be included.

Selecting General Report Settings

Based upon the selections made on the *Create Fund Trial Balance Report* dialog, check or uncheck the following boxes:



General report settings

- **Hide empty groups and subgroups**. Causes groups and subgroups without accounts grouped to them not to be included on the report.
- **Hide accounts with zero balances**. This option is available only when you select **Detail** as the report type. Hides any accounts that have zero balances from within your report.

  Note: This option does not hide all accounts that actually have a zero balance in the trial balance. Only accounts with zero balances based on the selections made for this report are hidden.

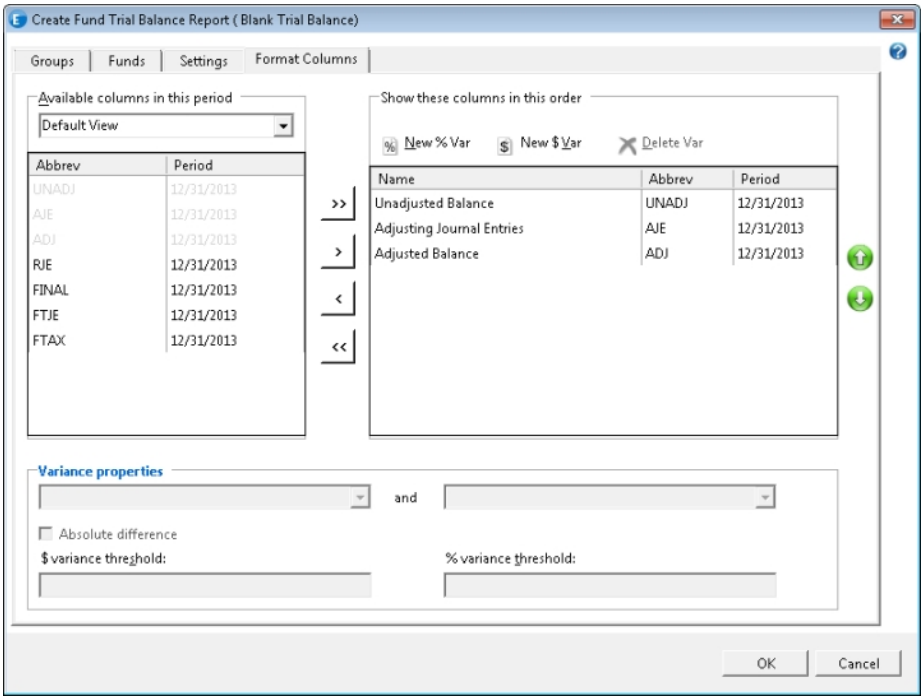
- **Do not print background colors**. Check this box if you do not want to print cell background colors.
- **Show WP Ref columns**. Shows any workpaper references. This check box is only enabled if the report type is *Detail*.
- **Include sum of account groups**. Prints a *Sum of Account Groups* row at the bottom of the trial balance report, which provides the total for each balance and journal entry type of all the groups selected to be included in the report. This box is enabled for all Summary - Groups, Summary - Subgroups, and Detail report types, both classified and unclassified, except an unclassified Summary - Group TB Report.

  Note: For classified reports, the Sum of Account Groups does not include groups classified as MEM.

- **Include net income**. Prints a *Net (Income) Loss* row at the bottom of the trial balance report, which provides the net (income) loss amount for each balance and journal entry type included in the report. This is the true net (income) loss amount for all groups, not just the groups selected to be included in the report.

Formatting Columns in Fund Trial Balance Reports

Use the Format Columns tab on the Create Fund Trial Balance Report dialog to select the columns that will appear in the Fund Trial Balance Report.



1. In the field below *Available columns in this period*, select the view from the drop-down menu that contains the columns you want in the report. The display area below the *Available columns in this period* field contains columns in the trial balance for that view.

   Note: The account number and account description columns do not appear in the list of columns selected for the report. These columns are required and must always appear as the first two columns of all reports.

2. Select the column you want to show in the report in the *Available columns in this period* list on the left and then click the right-arrow button to add a column to the list on the right. Press **Shift** or **Ctrl** while selecting available columns to add more than one column at a time.
3. To remove a column from the report, select the column and click the left-arrow button to move a column from the report to the *Available columns in this period* list.
4. To add columns to show variances between columns in the report, do the following:
   - Click **New % Var** to show the difference as a percentage; click **New $ Var** to show the difference as a dollar amount. You can add both percentage and dollar difference columns in the reports. The new column appears in the *Show these columns in this order* list. When you select the new column, the Variance Properties options at the bottom of the window become available. Select the columns you want to compare from the drop-down menus. If applicable, enter an amount and/or percentage for calculating the threshold in the *$ variance threshold* and/or *% variance threshold* drop-down menus. This will set any calculations that do not meet the threshold to zero, making it easy to identify the items that meet the selected threshold for analysis.
   - If you want the differences to be shown as positive amounts, check the **Absolute difference** box in the Variance properties section.
5. To change the placement of a column in the report, select it in the right box and click the up or down arrow button to change its order in the report. Moving a column up moves it towards the left in the report. Moving a column down moves it to the right.

   Note: When funds are in columns, each balance type selected on the right will be displayed for every fund included in the report.

6. Click **OK** to save the report format. You can then complete the steps for creating reports. See *Creating Fund Trial Balance Reports* on page 316.

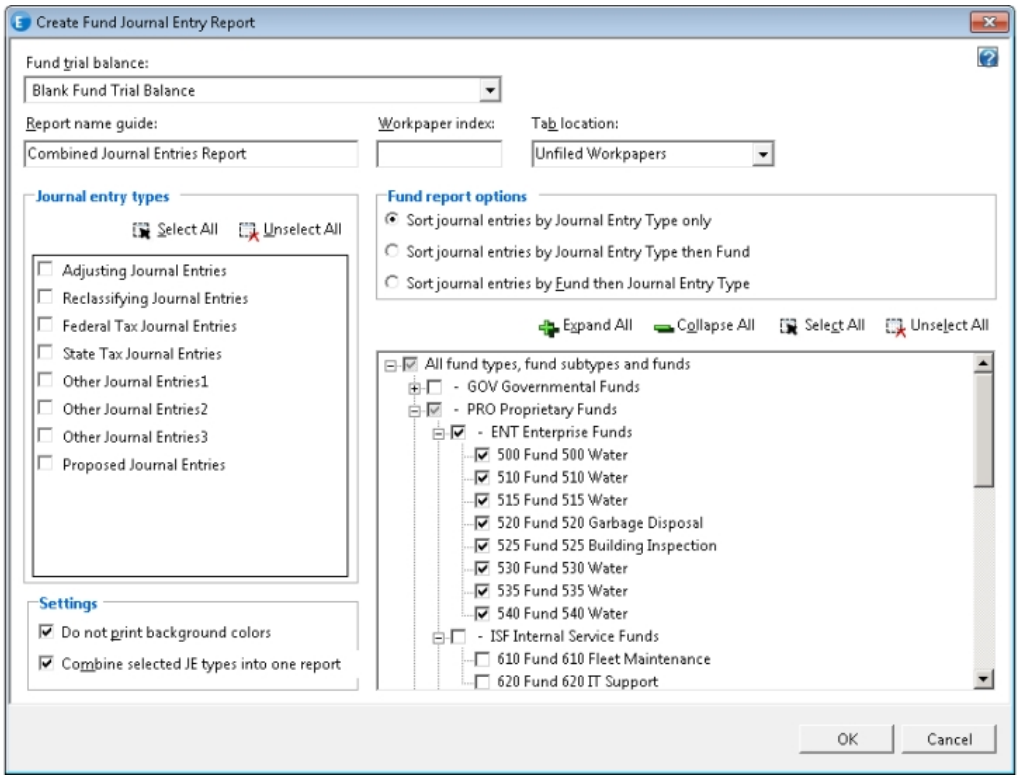
   Warning! System generated data is protected for fund reports. The spacer columns (the blank columns between the balance columns) and 50 columns after the fourth column to the right of the header and 100 rows below the fourth row in the report are available for editing. You cannot insert or delete columns and rows on fund reports.

Creating Fund Journal Entry Reports

Create Fund Journal Entry Reports to review the journal entries you have made for the fund trial balance.



1. From an Excel workpaper or trial balance in the binder, select **Workpaper Manager/Create/Fund Journal Entry Reports**. The *Create Fund Journal Entry Report* dialog displays.



2. From the *Fund trial balance* drop-down list, select the fund trial balance containing the journal entries you want to print.
3. A default report name appears in the *Report name guide* field. You can accept the default report name or type a different name. See step 7 for additional information.
4. Edit the *Workpaper index* name for the selected fund journal entry report workpaper.
5. Select the tab where the Excel report will be saved in the binder from the *Tab location* field. The default is *Unfiled Workpapers*.
6. Check the box for each type of journal entry report you want to create. To select all types of journal entries, click **Select All**. Click **Unselect All** to clear all check boxes.
7. If you select just one type of journal entry to print, the report name defaults to that name with the word *Report* added to the end of the name once the report is created. You can replace the default name with a name of your choosing. When the report is created, the report's title displays in the *Report name guide* field. Do not use the following invalid characters in the report name: \ / : * ? [ ].

   If you select more than one journal entry type and the *Combine selected JE types into one report* option is not checked, the Report name guide field is disabled and the program automatically names the reports.

8. In the Fund report options section, choose from the following report sorting options:
   - Sort journal entries by Journal Entry Type only.
   - Sort journal entries by Journal Entry Type then Fund.
   - Sort journal entries by Fund then Journal Entry Type.
9. Select the fund types, fund subtypes and funds in the tree control that you want to include in the report. To select all fund types, fund subtypes, and funds, click **Select All**. Click **Unselect All** to clear all check boxes. Select **All fund types, fund subtypes and funds** to include all current and future fund types, fund subtypes, and funds in the fund trial balance selected.

   Click **Expand All** or **Collapse All** or click the **plus sign (+)** or **minus sign (-)** within the levels of the funds tree to select or unselect one or more individual fund types, subtypes and/or funds.

   Note: If the "All" level of the funds tree or any fund type or fund subtype items in the tree are clicked to select the check box, all current and future items (fund types, subtypes and/or funds) listed below that level of the tree will automatically be selected and included in the report when it is refreshed. If fund types, subtypes and/or funds created in the future should not automatically be included in the report, unselect the higher level item in the tree and instead select the specific lower level fund type(s), subtype(s) and/or fund(s) that should display in the report. In this case, the higher level check box will display with a gray background to indicate future items below that level will not automatically be included.

10. Check the **Do not print background colors** box if you do not want to print cell background colors.
11. Check the **Combine selected JE types into one report** to combine all the journal entries types selected in the *Journal entry types* section into one report.
12. Click **OK**. The report is generated as an Excel workpaper and saved in the tab location specified in the dialog. You can view the report from that tab or move the workpaper to another tab.

Note: With fund journal entry reports, the selection of funds and/or columns can be edited even after the fund journal entry report is created using the Properties dialog.

Warning! System generated data is protected for fund reports. The spacer columns (the blank columns between the balance columns) and 50 columns after the fourth column to the right of the header and 100 rows below the fourth row in the report are available for editing. You cannot insert or delete columns and rows on fund reports.

Migrating from Non-fund Trial Balance(s) to a Fund Trial Balance

In ProSystem *fx* Workpaper Manager releases prior to 7.0, funds could have been defined in separate trial balances, grouping lists and/or groups/subgroups within a grouping list. To work more efficiently with these fund engagements, you may want to migrate to one or more fund specific trial balances. It is recommended you perform the migration after rolling forward the binder to start the fund engagement for a new period/year for the following reasons:

- Journal entries cannot be imported and will have to be re-entered for the fund specific trial balance.

- New reports need to be created to reflect the fund information in the new fund specific trial balance. Any notes, tickmarks or edits made in the non-fund specific reports will have to be re-entered into the fund specific reports.
- Workpaper notes and sign-offs on existing non-fund specific reports have to be re-entered, if needed. In addition, if the planning section of the binder is signed off, you may want to update the sign-off.

Steps to perform prior to migrating to a fund trial balance

Below are the steps to perform prior to migrating from non-fund trial balance(s) to one or more fund trial balances:

1. Review the various fund trial balance templates provided with ProSystem *fx* Workpaper Manager 7.1 to determine which template(s) you will use for creating new fund trial balances in your binders. Four default templates are provided. For more information about these templates, see *Using Fund Trial Balance Templates* on page 296.

   Note: If you are migrating a trial balance from a binder created from the GASB template provided in an Workpaper Manager release prior to 7.0, it is recommended you use the GASB template and import the trial balance data using Import from Workpaper Manager TB. Only one balance type at a time can be imported with Import from Workpaper Manager TB. If you prefer to use Paste TB Import so that balances for multiple balance types can be imported in one batch, you may prefer to use the Government Fund TB Template.

   To review the default TB views, fund types, fund subtypes and grouping lists provided in these templates, you may want to create a Fund TB Template Binder and create fund trial balances from each of the system-provided templates. For more information about creating a fund trial balance from a template, see *Creating a Fund Trial Balance* on page 297.
2. Make updates as needed in any of the fund trial balances created from the system-provided templates to better meet your firm's standards. You can then save those updated trial balances as new fund trial balance templates. For more information about saving a trial balance as a template, see *Saving a Trial Balance as a Template* on page 216.
   a. Open the TB Column Setup dialog to review the columns defined in each TB view and make edits as needed. For more information about setting up TB views and making edits to existing views, see *Setting Up Trial Balance Columns and Views* on page 218.
   b. Open the Funds Setup dialog to review the default fund types and fund subtypes and make edits as needed. For more information about adding, editing and deleting fund types, fund subtypes and funds, see *Setting up Funds* on page 302.
   c. Open the Account Groupings dialog to review the groups and subgroups provided in the default grouping lists and make edits as needed. For more information about exporting, importing, adding, editing and deleting grouping lists as well as adding, editing and deleting groups and subgroups, see *Account Groupings* on page 210. You may want to do the following:
      - Add new grouping lists.
      - Delete grouping lists since some of them may no longer be needed as funds will be handled more efficiently with the fund specific trial balance.

- Import grouping list templates that your firm previously created and make edits to better meet the needs of a fund specific trial balance. You can then export those updated grouping lists as new grouping list templates.
- Export a grouping list from an existing trial balance and import it to a fund specific trial balance so that TB links in financial statements and supporting documents will not be broken. After importing the grouping list, you may want to add, edit and/or delete groups or subgroups to better meet the needs of a fund specific trial balance. If groups or subgroups have been used to represent different funds, delete those groups and subgroups. Instead, accounts should be assigned to groups and subgroups that are applicable across one or more funds. After making edits in the grouping list, you can export the grouping list as a new grouping list template, if desired.

3. Review the accounts in each trial balance that is to be migrated to a fund trial balance. If the accounts from multiple non-fund trial balances are to be migrated to a single fund trial balance, you may need to edit the account number for each account to include a reference to the fund. For example, if the same account number has been used for a Cash account across the multiple trial balances, a unique fund number reference will need to be included in the updated account numbers. That way, more than one Cash account can exist in the single fund trial balance for each fund.

Steps for migrating from one or more non-fund trial balances to a fund trial balance

Below are the steps to perform in order to migrate from one or more non-fund trial balances to a fund trial balance:

1. After rolling forward the binder to a new period/year, create a fund trial balance from a fund TB template. Or, if you have already created a fund TB from a template in a different binder, you can copy the fund TB and paste it into the rolled forward binder. For more information about creating a fund trial balance from a template, see *Creating a Fund Trial Balance* on page 297.

   Note: If the GASB Binder template was used to create the original trial balance, we recommend that you use the GASB Fund Trial Balance template so that all columns in TB Column Setup match in case you import the TB data in a later step using Import from Workpaper Manager TB.

2. Import funds, fund types and optionally fund subtypes to the newly created fund trial balance using the Paste Funds Import process. For more information about using the Paste Funds Import process, see *Importing Funds, Fund Types, and Fund Subtypes from an Excel File* on page 299.

   A Paste Funds Import template Excel file is provided in the X:\Pfx Engagement\WM\Workpaper Templates\TB Import folder. You may want to use this template for setting up the funds, fund types and fund subtypes to be imported. The Paste Funds Import process requires that the columns in the source Excel file be in a certain order as defined in this template. In addition, the template provides sample Government and Not-For-Profit (NFP) fund types and fund subtypes that you may want to use with the funds to be imported. You may want to update the spreadsheet to include sample fund types and fund subtypes as per your firm's standards for use with this and future Paste Fund Import processes.

Note: If desired, fund types, fund subtypes and funds can be manually set up in the Funds Setup dialog rather than importing them. See the next step for more information about manually setting up funds.

3. After importing the funds using Paste Funds Import, review the imported data in the Funds Setup dialog and make edits as needed. For more information about adding, editing and deleting fund types, fund subtypes and funds, see *Setting up Funds* on page 302.
4. If applicable, designate a fund mask in the Fund Mask tab of the Funds Setup dialog so that accounts will automatically be assigned to funds when imported using Paste TB Import. For more information on the fund mask, see *Fund Mask tab* on page 303.
    - If the account number structure for the trial balance data consistently includes the reference to the fund, it is recommended to set up the fund mask option so that when accounts are imported using Paste TB Import they will automatically be assigned to funds. Otherwise, the fund assignment for each account can be included as a separate column in the Excel file used with Paste TB Import.
    - To use the mask, every account must have the exact same structure where the fund segment is always the same length and always starts in the same place in the account structure.
    - **Special consideration**: If a fund is ever presented on a separate schedule or combining statement, it should have its own fund index. However, if there are "subfunds" or funds that are always combined on every statement or schedule and never presented or referenced separately, then it may be helpful to use the same fund index for that set of funds so that they are totaled into one fund for the TB, TB reports and TB links. If you want to do this, the fund mask cannot be used when the subfunds have their own fund index.
5. Import the accounts along with their balances to the fund trial balance using one or both of the following methods:
    - Use Import from Workpaper Manager TB to import the accounts and the current and prior period balances for one balance type from the original trial balance to the fund trial balance. If balances for multiple balance types need to be imported, the Import from Workpaper Manager TB process will have to be run multiple times. For more information about using Import from Workpaper Manager TB, see *Importing Data from a Workpaper Manager Trial Balance* on page 249.
        - When using the Import from Workpaper Manager TB feature be sure that the columns defined in TB Column Setup for the original TB match with the columns defined in TB Column Setup for the fund TB. This will ensure the data imports as expected.
        - The fund assignment for each account cannot be imported using Import from Workpaper Manager TB. As a result, you can either import the accounts with their fund assignment using Paste TB Import (see information below), or you can use the Accounts tab of the Funds Setup dialog to assign funds to the accounts.

      Note: When using Import from Workpaper Manager TB, the maximum number of accounts that can be imported are 65,000. If you need to import more accounts, copy the data from the original trial balance into a separate Excel spreadsheet and use Paste TB Import.

- Use Paste TB Import to import the accounts along with their current and prior period balances for one or more balance types and, optionally, the fund assignment for each account. For more information about using Paste TB Import, see *Importing Accounts and Optionally their Fund Assignment from an Excel File* on page 309.
    - If the fund mask option is turned on in Funds Setup, you can copy and paste the account number, account description and applicable balances to be imported directly from the original trial balance. The accounts will be assigned to the funds during Paste TB Import based on the account number structure.
    - If the fund mask option is not being used and you want to import the fund assignment with the accounts, the accounts and balances to be imported will need to first be copied from the original trial balance and pasted into a separate Excel file. Then, a column should be added in the new Excel file for the fund index that will be assigned to each account. In the Paste TB Import dialog, Fund Index can then be selected as a column to be imported.

      Notes:

        - When using the Paste TB Import feature, it is recommended that you round the balances in the source Excel file prior to importing the data so that each fund will be in balance after import. The rounding option provided as part of the Paste TB Import feature will not ensure that each fund is in balance.
        - If you do not want to import the fund assignment for each account during the Paste TB Import process, the funds can be assigned to the accounts after import using the Accounts tab in the Funds Setup dialog. However, it is recommended that you import the funds along with the accounts.
        - If multiple non-fund trial balances are being migrated to a single fund trial balance, the account import process will have to be performed for each non-fund TB unless you combine them all in one Excel file to be used with Paste TB Import. It is important to select Append when importing more than once to the same trial balance.
        - A Paste TB Import Template Excel file is provided in the X:\Pfx Engagement\WM\Workpaper Templates\TB Import folder. You may want to use this template for importing accounts along with their fund assignment. The Paste TB Import process does not require that the columns in the source Excel file be in the same order as defined in this template.

6. Open the Funds Setup dialog and review the assignment of the funds to each account in the Accounts tab to be sure the assignments are accurate. To review the assignment of the accounts to a fund, refer to the Fund Total column in the grid on the right of the Accounts tab of the Funds Setup dialog for applicable periods and balance types. Edits can be made in the Funds Setup dialog. For more information about assigning funds to accounts in Funds Setup, see *Accounts tab* on page 307.

7. Open the Account Groupings dialog and verify that accounts are assigned correctly to the groups/subgroups in each applicable grouping list. If applicable, set up additional grouping lists, edit the groups and subgroups in existing grouping lists and group and/or re-group accounts as needed. Refer to *Steps to perform prior to migrating to a fund trial balance* on page 325 for more information related to grouping lists. For more information on the Account Groupings dialog, see *Account Groupings* on page 253.

   Notes:

   - If subgroups exist in the grouping list to represent different funds, delete those subgroups and reassign the accounts directly to the group. The easiest means of doing this is to delete all of the subgroups within a particular group and then select all of the unassigned accounts to reassign them to the group.
   - With ProSystem *fx* Workpaper Manager 7.0, accounts can also be assigned to groups and subgroups within a grouping list in the Chart of Accounts dialog. You may prefer to review and make edits to the assignment of accounts to groups and subgroups using the Chart of Accounts dialog instead of the Account Groupings dialog. For more information about assigning groups and subgroups to accounts in the Chart of Accounts dialog, see *Assigning Accounts to Funds Using Chart of Accounts* on page 312.

8. Open the fund trial balance and review each worksheet within the workbook. If you want to review a different set of fund, fund type total and/or fund subtype total columns in the fund trial balance, open the Select Funds dialog. For more information on the Select Funds dialog, see *Setting Up Fund Trial Balance Columns* on page 314.
9. Within the fund trial balance, open the Create Fund Trial Balance Report dialog. Create fund-based TB reports as needed. For more information on the Create Fund TB Report dialog, see *Creating Fund Trial Balance Reports* on page 316.

   Note: With fund TB reports, the selection of funds and/or columns can be edited even after the fund TB report is created using the Properties dialog.

10. Within the fund trial balance, open the Create Fund Journal Entry Report dialog. Create fund-based journal entry reports as needed. For more information on the Create Fund Journal Entry Report dialog, see *Creating Fund Journal Entry Reports* on page 323.
11. Copy the financial statements and any supporting Excel and Word documents in the binder to create new workpapers that will be linked to the new fund trial balance. It is recommended that you make a copy rather than editing the original documents so that the original documents will remain linked with the non-fund original trial balance(s).

12. The TB links in the copied financial statements and supporting Excel and Word documents will need to be replaced with new links and/or the existing TB links will need to be updated. If there are significant changes to your trial balance, you may find it easier to re-link the documents. This is easy to do using the Copy/Paste TB Link function from the Fund Group Summary and Fund Sub-group Summary tabs in the Trial Balance. Because of the fund designations, the information in the trial balance is now much closer in format to your financial statements. If you re-link the first column in your financial statement, you can likely copy/paste into subsequent columns and only have to update the fund reference based on the syntax in the TB link formula.

    - Use the Insert TB Link or Copy TB Link/Paste TB Link functions to replace existing TB links. For more information on Insert TB Link, see *Insert TB Link* on page 393. For more information on Copy TB Link/Paste TB Link, see *Copy/Paste TB Link* on page 389.

      Note: Be sure that the correct period balance and funds, fund type totals and fund subtype totals are displayed in the fund trial balance prior to using the Copy TB Link/Paste TB Link feature.

    - If you prefer to edit existing TB links rather than replacing them, you will need to perform the following steps:

        i. Change the name of the trial balance in the links. You can do this by either using the Replace TB Link Name feature provided in the Workpaper Manager ribbon or you can use the standard Find and Replace feature provided in Excel and Word. For more information on Replace TB Link Name, see *Replacing TB Link Names* on page 422 for Excel and *Replacing TB Link Names* on page 444 for Word.

        ii. Review the grouping list ID in the TB links to determine if the ID needs to be updated in any of the links. This is the ID as shown in the Options dialog within Account Groupings. The TB link must refer to the correct grouping list. If any grouping list IDs need to be replaced, you may want to use the Excel or Word Find and Replace feature.

        iii. Review the group/subgroup index in the TB links to determine if any of the indexes need to be updated if changes were made to group/subgroup indexes in the grouping list referenced in the TB link.

        iv. Update the TB links to include the reference to the applicable fund level parameters. Use the Excel or Word Find and Replace feature to update the TB links. For more information on the syntax for TB link, see *Analyzing a TB Link Formula* on page 397.

Using the Tax Software Interface

You can export trial balance data to ProSystem *fx* Tax, Global *fx* Tax, RIA GoSystem Tax, Lacerte and UltraTax. When you export trial balance data, the data is formatted so that it can be imported directly into the tax software or bridged into the trial balance with the tax software.

Notes:

- You must be the Current Editor of the trial balance to export to ProSystem *fx* Tax or Global *fx* Tax.
- Trial balance export configurations are transferred to other binder staff members when the binder is synchronized.
- When a grouping has been selected for expanded M-3 processing in the *Account Groupings* dialog, Workpaper Manager automatically transfers the M-3 balances. The system also defaults to the Federal tax balance and disables the *Balance* field. The exception for this is the consolidated trial balance. With the consolidated trial balance, you need to transfer the pre-consolidated balance that is based on the Federal tax balance.
- Before exporting the trial balance data, verify that you have assigned accounts to their proper tax groupings. See *Assigning Accounts to Account Groups and Subgroups* on page 262 for instructions on how to group accounts into grouping lists.

Tip: We recommend you import only trial balance data that is from the Current Editor copy of the trial balance.

Exporting a Trial Balance to ProSystem *fx* Tax or Global *fx* Tax

You can export a trial balance to ProSystem *fx* Tax using G/L Bridge or Dynalink. If you are going to export a trial balance using Dynalink, you must update your trial balance-specific account groupings to the 2002 or later ProSystem *fx* Tax groupings. Use the *Using the Tax Grouping Update Wizard Utility* on page 333 to update the groupings.

G/L Bridge Overview

When you export using G/L Bridge, a COMPFILE.TXT export file is created. You import the COMPFILE.TXT file into a tax return using **File/Import/G/L Bridge** in Tax Preparation. When importing, you can select which ProSystem *fx* Workpaper Manager trial balance COMPFILE.TXT file you want to import to the tax software. If you make last minute changes to the trial balance after exporting to G/L Bridge, recreate the export file and import it to the tax return again.

Note: If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.

With ProSystem *fx* Workpaper Manager, the tax interface mapping capabilities with ProSystem *fx* Tax are expanded to include the new M-3 data items for "Book if Different," "Temporary Difference," and "Permanent Difference" amounts for tax year 2006 and later processing of C Corporation (Form 1120), Partnership (Form 1065), and S Corporation (Form 1120S).

The expanded data items on the Income and Expense Interview Forms A-1 through A-4 and E-1 are also included in the new tax interface mapping. These new boxes represent additional amounts for each tax line item. In addition to "Amount" (or tax balance), there are now new data items for "Book if Different," "Temporary Difference," and "Permanent Difference" amounts.

For instructions on importing G/L Bridge files into a tax return, see the *ProSystem fx Tax User Guide*, Chapter 5, *Import/Export Functions*.

Dynalink Overview

When you configure an export for Dynalink, an XML file is created. The Dynalink is established when you import the file using the **File/Import/Dynalink** option in ProSystem *fx* Tax.

Note: If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.

Before you can import using Dynalink, do the following:

- Update your ProSystem *fx* Tax-specific tax groupings to the 2002 or later ProSystem *fx* Tax groupings and create a list of the clients whose trial balances you have configured for Dynalink.
- Configure ProSystem *fx* Workpaper Manager as an Accounting Bridge in ProSystem *fx* Tax and create a list of the clients whose trial balances you have configured for Dynalink.

When importing using Dynalink, select the Workpaper Manager client and the tax return to import to. If multiple versions of a return exist, select the version to which you want to import.

For ProSystem *fx* Tax, once you have performed the initial import using Dynalink, you can use the Quiklink update feature to update your return. When Quiklink is activated, changes made to the trial balance flow directly to the tax return and you can jump between an interview form or worksheet box in the tax return and its corresponding tax group in the trial balance.

Note: Global *fx* Tax waits for you to manually install updates from your desktop. Global *fx* Tax does not push the updates dynamically.

With ProSystem *fx* Workpaper Manager, the tax interface mapping capabilities with ProSystem *fx* Tax are expanded to include the new M-3 data items for "Book if Different," "Temporary Difference," and "Permanent Difference" amounts for tax year 2006 and later processing of C Corporation (Form 1120), Partnership (Form 1065), and S Corporation (Form 1120S).

The expanded data items on the Income and Expense Interview Forms A-1 through A-4 and E-1 are also included in the new tax interface mapping. These new boxes represent additional amounts for each tax line item. In addition to *Amount* (or tax balance), there are now new data items for *Book if Different*, *Temporary Difference*, and *Permanent Difference* amounts.

For complete instructions on importing to a tax return using Dynalink, see the *ProSystem fx Tax Tax User Guide*, Chapter 5, *Import/Export Functions*. For additional instructions, see *Configuring an Accounting Bridge* on page 345 and *Updating with Quiklink* on page 346.

Using the Tax Grouping Update Wizard Utility

The Tax Grouping Update Wizard updates the account groupings in ProSystem *fx* Workpaper Manager to 2002 or later groupings. The update includes only those local file room binders to which the staff member running the update is assigned, and it updates only the trial balances for which the staff member is the Current Editor.

With the ProSystem *fx* Workpaper Manager Tax Grouping Update Wizard, administrators can update trial balances that are checked in to the central file room. Administrators can do this only if the year of the binder's current period beginning date matches the year selected in the wizard for the trial balance.

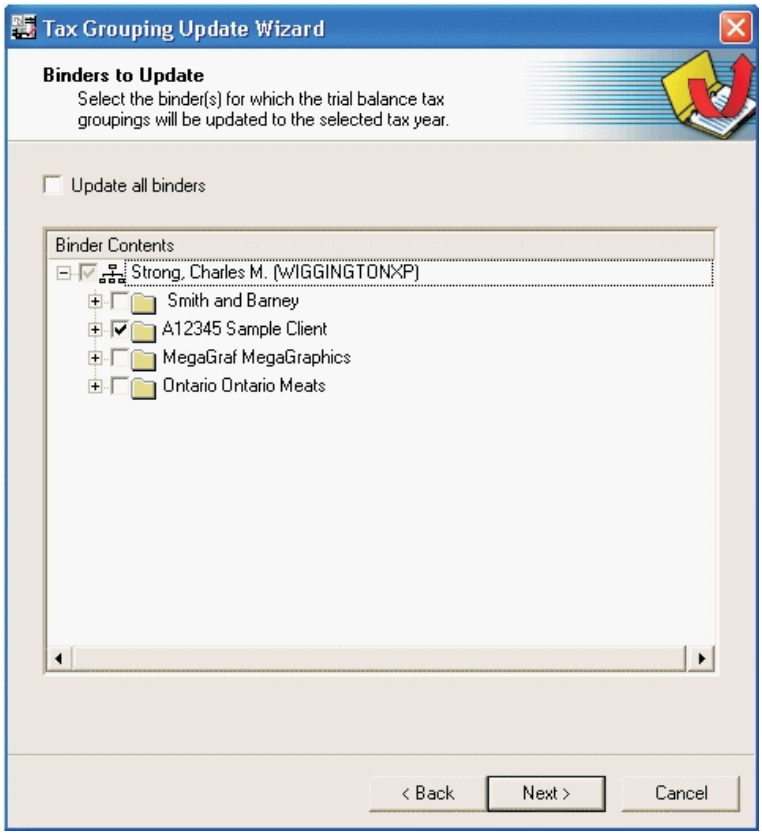
Note: In order for a trial balance to be updated from the Central File Room using the Tax Grouping Update Wizard, the trial balance must be checked in.

Use the ProSystem *fx* Workpaper Manager Tax Grouping Update Wizard to update a ProSystem *fx* Tax grouping to the current Tax year.

- Up to 99 rental income and expenses to C Corporation (Form 1120), S Corporation (Form 1120S), Partnership (Form 1065) and Individual (Form 1040) returns.
- Up to 99 farm property income and expenses to C Corporation (Form 1120), S Corporation (Form 1120S), Partnership (Form 1065) and Individual (Form 1040) returns.
- Up to 99 business income and expenses to Individual (Form 1040), Schedule C.
- Book balance, temporary difference, permanent difference and tax balance to C Corporation (Form 1120), Partnership (Form 1065), and S Corporation (Form 1120S), Schedule M-3.

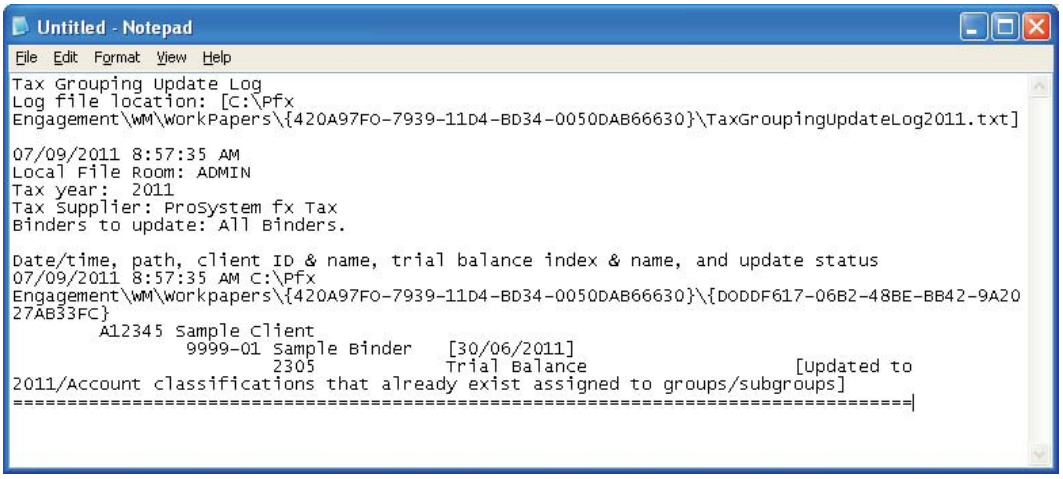
To update your ProSystem *fx* Tax-specific tax groupings, do the following:

1. Close all ProSystem *fx* Workpaper Manager windows.
2. Select **Start/Programs/ProSystem *fx* Workpaper Manager/Tax Grouping Update Wizard Utility**.
3. After verifying the information on the *Welcome to the Tax Grouping Update Wizard* dialog, click **Next** to continue.
4. On the *Tax Vendor and Tax Year of Binders to Update* dialog, select **ProSystem *fx*** from the *Tax vendor* drop-down list.
5. Select the tax year from the *Tax year* drop-down list.
6. Click **Next** to open the *Binders to Update* dialog. All binders in the local file room with binder properties' Period 1 Beginning Date showing the same as the tax year are listed and selected for update.
7. If you want to select binders to update, remove the check from the **Update all binders** box and click the boxes next to the binders you want to update. When you select a binder, all trial balances within that binder are selected.



Note: If you are not the Current Editor of a trial balance, the trial balance is disabled and is not updated.

8. Click **Next** to open a dialog summarizing your selections.
9. Click the **Back** button to change your selections. Click **Finish** to start the tax grouping update.
10. When the update completes, the *Tax Grouping Update Log* displays the date and time of the update, the data path, client ID and name, binder ID and name, year-end date, trial balance Name and Index, and the update status of all trial balances included in the update.



The log also lists the tax year, tax vendor, and whether the update was successful or unsuccessful for a specific trial balance. An update is unsuccessful if the user running the update is not the Current Editor of the trial balance, the detail accounts are assigned to the non-ProSystem *fx* Tax groupings, or the trial balance has already been updated.

The log displays in Microsoft Notepad, and you can use the available Notepad menu commands to print the log, change the font or word wrap, and find text. The log is stored in the Pfx Engagement\WM\Workpapers\Staff GUID directory. If additional updates are run, the information is appended to the log.

Using the Tax Grouping Update Wizard from the Local File Room

Important! Tax grouping lists in binders that are open will not be updated. Please close all binders that require updating prior to running the Tax Grouping Update Wizard.

To convert your ProSystem *fx* Tax specific groupings within the local file room, do the following:

1. From the local file room, select **Tools/Tax Grouping Update Wizard**.
2. Click **Next**. The *Tax Vendor and Tax Year of Binders to Update* dialog displays.
3. Select **ProSystem *fx* Tax** as the tax vendor.
4. Select the tax year from the *Tax Year* drop-down list.
5. Select whether to assign account classifications to groups/subgroups. You can select not to assign any account classifications, to assign classifications that already exist in the trial balance, or to assign all account classifications.
6. On the *Binders to Update* dialog, annual binders in the local file room whose binder properties Current Period Beginning Date are the same as the tax year are included and are selected to be updated. If you want to select a specific binder or binders, remove the check from the *Update all binders* box and click the box next to the binders to update.
7. Click **Next** to display a dialog summarizing your selections.
8. Click **Finish** to start the tax grouping updates.

   When the update is completed, the Tax Grouping Update Log displays the time and date of the conversion, the data path, binder ID, trial balance name and index, and the status of all trial balances included in the update.

   The log is displayed in Microsoft Notepad and can be edited using any of the available Notepad menu commands. It is stored in the X:\Pfx Engagement\WM\Workpapers\Staff GUID directory, where X is the drive where ProSystem *fx* Workpaper Manager is installed. Information for subsequent updates is appended to the existing log.

Configuring a Trial Balance for Export

You must configure a trial balance correctly so that information is retained during the export. If the selected trial balance grouping list is eligible and selected for Schedule M-3, up to four expanded balances are transferred to the return via Dynalink or G/L Bridge.

If the selected trial balance is a consolidated trial balance and the selected grouping list is eligible and selected for Schedule M-3, expanded balances can only be transferred to the return via G/L Bridge for ProSystem *fx* Tax C Corporation, S Corporation, or Partnership grouping lists.

Notes:

- If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.
- Schedule M-3 expanded balances for consolidated trial balances must be in balance with the individual trial balance. If you have made a change to an individual trial balance, you must re-consolidate prior to transferring the balance to the return; otherwise, the balances sent to the return will not be the same as the consolidated trial balance.

Important! If you are using an M-3 enhanced consolidated trial balance, you must also transfer the pre-consolidated balance from the consolidated trial balance as the tax balance. You should not transfer the consolidated balance because it might include eliminating journal entries. In that case, the total book balance plus temporary/permanent balances from the individual trial balances would not equal the tax balance. A consolidated trial balance that is **not** M-3 enhanced can be exported to Taxprep using either Dynalink or G/L Bridge. The consolidated balance must be used for data to transfer accurately.

Configuring a Trial Balance for Export Using Dynalink

Configuring a trial balance for ProSystem *fx* Tax (Dynalink) export makes the trial balance available for both Wfx and Gfx import.

Note: If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.

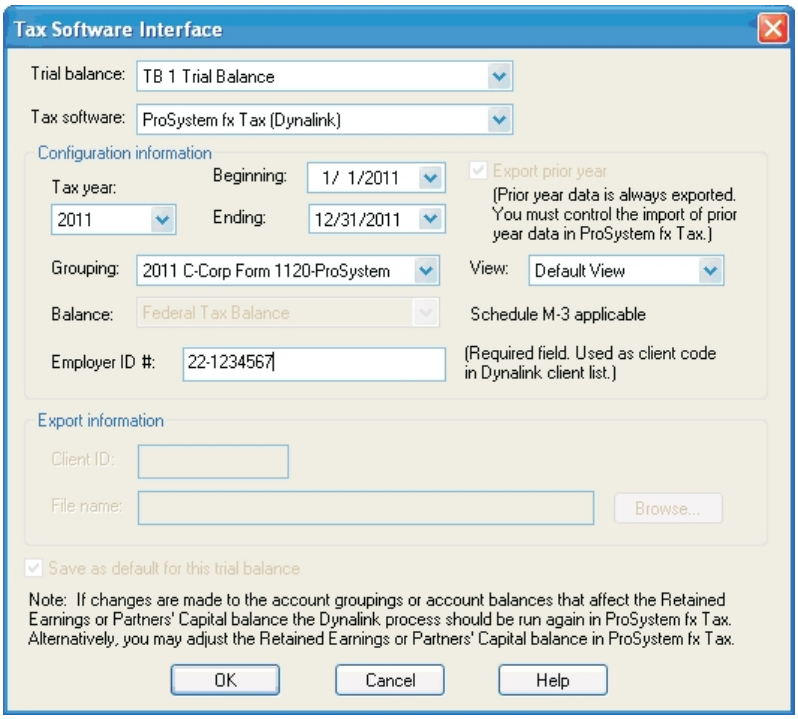
To export a trial balance using Dynalink, do the following:

1. To export from the Binder window, do one of the following:
   - Select **Tools/Tax Software Interface**.
   - Right-click the trial balance and select **Tax Software Interface** from the pop-up menu.
   - Click the **Tax Software Interface** toolbar button.

   To export from the File Room window, highlight the client's binder and do one of the following:
   - Select **Tools/Tax Software Interface**.
   - Click the **Tax Software Interface** toolbar button.

     The *Tax Software Interface* dialog displays.
2. If there is more than one trial balance in the binder, select the trial balance from the *Trial balance* drop-down list.

3. In the *Tax software* field, select **ProSystem *fx* Tax (Dynalink)**.



Note: If the selected grouping list is eligible and selected for Schedule M-3 in the *Groupings List Options* dialog, *Schedule M-3 applicable* displays on the *Software Tax Interface* dialog. See *Creating, Editing, and Deleting Grouping Lists* on page 254 for more information.

4. Select the tax year from the *Tax year* drop-down list.
5. The beginning date defaults to January 1 of the selected tax year. To change the date, use the drop-down list to select another date from the calendar.
6. The ending date defaults to December 31 of the selected tax year. To change the date, use the drop-down list to select another date from the calendar.
7. Prior year data is always exported, and the *Export prior year* box is selected by default. For example, if the tax year chosen is 2008, data is exported for 2007 and 2008.
8. From the *Grouping* drop-down list, select the ProSystem *fx* Workpaper Manager grouping list for the tax entity of the trial balance you are exporting.
9. From the *View* drop-down list, select the view setup for the trial balance that contains the balance column you are exporting.
10. From the *Balance* drop-down list, select the balance column containing the amounts that you want to export.

    Note: Only current period columns are included in the drop-down list.

11. Enter the client's Federal Employer Identification Number (FEIN) in the *Employer ID #* box. This number is used as the FEIN in the tax return as well as the Client code for building the client list when you configure ProSystem *fx* Workpaper Manager as an accounting bridge. Be sure to use a unique FEIN for each trial balance transferred to Tax Preparation.

12. The *Save as default for this trial balance* box is pre-selected.

    Note: You can change the default configuration for this trial balance on a subsequent export. However, if you change the configuration after you have imported the trial balance to a tax return, Quiklink/Desktop Updates are disabled until the trial balance is imported to the tax return again and Quiklink/Desktop Updates is reactivated.

13. Click **OK**. The Tax Software Interface Report opens, listing any ungrouped accounts or tax groups not supported by ProSystem *fx* Tax. For 2005 and later grouping lists, the Tax Software Interface Report also lists any group or subgroup balances for which you have not selected *Send to Tax*.
14. You can do any of the following with the Tax Software Interface Report:
    - Select **Print** to use this report as a reference.
    - Select **Save As** to save the tax report as an HTML file that you can print at a later time.
    - Click **Close** to exit the report.

Configuring a Trial Balance for Export Using G/L Bridge

If you are using the generic tax groupings provided with ProSystem *fx* Workpaper Manager Version 2.5 or later, or if you have not updated your ProSystem *fx* Tax-specific tax groupings to the 2002 or later groupings, you must use the G/L Bridge option to export trial balance data to ProSystem *fx* Tax. In this case, select **Other (Generic Processing)** as the accounting system when you import the file in Tax Preparation.

If you have updated your tax groupings to 2002 or later and want to use G/L Bridge rather than Dynalink, select ProSystem *fx* Workpaper Manager as the accounting system when you import the file in Tax Preparation.

Note: If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.

To export a trial balance using G/L Bridge, do the following:

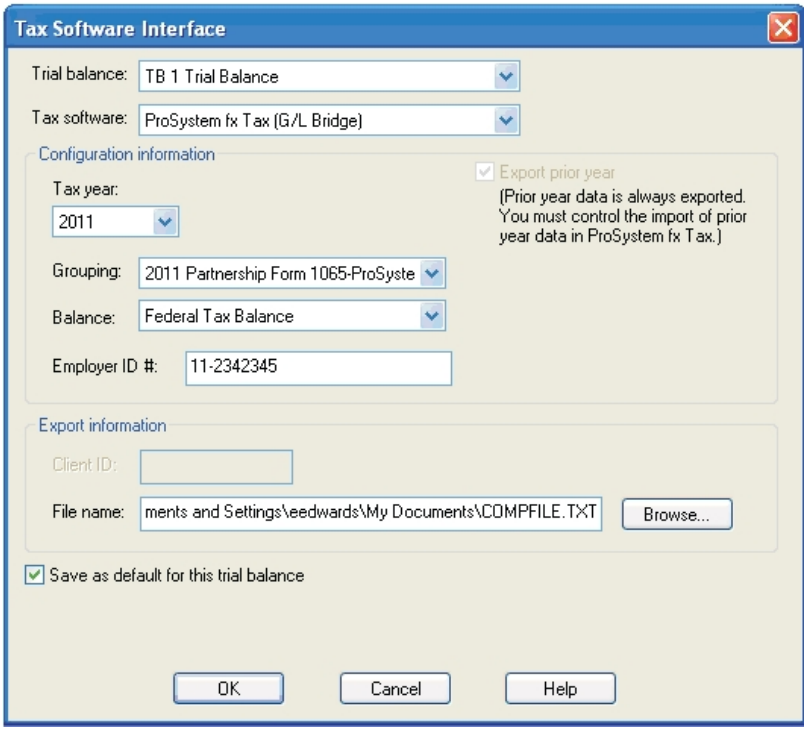
1. To export from the Binder Window or File Room Window, do one of the following to open the *Export Trial Balance to Tax Software* dialog:

   - Select **Tools/Tax Software Interface**.
   - Click the **Tax Software Interface** toolbar button.

   If you are in the Binder Window, you can also right-click the trial balance and select **Tax Software Interface** from the pop-up menu.
2. If more than one trial balance exists in the binder, select the trial balance from the *Trial balance* drop-down list. (Trial balances in the Trash or Conflict section are not included in the list.)

3. In the *Tax software* field, select **ProSystem *fx* Tax (G/L Bridge)**.



Note: If the selected grouping list is eligible and selected for Schedule M-3 in the *Groupings List Options* dialog, *Schedule M-3 applicable* displays on the *Software Tax Interface* dialog. See *Creating, Editing, and Deleting Grouping Lists* on page 254 for more information.

4. Select the tax year from the *Tax year* drop-down list. Prior year data is always exported, and the *Export prior year* box is checked by default. For example, if the tax year chosen is 2008, data is exported for 2007 and 2008.
5. From the *Grouping* drop-down list, select the ProSystem *fx* Workpaper Manager grouping list for the tax entity of the trial balance you are exporting.
6. The *Balance* field defaults to the *Federal Tax Balance* column. You can select another column to be exported, if applicable.

   Note: Only current period columns are included in the drop-down list.

7. Enter the client's Federal Employer Identification Number (FEIN) in the *Employer ID #* box. If no FEIN is entered, the number is taken from client properties.
8. In the *File name* box in the *Export information* section, enter the drive and directory where you want to save the COMPFILE.TXT file. The path defaults to C:\Documents and Settings\Name\My Documents\COMPFILE.TXT.
9. If you are the Current Editor of the trial balance, you can check the *Save as default for this trial balance* box to save the configuration as the default.

   Note: If you change the configuration, recreate the export file and then import the file to Tax Preparation again.

10. Click **OK**. The *Tax Report* dialog opens, listing any ungrouped accounts or tax groups not supported by ProSystem *fx* Tax. For 2004 and later grouping lists, also listed in the Tax Software Interface Report are any group or subgroup balances that you have selected not to *Send to Tax*.
11. You can do any of the following with the Tax Software Interface Report:
    - Select **Print** to use this report as a reference.
    - Select **Save As** to save the tax report as an HTML file that you can print at a later time.
    - Click **Close** to exit the report.

Configuring a Trial Balance for Export to GoSystem Tax

Prior year data is automatically included in the GoSystem export file. When you import the data to GoSystem Tax, you are given the option of merging the prior year data.

You must be a team member assigned to the binder to export a trial balance to GoSystem Tax. To save an export configuration as the default for a trial balance, you must be the Current Editor of the trial balance.

To export the trial balance to GoSystem Tax, do the following:

1. To export from the Binder Window or File Room Window, do one of the following to open the *Export Trial Balance to Tax Software* dialog:

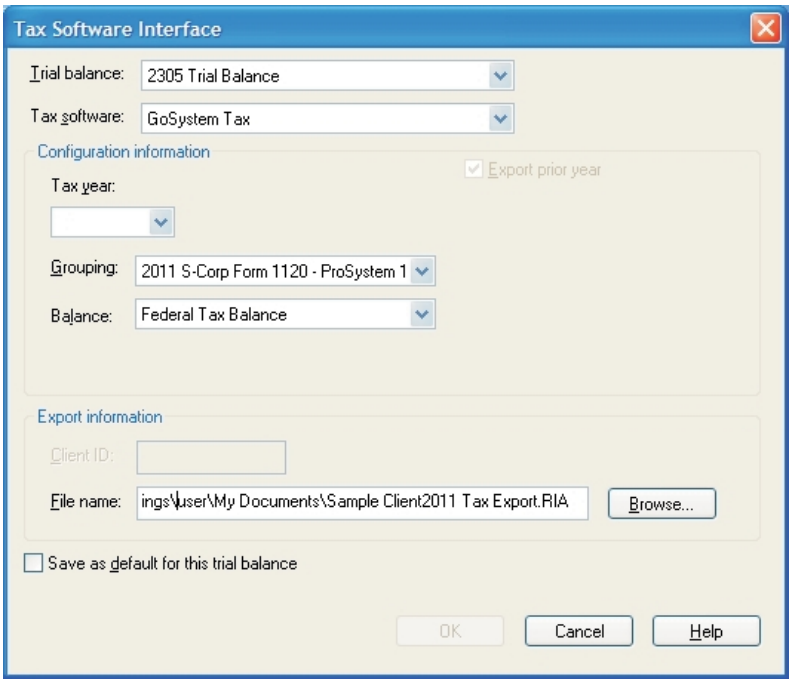


    - Select **Tools/Tax Software Interface**.
    - Click the **Tax Software Interface** toolbar button.

    If you are in the Binder Window, you can also right-click the trial balance and select **Tax Software Interface** from the pop-up menu.
2. If more than one trial balance exists in the binder, select the trial balance from the *Trial balance* drop-down list.

    Note: Trial balances in the Trash or Conflict sections are not included in the list.

3. In the *Tax software* field, select **GoSystem Tax** from the *Tax software* drop-down list.



4. Select the tax year from the *Tax year* drop-down list.
5. Select the appropriate *GoSystem Grouping* list.
6. The *Balance* field defaults to the Federal Tax Balance column. You can select another balance column to be exported.
7. In the Export information section, you can change the default path for the RIA file. The default path is C:\Documents and Settings\Name\My Documents\Client Name Tax Year Tax Export.RIA (for example, CorpABC2003TaxExport.RIA.).
8. If you are the Current Editor of the trial balance, you can check the *Save as default for this trial balance* box to save the configuration to be used as the default.
9. Click **OK**. The *Tax Report* dialog displays any ungrouped accounts, tax groups not supported by GoSystem Tax, and grouped accounts with account numbers containing more than 30 characters. You can do one of the following:
   - Select **Print** to use this report as a reference.
   - Select **Save As** to save the tax report as an HTML file that you can print at a later time.
   - Click **Close** to exit the report.

Configuring a Trial Balance for Export to UltraTax CS

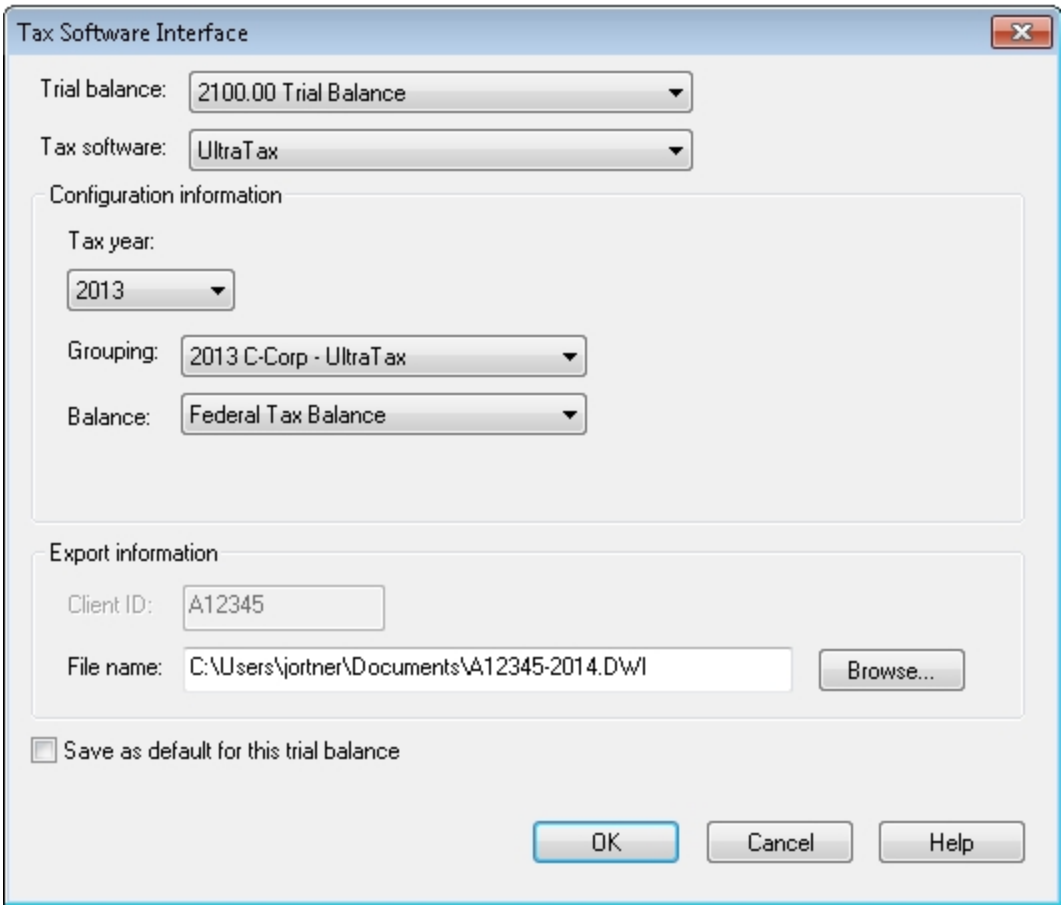
You must be a team member assigned to the binder to export a trial balance to UltraTax. To save an export configuration as the default for a trial balance, you must be the Current Editor of the trial balance.

To export the trial balance to UltraTax, do the following:

1. To export from the Binder Window or File Room Window, do one of the following to open the Export Trial Balance to Tax Software dialog:
   - Select **Tools/Tax Software Interface**.
   - Click the **Tax Software Interface** toolbar button.

   If you are in the Binder Window, you can also right-click the trial balance and select **Tax Software Interface** from the pop-up menu.
2. If more than one trial balance exists in the binder, select the trial balance from the Trial balance drop-down list.

   Note: Trial balances in the Trash or Conflict sections are not included in the list.
3. In the *Tax software* field, select **UltraTax** from the *Tax software* drop-down list.



4. Select the tax year from the *Tax year* drop-down list.
5. Select the appropriate UltraTax *Grouping* list.
6. The *Balance* field defaults to the Federal Tax Balance column. You can select another balance column to be exported.
7. In the Export information section, the *Client ID* field will display the Workpaper Manager Client ID. You cannot change this information.

8. The *File name* will default to C:\Users\[Name]\Documents\Client ID-[Tax Year].DWI. You can change the default export path, but you cannot change the 'DWI' extension of the export file.
9. If you are the Current Editor of the trial balance, you can check the *Save as default for this trial balance* box to save the configuration to be used as the default.
10. Click **OK**. The *Tax Report* dialog displays any ungrouped accounts and tax groups not supported by UltraTax. You can do one of the following:
    - Select **Print** to use this report as a reference.
    - Select **Save As** to save the tax report as an HTML file that you can print at a later time.
    - Click **Close** to exit the report.

Notes:

- The account balance length in UltraTax is limited to 12 places. If any account balances in ProSystem *fx* Workpaper Manager exceed 12 places, then it will not import into UltraTax correctly.
- The account number length in UltraTax is limited to 12 characters. If any account numbers in ProSystem *fx* Workpaper Manager exceed 12 characters and they are assigned to the same tax group/subgroup, then the duplicate accounts will not be imported into UltraTax.
- The tax grouping lists for UltraTax do not support multiple Rentals, Farms or Businesses. You may assign accounts to the main tax codes, but you will need to separate the amounts for each property on the UltraTax side.

Configuring a Trial Balance for Export to Lacerte

Note: Lacerte does not allow long file names. Your export file name must be no more than eight characters for the file name and three characters for the extension.

You must be a team member assigned to the binder to export a trial balance.

1. To export from the Binder Window or File Room Window, do one of the following to open the *Export Trial Balance to Tax Software* dialog:

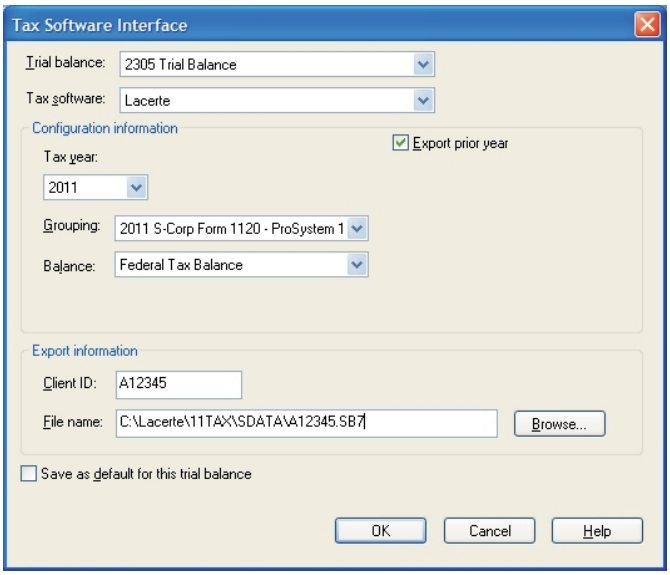


    - Select **Tools/Tax Software Interface**.
    - Click the **Tax Software Interface** toolbar button.

    If you are in the Binder Window, you can also right-click the trial balance and select **Tax Software Interface** from the pop-up menu.
2. If more than one trial balance exists in the binder, select the trial balance from the *Trial balance* drop-down list.

    Note: Trial balances in the Trash and Conflict sections are not included in the list.

3. In the *Tax software* field, select **Lacerte** from the *Tax software* drop-down list.



4. Select the tax year from the *Tax year* drop-down list.
5. To export data for both the current and prior tax years, check the **Export prior year** box.
6. From the *Grouping* drop-down list, select the appropriate Lacerte Grouping list for the trial balance.
7. The *Balance* field defaults to the *Federal Tax Balance* column. You can select another column to be exported, if applicable.
8. In the *Export information* section, the *Client ID* field defaults to the Workpaper Manager Client ID. You can change the ID, if appropriate.
9. You can also change the default path for the export file. The path defaults to X:\Lacerte\YYTax\Cdata\Client ID.CBY, where X equals the drive where Lacerte is installed and YY equals the tax year. In the file extension, C represents the tax entity for Corporation, P for Partnership, etc.) and Y equals the tax year.
10. If you are the Current Editor of the trial balance, you can check the *Save as default for this trial balance* box to save the configuration to be used as the default when exporting this trial balance to Lacerte.
11. Click **OK**. The *Tax Report* dialog displays any ungrouped accounts or tax groups not supported by Lacerte. You can do one of the following:
    - Select **Print** to use this report as a reference.
    - Select **Save As** to save the tax report as an HTML file that you can print at a later time.
    - Click **Close** to exit the report.

Linking to ProSystem *fx* Tax or Global *fx* Tax

Launching ProSystem *fx* Tax from Workpaper Manager

You can launch the latest versions of ProSystem *fx* Tax (if installed) from the Binder window in Workpaper Manager. Open a binder and select **Tax** from the *Shortcut* bar. See *Shortcut Bar* on page 167 for more information.

Configuring an Accounting Bridge

If you are going to use the ProSystem *fx* Tax Dynalink function to export trial balance data, you need to configure Workpaper Manager as an accounting bridge and create a client list of trial balances configured for export before importing the data to ProSystem *fx* Tax.

Configuring Accounting Bridges tells ProSystem *fx* Tax which accounting software you are using and where it is located.

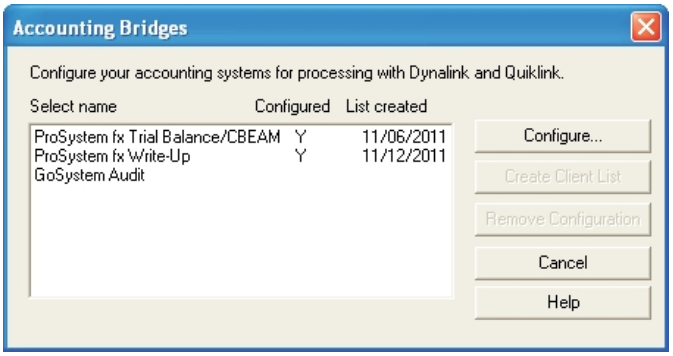
You can configure Workpaper Manager as an accounting bridge by opening **Office Manager** and selecting **Configure Applications/Accounting Bridges** or by opening **Tax Preparation** and selecting **Options/Interface Options/Accounting Bridges**.

Notes:

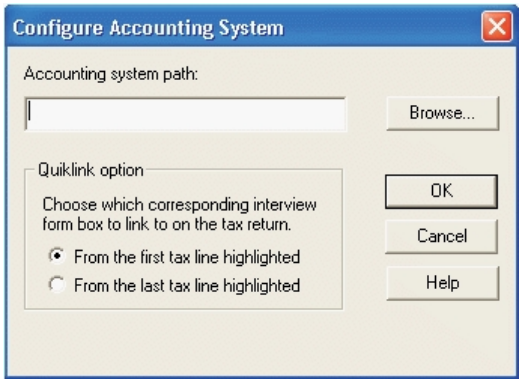
- At this time, ProSystem *fx* Workpaper Manager does not support using Global *fx* Tax in a Shared File Room environment.
- If you use Global *fx* Tax, it is not necessary to configure an accounting bridge.
- If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.

To configure the accounting bridge in Tax Preparation, do the following:

1. Open Tax Preparation and select **Options/Interface Options**.
2. Select **Accounting Bridges** to open the *Accounting Bridges* dialog.



3. Highlight **ProSystem *fx* Workpaper Manager** and click **Configure** to open the *Configure Account System* dialog.



4. In the Accounting system path, enter the drive and directory where the Dynalink processor (Dynalink.exe) is located, typically, C:\Pfx Engagement\WM, or click **Browse** to locate the drive and directory.
5. In the Quiklink option section, select the appropriate option to determine your action when using Quiklink:
   - **From the first tax line highlighted**. Causes you to be returned to the same place in the tax return where you started when you jumped to the trial balance.
   - **From the last tax line highlighted**. Causes you to return to the place in the tax return that corresponds to the last group highlighted in the trial balance.
6. Click **OK** to return to the *Accounting Bridges* dialog and then click **Create Client List** to create a list of the clients whose trial balances are configured for export to Dynalink.

   Once the client list has been created, return to this dialog to refresh the list when you configure additional trial balances for export using Dynalink.

   Note: The Federal Employer Identification Number entered for the trial balance when configuring for Dynalink on the *Tax Software Interface* dialog is the client code in the client list.

7. Click **Close**.

Updating with Quiklink

When you use Dynalink to import trial balance data to a ProSystem *fx* Tax or Global *fx* Tax return, you can use the Quiklink Updates feature to update the return automatically when you make changes to the trial balance data.

In ProSystem *fx* Tax, you can jump from an interview form box in the return to its corresponding tax grouping balance in the trial balance, or you can jump from the tax grouping balance in the trial balance to the corresponding box on the interview form. If you are using Global *fx* Tax, however, you cannot jump from an interview form box in the return to its corresponding tax grouping balance in the trial balance.

Notes:

- Global *fx* Tax waits for you to manually install updates from your desktop. Global *fx* Tax does not push the updates dynamically.
- For instructions on importing data to a tax return using Dynalink, see the *ProSystem fx Tax User Guide*.

To use Quiklink, the following conditions must be met:

- The tax year of the return and trial balance must be 2002 or later.
- Dynalink processing has been performed at least once.
- The binder containing the trial balance is open and unfinalized.
- Quiklink Updates must be activated. Running the Dynalink process from ProSystem *fx* Tax automatically activates Quiklink Updates. To verify that it is active, or to deactivate the option, select **Trial Balance/Quiklink/Desktop Updates Status** in the Binder Window, or **Workpaper Manager/Quiklink/Desktop Updates Status** in the trial balance in Word or Excel.
- The person using Quiklink/Desktop Updates is the Current Editor of the trial balance.
- The tax return must be open on the computer where the changes are being made to the trial balance.

Note: If Quiklink is active and the tax return is closed when you make a change to the trial balance that should update the return, a message states that the return needs to be open for Quiklink to process the change.
You can open the return and click **Retry** in this dialog to process the changes. If you do not open the return, your return is not updated and you need to reprocess Dynalink to re-establish the link between the return and the trial balance.

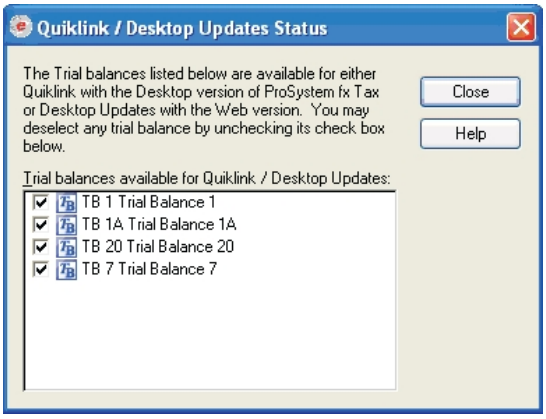
Quiklink Updates - Workpaper Manager to ProSystem *fx* Tax

Note: If you plan to make a large number of changes to the trial balance, you should not use Quiklink Updates to update the return. You should reprocess the trial balance by importing it again using Dynalink.

To update using Quiklink Updates, do the following:

1. Open the tax return in ProSystem *fx* Tax.
2. Select a binder in the local file room.

3. Verify that Quiklink Updates is activated by selecting **Trial Balance/Quiklink/Desktop Updates Status** if the Binder window is active, or **Workpaper Manager/Quiklink/Desktop Updates Status** in the trial balance, Excel, or Word window.
4. The *Quiklink Updates Status* dialog displays the trial balances available in the binder for updating with Quiklink Updates.



   Deselect a trial balance to deactivate Quiklink Updates. to reactivate Quiklink Updates later, perform a Dynalink through the Tax Software Interface dialog again.
5. Make the appropriate changes to the trial balance data. To use Quiklink Updates, the change must affect the balance column configured for Dynalink and an account assigned to the configured grouping list.

   Some of the changes that initiate Quiklink Updates include the following:

   - **Account Changes**. Assigning or unassigning an account to the grouping list, moving an account from one group to another, adding or deleting an account, or changing an account balance.
   - **Account Balance Change**. Changing an account balance in TB Edit mode.
   - **Journal Entry Changes**. Entering, editing, or deleting journal entries or write up journal entries that change the balance configured for Dynalink.

     Moving a journal entry to or from a journal entry type that updates the balance configured for Dynalink.
6. The changed data is transferred to the tax return.

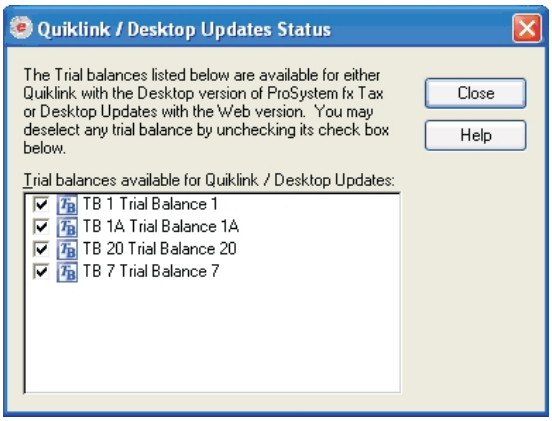
Desktop Updates - Workpaper Manager to Global *fx* Tax

Note: If you plan to make a large number of changes to the trial balance, do not use Desktop Updates to update the return. Instead, reprocess the trial balance by importing it again using Dynalink.

To update using Desktop Updates, do the following:

1. Open the tax return in Tax Preparation.
2. Select a binder in the local file room.
3. Verify that Quiklink Desktop Updates is activated by selecting **Trial Balance/Quiklink Desktop Updates Status** if the Binder window is active, or **Workpaper Manager/Quiklink Desktop Updates Status** in the trial balance, Excel, or Word window.

4. The *Quiklink Desktop Updates Status* dialog displays the trial balances available in the binder for updating with Quiklink Updates.



   To deactivate Quiklink Desktop Updates for a trial balance, uncheck the box next to it. You must Dynalink again to turn the option back on.

5. Make the appropriate changes to the trial balance data. To use Quiklink Updates, the change must affect the balance column configured for Dynalink and an account assigned to the configured grouping list.

   Some of the changes that initiate Quiklink Updates include the following:

   - **Account Changes**. Assigning or unassigning an account to the grouping list, moving an account from one group to another, adding or deleting an account, or changing an account balance.
   - **Account Balance Change**. Changing an account balance in TB Edit mode.
   - **Journal Entry Changes**. Entering, editing, or deleting journal entries or write up journal entries that change the balance configured for Dynalink.

     Moving a journal entry to or from a journal entry type that updates the balance configured for Dynalink.

     Note: Cutting or pasting a subgroup breaks the Dynalink. You must reestablish the Dynalink by importing again to Global *fx* Tax. For more information, see *Configuring an Accounting Bridge* on page 345.

   The changed data is transferred to the tax return.

6. Go to **File/Import/Desktop Updates** to transfer the changed data to the tax return.

Jumping from the Trial Balance to the Tax Return in ProSystem *fx* Tax

To use Quiklink to jump from the trial balance to an open tax return, do the following:

1. Open the tax return in ProSystem *fx* Tax.

   Note: If the tax return is not open and you attempt to use Quiklink, you are instructed to open the tax return and retry the Quiklink.

2. In the local file room, select the binder containing the trial balance that has been imported to the return using Dynalink.
3. Open the trial balance.

4. Highlight any tax code cell, or any cells adjacent to the tax code, from the *Group Summary* worksheet of the trial balance.
5. Do one of the following:
   - Click the **Quiklink** toolbar button.
   - Select **Workpaper Manager/Quiklink to ProSystem *fx* Tax**.



You are taken to one of two places in the tax return:

- If you selected **From the first tax line highlighted** when configuring ProSystem *fx* Workpaper Manager as an accounting bridge, you return to the interview form and box the cursor was on when you initiated Quiklink.

  If you did not initiate Quiklink from an interview form box, the return opens and the selected view displays when the process completes.
- If you selected **From the last tax line highlighted** when configuring ProSystem *fx* Workpaper Manager as an accounting bridge, you return to the place in the tax return corresponding to the last tax group highlighted in the trial balance.

  If a tax group is not highlighted in the trial balance, the return opens and the selected view displays when the process completes.

Jumping from the Tax Return to the Trial Balance in ProSystem *fx* Tax

To use Quiklink to jump from an open tax return to the trial balance, do the following:

1. Open Workpaper Manager.

   Note: If Workpaper Manager is not open, the *Workpaper Manager Login* dialog displays. After you log in, the local file room window opens and you can open the appropriate trial balance and Quiklink again.

2. In the local file room, open the trial balance that has been imported to the tax return using Dynalink.

   Note: If the trial balance is not open and you attempt to use Quiklink, you are instructed to open the appropriate trial balance and attempt the Quiklink again.

3. In Tax Preparation, do one of the following:
   - Click the **Quiklink** toolbar button.
   - Select **File/Import/Quiklink**.



If the cursor was on a specific interview form box, you jump to the corresponding row (group) in the Account Group Summary of the trial balance.

If the cursor was not on a specific interview form box, you jump to the View, Group, and Column configured for export to Dynalink.

Note: The Quiklink button is not part of the default Tax Preparation toolbar. To facilitate the Quiklink jump, we recommend that you add the button to the toolbar using the Tax Preparation **Options/Customize Toolbar** option.

Reprocessing with Dynalink

The following circumstances cause the link between the tax return and the trial balance to become disconnected. You must reprocess the trial balance using Dynalink should any of the following occur.

- Trial balance data is imported with the Import Conversion Wizard or Paste TB Import.
- The trial balance or binder is deleted.
- The trial balance is taken over by another staff member.

  Note: There is no need to reprocess if another staff member becomes the Current Editor through check in and check out of the trial balance during synchronization. In this case, the trial balance and tax return remain linked.

- The binder is rolled forward or you create a new binder by copying from an existing binder. The Dynalink/Quiklink links are disconnected in the new binder. You must configure for Dynalink on the *Export Trial Balance to Tax Software* dialog for the new binder. The linkage in the original binder remains intact.
- When you make any changes to the *Tax Software Interface* dialog.
- The Binder Properties period information is modified.
- The Federal Tax balance is the balance selected for Dynalink and the formula for calculating the balance is changed in TB Column Setup.
- The grouping list ID used in the export to Dynalink is renamed or deleted.
- The View chosen for the Dynalink export configuration is deleted or the balance column is removed from the View chosen for configuration.
- If using ProSystem *fx* Tax for a consolidated trial balance, the consolidation is processed again.
- The Quiklink Updates Status option is deactivated.
- If Quiklink Updates is toggled on and you make a change to the trial balance that affects the tax return (and the tax return in Tax Preparation is not open), the Dynalink breaks if you click **Break Dynalink** on the warning message.
- You attempt to update an excessive number of tax lines in the tax return.
- A grouping list is imported in the Account Grouping window, and it replaces the grouping list that was configured for Dynalink.
- If you delete a binder in your local file room (and you are the Current Editor of a trial balance that is Dynalinked), then the binder is brought back into your local file room through one of the following:
  - a sync with another user
  - a sync with the Central File Room
  - through Receive Binder Package
  - through Restore Binder
- If a central file room is deleted, (where there is a binder with a checked-out, Dynalinked trial balance) and the staff member with the trial balance checked out syncs his or her local file room binder with another local file room or a central file room, or receives a binder package of the binder.

Using the ProSystem *fx* TBRepair Utility

The ProSystem *fx* TBRepair Utility allows you to rebuild individual trial balances. You must be the Current Editor of a trial balance to run this utility.

This utility can be used to correct the following database issues:

- Erroneous formulas are found in the journal entry columns.
- Subgroups are out of order in the Subgroup Summary Report.
- The following message displays when you access the Account Groupings: "A problem with the TB database has been detected and the tree for groups, subgroups, and accounts may not be displayed properly."
- You receive any sort of error message when performing trial balance functions.

To run the TBRepair Utility, do the following:

1. Close ProSystem *fx* Workpaper Manager.
2. Select **Start/All Programs/ProSystem *fx* Workpaper Manager/Utilities/ProSystem *fx* Workpaper Manager TB Repair Utility**. The *TBRepair Utility* displays.
3. Click **Next** on the *Welcome* dialog.
4. Enter your login name and password and click **Next**.
5. Click the **plus sign** (+) to open the local file room.
6. Open the binder containing the trial balance you want to repair.
7. Highlight the trial balance and click **Next**.
8. If everything shown on the *Summary* dialog is correct, click **Finish** to run the utility. To change an item, click **Back**.
9. When the utility has finished, a message informs you that the trial balance repair completed successfully. Click **OK**.
10. The TBRepair.txt - Notepad details the actions the utility performed on the trial balance. Select **File/Exit** to close the dialog.

    Note: You may need to refresh the trial balance after running this utility.

Chapter 8

MANAGING WORKPAPERS

Overview

ProSystem *fx* Workpaper Manager enables you to insert any file (for example, Word, Excel, Adobe Acrobat) into an engagement binder. These documents are referred to as workpapers. You can enter your information into a blank workpaper, or you can create one from a template or from an existing file.

You can share workpapers with other Workpaper Manager staff members. Every staff member can have a complete set of engagement workpapers in their binder. However, only one copy of each workpaper can have edit rights. All other copies are read-only, which allows the distribution of workpapers while maintaining the integrity of your work.

This chapter shows you how to create, distribute, and receive workpapers, and how to add workpapers to a binder.

Adding and Modifying Workpapers

The process of adding and modifying workpapers differs depending on whether you are creating a new workpaper or inserting an existing one. Once you have added the workpaper to an engagement binder, you can change its properties at any time.

Adding a New Workpaper from a Template

You can create a new workpaper from the Word and Excel templates ProSystem *fx* Workpaper Manager provides,from templates your firm has created internally, and from CCH templates. Workpaper Manager also provides blank Word and Excel templates for use in creating a workpaper. You can add workpapers from the Binder window.

To add a new workpaper from the Binder window, do the following:

1. Open the window for the binder where you want to add the workpaper. For instructions on opening a binder, see *Chapter 6: Creating and Using Binders* on page 141.
2. In the Binder Index pane of the Binder window, click the tab where you want to put the workpaper. If there are no tabs, you must either create one or add the workpaper to the *Unfiled Workpapers* tab. For instructions on creating a workpaper tab, see *Creating and Modifying Workpaper Tabs* on page 171.

3. To open the *New Workpaper* dialog, do one of the following:
   - Select **File/New/Workpaper From Template**.
   - Right-click a workpaper tab icon and select **New Workpaper From Template** from the pop-up menu.
   - Click the **New Workpaper from Template** button on the toolbar.

     The *New Workpaper* dialog displays.
4. Select the tab containing the type of template that you would like to use.

   Note: Use the left and right arrow buttons on the right of the dialog to scroll through the template tabs. Use the icons at the top right to toggle the template display between list view and icon view.

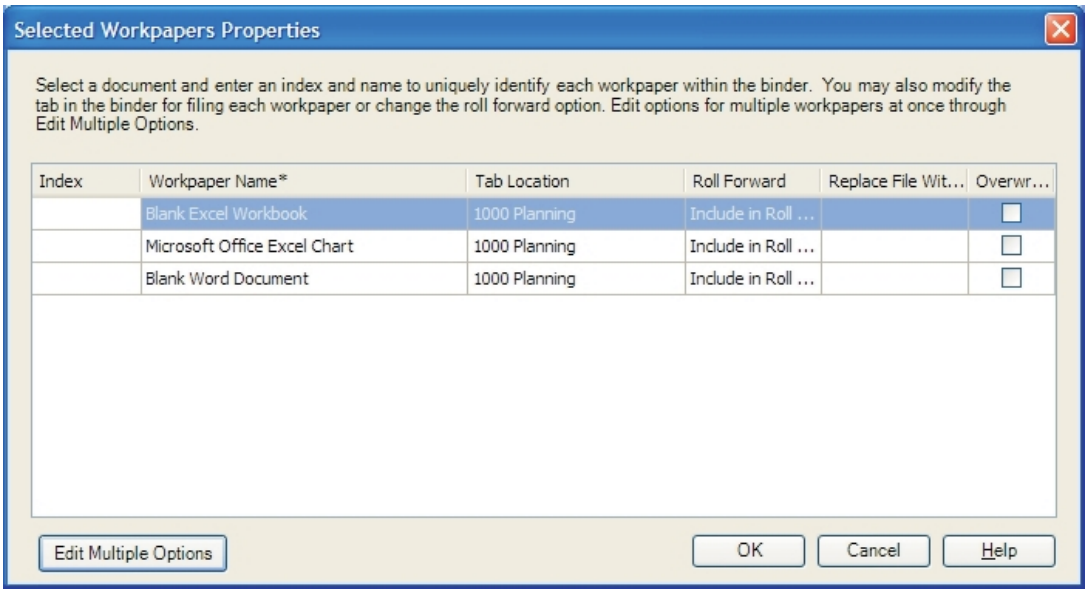
   Workpaper template tabs include the following:
   - **General**. This tab includes blank templates for use when creating workpapers from Microsoft PowerPoint, Microsoft Word, and Microsoft Excel.

     The Manual Workpaper template allows you to create an electronic placeholder for a workpaper that was done manually. You can give the workpaper a name and reference number so it can be referenced with the electronic workpapers.

     Note: If your scanning application is also an OLE Server such as Microsoft Photo Editor, it displays on the *General* tab. If you select that template, the application opens and you can scan the document. To open the scanned image, double-click the workpaper. The application associated with the file launches with the scanned image.
   - **Workpaper Manager Workpapers**. This tab includes Word and Excel templates that are provided with ProSystem *fx* Workpaper Manager. There are 76 Word and Excel templates.
   - **ProSystem *fx* Tax Workpapers**. This tab includes templates for exporting apportionment data to a Corporation or Partnership ProSystem *fx* Tax return.
   - **Other Tabs**. You can create other tabs in this dialog to store your firm's templates.

     Note: For more information on saving workpapers as templates and adding folders to store them in, see *Saving a Workpaper as a Template* on page 379.
5. Select the specific workpaper or workpapers to insert. Press **Shift** or **Ctrl** to select multiple workpapers for insertion.

6. Click **OK**. The *Selected Workpaper Properties* dialog displays.



7. In the *Index* field, enter an index number for the workpaper. This field is optional unless you link to this workpaper from another workpaper.

   Note: If the template was created from a workpaper in a Workpaper Manager binder, the Index field may already be populated with the properties of the original workpaper.

8. In the *Workpaper Name* field, enter a name for the workpaper. This field is required.
9. In the *Tab Location* field, select the location where you want the new workpaper inserted.

   Note: If the template was created from a workpaper in a Workpaper Manager binder that contained the same tab name as the current binder, the *Tab Location* field may be populated with the properties of the original workpaper.

10. In the *Roll Forward* field, select how you want each workpaper handled when the binder is rolled forward to the next period.
    - **Include in roll forward**. The workpaper appears in the new binder created for the new period. If the workpaper uses date functions or links to the trial balance, the formulas are updated with the next period's information. This is the default selection.
    - **Do not include in the roll forward**. The workpaper does not appear in the new binder created for the next period. You may select this option if the workpaper is specific to this period and does not apply to the next period. For example, confirmation workpapers would not be applicable in the next period. This option is not available for trial balances. In order to maintain links and reports, trial balances are automatically included in a roll forward.
    - **Replace in the roll forward with placeholder**. A placeholder appears in the new binder for the new period. You can replace the placeholder with a template or scanned workpaper at a later time.
    - **Replace in the roll forward with this file**. This workpaper does not appear in the new binder for the next period, but is replaced by another workpaper. You may select this option with standard workpapers you fill out for the client each year (for

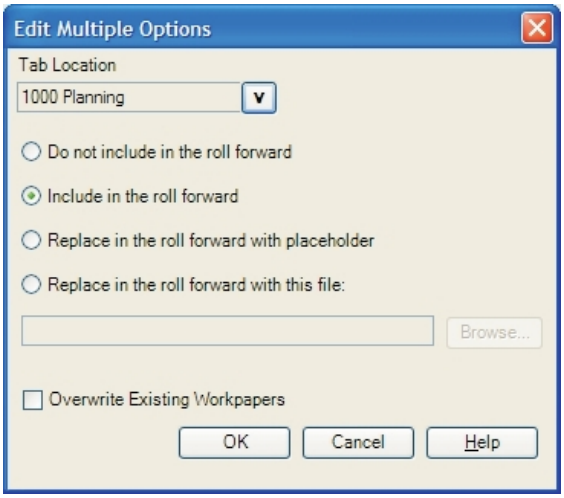
example, a bank reconciliation workpaper format you want to use again, not including the data entry).

If you select **Replace in the roll forward with this file**, the *Replace File With...* field becomes active. Browse to the standard workpaper that will replace the current workpaper.

Note: If you choose to replace the workpaper with another file, the workpaper's properties retain this option. If you do not want to replace it in subsequent roll forwards, you must modify the roll forward properties for the workpaper.

11. Select the check box in the *Overwrite* column if the new workpaper should overwrite any current workpaper that has the same workpaper name/index combination. Overwritten workpapers are moved to the Trash folder with *_deleted* appended to the file name.

    Tip: Click **Edit Multiple Options** if several workpapers require the same tab location, roll forward option, and overwrite selection. The *Edit Multiple Options* dialog displays, allowing you to set these options for the selected workpapers.



12. Click **OK** to create the workpapers from the templates.

Adding a New Workpaper from an Existing File

To add an existing file as a workpaper, do the following:

1. In the *Binder Index* pane of the Binder window, click the workpaper tab where you want to place the workpaper. If there are no tabs, you must either create one or add the workpaper to the *Unfiled Workpapers* tab.
2. Do one of the following to open the *New Workpaper* dialog:
   - Select **File/New/Workpaper From File**.
   - Right-click a workpaper tab and select **New Workpaper From File** from the pop-up menu.
   - Click the **New Workpaper From File** toolbar button.
3. Select the files you want to add. Press **Shift** or **Ctrl** to select multiple files. The *New Workpaper* dialog contains a standard Windows selection box to choose the drive and directory containing the file. By default, the dialog displays Microsoft Word (DOC) and Excel

(XLS) files. You can show all files by changing the *Files of type* field to **All Files**. All file formats are supported.

Note: If your scanning application is not an OLE Server application, you can create the scanned image with your scanning software and save the image as a file. Then use **New Workpaper From File** to insert the scanned image. To open the scanned image, double-click the workpaper file. The application associated with that file launches with the scanned image.

4. Check the *Delete source file after inserting* box to delete the original files after the workpapers are inserted.
5. Click **OK**. The *Selected Workpaper Properties* dialog displays.
6. In the *Index* field, enter an index number for the workpaper. This field is optional unless you link to this workpaper from another workpaper.
7. In the *Workpaper Name* field, enter a name for the workpaper. This field is required.
8. In the *Tab Location* field, select the location where you want the new workpaper inserted.
9. In the *Roll Forward* field, select how you want each workpaper handled when the binder is rolled forward to the next period.
   - **Include in roll forward**. The workpaper appears in the new binder created for the new period. If the workpaper uses date functions or links to the trial balance, the formulas are updated with the next period's information. This is the default selection.
   - **Do not include in the roll forward**. The workpaper does not appear in the new binder created for the next period. You may select this option if the workpaper is specific to this period and does not apply to the next period. For example, confirmation workpapers would not be applicable in the next period. This option is not available for trial balances. In order to maintain links and reports, trial balances are automatically included in a roll forward.
   - **Replace in the roll forward with placeholder**. A placeholder appears in the new binder for the new period. You can replace the placeholder with a template or scanned workpaper at a later time.
   - **Replace in the roll forward with this file**. This workpaper does not appear in the new binder for the next period, but is replaced by another workpaper. You may select this option with standard workpapers you fill out for the client each year (for example, a bank reconciliation workpaper format you want to use again, not including the data entry).

     If you select **Replace in the roll forward with this file**, the *Replace File With...* field becomes active. Browse to the standard workpaper that will replace the current workpaper.

Note: If you choose to replace the workpaper with another file, the new workpaper retains this roll forward option. If you do not want to replace it in subsequent roll forwards, you must modify the roll forward properties for the workpaper.

10. Select the check box in the *Overwrite* column if the new workpaper should overwrite any current workpaper that has the same workpaper name/index combination. Overwritten workpapers are moved to the Trash folder with *_deleted* appended to the file name.

    Tip: Click **Edit Multiple Options** if several workpapers require the same tab location, roll forward option, and overwrite selection. The *Edit Multiple Options* dialog displays, allowing you to set these options for the selected workpapers.

11. Click **OK** to create the workpapers.

Adding a Manual Workpaper

You can create a manual workpaper in a workpaper tab. The manual workpaper points to a physical workpaper that cannot be inserted into a particular binder.

The manual workpaper allows you to do the following:

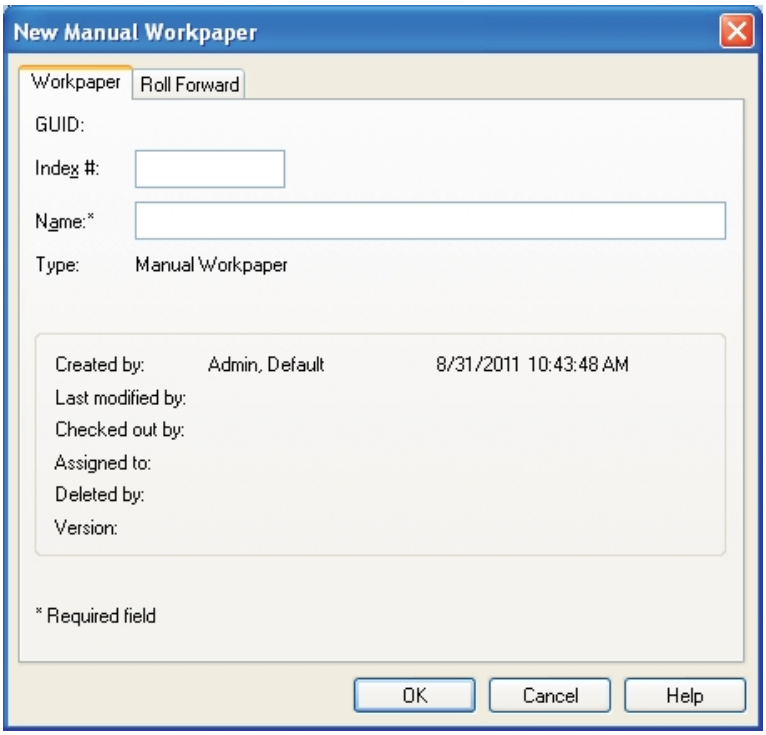
- Assign an index number and name.
- Sign off as preparer or reviewer.
- Add workpaper notes.
- Assign a roll forward option.
- Assign the workpaper to other staff members.

To add a manual workpaper, do the following:

1. Click a workpaper tab and then do one of the following:
    - Select **File/New/Manual Workpaper**.
    - Right-click and then select **New Manual Workpaper** from the pop-up menu.
    - Click the **New Manual Workpaper** button on the toolbar.



The *New Manual Workpaper* dialog displays.



2. In the *Index #* field, type an index number for the workpaper. This field is optional unless you link a reference to this workpaper from another workpaper.
3. In the *Name* field, type a name for the workpaper. This field is required.

   Note: The workpaper index number and name must be a unique combination within the binder.

4. On the *Roll Forward* tab, select the roll forward options.
5. Click **OK** to insert the manual workpaper in the binder.

Working With Placeholders

Placeholders represent workpapers that will be added at a later time, either from a file received from a client or from scanning a physical workpaper.

Inserting a Placeholder

To insert a placeholder, do the following:

1. Click a workpaper tab and then do one of the following:
   - Select **File/New/Placeholder**.
   - Right-click and then select **New Placeholder** from the pop-up menu.
   - Click the **New Placeholder** button on the toolbar.

   The *New Placeholder* dialog displays.
2. In the *Index #* field, enter an index number for the placeholder. This field is optional unless you link a reference from another workpaper to the workpaper that will replace this placeholder.

3. In the *Name* field, enter a name for the workpaper. This field is required.

   Note: The workpaper index number and name must be a unique combination within the binder.

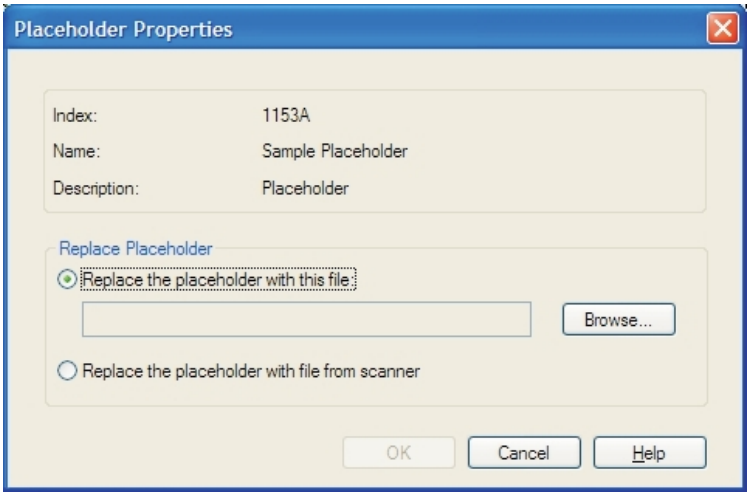
4. On the *Roll Forward* tab, select the roll forward options.
5. Click **OK** to insert the placeholder in the binder.

Replacing a Placeholder

When you have access to the workpaper to be inserted, you can replace the placeholder with either a saved file or a scanned file.

To replace a placeholder, do the following:

1. Right-click the placeholder to be replaced.
2. Select **Replace Placeholder**. The *Placeholder Properties* dialog displays.



3. Do one of the following:
   - If the workpaper is a saved file, click **Browse** and select the file.
   - If you are scanning the workpaper, select **Replace the placeholder with file from scanner**.
4. Click **OK**. Depending on your selection, one of the following occurs:

   If you selected a saved file to replace the placeholder, the *New Workpaper from File* dialog displays. See *Adding a New Workpaper from an Existing File* on page 356.

   If you selected a file from a scanner to replace the placeholder, the *New Workpaper from Scanner* dialog displays. See *Adding a Scanned Document as a Workpaper* on page 363.

Adding a ProSystem *fx* Tax PDF File

You can add a ProSystem *fx* Tax return file in PDF format to a Workpaper Manager binder. To save tax return PDF files, do the following:

- Open ProSystem *fx* Tax Preparation and configure the Tax Preparation Interface Options to save PDF files to ProSystem *fx* Workpaper Manager using **Options/Interface Options/PFX Engagement/CPADocument Manager**. See *Configuring the Interface Option* on page 364 for more information.
- Print the return in Tax Preparation and select **To PDF file** or **To PDF file and to printer** as the print destination. Each time you save a return to PDF, the Workpaper Manager *Insert Workpaper Wizard* walks you through selecting the binder and workpaper tab where you want to store the file.

If you print multiple PDF versions of the same return to a binder, the information is checked. If it is still valid, you are given the choice of overwriting the existing file or creating a file with a new name.

Creating a PDF Workpaper from a Windows Application

You can use any Windows application to create a PDF file that is inserted as a workpaper into the binder of your choice.

Before you create the PDF, verify the following:

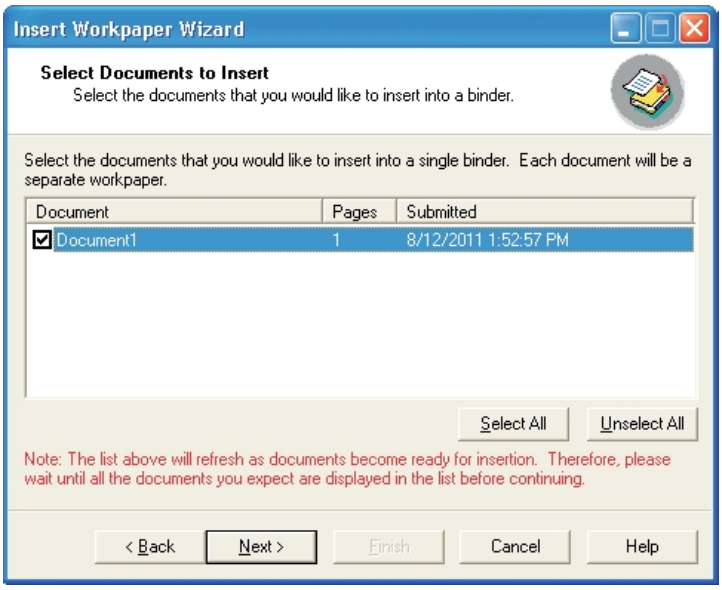
- You are logged in to Workpaper Manager.
- You have the user right to create new workpapers.

Note: If you do not have the user right to create new workpapers, you must use the append option.

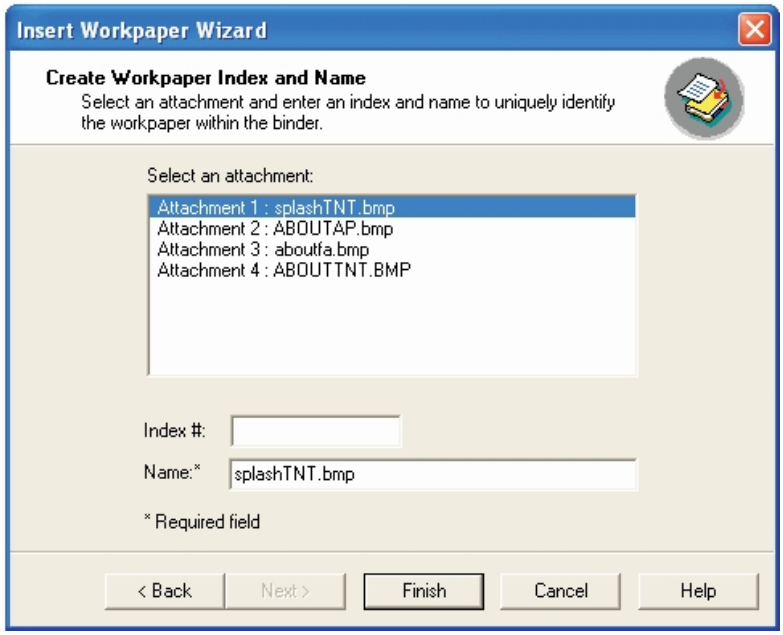
1. Select the **Print** command from any Windows application.
2. Select **Workpaper Manager PDF Converter** from the printer options list and click **OK**.
3. Click **Next** on the *Insert Workpaper Wizard Welcome* dialog.

   If Workpaper Manager is not already open, a dialog prompts you to enter your login name and password.

4. Click **Next** to open the *Select Documents to Insert* dialog.



5. Select the document(s) to insert into a binder by doing one of the following:
   - Check the box next to the document name.
   - Click **Select All** to select all the documents listed.
   - Click **Unselect All** to deselect all the documents listed.
6. Click **Next**.
7. On the *Select Client and Binder* dialog, open the *File Room* icon and then select the appropriate client folder. Click **Next** to continue, or click **Finish** to display the *Summary* dialog. If you click **Finish**, the workpaper is placed in the *Unfiled Workpapers* tab.
8. Enter a name for the workpaper on the *Create Workpaper Index and Name* dialog.



The workpaper name defaults to the name of the file. Enter an index number if you are linking a reference to this workpaper from another workpaper or for identification purposes.

Notes:

- The index number and name must be a unique combination within the binder.
- The *Overwrite* and *Existing Index\Workpaper* columns are disabled when inserting from ProSystem *fx* Workpaper Manager PDF Converter, Outlook, or Fixed Assets.

9. Click **Next** to continue to the *Select Tab in Binder* dialog, or click **Finish** to skip to the *Summary* dialog. If you click **Finish**, the PDF is placed in the *Unfiled Workpapers* tab.
10. In the *Select Tab in Binder* dialog, click **Modify Tab** to change the tab location. Otherwise, the workpaper is in the *Unfiled Workpapers* tab.
11. Click **Finish** to open the *Summary* dialog. Do one of the following:
    - Click **Back** to change any information you have entered.
    - Click **Insert** to save the PDF to the selected binder.
    - Click **Print** to print the summary report.
    - Click **Save As** to save the summary report to a file.
    - Click **Cancel** to stop the workpaper insertion process.

Adding a Scanned Document as a Workpaper

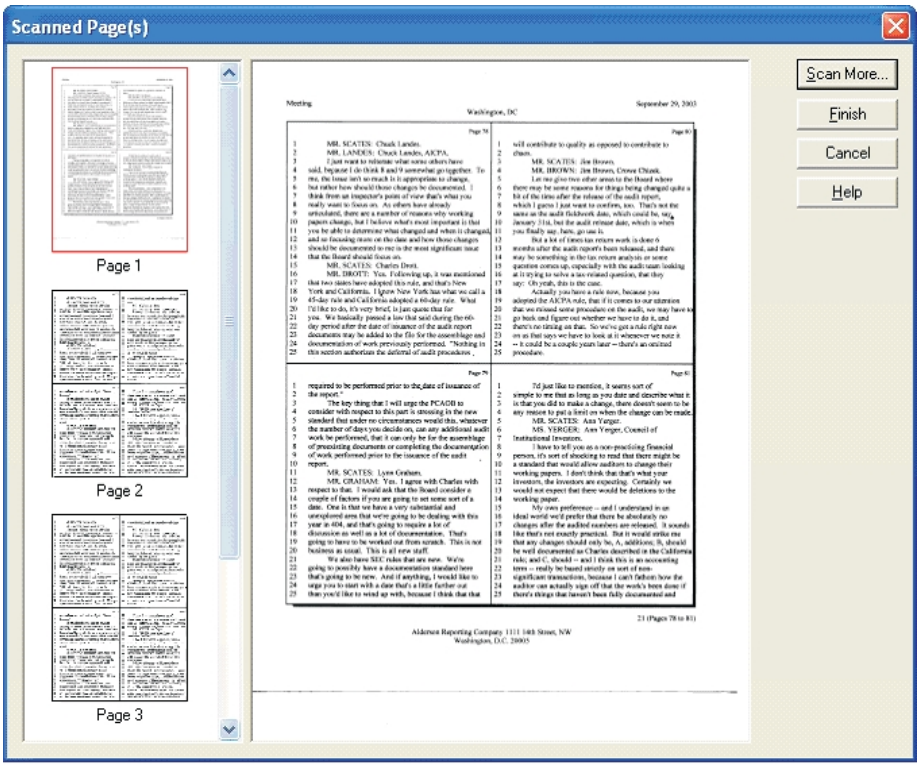
This feature allows for consolidated workpaper management by integrating your hard-copy documents into Workpaper Manager. You must have a TWAIN-compliant scanner installed and connected to your computer to insert a workpaper from a scanner.

1. Do one of the following to display the *New Workpaper from Scanner* dialog:
   - Go to **File/New/Workpaper from Scanner**.
   - Right-click a tab and select **New Workpaper from Scanner** from the pop-up menu.
   - Click the **New Workpaper from Scanner** icon from the toolbar.



2. Select your scanner from the *Scanner* drop-down list and click **Scan**. Your scanner user interface opens.
3. Adjust settings as necessary and begin the scan process according to your scanner user guide.

4. Review a thumbnail image of each scanned page.



5. Do one of the following:
   - Click **Scan More** and repeat steps 3 and 4 to add other documents to the file.
   - Click **Finish** and enter the new workpaper properties.
   - Click **Cancel** to delete the scanned document and close the dialog without creating a PDF.

Configuring the Interface Option

To configure the ProSystem *fx* Tax interface option, do the following:

1. In ProSystem *fx* Tax, open Tax Preparation and select **Options**.
2. Select **Interface Options/Document Manager**.
3. Check the **Save PDF to** box.
4. Select **ProSystem *fx* Workpaper Manager** from the drop-down list.
5. You can choose to be prompted to save to Document Manager when creating a PDF or to always save a PDF to Document Manager.
6. Entering the ProSystem *fx* Workpaper Manager user name and password is optional. If you enter the information, it is passed to Workpaper Manager. Otherwise, you are prompted to log in when the file is inserted into the binder.

Adding and Exporting a ProSystem *fx* Fixed Assets FAC File

You can add a ProSystem *fx* Fixed Assets data file to a binder.

- ProSystem *fx* Fixed Assets version 2002.03 or higher must be installed on the local computer.
- The binder must be closed.
- You must be assigned to the binder.
- You must have the rights to create new workpapers.

You can enter your Workpaper Manager login name and password by selecting **File\Export\ProSystem *fx* Workpaper Manager\Provide ProSystem *fx* Workpaper Manager User Info**. Otherwise, you are prompted during the export process.

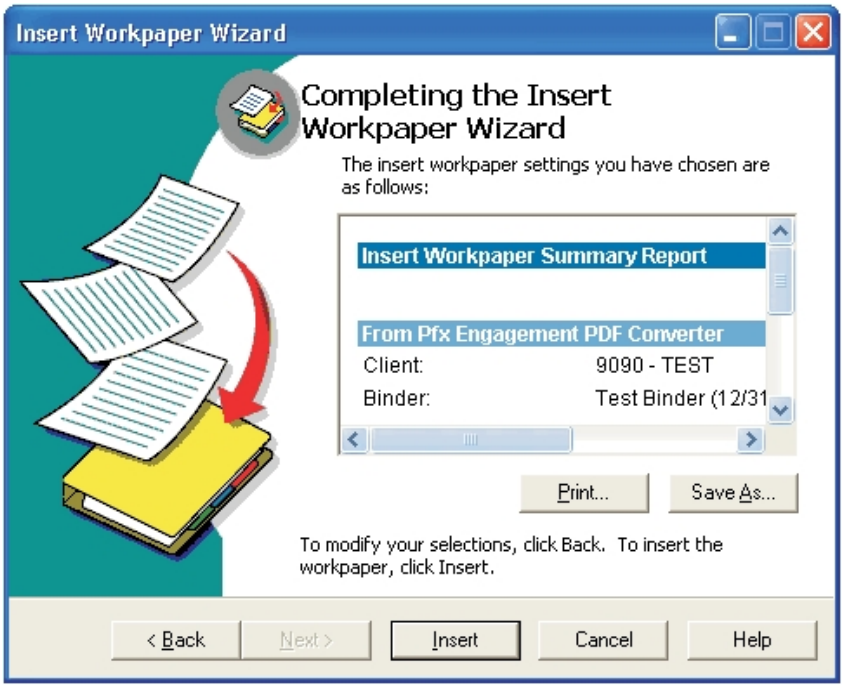
To export a client file from ProSystem *fx* Fixed Assets, do the following:

1. Open the Fixed Assets client file.
2. Select **File/Save to Workpaper Manager binder**.
3. Click **Next** on the *Insert Workpaper Wizard Welcome* dialog. If Workpaper Manager is not already open, a dialog prompts you to enter your login name and password.
4. Click **Next** to open the *Select Documents to Insert* dialog.
5. Select the document(s) to insert into a binder by performing one of the following actions:
   - Check the box next to the document name.
   - Click **Select All** to select all the documents listed.
   - Click **Unselect All** to deselect all the documents listed.
6. Click **Next** to open the *Select Client and Binder* dialog.
7. Select the client folder and the binder where you want to place the client file.
8. Click **Next** to continue to the *Create Workpaper Index and Name* dialog, or click **Finish** to continue to the *Summary* dialog. If you click **Finish**, the FAC file is placed in the *Unfiled Workpaper* tab and given a name based on the Fixed Assets client ID.
9. On the *Create Workpaper Index and Name* dialog, enter an index number if needed. The workpaper name defaults to the name of the FAC file.

   Note: The index number and name must be a unique combination within the binder.

10. If you clicked **Next**, the *Select Tab in Binder* dialog displays. Select a workpaper and click **Modify Tab** if you would like to change the tab location. Otherwise, the workpaper is placed in the *Unfiled Workpapers* tab.

11. Click **Finish** to open the *Summary* dialog.



Do one of the following:

- Click **Back** to change any information.
- Click **Insert** to save the PDF to the selected binder.
- Click **Print** to print the summary report.
- Click **Save As** to save the summary report to a file.
- Click **Cancel** to stop the workpaper insertion process.

Adding ProSystem *fx* Fixed Assets Report Data

You can add PDF files created from ProSystem Fixed Assets reports to a binder. The following must be established before you can add the report data:

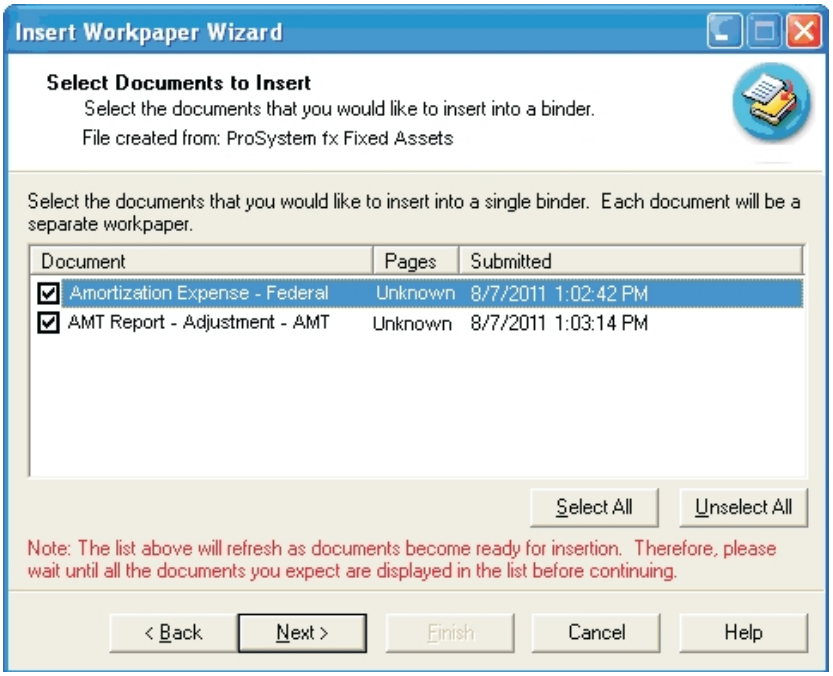
- ProSystem *fx* Fixed Assets version 2002.03 or higher must be installed on the local computer.
- You must be assigned to the binder.
- You must have the rights to create new workpapers.

You can enter your Workpaper Manager login name and password by selecting **File/Export/ProSystem *fx* Workpaper Manager User Info**. If you enter your login information on this dialog, you are not prompted for it during the export process.

To create a Fixed Assets report PDF and import it to ProSystem *fx* Workpaper Manager, do the following:

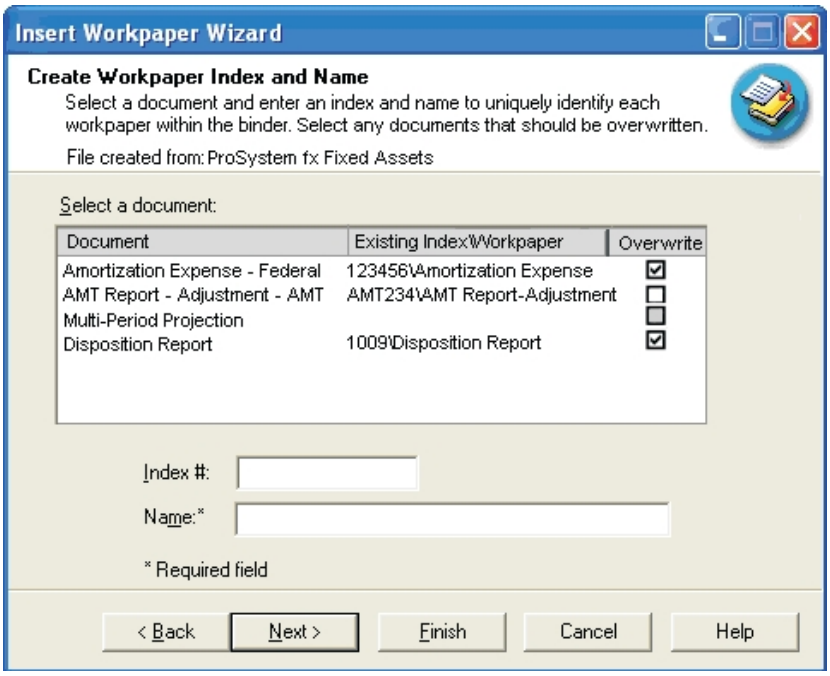
1. Open a client file in Fixed Assets.
2. Select **File/Export ProSystem *fx* Workpaper Manager/Export Reports**. The *Select Reports for Export* dialog displays.
3. Double-click a folder to open a list of available reports.

4. Double-click a report to add it to the *Reports selected* list. You can select multiple reports.
5. Select the month, if appropriate, from the *Select month* drop-down list.
6. Check the formatting options in the *Report format* section.
7. Click **Properties** to edit a selected report s print settings as needed.
8. Click **Export**. The *Insert Workpaper Wizard Welcome* dialog displays.
9. Click **Next**. If you did not enter your login information, you are prompted to do so.
10. Click **Next**. The *Select Documents to Insert* dialog displays.



11. Select the document(s) you want to insert into a binder by doing one of the following:
    - Check the box next to the document name.
    - Click **Select All** to select all the documents listed.
    - Click **Unselect All** to deselect all the documents listed.
12. Click **Next** to open the *Select Client and Binder* dialog.
13. On the *Select Client and Binder* dialog, select the client folder and binder where you want to insert the report data.
14. Click Next to specify the workpaper name and index number, or click **Finish** to skip to the *Summary* dialog. If you select **Finish**, the report is placed in the *Unfiled Workpapers* tab and given a name based on the name of the report.

15. If you select **Next**, the *Create Workpaper Index and Name* dialog displays.



16. Enter an index number and name of up to 64 characters for each workpaper, and select any documents that should be overwritten. Click **Next** to continue, or click **Finish** to skip to the *Summary* dialog.

    Note: The index number and name must be a unique combination within the binder.

17. If you select **Next**, the *Select Tab in Binder* dialog displays. Click **Modify Tab** to change the tab location. Otherwise, the workpaper is placed in the *Unfiled Workpapers* tab. Click **Finish** to open the *Summary* dialog.
18. On the *Summary* dialog, you can do one of the following:
    - Click **Back** to change any of the information.
    - Click **Insert** to save the PDF to the selected binder.
    - Click **Print** to print the summary report.
    - Click **Save As** to save the summary report to a file for later use.
    - Click **Cancel** to stop the workpaper insertion process.

Using ProSystem *fx* Tax Workpaper Templates

ProSystem *fx* Workpaper Manager provides two Excel workpaper templates that you can use to create a workpaper for importing apportionment data into a ProSystem *fx* Tax return. You can manually input the workpaper template or use TB link formulas to input data.

To use ProSystem *fx* Tax workpaper templates, do the following:

1. Click the workpaper tab where you want to insert the template.
2. Select **File/New**.
3. Select **Workpaper From Template**.
4. Select the **ProSystem *fx* Tax Workpapers** tab.

5. Highlight the appropriate template:
    - 1MSTCorp for Corporation data
    - 1MSTPtr for Partnership data
6. Click **OK** to open the *Workpaper Properties* dialog.
7. Enter the index and name information. Click **OK** to insert the workpaper in the tab.
8. Open the workpaper in Excel.
9. Enter the apportionment data manually or by using TB link formulas (Copy and Paste TB Link functions or Insert TB Link).
10. Select **File/Save**.
11. Select **File/Save As** and save the file in a directory where it can be easily identified when importing into ProSystem *fx* Tax.

Inserting a ProSystem *fx* Tax PDF File

You can insert multiple ProSystem *fx* Tax returns into Workpaper Manager binders as PDF files. Each time you save a PDF for a client, the Insert Workpaper Wizard walks you through selecting the client, binder, and workpaper tab. The steps below describe this process.

Verify the following before printing a PDF:

- You must be assigned to the binder.
- You must have rights to create new workpapers for the binder.

To save a PDF to an Workpaper Manager binder, do the following:

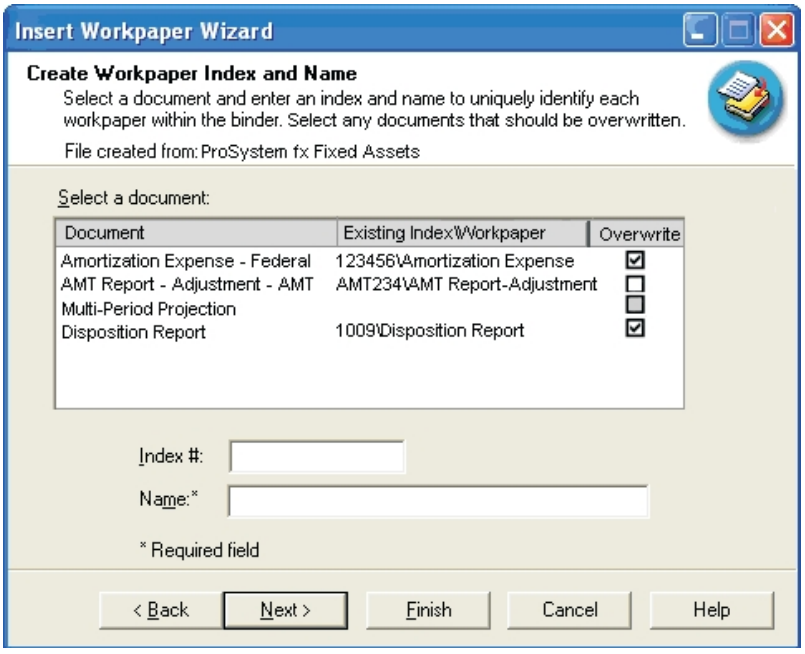
1. Open the client's tax return in Tax Preparation.
2. Select **File/Print**.
3. Select the return copies or sections you want to print, then select either **To PDF file** or **To PDF file and to printer** as the print destination.
4. Click **OK**. If you select **To PDF file and to printer**, the return copies requested are printed to the printer as the *Insert Workpaper Wizard* displays.
    - If you selected to always print PDF to Workpaper Manager, the *Welcome* dialog of the *Insert Workpaper Wizard* displays.
    - If you selected to be prompted, click **Yes** on the prompt to save the PDF to the Workpaper Manager binder and display the *Welcome* dialog of the wizard.

5. Click **Next**. If you entered your user name and password when configuring the interface option, the *Select Client and Binder* dialog displays.



If you did not enter your user name and password, a dialog prompts you to do so. Enter your user name and password and click **Next** to open the *Select Client and Binder* dialog.

6. Select the client folder and binder where you want to insert the report data.
7. Click **Next** to specify the workpaper name and index number, or click **Finish** to skip to the *Summary* dialog. If you select **Finish**, the report is placed in the *Unfiled Workpapers* tab and given a name based on the name of the report.
8. If you select **Next**, the *Create Workpaper Index and Name* dialog displays.



9. Enter an index number and name of up to 64 characters for each workpaper, and select any documents that should be overwritten. Click **Next** to continue or **Finish** to skip to the *Summary* dialog.

   Notes:

   - The index number and name must be a unique combination within the binder.
   - If a workpaper with the same name/index number combination already exists in the binder, the *Overwrite* check box is selected by default for any reinserted tax returns. Uncheck Overwrite to create a new workpaper with a (1) appended to the name.

10. If you select **Next**, the *Select Tab in Binder* dialog displays. Click **Modify Tab** to change the tab location. Otherwise, the workpaper is placed in the *Unfiled Workpapers* tab. Click **Finish** to open the *Summary* dialog.
11. On the *Summary* dialog, you can do one of the following:
    - Click **Back** to change any of the information.
    - Click **Insert** to save the PDF to the selected binder.
    - Click **Print** to print the summary report.
    - Click **Save As** to save the summary report to a file for later use.
    - Click **Cancel** to stop the workpaper insertion process.

Note: You can also select **Print/Preview** and click the **Report Being Viewed** or **All Reports** toolbar button to launch the ProSystem *fx* Workpaper Manager *Insert Workpaper Wizard*.

Adding a Microsoft Excel Document

Workpaper Manager allows you to insert an Excel document into a Workpaper Manager binder.

Verify the following before inserting an Excel document into a Workpaper Manager binder:

- You must be assigned to the binder.
- You must have the right to create new workpapers.

To insert an Excel document into a Workpaper Manager binder, do the following:

1. Open the Excel document you want to insert.
2. Select **File/Save to Workpaper Manager Binder**. The *Insert Workpaper Wizard* displays.
3. Click **Next**. If you are logged in to Workpaper Manager, the *Select Documents to Insert* dialog displays. If you are not logged in to Workpaper Manager, the *Verifying User Login and Rights* dialog displays. Enter your login information. The current Excel document is selected by default.
4. Click **Next**. The *Select Client and Binder* dialog displays.
5. Select the binder where you want to insert the Excel document and click **Next**. The *Create Workpaper Index and Name* dialog displays.
6. A name must be entered for the workpaper. You can also enter an index number to link a reference to this workpaper from another workpaper, or for identification purposes.

   Note: The index number and name must be a unique combination within the binder.

7. Click **Next** to open the *Select Tab in Binder* dialog or click **Finish** to open the *Summary* dialog and place the workpaper in the *Unfiled Workpapers* tab.

8. Select a workpaper and click **Modify Tab** if you would like to select the tab location. Otherwise, the workpaper is placed in the *Unfiled Workpapers* tab.
9. Click **Finish** to open the *Summary* dialog. You can do one of the following:
    - Click **Back** to change any of the information.
    - Click **Insert** to insert the Excel document into the selected binder.
    - Click **Print** to print the summary report.
    - Click **Save As** to save the summary report to a file.
    - Click **Cancel** to stop the workpaper insertion process.

Adding Microsoft Outlook Files

Workpaper Manager allows you to interface with Microsoft Outlook, inserting an Outlook email, the body of a message, or an attachment of a message directly into a Workpaper Manager binder.

Verify the following before attempting to insert an Outlook file into a Workpaper Manager binder:

- ProSystem *fx* Workpaper Manager must be installed on the computer where Outlook is installed.
- You must be assigned to the binder.
- You must have the user right to create new workpapers.

To insert Outlook files as a Workpaper Manager workpaper, do the following:

1. In Microsoft Outlook, select the email or email attachment.
2. To launch the *Insert Workpaper Wizard*, select one of the following options from the Workpaper Manager Functions toolbar in Outlook:
    - Insert Entire Outlook Email
    - Insert Message as Text File
    - Insert Attachment Only

    Note: If there are multiple attachments to insert from the same email, select **Insert Attachment Only**. You will be given the option to insert multiple files on the *Select Documents to Insert* dialog.
3. Click **Next** on the *Welcome* dialog. If Workpaper Manager is not already open, a dialog prompts you to enter your login name and password.
4. Click **Next** to open the *Select Documents to Insert* dialog.
5. Select the document(s) you want to insert into a binder by doing one of the following:
    - Check the box next to the document name.
    - Click **Select All** to select all the documents listed.
    - Click **Unselect All** to deselect all the documents listed.

6. Click **Next** to open the *Select Client and Binder* dialog.



7. Open the file room icon and then open the appropriate client folder.
8. Highlight the binder and click **Next** to open the *Create Workpaper Index and Name* dialog, or click **Finish** to open the *Summary* dialog. If you click **Finish**, the workpaper is placed in the *Unfiled Workpapers* tab and given a name based on the subject of the email or the attachment file name.
9. A name must be entered for the workpaper. You can also enter an index number to link a reference to this workpaper from another workpaper, or for identification purposes.

   Note: The index number and name must be a unique combination within the binder.

10. Click **Next** to open the *Select Tab in Binder* dialog or click **Finish** to open the *Summary* dialog. If you click **Finish**, the workpaper is placed in the *Unfiled Workpapers* tab.
11. Select a workpaper and click **Modify Tab** if you would like to select the tab location. Otherwise, the workpaper is placed in the *Unfiled Workpapers* tab.
12. Click **Finish** to open the *Summary* dialog. You can do one of the following:
    - Click **Back** to change any of the information.
    - Click **Insert** to insert the Outlook file into the selected binder.
    - Click **Print** to print the summary report.
    - Click **Save As** to save the summary report to a file.
    - Click **Cancel** to stop the workpaper insertion process.

Changing Workpaper Properties

You can use the *Workpaper Properties* dialog to do any of the following:

- Change the index number and name.

  Note: If you change the index number on a workpaper, any workpaper references associated with the original index do not automatically update to the new index. You must insert a workpaper reference to the new index.

- View the following information about the workpaper:
  - Created by
  - Last modified by
  - Checked out by
  - Assigned to
  - Deleted by
  - Version
- Change the roll forward options.
- Sign off as Preparer or Reviewer.
- View a workpaper's history, including the following:
  - Workpaper Name
  - Transaction
  - Time Stamp
  - Performed By

To change properties and sign off the workpaper, do the following:

1. Select the workpaper in the Binder window.
2. Perform one of the following actions to open the *Workpaper Properties* dialog.
   - Select **File/Properties**.
   - Right-click the workpaper and select **Properties** from the pop-up menu.
   - Click the **Properties** toolbar button.



3. Change the name and index number as needed.
4. For Workpaper Manager workpapers, select the **Roll Forward** tab to edit the roll forward options. You can change the following options from this tab:
   - **Roll forward options**. Select how this workpaper will be treated when the binder is rolled forward to the next period.
     - **Do not include in the roll forward**. The new binder for the next period will not include the workpaper.
     - **Include in the roll forward**. The workpaper will be included in the binder for next period.

- **Replace in the roll forward with placeholder**. The new binder will include a placeholder with the same name and index number as the workpaper. When you receive the new workpaper for the next binder, you can replace the placeholder.
- **Replace in the roll forward with this file**. Click **Browse** to select a file to be inserted in the binder for the next period.

5. Select the **Sign Off** tab to view sign off information or to sign off the workpaper as either the Preparer or Reviewer. You can have multiple preparers and reviewers for a workpaper. For more information on signing off workpapers, see *Workpaper Sign Off* on page 405.
6. Select the **History** tab to view the transactions performed by staff members. The following transactions display on the *History* tab once performed.
   - New
   - Modified in 2.x
   - Moved to Trash
   - Restored from Trash
   - Published
   - Signed Off
   - Locked
   - Unlocked
   - Checked In
   - Checked Out
   - Links Frozen
   - Links Unfrozen
   - Modified RF Settings
   - Preparer Signed Off
   - Reviewer Signed Off
   - Removed Preparer Sign Off
   - Removed Reviewer Sign Off
   - Taken Over
   - Modified Name or Index
   - 2nd Reviewer Signed Off
   - Removed 2nd Reviewer Sign Off
   - Saved After Sign-Off
7. Click **OK** to save your changes.

Using Workpapers

This section shows you how to open and use workpapers within the Binder window. For information about modifying workpapers, see the following chapters:

- To add ProSystem *fx* Workpaper Manager functions to Excel workpapers, see *Chapter 9: Using Microsoft Excel* on page 415.
- To add ProSystem *fx* Workpaper Manager functions to Word workpapers, see *Chapter 10: Using Microsoft Word* on page 437.

Important! If you open a workpaper with custom macros, Microsoft Word or Excel prompts you to run the macros according to your security settings. You do **not** see this message with standard Workpaper Manager macros.

Note: Only the Current Editor (in a non-shared file room) or the Live Editor (in a shared file room) of a workpaper can make changes to it.

Opening Workpapers Inside or Outside

When you open a workpaper inside Workpaper Manager, the workpaper displays either under or to the right of the Binder window. You determine where it displays using View/Workpaper Preview. When you open a workpaper inside, you can view the contents of a workpaper, but you cannot make any changes to it.

You can make changes to and view a workpaper in the application in which it was created. This is referred to as viewing the workpaper outside Workpaper Manager.

You must be the Current Editor (in a non-shared file room) or the Live Editor (in a shared file room) of the workpaper in order to make changes to it.

In a Shared File Room, if you select to view a workpaper inside, it will still be viewed outside.

You cannot have the same workpaper open inside and outside simultaneously.

Opening a Workpaper within Workpaper Manager (Non-Shared File Rooms Only)

To open a workpaper within (inside) ProSystem *fx* Workpaper Manager, select the workpaper and do one of the following:

- Select **Tools/Options** and remove the check from the **Double-click opens workpaper outside** box. Then select **File/Open** or double-click the workpaper from the Binder Index.
- Right-click the workpaper in the Binder Index and select **View Inside** from the pop-up menu.
- Select **Workpaper/View Inside**.

If the viewing pane already contains a workpaper, a second viewing pane opens with the new workpaper.

When you open a workpaper inside, the workpaper displays in the viewing pane either under or on the right side of the Binder Index pane. You can set this option by selecting **View/Workpaper Preview**. Then select either **Right** or **Bottom**.

When opening the workpaper within the viewing pane you can only view the workpaper. If you want to make changes to the workpaper, you need to open it outside and you must be the workpaper's Current Editor.

If you select to open a workpaper outside that is pending synchronizing or in progress of synchronization, the workpaper is moved to the top of the queue.

The Open Workpaper Progress dialog displays the progress of the synchronization. When the workpaper has finished synchronizing, it opens.

If you select to cancel opening a workpaper, it continues to synchronize.

Note: If the workpaper is Word or Excel, all trial balances selected for synchronization within the binder will also be moved to the top of the queue and must finish synchronizing before the selected workpaper opens in order to ensure that any TB links in the workpaper are up-to-date.

Opening a Workpaper in Its Original Application (Outside)

To open a workpaper in its original application, follow these directions:

- Select **Tools/Options/General** and make sure the **Double-click opens workpaper outside** box is checked. Then double-click the workpaper or select **File/Open** to open it outside.
- Right-click the workpaper inside the Binder Index and select **View Outside** from the pop-up menu.
- Select **Workpaper/View Outside**.

Notes:

- If you open more than one Excel worksheet created from a rolled-forward binder or the same binder template, you can only edit the first workpaper opened. The other copies of the workpaper are read-only.
- If you open a PDF in Adobe Reader 10 or 11, you will need to turn off Protected Mode in order to use Workpaper Manager's features. For more information, see *Note Regarding Adobe Reader 9, 10 and 11* on page 32.

Closing Workpapers

You can close a workpaper from ProSystem *fx* Workpaper Manager, Word, or Excel. When you close a workpaper, you are prompted to save any changes. If you select **Yes** and you are not the Current Editor, the *Save As* dialog displays and you can save your changes to another workpaper file. When you close a trial balance workpaper, changes are automatically saved without prompting.

Closing Workpapers in Excel and Word

There are two ways to close workpapers in Excel and Word:

- Close the window as you normally close a spreadsheet or document in Excel or Word. This closes the workpaper in Workpaper Manager.
- You can also close all open workpapers in Excel or Word by closing Workpaper Manager.

Notes:

- You need to be out of cell-editing mode to close Excel workpapers or the trial balance.
- If you are the Current Editor or Live Editor and the workpaper is not a trial balance workpaper, you are prompted to save the changes. The file name appearing in the prompt is a long file name that Workpaper Manager uses internally because Workpaper Manager does not have control when the window is closed this way and, therefore, cannot provide the name and index from the binder.

Closing Workpapers in ProSystem *fx* Workpaper Manager

You can close workpapers in ProSystem *fx* Workpaper Manager in any of the following ways:

- To close an individual workpaper, select the workpaper in the Binder window. You can either right-click the workpaper and select **Close Workpaper** from the pop-up menu, or select **Workpaper/Close Workpaper**.
- To close all open workpapers, right-click a tab and select **Close All Workpapers** from the pop-up menu, or select **Workpaper/Close All Workpapers**.
- To close all open workpapers in all binders, close Workpaper Manager.

Note: If you are the Current Editor or Live Editor and the workpaper is not a trial balance, you are prompted to save changes. The file name and index number in the message are used in the binder.

Saving Changes to Workpapers

If you are the Current Editor (in a non-shared file room) or the Live Editor (in a shared file room) of the workpaper or trial balance, you can make changes to it. When you close a Microsoft Excel or Word workpaper, you are prompted to save changes made to it. When you close a trial balance, changes are saved automatically.

If you are not the Current Editor or Live Editor, the workpaper is read-only and any changes made are not saved. Select **Save As** to save the workpaper with a new name and insert it into a binder, if desired.

Refreshing Workpapers and Reports

Each time you open a workpaper or report, it displays the most current trial balance data. Use **Refresh** from the Workpaper Manager menu or the Workpaper Manager toolbar to manually force an update so an open workpaper refreshes with the latest data from the trial balance.

Important! For the trial balance reports to refresh properly, it is best not to delete cells, rows, or columns because they might contain data necessary for the refresh function to work. Instead of deleting columns, hide them by selecting the row/column header, right-clicking, and then selecting **Hide**.

Copying and Moving Workpapers

You can copy or move workpapers within a binder. However, you can only copy workpapers between binders. If you copy a workpaper to a tab in the same binder where the workpaper index and name combination already exists, the words *Copy of* are added to the beginning of the name.

Important! Do not copy TB Reports or JE Reports across binders, as they will not work properly. Normal workpapers that contain TB links might not work because these workpapers are linked to particular trial balance accounts or items in an account grouping list. These accounts or grouping list items may not exist in the new trial balance. Keep these factors in mind when copying across binders.

Copying Workpapers Within a Binder

To copy workpapers within a binder, do the following:

1. Select the workpaper or workpapers you want to copy.
2. Right-click the workpaper or workpapers and select **Copy**.
3. Right-click the tab where you want the workpaper or workpapers inserted and select **Paste**. The *Selected Workpaper Properties* dialog displays.
4. Change the workpaper properties as necessary for each workpaper.
5. Click **OK**.

Moving Workpapers Within a Binder

To move workpapers within the same binder, do the following:

1. Select the workpaper or workpapers to move.
2. Drag the workpapers to the new tab.

Copying Workpapers Between Binders

To copy a workpaper or workpapers between binders, do the following:

1. Open both binder windows. See *Chapter 6: Creating and Using Binders* on page 141.
2. Select the workpaper or workpapers you want to copy.
3. Drag the workpaper or workpapers to the new binder. The *Selected Workpaper Properties* dialog displays.
4. Change the workpaper properties as necessary for each workpaper.
5. Click **OK**.

Tip: You can also move or copy a workpaper or entire workpaper tab by using the **Cut**, **Copy**, and **Paste** toolbar buttons.

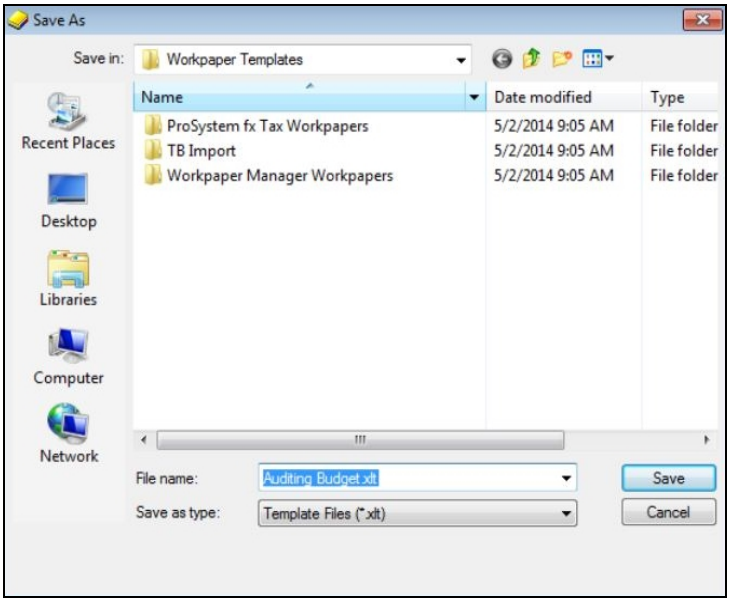


Saving a Workpaper as a Template

If there is a workpaper with a format you use frequently, you can save it as a template. Whenever you insert the template, the *Tab* field will auto-populate in the *Selected Workpapers Properties* dialog.

To save a workpaper as a template, do the following:

1. Select the workpaper and perform one of the following actions to open the *Save As* dialog.
   - Right-click the workpaper and select **Save as Template** from the menu.
   - Select **File/Save As Template**.



2. The *Save in* field defaults to the Pfx Engagement\WM\Workpaper Templates folder. You can use this folder, select another folder, or create a new folder by clicking the**Create New Folder** icon.
3. You can accept the default file name for the template or type a new name and click **Save**. An XLT file is created for an Excel workpaper and a DOT file is created for a Word workpaper.

You can access the template when creating new workpapers. See *Adding a New Workpaper from a Template* on page 353.

Publishing Workpapers

If you want to send someone an electronic copy of a Microsoft Word or Excel workpaper, you should publish the workpaper. In a published workpaper, formulas (for example, trial balance and name/date links) are converted to values automatically. This allows you to share the workpaper with people who do not have access to ProSystem *fx* Workpaper Manager or the trial balance database. A copy of the original workpaper is created in the *Published Workpapers* tab.

Note: If you are working in a shared local file room and publish a workpaper, the file room's Host becomes the Current Editor of the new workpaper.

To publish a workpaper, do the following:

1. In the Binder window, select the workpaper to publish.
2. Perform one of the following actions:
   - Select **Workpaper/Publish Workpaper**.
   - Right-click the workpaper and select **Publish Workpaper** from the pop-up menu.
   - Click the **Publish Workpaper** toolbar button.

   The name of the workpaper is its original name with the word *Published* appended to the end. All of the formulas, such as dates, names, and amounts, are converted to values. This published workpaper cannot be updated, because the formulas no longer exist.

   Note: You cannot publish ProSystem *fx* Workpaper Manager-generated Excel reports such as TB, JE, Consolidated, and Write Up reports. However, they may be sent in PDF format.

Sending a Workpaper to a Third Party

There are three ways to send a workpaper or workpapers: by converting them to a file, sending them via email, or sending them to ProSystem *fx* Document.

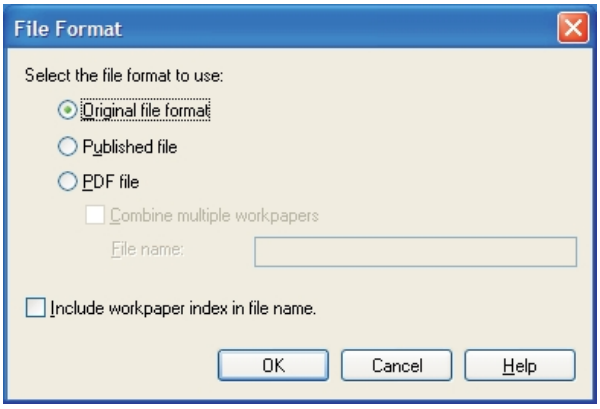
Sending a Workpaper to File

You can create a file of selected workpapers or all workpapers in a workpaper tab.

Note: When you send workpapers to a file, the next time you insert that file, the *Tab* field will auto-populate in the *Selected Workpaper Properties* dialog.

To send workpapers to file, do the following:

1. Open the binder containing the workpapers to be sent.
2. Select the workpaper or workpaper tab. You can select multiple workpapers holding down the **Shift** or **Ctrl** keys.
3. Right-click and select **Send To/File** from the pop-up menu. The *File Format* dialog displays.



4. Select one of the following:
   - **Original file format**. Select this option to create a file of the original workpaper(s).
   - **Published file**. Select this option to create a file of the workpaper with all formulas (for example, trial balance links) converted to static text.

- **PDF file**. If you have selected more than one workpaper, you can select this option to combine the multiple workpapers into a single PDF file. If you select **PDF file**, you must complete the *File name* field.

5. You can choose to include the workpaper index number in the file name automatically.
6. Click **OK**.

Sending a Workpaper via Email

You can send selected workpapers or all workpapers in a workpaper tab via email. Outlook must be installed on the computer you are using to send the email.

To send workpapers via email, do the following:

1. Open the binder containing the workpapers to be sent.
2. Select the workpaper or workpaper tab. You can select multiple workpapers holding down the **Shift** or **Ctrl** keys.
3. Right-click and select **Send To/Mail Recipient** from the pop-up menu. The *File Format* dialog displays.
4. Select one of the following:
   - **Original file format**. Select this option to create a file of the original workpaper(s).
   - **Published file**. Select this option to create a file of the workpaper with all formulas (for example, trial balance links) converted to static text.
   - **PDF file**. If you have selected more than one workpaper, you can select this option to combine the multiple workpapers into a single PDF file. If you select **PDF file**, you must complete the *File name* field.
5. You can choose to include the workpaper index number in the file name automatically.
6. Click **OK**.

If Outlook has not been configured to send email, follow the steps in the Internet Connection Wizard, or contact your system administrator for assistance.

Sending a Workpaper to ProSystem *fx* Document

If your firm uses ProSystem *fx* Document, you can send selected workpapers or all workpapers in a workpaper tab to ProSystem *fx* Document.

Note: Follow this procedure if your firm has licensed and installed both ProSystem *fx* Document and CCH Axcess Portal.

To send workpapers to ProSystem *fx* Document, do the following:

1. Open the binder containing the workpapers to be sent.
2. Select the workpaper or workpaper tab. You can select multiple workpapers holding down the Shift or Ctrl key.
3. Select **File/Send To/ProSystem *fx* Document**. The *File Format* dialog displays.
4. Select one of the following:
   - **Original file format**. Select this option to create a file of the original workpaper(s).
   - **Published file**. Select this option to create a file of the workpaper with all formulas (for example, trial balance links) converted to static text.

- **PDF file**. If you have selected more than one workpaper, you can select this option to combine the multiple workpapers into a single PDF file. If you select **PDF file**, you must complete the *File name* field.

5. You can choose to include the workpaper index number in the file name automatically.
6. Click **OK**.

Sending a Workpaper to CCH Axcess Portal

If your firm uses the standalone version of CCH Axcess Portal, you can send selected workpapers or all workpapers in a workpaper tab directly to your portal.

Note: If you are using a release of CCH Axcess Portal prior to 2011-4.11, you must enter your CCH Axcess Portal login credentials on the *Other Info* tab under Tools/User Profile before sending workpapers.

To send workpapers to CCH Axcess Portal, do the following:

1. Open the binder containing the workpapers to be sent.
2. Select the workpaper or workpaper tab. You can select multiple workpapers holding down the **Shift** or **Ctrl** key.
3. Select **File/Send To/CCH Axcess Portal**. The *File Format* dialog displays.
4. Select one of the following:
   - **Original file format**. Select this option to create a file of the original workpaper(s).
   - **Published file**. Select this option to create a file of the workpaper with all formulas (for example, trial balance links) converted to static text.
   - **PDF file**. If you have selected more than one workpaper, you can select this option to combine the multiple workpapers into a single PDF file. If you select PDF file, you must complete the *File name* field.
5. You can choose to include the workpaper index number in the file name automatically.
6. Click **OK**.

Printing Workpapers

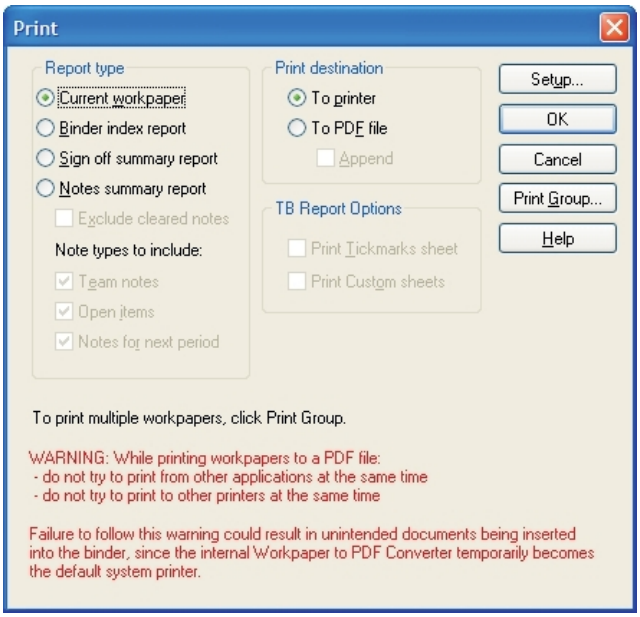
When you print workpapers from ProSystem *fx* Workpaper Manager, the workpapers are printed using the print features of the application in which they were created without your having to manually open the workpaper. You can also print the workpaper from the original application. You can print workpapers individually or as part of a group.

Printing a Single Workpaper

1. In the Binder window, select the workpaper you want to print.
2. Do one of the following to open the *Print* dialog.
   - Select **File/Print**.
   - Right-click the workpaper and select **Print** from the pop-up menu.



- Click the **Print** toolbar button.



3. Choose **Current workpaper**.
4. Choose **To printer** and click **OK**.

Note: When you print a report, the print area is automatically set so that all the columns fit on one page. You can change the print setting through the normal Excel print setup. See your Excel documentation or help for instructions on setting print areas.

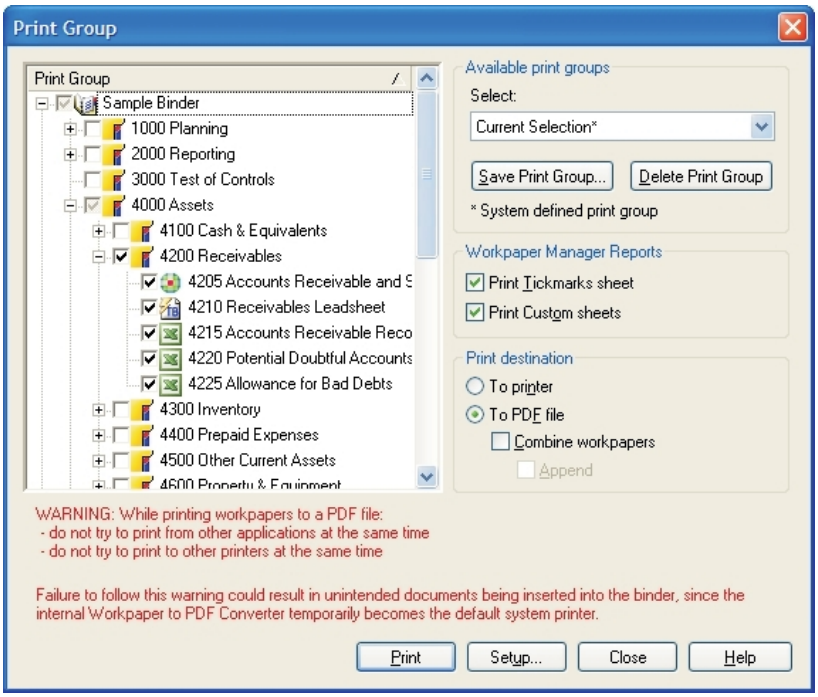
Printing a Single Workpaper to PDF

You can print a workpaper to a PDF so that you can share the file with other users who do not have access to either ProSystem *fx* Workpaper Manager or the trial balance database.

1. In the Binder window, select the workpaper you want to print.
2. Do one of the following to open the *Print* dialog:
   - Select **File/Print**.
   - Right-click the workpaper and select **Print** from the pop-up menu.



- Click the **Print** toolbar button.



3. Choose **Current workpaper**.
4. Choose **To PDF file** and click **OK**. You receive a confirmation message stating where the PDF was stored.

Notes:

- If there is an existing PDF in the binder, you may choose to **Append** the workpaper to an existing PDF. If so, after clicking **OK**, select the PDF to append to and click **OK**.
- Appending to an existing PDF cannot be undone.

Printing a Group of Workpapers

To print a group of workpapers, follow these steps:

1. From the Binder view, select **File/Print Group** to open the *Print Group* dialog.
2. Click the drop-down list in the *Available Print Groups* section. The list includes the ProSystem *fx* Workpaper Manager default print groups (designated with an asterisk at the end) and any print groups you have created and saved. Select the print group to use.
3. In the left pane, select the workpapers to print:
   - To print selected workpapers, open the workpaper tab(s) containing the workpapers and check the box next to each workpaper.
   - To print the entire binder, check the box next to the binder.
   - To print all the workpapers in a workpaper tab, check the box next to the tab.
4. If you want to save the workpapers as a print group, click the **Save Print Group** button. The *Save As* dialog displays. Enter a name for the group in the *File Name* field and click **Save**.
5. Choose **To printer**.

6. Click **Print** to print the group.

   Note: When you print a group of workpapers, the paper size settings on each individual workpaper are not always used. For example, if you print some files on legal and some on letter size, only one size is used. To avoid this, print workpapers with customized print settings separately.

Printing a Print Group of Workpapers to PDF

You can either create the print group workpapers as separate PDF files, or you can combine them into the same PDF. If you combine the print group workpapers, you can choose to append the newly created PDF to an existing PDF workpaper in the binder.

1. From the Binder view, select **File/Print Group** to open the *Print Group* dialog.
2. Click the drop-down list in the *Available Print Groups* section. The list includes the ProSystem *fx* Workpaper Manager default print groups (designated with an asterisk at the end) and any print groups you have created and saved. Select the print group to use.
3. In the left pane, select the workpapers to print:
   - To print selected workpapers, open the workpaper tab(s) containing the workpapers and check the box next to each workpaper.
   - To print the entire binder, check the box next to the binder.
   - To print all the workpapers in a workpaper tab, check the box next to the tab.
4. Under *Print Destination*, choose **To PDF file**.
5. If you would like to combine the print group into a single PDF, check **Combine Workpapers**.
6. If you chose to combine the print group, then you can check **Append** to append the print group to an existing PDF.
7. Click **Print**.
8. If you did not select **Append**, you must enter a name for the PDF created. You may also enter an index number for the file.
9. Click **OK**.
10. If you did select **Append**, you must select the PDF to append to and click **OK**.

    Note: Once you append workpapers to an existing PDF, the appended workpapers cannot be removed from the file.

Printing Views in the Binder

You can print the following Binder views:

- **Binder index report**. Prints the *Binder Index* tree and includes workpaper tabs and workpapers. The index number and workpaper name print.
- **Sign off summary report**. Prints the binder's *Sign Off Summary View* and displays the three levels of sign off: In Process, Ready for Review, and Reviewed. The workpapers display under their corresponding sign off level.
- **Notes summary report**. Prints the binder's *Notes Summary View* and displays the three note types: Team Notes, Open Items, and Notes for Next Period. The notes print under the corresponding note type.

To print one of the Binder reports, do the following:



1. Select **File/Print** from the Binder window or click the **Print** button on the toolbar. The *Print* dialog displays.
2. Choose the appropriate radio button for the report you want to print and click **OK**.
3. A preview of the report displays. You can do the following:
   - Click **Print** to print the report.
   - Click **Print Setup** to check the print settings.
   - Click **Close** to return to the Binder Index.

Deleting Workpapers

You can send a workpaper to the trash folder by selecting it and then doing one of following:

- Press the **Delete** key.
- Select **Edit/Delete**.
- Right-click and select **Delete** from the pop-up menu.



- Drag it to the **Trash** icon.

Notes:

- You cannot delete or restore a workpaper if you are not the Current Editor.
- You cannot delete a tab that contains a workpaper for which you are not Current Editor.
- If you delete a workpaper and other staff members have a copy of it, the next time you synchronize binders with the staff members, their copies of the workpaper are moved to the Trash folder.

Restoring Items from the Trash

When you delete a workpaper, it goes into the *Trash* section of the binder. You can recover a deleted workpaper by performing one of the following actions:

- Highlight the workpaper and select **Workpaper/Restore from Trash**.
- Right-click the workpaper and select **Restore from Trash** from the pop-up menu.

You can restore all workpapers to their original locations by right-clicking the **Trash** icon and selecting **Restore All**, or by selecting **File/Restore All**.

Note: You can restore workpapers only if you are the Current Editor or have been granted rights to restore other staff members' workpapers.

Emptying the Trash

To permanently delete workpapers from the *Trash* folder, do one of the following:

- Click the workpaper and select **Workpaper/Delete from Trash**.
- Right-click the workpaper and select **Delete from Trash**.

You can delete all workpapers from the *Trash* folder by right-clicking the **Trash** icon and selecting **Empty Trash** or by selecting **File/Empty Trash**.

The trash will be emptied every time the binder is closed if this option is selected in Administrator.

Notes:

- You can delete a workpaper only if you are the Current Editor or have been granted rights to delete other staff members' workpapers.
- When you send a workpaper to file, the next time you insert that file, the *Tab* field will auto-populate in the *Selected Workpaper Properties* dialog.

Searching for Workpapers

You can use the **Find** command to search for workpapers in a binder. This command shows the index number, name, and location of the workpaper.

Note: The Find command used in a Binder window works differently than the Find command used in a File Room window, where it searches for client folders and binders. Verify that you are in a Binder window when searching for workpapers.

1. Perform one of the following actions to open the *Find Workpaper* dialog:
   - Select **Edit/Find**.
   - Right-click a tab or workpaper in the Binder window and select **Find** from the pop-up menu.
   - Press **Ctrl+F**.
2. In the *Name* field, type a complete or partial name. The program matches all items containing the text you type. For example, if you type **bal**, the program finds Trial Balance, Balance Forward, etc. The search is not case sensitive.

   You can also search for the index number by entering the number in the *Index* field and leaving the *Name* field blank.
3. Click **Find Now** to display the results of the search in the lower section of the dialog. Double-click the workpaper to open it.

Linking Workpapers

Word and Excel workpapers can contain links to the trial balance. These links are used to automate certain workpapers or to draft your financial statements. TB links are updated as you change data in the trial balance. You can also use the Freeze/Unfreeze options to control the update of TB links.

You can create these links using either of the following methods:

- Copy/Paste TB Link command.
- Insert TB Link command.

For additional information on TB Link formulas, see *Analyzing a TB Link Formula* on page 397.

Note: The formula for a TB link is limited to 850 characters.

Copy/Paste TB Link

Copying Amounts from the Trial Balance

The first step in copying and pasting linked cells from the trial balance to your workpapers is to copy the cells with the Copy TB Link function.

Note: Keep the trial balance open throughout the entire Copy and Paste procedure.

To copy amounts from a trial balance, do the following:

1. Open the trial balance and the workpaper you will be pasting links to outside.
2. In the trial balance, select the cells to copy.

   When selecting cells in a single column of the trial balance, you can select non-adjacent cells by holding down **Ctrl** and highlighting the cells.

   Notes:

   - You cannot copy the *Workpaper Reference* columns or column headers and footers.
   - Copying and pasting linked cells works the same way in the fund worksheets of the fund trial balance as it does in the Account Group Summary and Account Sub-Group Summary worksheets with the addition of being able to copy and paste the TB link to the balances by fund, fund type or fund subtype.

You are now ready to paste the cells into your workpaper. For information on the various pasting options, see the listings below:

- *Pasting Trial Balance Amounts - General* below.
- *Pasting Trial Balance Amounts - Excel* on page 390
- *Pasting Trial Balance Amounts - Word* on page 391

For additional information on TB Link formulas, see *Analyzing a TB Link Formula* on page 397.

Pasting Trial Balance Amounts - General

This option pastes the trial balance cells from the clipboard at the cursor position. Two pasting options that are the same for Excel and Word are the *Sign* and *Paste Sum* options. These concepts are discussed below. All other pasting options are specific to either Excel or Word and are discussed in their respective sections.

Note: You do not need to format the item prior to copying it. Formatting is performed through the pasting options and through each application's normal formatting commands.

After you have pasted a link, you can move it to the location you want in Word or Excel.

Important! You cannot use the Undo feature in Word or Excel when you use the Paste TB Link feature. This could be especially harmful if you forget to Paste Sum where necessary and overwrite several cells of existing data. Therefore, take extra care when performing these steps.

Sign Options

In the trial balance, debits are shown as positive amounts and credits are shown as negative amounts. When you paste these amounts into your workpapers, you can retain the signs used in the trial balance or change them. When you paste numbers from the trial balance using Paste TB Link, you have the options in the following table.

		Examples		
Paste Option	Description	When Used	Amounts Copied As	Amounts Pasted As
Actual	Amounts are pasted as they appear in the trial balance.	To show the amounts as debits and credits as they appear in the trial balance.	275.00 -1,350.25 62,340.00 -7,250.00	275.00 -1,350.25 62,340.00 7,250.00
Reverse Sign	Amounts are pasted with the sign opposite from the trial balance.	To show income and gains as positive amounts and expenses and losses as negative amounts.	275.00 -1,350.25 62,340.00 -7,250.00	-275.00 1,350.25 -62,340.00 7,250.00
Absolute Value	All amounts are pasted as positive.	To describe amounts without indicating debits and credits, such as narrative description in a Word workpaper.	275.00 -1,350.25 62,340.00 -7,250.00	275.00 1,350.25 62,340.00 7,250.00

Sum Options

If you copy a range of cells in the trial balance using Copy TB Link, you have the option to paste the individual amounts or paste the sum of the copied amounts.

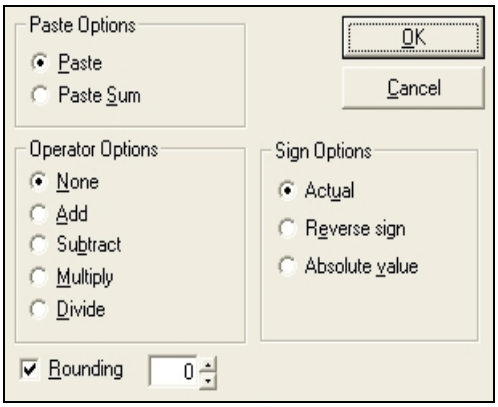
Pasting Trial Balance Amounts - Excel

To paste trial balance amounts in an Excel workpaper after you have copied the links you want to paste, follow these steps:

1. Switch to the workpaper you want to paste the links into. You should already have opened this workpaper outside before copying the TB links. If you have not, open the workpaper outside now and repeat the process in *Copying Amounts from the Trial Balance* on page 389.
2. Select the top, left-most cell where you want to paste the trial balance data. You can select cells that already contain amounts. You have the option either to overwrite the amounts with the trial balance data or to add, subtract, multiply, or divide the amounts from the trial balance to the amounts that are already in the destination cells.
3. Do one of the following to open the *Paste TB Link* dialog:
   - Select **Edit/Paste TB Link**.
   - Right-click the selected cells and select **Paste TB Link**.



- Click the **Paste TB Link** button on the Workpaper Manager toolbar.



4. If you copied a range of cells, select **Paste Sum** if you want to paste the sum of the range into one cell. Leave the **Paste** default to paste the cells in a range.
5. If you are pasting the cells where there are already amounts, select one of the *Operator Options*:
   - **None**. Overwrites the cell's contents with the copied cells.
   - **Add**. Adds the amounts in the trial balance to the cell's contents.
   - **Subtract**. Subtracts the amounts in the trial balance from the cell's contents.
   - **Multiply**. Multiplies the amounts in the trial balance by the cell's contents.
   - **Divide**. Divides the amounts in the trial balance into the cell's contents. The amounts you are pasting represent the denominator.
6. Under *Sign Options*, select how you want to display positive and negative amounts in the workpaper. See *Sign Options* on page 390 for more information.
7. Check the **Rounding** box to round the numbers to the place you choose. Click the up and down arrow buttons to select decimal places to round to. The rounding selection is saved to the next TB link.
8. Click **OK**. The cells are pasted and linked into the workpaper from the trial balance database. If the data in the trial balance changes, these links are updated automatically.

   See *Chapter 9: Using Microsoft Excel* on page 415, for information on features available in Excel.

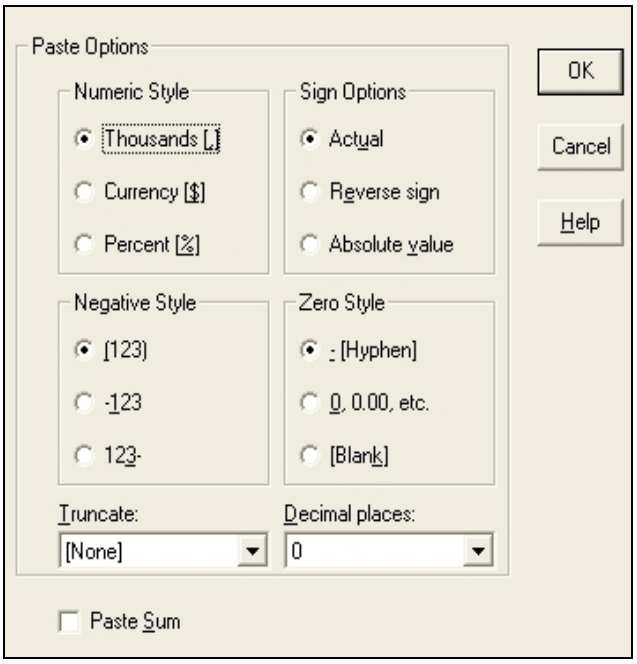
Pasting Trial Balance Amounts - Word

To paste trial balance amounts in a Word workpaper, follow the steps listed below. If you are pasting amounts into a Word table, see the topic at the end of this section.

1. Open the workpaper you want to use outside. See *Opening Workpapers Inside or Outside* on page 376 for instructions.
2. Place the cursor where you want to paste the amount.
3. Do one of the following to open the *Paste TB Link Format Preferences* dialog.
   - Select **Edit/Paste TB Link**.
   - Right-click where you want to paste the amount and select **Paste TB Link** from the pop-up menu.



- Click the **Paste TB Link** button on the Workpaper Manager toolbar.



4. In the *Numeric Style*, *Negative Style*, *Sign Options*, and *Zero Style* boxes, select how to format the numbers.
5. In the *Decimal places* field, select the number of decimal places to use.
6. In the *Truncate* field, specify whether you want numbers to be truncated over a certain number of digits. Select the number that matches the number of digits you want as the cutoff, or select **None** if you do not want to truncate numbers.
7. If you are pasting a range of cells, do one of the following:
   - If you want to paste the total of the selected amounts, check the **Paste Sum** box.
   - If you want to paste the individual amounts from each cell you copied, do not check Paste Sum. The cells are pasted just as you copied them from the trial balance. You may need to separate the fields by inserting a space to easily distinguish the separate items if you copied them in a row from left to right. Selecting the *Use Range* option in addition to the *Paste Sum* option will only work with values from a single column.
   - If you are pasting cells into a table in Word, see *Pasting Trial Balance Amounts into a Word Table* in the following section.
8. Click **OK**. The amounts are pasted and linked into the workpaper. If the data in the trial balance changes, these links are updated automatically.

   For information about other features available in Word, see *Chapter 10: Using Microsoft Word* on page 437.

Pasting Trial Balance Amounts into a Word Table

If you are pasting trial balance amounts into a Word table, note the following:

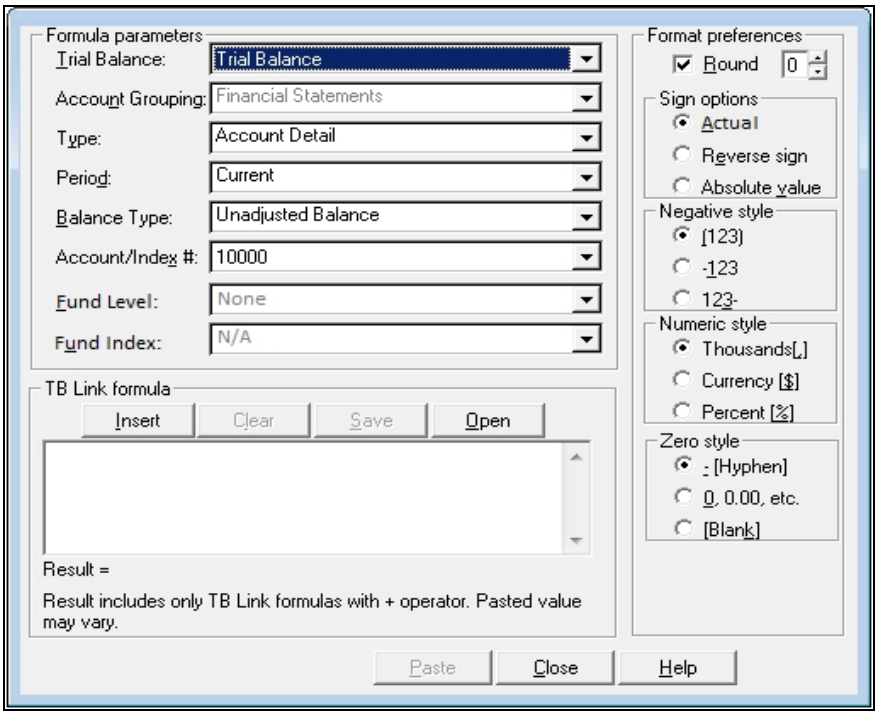
- To paste the cells as you copied them, highlight all the target cells in the table. Follow the pasting steps, *Pasting Trial Balance Amounts - Word* on page 391, starting at step 3.
- To paste the cells in one Word table cell, perform the steps above, except select **Paste Sum** in the *Paste TB Link Format Preferences* dialog. To paste the cells in a format similar to that used to copy them, do not select the Paste Sum option.

Insert TB Link

The Insert TB Link option allows you to create links to the trial balance from an Excel or Word file without having to open the trial balance. You build a formula by selecting six parameters.

To insert a TB Link into an Excel or Word file, do the following:

1. Open the Excel or Word workpaper you want to use outside. See *Opening Workpapers Inside or Outside* on page 376 for instructions.
2. Place the cursor where you want to insert the TB link.
3. Do one of the following to open the *Insert TB Link* dialog.
   - Select **Edit/Insert TB Link**.
   - Right-click where you want to paste the amount. Select **Insert TB Link** from the pop-up menu.
   - Click the **Insert TB Link** button on the Workpaper Manager toolbar.



4. Build a formula using the following six parameters:
   - **Trial Balance**. Select the trial balance from which you want to pull the amounts.
   - **Account Grouping**. Select the Account Grouping List you want to use to create the dollar amount.
   - **Type**. Select the type of grouping you want to use to reach the dollar amount. This selection determines your choices in the *Account/Index #* field. The selections include the following:
     - **Account Grouping**. Sums the accounts in the account grouping and subgrouping codes.
     - **Account Type**. Sums the accounts that have the same type: Asset, Liability, Equity, Revenue, or Expenses.
     - **Account Class**. Sums the accounts that have the same class.
     - **Ratio Class**. Sums the accounts assigned to the same ratio class.
     - **Account Detail**. Allows you to select specific account numbers for the formula.
   - **Period**. Select the current period or comparative period that contains the appropriate balances.
   - **Balance Type**. Select the balance type to use in the formula.
   - **Account/Index #**. Based on the *Type* selected above, this field lists the choices for the type, including account groups, account subgroups, and account numbers.
   - **Fund Level**. Select the level of fund (Fund Type, Fund Subtype, or Fund) to be used when calculating the amount to be pasted. This option is only available if a fund trial balance is selected.
   - **Fund Index**. Based on the Fund Level selected above, this field will list the choices available for the index. For example, if you selected Fund Type as the Fund Level, the list includes all fund types for the selected fund trial balance.
5. If you want to round the amounts used in the formula, check the **Rounding** box and select the number of places after the decimal you want to round to.
6. You can select from the following Sign options: Actual, Reverse sign, or Absolute value. For Word workpapers, you can also select the Negative style, Numeric style, and Zero style.
7. Click **Insert** once you have selected the parameters for the formula. The formula displays in the TB Link formula box. For additional information on TB Link formulas, see *Analyzing a TB Link Formula* on page 397.
8. A plus sign (+) appears at the end of the formula. You can add to the existing formula by selecting the appropriate parameters again and clicking **Insert**. If you use Insert TB Link in Excel, you can change the plus sign (+) to a minus sign (-),a division sign (/), or a multiplication sign (*). Excel calculates the operation. For example, you may want to change the plus sign (+) to /2. This divides the formula by 2.

   Note: In Word, the only operator is the plus sign (+). Therefore, you cannot make changes to the formula that is created. If you want to subtract two values, you can either use Word formulas in a Word table, or create the formulas in Excel and use the Microsoft OLE function to link the Excel object into the Word document.

9. The *Result* field displays the total amount the formula calculates. The *Result* amount only yields the values from the TB Links. Other operators you enter manually are not calculated in the *Result* field, but are calculated in the Excel cell.
10. Click **Save** to name this formula for later use. The formula is saved in this binder only.

11. Click **Open** to load an existing formula you have previously saved. Select a saved formula and click **OK** to add it to the TB Link formula in the *Insert TB Link* dialog.
12. Click **Paste** to insert the TB link into the workpaper.
13. If you want to paste the same TB link to another cell in the workpaper, click the cell on the workpaper and select **Paste** on the *Insert TB Link* dialog.
14. To paste a different TB link to another cell in the workpaper, click the cell on the workpaper, click **Clear** on the *Insert TB Link* dialog, and repeat steps 4 through 10.

Freezing Workpaper Manager Links

If you freeze Workpaper Manager links within an Excel or Word document and a Workpaper Manager report, changes to the trial balance and/or name and date properties are not carried to the documents or reports. Links are not automatically refreshed before they are frozen, so use the **Refresh** function prior to freezing the links.

Note: Be sure to open the report at least once before you freeze links. This ensures that the links are updated.

When you freeze Workpaper Manager links within a workpaper or report, you cannot insert new links or use the following functions:

- Name and Date
- Refresh
- Replace TB Link Name
- Paste TB Link
- Insert TB Link

You cannot freeze engagement links in an open locked workpaper. The locked workpaper must be closed in the Binder window before links can be frozen.

When a workpaper is rolled forward, frozen engagement links remain frozen. If you copy a workpaper with frozen links, the links remain frozen. If you save a binder as a template, Workpaper Manager links remain frozen in the template.

You must be the Current Editor of a workpaper to freeze links and you must belong to a staff group that has rights to freeze links.

To freeze Workpaper Manager links from the Binder window, do the following:



1. Select the workpaper whose links you want to freeze.
2. Click the **Freeze Workpaper Manager Links** toolbar button.

To freeze Workpaper Manager links from within the workpaper, do the following:

1. Open the workpaper whose links you want to freeze.
2. Make sure the links have been updated to reflect the current trial balance and name/date information.



3. Select **Workpaper Manager/Freeze Workpaper Manager Links** or click the **Freeze Workpaper Manager Links** toolbar button.

Notes:

- Freezing Workpaper Manager links does not freeze OLE or DDE links. It applies only to the trial balance and name or date properties.
- The Freeze Workpaper Manager Links option removes non-password protection from a workpaper. If you want to secure a workpaper, you should apply password protection in Word or Excel. Links cannot be frozen in a password-protected workpaper.
- If you publish a workpaper with frozen links, the published workpaper contains the values of the links when frozen.
- If you insert link formulas after the workpaper's links are frozen, you must unfreeze and refreeze the links.

Unfreezing Workpaper Manager Links

You can unfreeze Workpaper Manager links that were previously frozen so they can be updated or changed. When you unfreeze links within an open workpaper or report, the links are automatically updated with any changes to the trial balance or the name and date functions.

You must be the Current Editor of a workpaper to unfreeze links and you must belong to a staff group that has the right to unfreeze Workpaper Manager links.

To unfreeze Workpaper Manager links from the Binder Window, do the following:

1. Select a workpaper that has had Workpaper Manager links frozen.
2. Select **Workpaper/Unfreeze Workpaper Manager Links**.

Note: You cannot unfreeze Workpaper Manager links if the workpaper has been password protected.

To unfreeze Workpaper Manager links from within the workpaper, do the following:



1. Open the workpaper whose links you want to unfreeze.
2. Select **Workpaper Manager/Unfreeze Workpaper Manager Links** or click the **Unfreeze Workpaper Manager Links** toolbar button.

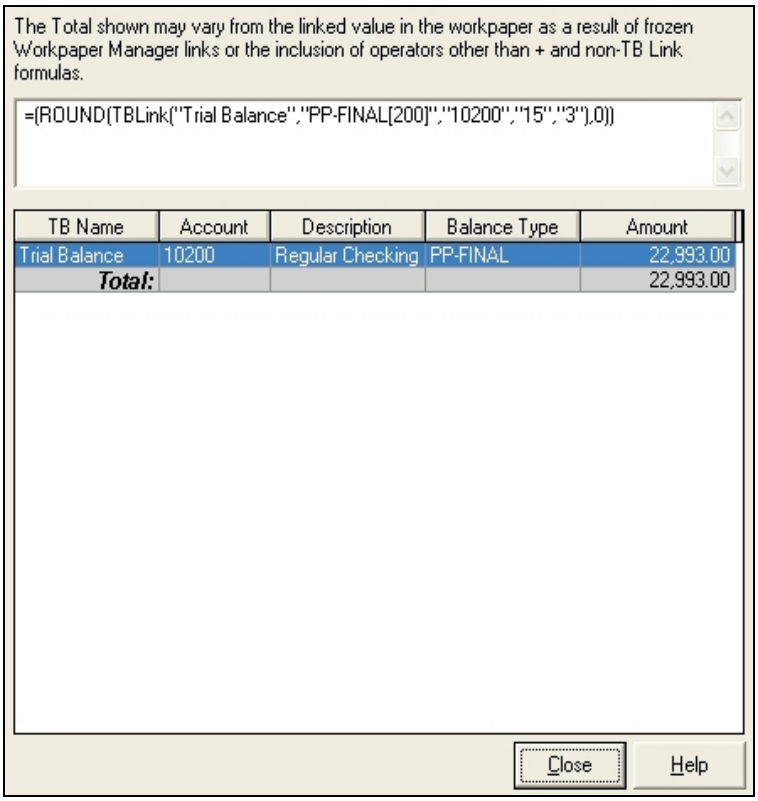
Drilling Down to Trial Balance Accounts

Once links are created in the Excel or Word workpapers, you can drill down to the accounts that make up the dollar amounts calculated in the linked formula. This helps you review the formula to ensure the correct accounts were summed together.

To drill down to the accounts from a linked formula, do the following:

1. Open the Excel or Word workpaper you want to use outside Workpaper Manager. See *Opening Workpapers Inside or Outside* on page 376 for instructions.
2. In Excel, click the cell containing the linked formula. In Word, highlight the linked formula.

3. Do one of the following to open the *TB Link Drill Down* dialog.
   - Select **Edit/Drill Down TB Link**.
   - Right-click and select **Drill Down TB Link** from the pop-up menu.
   - Click the **Drill Down TB Link** button on the Workpaper Manager toolbar.



4. The top section of the dialog displays the TB Link formula parameters. The bottom section of the dialog displays the accounts used in the formula. If the formula is made up of more than one TB Link, this section shows a subtotal for each TB Link and a total of the amounts. For additional information on TB Link formulas, see *Analyzing a TB Link Formula* on page 397.

Notes:

- The Total amount only yields the values from the TB Link formulas. Other operators you may have entered manually when creating the formula are not calculated.
- If the Workpaper Manager links in the workpaper are frozen, the total shown may vary from the linked value in the workpaper.

Analyzing a TB Link Formula

To view a TB Link in Excel, click on a cell containing the TB Link. The formula will appear in the formula bar.

In Word, click Toggle Field Codes or View Field Codes. A Word formula has several formatting parameters, but within this formula you will see the same formula noted in Excel.

In both Excel and Word you can also view the TB Link by selecting Drill Down TB Link. In Excel you must first click on the cell containing the TB Link and in Word you must highlight the linked formula.

The TB link formula is based on the following:

TBLink("*Trial Balance*","ADJ[*5*]","4110","15","1")

- Trial Balance represents the name you gave the trial balance database you linked from.
- ADJ[5] represents the trial balance column you linked from. ADJ shows the balance type abbreviation you defined in the Trial Balance Column Setup window. [5] is the balance type period ID assigned by Workpaper Manager.
- 4110 is based on the type listed for the last parameter in the formula. The number will either be the group index, sub-group index, account type abbreviation, account class abbreviation, ratio class abbreviation or the account number.
- 15 represents the grouping list ID found in the Grouping List Options dialog which is accessed through the Account Groupings dialog.
- 1 represents the type of trial balance link that is being created; it indicates the level of detail needed.

  Options include:
  - 3 = Account Detail
  - 2 = Sub-Group Summary
  - 1 = Group Summary
  - 0 = Ratio Class
  - -1 = Account Class
  - -2 = Account Type

Note: When linking to an account number, group or subgroup index, "ADJ[5]" will instead be "Account[Account]." When linking to an account, group or sub-group description, "ADJ[5]" will instead be "Description[Description]."

Syntax with Fund Parameters

In a fund trial balance, users can link to fund information within the trial balance. Links can be created at the level of Fund Type, Fund Subtype or Fund. When including fund information in the trial balance link, the Fund Type Index, Fund Subtype Index or Fund Index will be used.

At the Fund Type (FT) Level:

TBLink("Fund Trial Balance.FT[GOV]","ADJ[5]","4110","15","1")

FT = Fund Type — Fund Type Index

At the Fund Subtype (FS) Level:

TBLink("Fund Trial Balance.FS[GOV|GEN]","ADJ[5]","4110","15","1")

FS = Fund Subtype — Fund Type Index|Fund Subtype Index

At the Fund (FD) Level:

TBLink("Fund Trial Balance.FD[101]","ADJ[5]","4110","15","1")

FD = Fund — Fund Index

Workpaper Reference Links

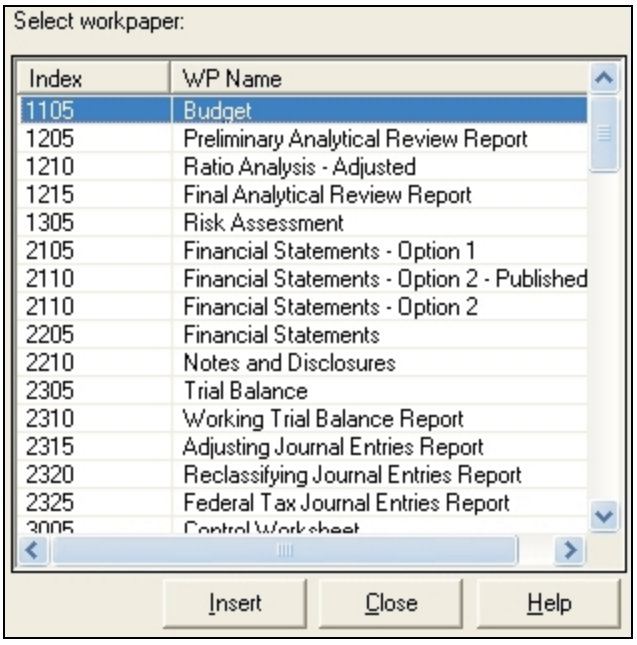
Inserting Workpaper Reference Links

You may insert workpaper reference links into a Word document, Excel spreadsheet, and an Adobe PDF, as well as a trial balance. In the trial balance, you can insert an alphanumeric reference for the selected trial balance line item and may select up to two workpaper reference columns for each balance column. You must have the TB Edit Mode feature turned on in order to insert workpaper references in this column. You also have the option to print the workpaper reference columns in trial balance reports.

When you insert the link, you see a list of all workpapers in the binder except workpapers in the Conflicts folder. Once a workpaper reference link is created, you can open the referenced workpaper. See *Opening a Workpaper Reference Link* on page 400 for instructions.

To create a workpaper reference link, do the following:

1. Open the trial balance, Excel, or Word workpaper outside Workpaper Manager. See *Opening Workpapers Inside or Outside* on page 376 for instructions.
2. To insert the link, do the following:
   - In Excel, click the cell where you want to insert the workpaper reference link.
   - In Word or an Adobe PDF, place the cursor where you want to insert the workpaper reference link.
   - In the trial balance, select **Workpaper Manager/TB Edit Mode** and then select the cell in the *WP Ref* column where you want to insert the workpaper reference link.
3. Right-click and select **Insert WP Reference** from the drop-down menu. The *Insert Workpaper Reference* dialog displays.



4. Highlight the workpaper you want to reference and click **Insert** or double-click the workpaper to insert the reference.
5. Click **Close**. The workpaper reference index number displays in blue text.

Notes:

- Workpapers without index numbers do not display in the *Insert Workpaper Reference* dialog. To add or change a workpaper's index number, use the *Workpaper Properties* dialog. For more information, see *Changing Workpaper Properties* on page 374.
- If you change a workpaper index number, the change does not carry over to the workpaper reference. You must manually change the workpaper reference.
- Workpaper reference links cannot be inserted into finalized binders.

Opening a Workpaper Reference Link

Once a workpaper reference is created in Excel or Word workpapers, an Adobe PDF, or the trial balance, you can open the referenced workpaper.

To open a workpaper reference link, do the following:

1. Highlight the Excel or Word workpaper and select **File/Open**, or double-click the trial balance to open it.
2. To open the referenced workpaper, do the following:
   - In Excel or the trial balance, click the cell with the workpaper reference.
   - In Word or an Adobe PDF, highlight the workpaper reference.
   - Click the **Open WP Reference** button on the Workpaper Manager toolbar.
3. Select **Workpaper Manager/Workpaper Reference/Open WP Reference**.

   The referenced workpaper opens, and the first workpaper stays open. You can view the information in the referenced workpaper and, if you are the Current Editor of the workpaper, you can make changes to the referenced workpaper. In Word, you can press **Alt+Tab** or use the Windows menu to switch between workpapers. In Excel and the trial balance, you can use the Windows menu to switch between workpapers. You can open only one referenced workpaper in Word.

Notes:

- If you select more than one workpaper reference to open in Excel or the trial balance, the first referenced workpaper opens. If you select more than one referenced workpaper to open and there are duplicate index numbers, a dialog displays and you must select which workpaper to open.
- If you change the index number on a workpaper, workpaper references associated with the original index number do not automatically update to the new index. You must edit the old workpaper reference or insert a new workpaper reference to the new index.

Linking from One Workpaper to Another

Objects can be linked between Word and Excel files. You can link or embed objects in workpapers from Word to Word, Word to Excel, Excel to Word, or Excel to Excel. For more information on using Object Linking and Embedding with Paste Special between Microsoft Office files, refer to your Microsoft Office documentation.

Sharing Workpapers

Because ProSystem *fx* Workpaper Manager workpapers are electronic, they can be easily shared and distributed. You can share entire binders (see *Chapter 6: Creating and Using Binders* on page 141), or you can share individual workpapers. This section describes the procedures for checking in, checking out, and synchronizing individual workpapers.

Note: Checking in, checking out, and synchronizing workpapers is not necessary when working with shared file rooms.

Checking In Workpapers

You can check a workpaper or workpapers in to the central file room without checking in the entire binder. When you check in a workpaper, your Current Editor rights are removed from that workpaper.

1. Open the binder containing the workpapers to check in.
2. Select the workpapers to check in. If you are checking in multiple workpapers, press **Shift** to select contiguous workpapers, or press **Ctrl** to select non-contiguous workpapers.
3. Right-click the selected workpapers and select **Check In Workpaper**, or select **Workpaper/Check In Workpaper**. The *Check-In Workpaper* dialog displays a list of selected workpapers that are available for check-in.
4. Click **Check In** to check the workpapers in to the central file room.

Checking Out Workpapers

You can check a workpaper or workpapers out from the central file room without checking out the entire binder. When you check out a workpaper, you gain Current Editor rights for the workpaper.

1. Open the binder containing the workpapers to check out.
2. Select the workpapers to check out. If you are checking out multiple workpapers, press **Shift** to select contiguous workpapers, or press **Ctrl** to select non-contiguous workpapers.
3. Right-click the selected workpapers and select **Check Out Workpaper**, or select **Workpaper/Check Out Workpaper**. The *Check-Out Workpaper* dialog displays a list of selected workpapers that are available for check-out.
4. Click **Check Out** to check the workpapers out from the central file room.

Synchronizing Workpapers from an Open Binder

You can synchronize selected workpapers with other staff members, a staff member in your Buddy List, or the central file room without closing the binder.

You can also initiate binder synchronization using the Synchronize Binder Wizard or Express Synchronization without having to close the binder.

1. Open the binder containing the workpapers to synchronize.
2. Select the workpapers to synchronize. If you are synchronizing multiple workpapers, press **Shift** to select contiguous workpapers, or press **Ctrl** to select non-contiguous workpapers.

3. Right-click the selected workpapers and select **Synchronize Workpaper**, or select **Workpaper/Synchronize Workpaper**. The *Synchronization Target* dialog displays. The central file room defaults to the one selected when the binder was set up. In an initial synchronization, you can select another central file room.
4. Select the target to synchronize with and click **OK**. The *Synchronize Workpaper* dialog displays a list of selected workpapers that are available for synchronization.
5. Click **Synchronize**. The *Synchronization Job Queue* dialog displays the progress and estimated time left of the synchronization. You can click **Hide** to close the dialog.

If errors occur during synchronization, workpapers that were successfully transferred prior to the error will not be rolled back. This will save time on the next synchronization.

Reviewing Workpapers

This section explains how to use the workpaper review features in ProSystem *fx* Workpaper Manager. You can review workpapers and sign off on them when you agree with the work performed and the conclusions drawn. You can create several types of notes and can sign off as a preparer and/or reviewer. Multiple preparers and reviewers can sign off on a workpaper.

Workpaper and Workpaper Tab Notes

ProSystem *fx* Workpaper Manager provides a platform to create, respond to, and manage your notes. You can create three types of notes for workpapers and binder tabs: Team Notes, Open Items, and Notes for Next Period.

Creating a Workpaper or Workpaper Tab Note

You can create notes about a specific workpaper or a workpaper tab.

1. Select the workpaper or workpaper tab for which you are creating the note. You can do this in any view that shows the workpapers and tabs.
2. To display the *Workpaper Note Detail* dialog, do one of the following:
   - Select **Workpaper/Create Workpaper Note**.
   - Right-click the workpaper and select **Create Workpaper Note** from the pop-up menu.
   - Click the **Create Workpaper Note** icon on the toolbar.



3. Select the type of note you want to create from the *Type* drop-down list.
   - **Open Item**. This may be a note to yourself, a question to or from a preparer, or a question to or from a reviewer.
   - **Team Note**. You can check the **All Binder Staff** box to send the note to all staff members assigned to the binder, or use the drop-down list to select a specific binder staff member.

     Note: Even though a team note might be addressed to a specific binder staff member, all binder staff members can read the note.

   - **Note for Next Period**. The notes in the *Note for Next Period* section are carried forward to next year's binder during the roll forward process. After the roll forward, the note becomes an open item note. See *Rolling Forward Binders* on page 193 for additional information on roll forward.

4. In the *Created by* field, if you are creating a note from another staff member's login, select your login ID from the list. You are prompted for a password.
5. In the *Subject* field, type a description of your workpaper note. This field is required.
6. In the *Note* field, enter the note's text. The name of the staff member creating the note and the date/time stamp appear above the *Note* field.
7. Check the **Cleared By** box when the note is resolved. The name of the staff member clearing the note displays. The text of a note that has been cleared displays with a strikethrough in the Binder window. You can still double-click the note to read it and any responses to it.
8.  Click the **Open Workpaper** icon if you want to launch the workpaper from this dialog.

   Note: This button is inactive if you are creating a note for a workpaper tab.

9. Click **OK** to save the note.

   Note: Workpaper notes can also be created inside an open Excel or Word workpaper. Select **Workpaper Manager/Create Workpaper Note** or click the **Create Workpaper Note** icon on the toolbar.

Responding to a Note

To respond to a workpaper or binder tab note, do the following:

1. Select the workpaper or tab containing the note you want to respond to in the Binder Index.
2. Do one of the following to open a specific note:
   - From the Notes pane, right-click the note in the list and select **Respond to Note** from the pop-up menu.
   - Click the **Notes Summary View** tab, right-click the note in the list, and select **Respond to Note** from the pop-up menu.
3.  Type your response to the note in the *Note* field. If the field is disabled, another staff member has already responded to this note. To add your own response, click the **New Response** icon and the *Note* field becomes active.
4. Click **OK** to save your text.

Managing the Notes Pane

The Notes Pane is a dockable window pane. You can move it anywhere on the Binder window by dragging it to a different location. If you drag the pane to the edge of the window, it docks along the side, top, or bottom of the window.

If you right-click the horizontal scroll bar, a pop-up menu displays with two options:

- **Allow Docking**. If you remove the check mark from the *Allow Docking* box, you are no longer able to dock the pane. You can check the option again if you want to be able to dock the pane.
- **Hide the Notes Pane**. If this option is selected, the Notes Pane is hidden. To restore the Notes Pane, select **View/Workpaper Notes**.

If the Notes Pane is not docked, you can right-click the title bar to display options to Move, Size, and Hide the Notes Pane.

- **Move**. Select this option with the mouse and then use the arrow keys to move the Notes Pane. Click the pane to disable the Move function. You can also click and hold the Title bar and drag it to a new location.
- **Size**. Select this option with the mouse and then use the arrow keys to adjust the size of the Notes Pane. When finished, click the pane with the mouse to disable the Size function. You can also click the edge of the Notes Pane with the mouse and drag the pane edges to the size desired.
- **Hide the Notes Pane**. If this option is selected, the Notes Pane is hidden. To restore the Notes Pane, select **View/Workpaper Notes**.

Managing Notes

You can use either the Notes Pane or the Notes Summary View to keep track of which notes need to be responded to, cleared, or deleted.

You can open the Notes Summary View in the following ways:

- Select **View/Notes Summary View**.
- Click the **Notes Summary View** tab at the bottom on the Binder Index.
- 
  Click the **Notes Summary View** icon on the toolbar.

The Notes Summary View window displays all of the notes that exist in the open binder. The notes are divided into three categories:

- Team Notes
- Open Items
- Notes for Next Period

The Notes Summary View segregates the notes and shows the responses nested under the note. The notes in the *Notes for Next Period* section are carried forward to next period's binder during the roll forward process where the type is changed to Open Item.

The following status information displays for each note, if applicable:

- **Status**. Open or Cleared.
- **From**. The author of the note.
- **To**. The staff member to whom the note is directed.
- **Date Created**. The date and time the note or response was created.
- **Cleared By**. The staff member who cleared the note.
- **Date Cleared**. The date and time the note was cleared.
- **# of Responses**. The number of responses to the note.
- **Workpaper**. The workpaper to which the note is attached.

You can click a column header to sort by that column. You can also right-click the status column header to filter the notes by All, Cleared, and Open. When you click the note in the upper half of the window, note details display in the lower pane. You can right-click a note and select **Delete Note**. This permanently deletes the note. The note does not go into the Trash bin.

In the Administrator module (see *Assigning Staff Group Rights* on page 59), you can assign staff group rights to determine who can do the following:

- Create and Clear Notes
- Delete Notes
- Print the Notes Report
- Clear Other Staff Member's Notes

In the bottom right side of the window, you can open notes, clear notes, respond to notes, and open the workpaper, respectively.



Workpaper Sign Off

When you have completed your work on a workpaper, you can sign off on the workpaper as the Preparer, Reviewer, and/or 2nd Reviewer. You can have multiple preparers, reviewers, and second-level reviewers on workpapers.

To check the Prepared/Reviewed status of engagement workpapers, use the Workpaper Sign Off Summary View. You can filter the information to show what you want to see.

Note: In order to sign off a workpaper, you must belong to a staff group that has been given sign off rights in the Administrator module.

Signing Off Workpapers

1. Select the workpaper you want to sign off in the Binder window Contents pane.
2. Sign-off on the workpapers using the Binder Index toolbar buttons or the *Workpaper Properties - Sign Off* tab dialog.
   - Binder Index toolbar buttons.

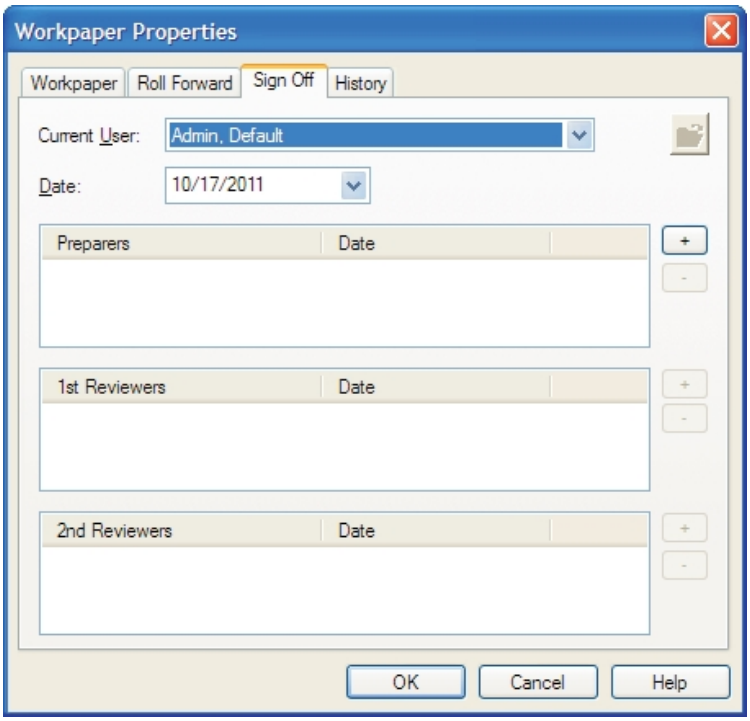
     Select any of the following icons from the toolbar:

     - Sign Off As Preparer
     - Sign Off As 1st Reviewer
     - Sign Off as 2nd Reviewer

     You can also right-click the workpaper and select any of the **Sign Off** options from the menu.
   - Workpaper Properties - Sign Off tab dialog.
     - Select **Workpaper/Sign Off Workpaper Properties**.
     - Right-click the workpaper and select **Sign Off Workpaper Properties** from the menu.
     - Click the **Sign Off Workpaper Properties** icon on the toolbar.

The *Workpaper Properties - Sign Off tab* dialog displays.



i. In the *Current User* field, if another binder staff member needs to sign off a workpaper from your login, select the staff member from the drop-down list. The staff member is prompted to enter the password. Click **OK**.

ii. The *Date* field defaults to the current date. You can enter a different date from the calendar by clicking the down arrow in the *Date* field, or by entering a date in the format shown.

iii. Click the **plus sign** (+) to add your user name to the appropriate sign off field. You cannot sign off as a 1st or 2nd Reviewer if no one has signed off as Preparer. Click the **minus sign** (-) to remove your sign off. Only you can remove your sign off.



iv. Click the **Open Workpaper** icon to open the related workpaper, if necessary. Click **OK** to save your changes.

Notes:

- If you open a workpaper that has been signed off as reviewed, Workpaper Manager asks you if you want to save the workpaper. This is important because if you save the workpaper, the Modified flag displays notifying users that the workpaper was modified after it had been reviewed. This is true even if you did not make changes to the workpaper. Do not save a workpaper if you did not make changes to it. If you make changes to it, the reviewer flag appears, notifying users that the workpaper has been modified after review.
- You cannot sign off on a workpaper that is in the Conflicts tab, in the trash, or is a duplicate KC workpaper.
- The First Reviewer does **not** need to sign off before the Second Reviewer can sign off

Managing Workpaper Sign Offs

When you want to view the sign off status of workpapers in a summary format, you can use the Sign Off Summary View window. You can easily see which workpapers have not been signed off by a preparer, reviewer, or second-level reviewer, as well as workpapers that have been modified subsequent to sign off. All workpapers can be signed off from this window as well.

To open the Sign Off Summary View window, do one of the following:

- Select **View/Sign Off Summary View**.
- Click the **Sign Off Summary View** tab at the bottom of the Binder Index.
- 
  Click the **Sign Off Summary View** icon on the toolbar.

This window displays all of the workpapers in the open binder and the status of sign off: In Process, Ready for Review, Reviewed, or 2nd Reviewed.

Under each workpaper, the name of the staff member who signed off is listed along with the sign off date. If multiple staff members signed off, their names are listed in chronological order.

You can sort each column in ascending or descending order by clicking the column header. Click the header again to reverse the sort order.

The following status information displays for each workpaper, if applicable:

- 
  Locked. The Locked icon indicates the workpaper is locked. A locked workpaper is read-only.
- 
  Frozen Links. The Frozen Links icon indicates the Workpaper Manager links within the workpaper are not updated with any changes made to the trial balance or Name/Date Functions.
- 
  Workpaper Note. The Note icon indicates notes are attached to the workpaper.
- 
  Modified after Reviewer Sign Off. A Modified icon displays if the workpaper has been modified after a reviewer has signed off.

  
  Note: If the option to flag workpapers that were modified after sign off is not selected in Administrator, this column displays but the indicator flag does not.

- **File Modified Date**. The date and time of the last time the workpaper was saved.
- **Current Editor** (Non-Shared Local File Room). The name of the staff member who has Current Editor rights.
- **Live Editor** (Shared Local File Room). The name of the staff member who is currently editing the workpaper.
- **Assigned To** (Non-Shared Local File Room only). The name of the staff member to whom the workpaper will be handed off during the next synchronization.

Workpapers can be signed off from this window using the same methods explained in *Signing Off Workpapers* on page 405.

Workpaper Sign Off History Report

You can view a report of the sign off history of any binder in the local file room. The report displays as an Excel document, which can be sorted and printed.

To view the Workpaper Sign Off History Report, do the following:

1. In Binder View, select a binder in your local file room.
2. Select **Tools/Reports/Workpaper Sign Off History Report**. Microsoft Excel opens and displays the report. The report lists the workpaper index and name, type of transaction, sign off date, and who performed the sign off.

Locking and Unlocking Workpapers

After a workpaper has been reviewed and signed off, you may want to lock it. A locked workpaper is read-only. If the Workpaper Manager links are not frozen in the locked workpaper, the links continue to update as changes are made to the trial balance or the Name and Date function links.

To lock or unlock a workpaper, do the following:

1. Select the workpaper you want to lock or unlock.
2. Do one of the following:
   - Select **Workpaper/Lock Workpaper** or **Unlock Workpaper**.
   - Right-click the workpaper and select **Lock Workpaper** or **Unlock Workpaper** from the pop-up menu.
   - Click the **Lock Workpaper** or **Unlock Workpaper** toolbar button.




The Lock symbol displays in Binder View, Sign Off Summary View, and Current Editor View.

Notes:

- Trial balances cannot be locked.
- The *Lock Workpaper* option removes non-password protection from a workpaper. If you want to secure a workpaper, you should apply password protection in Word or Excel.

Current Editor

The Current Editor of a workpaper can edit and save the workpaper. Other staff members can view a read-only copy. When you check unassigned workpapers out of the central file room, you become the Current Editor. You remain the Current Editor until you check the workpaper in to the central file room or assign the workpaper to another binder staff member.

Live Editor

The Live Editor of a workpaper can edit and save the workpaper. Other staff members can view a read-only copy. When you log in to a Host's shared local file room and open a workpaper that is listed as <Available>, you become the Live Editor. You remain the Live Editor until you close the workpaper.

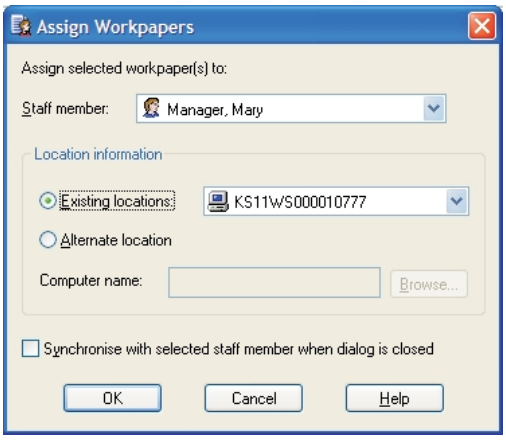
Assigning and Unassigning Workpapers

The Current Editor of a workpaper can assign the workpaper to another binder staff member. During synchronization, this workpaper is automatically checked out to the assigned person. The Assign To feature communicates to staff members the flow of the workpaper and streamlines the process.

Note: Staff members must be assigned to the applicable binders to be available on the *Assign/Unassign Workpapers To/From* drop-down list.

To assign or unassign a workpaper, do the following:

1. Select the workpaper(s) you want to assign to another binder staff member.
2. Do one of the following to open the *Assign/Unassign Workpapers* dialog.
   - Select **Workpaper/Assign/Unassign Workpaper** and select a staff member from the sub-menu.
   - Right-click the workpaper and select **Assign/Unassign Workpaper** from the pop-up menu. Select a staff member from the sub-menu.



Tip: You can select multiple workpapers using the **Shift** and **Ctrl** keys. You can also assign all the workpapers within a tab by selecting the tab.

3. You can change the staff member by using the drop-down list in the *Staff member* field.
4. In the *Location information* section, perform the appropriate action:
   - If the selected staff member has a user profile on the computer where the workpaper assignment is being made, the *Existing location* field becomes enabled and displays the computer's name.
   - If the selected staff member does not have a user profile on the computer where the workpaper assignment is being made, *Alternate location* is selected.

     Either enter a computer name in the *Computer name* field, or click **Browse** to open the *Browse for Computer* dialog and select an alternate location.

Note: If you select an alternate location, you must be able to connect to that location to verify a profile exists for the staff member on that computer.

5. Select **Synchronize with selected staff member when dialog is closed** to automatically synchronize when you click **OK**.
6. Click **OK** to assign or unassign the workpapers.

All of the views, except the Notes Summary View, display the name of the staff member to whom the workpaper will be handed off during the next synchronization in the *Assigned To* column.

In a Field environment, when the staff member who is the Current Editor of the workpaper synchronizes with the staff member the workpaper is assigned to, the workpaper will automatically be checked out to the assigned staff member.

In an Office environment, when the Current Editor synchronizes to the central file room, the assigned workpaper is automatically checked in. Then, when the staff member to whom the workpaper is assigned synchronizes with the central file room, the workpaper is automatically checked out to them.

Note: When sharing workpapers via Binder Packages, the Assign/Unassign Workpaper function can be used to change the Current Editor status. When the assigned member receives the binder package, they become Current Editor.

After synchronization, the new Current Editor sees the workpaper in bold, showing there has been a change. The Current Editor View is a good place to view workpapers. See *Current Editor View (Non-Shared Local File Rooms Only)* on page 165 for more information.

You can unassign a workpaper at any time prior to synchronization by doing the following:

1. Select the workpaper to unassign.
2. Select **Workpaper/Assign/Unassign Workpaper**, and select **None** from the sub-menu, or right-click the workpaper, select **Assign/Unassign Workpaper**, and select **None** from the sub-menu.

Taking Over a Workpaper

If you are not a workpaper's Current Editor, you can use the Take Over option to become the Current Editor. Use this option carefully. When taking over a workpaper, make sure that the Current Editor does not make changes, because those changes will be lost during the next synchronization.

To take over a workpaper as Current Editor, do the following:

1. Select the workpaper in the Binder window.
2. Do one of the following to open the *Workpaper Properties* dialog:
   - Select **File/Properties**.
   - Right-click the workpaper and select **Properties**.
   - Click the **Properties** toolbar button.



3. Select the **Workpaper** tab and check the **Take over this workpaper as Current Editor** box at the bottom of the *Workpaper Properties* dialog.

   Note: If you are the Current Editor, the *Take over this workpaper as Current Editor* box does not display.

4. Click **OK**. A warning message states "Manually taking over this workpaper may cause conflicts during synchronization which can result in loss of data."
5. Click **Yes** to continue or **No** to stop the take over.
6. Click **OK** to exit the dialog.

The *Take Over All Workpapers* option on the Tools menu should not be used in everyday practice, but might be needed in emergency situations.

During the next synchronization by the previous Current Editor and the staff member who took over as the Current Editor, a conflict message displays if the previous Current Editor has made changes to the workpaper since the last synchronization.

Using Tickmarks in Workpapers

Tickmark Definition

Tickmarks enable you to annotate reports by adding symbols and footnotes. You can insert tickmarks into Excel reports generated by ProSystem *fx* Workpaper Manager, Excel, Word, or Adobe workpapers you create. The tickmarks can be characters available on the keyboard as well as images. Workpaper Manager provides a list of default tickmark symbols (pictures) and descriptions. You can use these tickmarks or modify the list to fit your standards.

Using the Tickmark Definition List

The tickmark definition list contains the tickmark symbols (pictures) and the tickmark descriptions. ProSystem *fx* Workpaper Manager provides a default list, which you can modify as necessary.

To use the tickmark definition list, do the following:

1. Open the workpaper. You can define tickmarks in Excel, Word, and Adobe workpapers.
2. Select **Workpaper Manager/Tickmark/Tickmark Definition**. The *Tickmark Definition* dialog displays, including the tickmark symbol, name, description, and filename (BMP file).
3. To add your own tickmark to this list, click **Add**.
4. Type the tickmark name and description.
5. Click the **File Name** box and then the **Browse** button.
6. Browse to a bitmap file (BMP), and click **Open**.

Notes:

- A standard tickmark bitmap is a 16 color bitmap file. The width and height are 16 pixels by 16 pixels. A tickmark that is not 16 color or is larger than 16 pixels by 16 pixels can be inserted, but it will not appear that way on the toolbar because the toolbar automatically adjusts the bitmap to fit the toolbar and use 16 colors.
- When you insert the tickmark on an Excel or Word workpaper, your original tickmark specifications are used. This is because when you add a tickmark to the toolbar, Workpaper Manager copies the bitmap to the Workpaper Manager folder and uses that bitmap when you later select the tickmark from the toolbar.

7. A copy of the tickmark bitmap file is placed in your default Tickmarks Location path. The Tickmarks Location path can be changed in ProSystem *fx* Workpaper Manager by selecting **Tools/Options**. The *Data* tab has a field to browse to the desired tickmarks location.
8. You can delete a tickmark from this list by highlighting the tickmark and clicking the **Delete** button. A warning states that this will delete the tickmark permanently; however, the file in the Tickmarks Location path is not deleted. Click **Yes** to continue.
9. You can export the list of tickmark definitions and files to a compressed file. This is helpful if you want to supply this list to another copy of the ProSystem *fx* Workpaper Manager program. Click **Export** and save the file with an AZG extension.
10. You can import a list of tickmarks and pictures that were previously exported. Click **Import** and browse to the AZG file. The tickmark files are copied to your Tickmarks Location path.

Opening the Tickmark Toolbar

To use the tickmarks in the Tickmark Definition list, you need to open the tickmark toolbar. The tickmark toolbar is used to select and insert the tickmark into an Excel workpaper, a Word workpaper, or an Adobe PDF.

To open the tickmark toolbar, do the following:

1. Open the Excel report or workpaper.
2. Select **Workpaper Manager/Tickmark** then select **Tickmark Toolbar** from the submenu, or click the **Tickmark Toolbar** button. The Workpaper Manager Tickmark toolbar displays.



Inserting Tickmarks

Tickmarks can be inserted into Excel workpapers, Word workpapers, and Adobe PDFs.

To insert a tickmark symbol, do the following:

1. Open the workpaper (Excel, Word, or Adobe PDF) inside Workpaper Manager. When the workpaper opens, it displays Workpaper Manager menu commands in addition to the usual commands.
2. Select **Workpaper Manager/Tickmark/Tickmark Toolbar** to open the Tickmark Toolbar.
3. Do one of the following:
   - If you are using Microsoft Word or Excel, click where you want to insert the tickmark, and then click the tickmark symbol in the Tickmark Toolbar.
   - If you are using Adobe, click the tickmark symbol in the Tickmark Toolbar, and then click where you want the tickmark to be displayed.
4. The tickmark symbol displays in the designated spot. (In Excel, the tickmark appears on top of the cell.)

   Note: To move the tickmark, click the tickmark until hash marks appear. Holding the left mouse button down, drag the tickmark to the desired location. Click the tickmark symbol in the tickmark toolbar. The tickmark symbol displays.

If you are using the Tickmark worksheet in Workpaper Manager generated reports, you can insert the tickmark symbol in the tickmarks worksheet and link the tickmark to another tab in the report.

To use the tickmarks worksheet in ProSystem *fx* Workpaper Manager-generated reports:

1. Click the **Tickmarks** worksheet. You can expand and contract the display of text. If the text box is expanded, click the **minus sign** (-) on the far left of the window to contract the box to a single line. To expand the text box, click the **plus sign** (+).
2. Type the text you want in the text box for the tickmark. Do not type anywhere else in the worksheet.
3. Click the worksheet that you want to annotate.
4. Click in a blank cell where you want the tickmark to display.
5.  Click the **Insert Function** button on the Excel formula bar.
6. Click the Tickmark worksheet again and then click the tickmark symbol and press **Enter**. You can enter a new tickmark letter or symbol for the tickmark on the worksheet. This change is seen on the worksheet you selected in step three. You can use the normal Excel formatting commands, such as color and bold, to change the cells to your tickmark formatting.

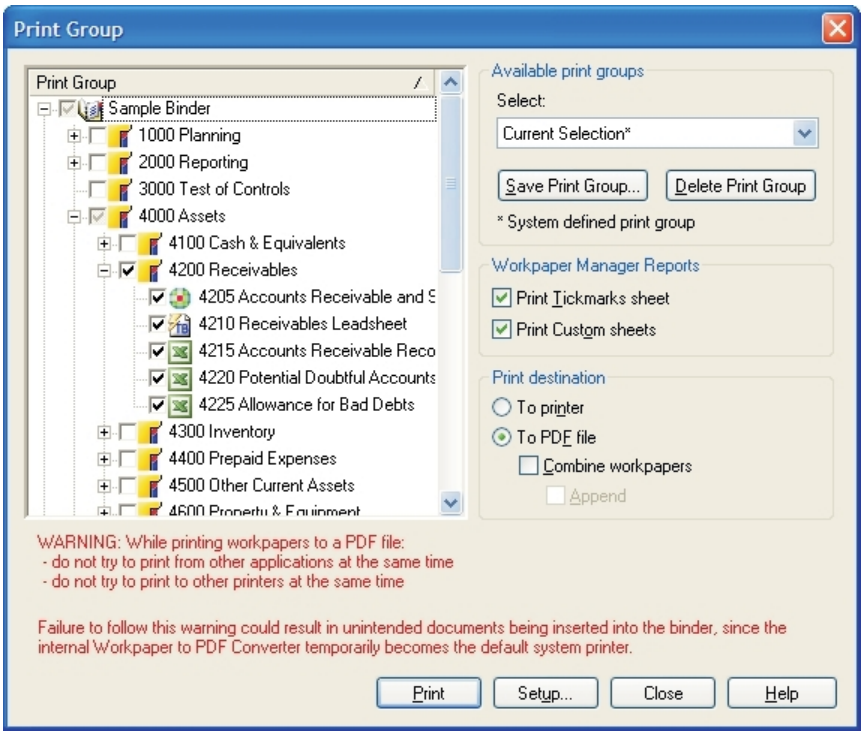
   Important! Do not change the layout of the Tickmark worksheet. Modifying the Tickmark worksheet, besides adding text in the box for the tickmark, may prevent tickmarks from working properly.

Printing a Tickmarks Sheet or Custom Sheets

You must belong to a staff group that has rights to printing workpapers before you can print a tickmark sheet or custom sheets.

1. In the Binder Index window, highlight the Workpaper Manager report (Trial Balance, Journal Entry, Write Up, or Consolidated) for which you want to print the tickmarks sheet or custom sheets.
2. Use one of the following methods to open the *Print Group* dialog.
   - Select **File/Print Group** from the Binder Index main menu.
   - Select **File/Print** from the Binder Index main menu, then click **Print Groups**.

- Right-click and select **Print** from the pop-up menu, then click **Print Groups**.



3. In the Workpaper Manager Reports section, check the **Print Tickmarks sheet and/or Print Custom sheets**.
4. Select **To printer**, then click **OK**.

Note: Empty custom sheets do not print.

Chapter 9

USING MICROSOFT EXCEL

Overview

When you create a ProSystem *fx* Workpaper Manager workpaper in Microsoft Excel, you have access to special Workpaper Manager menus, commands, toolbar, functions, and formulas. Included in these features is the ability to link your Excel workpaper to the trial balance.

These functions are only available in ProSystem *fx* Workpaper Manager workpapers. They cannot be used in Excel workbooks created outside of Workpaper Manager. However, you can insert your Excel workbooks into a Workpaper Manager binder by selecting **File/New/Workpaper From File**. See *Chapter 6: Creating and Using Binders* on page 141, for instructions.

This chapter shows you how to use Workpaper Manager-specific features in Excel. For general information about using Excel, see the Microsoft Office documentation and Excel help.

Workpaper Manager-Specific Features in Excel

When you open an Excel workpaper created in Workpaper Manager, Excel opens with the Workpaper Manager-specific features added to the program's standard interface. This happens when you view the workpaper outside Workpaper Manager in its native application.

When you view the workpaper inside, it is read-only and you do not have access to Excel or the Workpaper Manager-specific features in Excel. When you open an Excel workpaper that was not created in ProSystem *fx* Workpaper Manager, the Workpaper Manager-specific features are not available.

This section provides an overview of the menus, commands, toolbar, functions, and fields that are Workpaper Manager-specific.

ProSystem *fx* Workpaper Manager Menus and Commands

When you open a Workpaper Manager Excel workpaper, a Workpaper Manager menu is added to the existing Excel menus along with several new commands. A number of these commands are also available when you right-click the workpaper in Excel.

These commands are listed in the following table.

Command	Description	Toolbar Icon	Menu	Right-Click Menu?
Account Groupings	Organizes accounts into groups. For details, see *Account Groupings* on page 253.		Workpaper Manager	No
Add Journal Entry	Adds a journal entry. For more information, see *Creating Journal Entries* on page 264.	None	Journal Entry	No
Chart of Accounts	Allows you to add, modify, and delete trial balance accounts. You can also add balances to different columns in the trial balance. See *Adding, Modifying, or Deleting Trial Balance Accounts* on page 249.	None	Workpaper Manager	No
Classifications	Allows you to view and edit account and ratio classifications.	None	Workpaper Manager	No
Consolidate TB	Consolidates data from single company trial balances into a consolidated trial balance. See *Consolidating Trial Balances* on page 281.		Workpaper Manager	No
Copy TB Link	Copies cells from the trial balance to paste into the workpaper. The cells are copied to the Clipboard. See *Copy/Paste TB Link* on page 389.		Edit	Yes
Create Consolidated Report	Creates a report that shows the subsidiaries' balances, the total balance, the eliminating journal entries, and the Consolidated balance. See *Creating Consolidated Reports* on page 288.	None	Create	No
Create Fund JE Reports	Creates Fund Journal Entry Reports in order to review the journal entries you have made for the fund trial balance. See *Creating Fund Journal Entry Reports* on page 323.		Create	No

Command	Description	Toolbar Icon	Menu	Right-Click Menu?
Create Fund TB Reports	Creates Fund trial balance reports that summarize fund trial balance information by fund types, fund subtypes, and funds. See *Creating Fund Trial Balance Reports* on page 316.		Create	No
Create Journal Entry Reports	Creates reports for each type of journal entry. See *Journal Entry Reports* on page 270.	None	Create	No
Create Reports	Create TB, Consolidated, Journal Entry, or Write Up reports.	None	Workpaper Manager	No
Create TB Reports	Creates reports based on trial balance information. See *Creating Trial Balance Reports* on page 271.		Create	No
Create Workpaper Note	Creates a note for a workpaper. See *Workpaper and Workpaper Tab Notes* on page 402.		Workpaper Manager	No
Create Write Up Report	Creates three transaction reports to display the information entered in the Write Up journals. See *Creating Write Up Reports* on page 292.	None	Create	No
Create Write Up Detail Report	Creates a Write Up Journal Report showing the detail of the entries of the journal type you select. The columns in the report are the same as in the journal.	None	Write Up Reports	No
Create G/L Current Report	Creates a report showing the accounts in the trial balance and their beginning balance, transaction amounts, and ending balance for the current period only.	None	Write Up Reports	No
Create G/L YTD Report	Creates a report showing the accounts in the trial balance and their beginning balance, transaction amounts, and ending balance for all YTD periods in the fiscal year.	None	Write Up Reports	No

Command	Description	Toolbar Icon	Menu	Right-Click Menu?
Date Functions	Inserts date information into the cell. When you select this command, a menu of available dates displays. See *Date Functions* on page 427.		Workpaper Manager	Yes
Drill Down TB Link	Drills down to the accounts that make up the dollar amounts calculated in the linked formula. See *Drilling Down to Trial Balance Accounts* on page 396.		Edit	Yes
Freeze Workpaper Manager Links	Freezes links so that linked items are not changed if the trial balance and/or name and date properties are changed. See *Freezing Workpaper Manager Links* on page 395.		Workpaper Manager	No
Funds Setup	Opens the Funds Setup dialog where you can add, edit, or delete funds for the selected trial balance. See *Setting up Funds* on page 302.		Workpaper Manager	No
Import Conversion Wizard	Assist in importing trial balance data from other supported trial balance software programs. See *Converting and Importing Trial Balance Data* on page 224.	None	Workpaper Manager	No
Insert TB Link	Creates links from the trial balance without having to open the trial balance. See *Insert TB Link* on page 393.		Edit	Yes
Insert WP Reference	Inserts a link to a workpaper in the binder. See *Workpaper Reference Links* on page 399.		Workpaper Reference	Yes
Journal Entry Summary	Enables you to add, modify, or delete journal entries. See *Using the Journal Entry Summary Window* on page 268.		Journal Entry	No

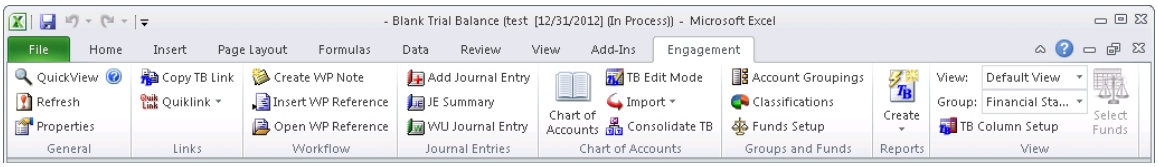
Command	Description	Toolbar Icon	Menu	Right-Click Menu?
Name Functions	Inserts text information at the cursor position. When you select this command, a menu of available text items displays. See *Name Functions* on page 424.		Workpaper Manager	Yes
Open WP Reference	Opens the referenced workpaper. See *Workpaper Reference Links* on page 399.		Workpaper Reference	Yes
Paste Funds Import	Imports funds, along with their associated fund type and optionally fund subtype, into a fund trial balance. See *Importing Funds, Fund Types, and Fund Subtypes from an Excel File* on page 299.	None	Edit	Yes
Paste TB Import	Imports data into the trial balance. See *Converting and Importing Trial Balance Data* on page 224.		Edit	Yes
Paste TB Link	Pastes trial balance cells from the Clipboard to the cursor position. You have the option of pasting the amount of each cell or the sum of all cells. See *Pasting Trial Balance Amounts - General* on page 389.		Edit	Yes
Properties (Trial Balance and TB Reports Only)	Enables you to view and modify trial balance and trial balance report properties. See *Setting Trial Balance Properties* on page 223.	None	Workpaper Manager	No
Quiklink to ProSystem *fx* Tax	Links between a trial balance and the ProSystem *fx* Tax return. See *Jumping from the Trial Balance to the Tax Return in ProSystem fx Tax* on page 349 and *Jumping from the Tax Return to the Trial Balance in ProSystem fx Tax* on page 350.		Workpaper Manager	Yes

Command	Description	Toolbar Icon	Menu	Right-Click Menu?
Quiklink/ Desktop Updates Status	Displays trial balances that have been imported into ProSystem *fx* Tax using Dynalink where the automatic Quiklink Update option is active. See *Updating with Quiklink* on page 346.	None	Workpaper Manager	No
QuickView	Displays the balance broken down by assets, liabilities and equity, revenue, expenses, and net income. See *Chapter 7: Using the Trial Balance* on page 207, for more information.	None	Workpaper Manager	No
Select Funds	Displays the Select Funds dialog. See *Fund Trial Balance* on page 295.		Edit	Yes
Refresh	Updates all links to the trial balance, TB and JE reports, and workpapers so that updated information is shown. See *Refreshing Links* on page 423.		Workpaper Manager	No
Replace TB Link Name	Changes the links in a workpaper to another trial balance name. See *Replacing TB Link Names* on page 422.	None	Workpaper Manager	No
TB Column Setup	Defines and changes trial balance columns. See *Trial Balance Column Setup* on page 218.		Workpaper Manager	No
TB Edit Mode (Trial Balance Only)	Toggles the trial balance Edit mode. Toggled on, you can enter data into the highlighted cells directly. See *Editing the Trial Balance* on page 213 and *Using TB Edit Mode to Modify Accounts* on page 252.		Workpaper Manager	No
Tickmark Definition	Defines tickmark symbols and descriptions. See *Tickmark Definition* on page 411.	None	Tickmark	No
Tickmark Toolbar	Opens the tickmark toolbar so you can insert the tickmark in the workpaper. See *Opening the Tickmark Toolbar* on page 412.		Tickmark	Yes

Command	Description	Toolbar Icon	Menu	Right-Click Menu?
Unfreeze Workpaper Manager Links	Reactivates frozen links so that changes once again flow to linked documents or reports. See *Unfreezing Workpaper Manager Links* on page 424.		Workpaper Manager	No
Write Up Journal Entry	Organizes the transaction data in journals. See *Using Write Up Journals* on page 290.		Journal Entry	No

Using Workpaper Manager with the Excel Ribbon

Workpaper Manager takes advantage of the Ribbon interface in Excel 2007 and higher. The *Workpaper Manager* tab displays all of the functions you need to complete workpaper tasks.



Click a button or list to use the appropriate function.

The *Workflow* group of the *Workpaper Manager* tab includes the six most recently used tickmarks. If no tickmarks have been used, the following tickmarks display by default:

- Agrees to
- Agrees to GL
- Agrees to Prior
- Footed
- Unreconciled Difference
- Immaterial

Notes:

- Excel 2007 and higher use two new file extensions: .xlsx for Excel files and .xlsm for macro-enabled Excel files.
- Workpapers created with Excel 2007 or higher may not be easily viewed by users who do not have Excel 2007 or higher installed.

Using Tickmarks in Excel Workpapers

Tickmarks in an Excel workpaper function the same as in any workpaper. For details, see *Tickmark Definition* on page 411.

Linking ProSystem *fx* Workpaper Manager Information

You can link the following types of information to Excel ProSystem *fx* Workpaper Manager workpapers:

- **Name functions**. These are used to insert the information of a client, firm, engagement binder, and workpaper.
- **Date functions**. These are used to insert dates for current or prior periods.
- **Calculation functions**. These are the mathematical functions you can apply to cells in a worksheet. They provide accounting functions not available in Excel alone.
- **Trial Balance Links**.
  - **Copy/Paste TB Links**. These links are created by copying and pasting cells from the trial balance into your Excel worksheet. For more information, see *Copy/Paste TB Link* on page 389.
  - **Insert TB Links**. This option allows you to create links from the trial balance to an Excel file, without having to open the trial balance. You can build a formula by selecting specific parameters. For more information, see *Insert TB Link* on page 393.
- **Workpaper References**. These are links to other workpapers in the binder. Once the link is created, you can open the referenced workpaper. For more information, see *Workpaper Reference Links* on page 399.

For general instructions on using Excel, see the Microsoft Office documentation and the Excel help.

Replacing TB Link Names

Within your Excel workpapers and reports, you can replace trial balance links. This feature is especially useful if you have changed the name of a trial balance used in a link and you need to update that link. You may also need to use this option if you are using any of the Workpaper Manager workpaper templates. Instead of updating the link manually, you can specify the new trial balance name with which to replace the old.

To replace the trial balance name in a TB link, do the following:

1. From the Excel workpaper, select the cell in which to replace the trial balance name.
2. Select **Workpaper Manager/Replace TB Link Name**. The *Replace TB Links* dialog displays.
3. From the Replace TB Link Name With drop-down list, select the new trial balance name.
4. Select one of the following radio buttons:
   - **Selected links only**. Replaces the TB name in the selected cells with the specified TB name.
   - **All links in the workpaper**. Replaces the TB name in all links of the workpaper with the specified TB name. If the workpaper has multiple worksheets, only the active worksheet is changed.
5. Click **OK**. Workpaper Manager automatically replaces the TB link(s) names according to the selections made and refreshes all TB links in the workpaper.

Refreshing Links



When you open Excel workpapers and reports, the links automatically refresh. To refresh links when the Excel file is open and a change has been made, select **Workpaper Manager/Refresh**, or click the **Refresh** toolbar button. The latest information displays with all links in the open workpaper.

Note: If you do not want to refresh the links in the workpaper every time you open the workpaper, select **Tools/Options** in the File Room or Binder window. Then uncheck the **Auto refresh workpapers** option on the *General* tab of the *Options* dialog.

Freezing and Unfreezing Workpaper Manager Links

If you freeze Workpaper Manager links within an Excel document, Word document, or Workpaper Manager reports, changes to the trial balance and to the name and date properties are not carried to the documents or reports. Links are not automatically refreshed before they are frozen, so use the Refresh function prior to freezing the links.

Note: Open the report at least once before you freeze links. This ensures that the links are correct.

When you freeze Workpaper Manager links within a workpaper or report, you cannot insert new links or use the following functions:

- Name and Date
- Refresh
- Replace TB Link Name
- Paste TB Link
- Insert TB Link

You cannot freeze or unfreeze Workpaper Manager links if a workpaper is both open and locked. The locked workpaper must be closed in the Binder window before links can be frozen or unfrozen.

When a workpaper is rolled forward, frozen Workpaper Manager links remain frozen. If you copy a workpaper with frozen links, the links remain frozen. If you save a binder as a template, the links remain frozen in the binder template and are frozen in any binder created from the template.

To freeze Workpaper Manager links, you must be the Current Editor or Live Editor of the workpaper and you must belong to a staff group that has rights to freeze Workpaper Manager links.

Freezing Workpaper Manager Links

To freeze Workpaper Manager links, do the following:

1. Select the workpaper whose links you want to freeze.
2. Select the **Workpaper Manager/Freeze Workpaper Manager Links** menu option, or click the **Freeze Workpaper Manager Links** toolbar button.

Notes:

- Freezing Workpaper Manager links does not freeze OLE or DDE links. It applies only to the trial balance, and name or date properties as stated above.
- The Freeze Workpaper Manager Links option removes non-password protection from a workpaper. If you want to secure a workpaper, you should apply password protection in Word or Excel. Links cannot be frozen in a password-protected document.
- If you publish a workpaper that has had the links frozen, the published workpaper contains the values of the links when frozen.
- Link formulas inserted manually after a workpaper's links are frozen are not frozen unless you first unfreeze the workpaper and then refreeze it.

Unfreezing Workpaper Manager Links

You can unfreeze Workpaper Manager links that were previously frozen so they can be updated or changed. When you unfreeze links within an open workpaper or report, the links are automatically updated with any changes to the trial balance or name and date functions.

To unfreeze links, you must be the Current Editor of the workpaper and you must belong to a staff group that has the rights to unfreeze Workpaper Manager links.

To unfreeze Workpaper Manager links, do the following:



1. Select a workpaper that has had Workpaper Manager links frozen.
2. Select **Workpaper Manager/Unfreeze Workpaper Manager Links** or click the **Unfreeze Workpaper Manager Links** icon on the toolbar.

Note: You cannot unfreeze Workpaper Manager links if the workpaper has been password-protected.

Name Functions

Name functions enable you to insert information about the client, firm, engagement binder, and workpaper into a cell. The information comes from the client, firm, binder, or workpaper *Properties* dialog. You can select a cursor position and insert name functions in one of the following ways:

- Insert it from a menu. From the Workpaper Manager menu or the right-click menu, select **Name Functions** and then select the function from the menu.
- Type the name function directly into a cell. See the formula column of the *List of Name Functions* on page 425 for the formula to use.



- Click the **Name Functions** button on the Workpaper Manager toolbar to display a menu of name functions.

There are several reasons for linking Name Functions to a workpaper. The simplest is so that you do not have to retype the same name information for every workpaper in your engagement binder or manually change it if anything changes from period to period.

Another advantage that ProSystem *fx* Workpaper Manager provides is the ability to save binders and workpapers as templates. If you link any Name Functions into the binder template workpapers or the individual workpaper templates, you can create files from those templates. All the name links reflect the correct information based on that client, firm, binder, and workpaper.

For example, you saved a workpaper in a binder called *ABC Annual Audit* in your ABC Corporation client folder as a template with those name fields linked.

If you add the workpaper from the template you saved into a binder called *123 Quarterly Compilation* in your 123 Corporation client folder, the *Binder Name* and *Client Name* fields reflect the 123 information. You do not have to re-link these fields into a new Workpaper Manager binder.

Within the Name Functions, there are three categories:

- Workpaper Manager Info
- Client Info
- Firm Info

Each category contains corresponding functions. The table on the following page explains which functions are available under each category.

List of Name Functions

The following table lists the functions as they appear in the Name Functions menu.

Workpaper Manager Info

Function	Description	Formula
Binder Name	Inserts the binder name.	=PJNAME()
Binder ID	Inserts the binder ID number.	=BinderID()
Binder Description	Inserts the binder description.	=BinderDesc()
Binder Due Date	Inserts the binder due date.	=BinderDelivDT()
Binder Type	Inserts the binder type.	=BinderType()
Binder Charge Code	Inserts the binder charge code.	=BinderChrgCode()
Binder Lead Partner	Inserts the binder lead partner.	=BinderLead()
Binder Date of Report	Inserts the binder date of report.	=BinderDateOfReport()
Binder Report Release Date	Inserts the binder report release date.	=BinderReportReleaseDate()
Workpaper Name	Inserts the workpaper name.	=WPNAME()
Workpaper Index	Inserts the workpaper index number.	=WPINDEX()

Client Info

Function	Description	Formula
Client Name 1/Last Name	Inserts the client name.	=CLIENTNAME()
Client Name 2/First Name, M.I.	Inserts the client name.	=CLIENTNAME2()
Client ID	Inserts the client ID.	=CLIENTID()
Client Address1	Inserts the client address line 1.	=CLIENTADDRESS1()
Client Address2	Inserts the client address line 2.	=CLIENTADDRESS2()
Client City	Inserts the client city.	=CLIENTCITY()
Client State	Inserts the client state.	=CLIENTSTATE()
Client ZIP code	Inserts the client ZIP code.	=CLIENTZIP()
Client Country	Inserts the client country.	=CLIENTCOUNTRY()
Client Phone	Inserts the client phone number.	=CLIENTPHONE()
Client Fax	Inserts the client fax number.	=CLIENTFAX()
Client URL	Inserts the client URL address.	=CLIENTURL()
Primary Email	Inserts primary email address of client.	=PRIMARYEMAIL()
Secondary Email	Inserts secondary email address of client.	=SECONDARYEMAIL()
Client Entity Type	Inserts client type.	=CLIENTTYPE()
Client Industry	Inserts client industry.	=CLIENTINDUSTRY()
Client Federal ID/SSN	Inserts the client Federal ID or SSN.	=CLIENTFEIN()
Client State ID	Inserts the client state ID.	=CLIENTSTATEID()

Firm Info

Function	Description	Formula
Firm Name	Inserts the firm name.	=FIRMNAME()
Firm Address1	Inserts the firm address line 1.	=FIRMADDRESS1()

Function	Description	Formula
Firm Address2	Inserts the firm address line 2.	=FIRMADDRESS2()
Firm City	Inserts the firm city.	=FIRMCITY()
Firm State	Inserts the firm state.	=FIRMSTATE()
Firm ZIP code	Inserts the firm ZIP code.	=FIRMZIP()
Firm Country	Inserts the firm country.	=FIRMCountry()
Firm Phone	Inserts the firm phone number.	=FIRMPHONE()
Firm Fax	Inserts the firm fax number.	=FIRMFAX()
Firm URL	Inserts the firm URL address.	=FIRMURL()

Date Functions

Date functions enable you to insert a date into a cell in a workpaper. You can insert date functions in the following ways:

- You can insert it from the Workpaper Manager menu or the right-click menu by selecting **Date Functions** and then selecting the function from the menu. If you are selecting a function for a prior period, select the period from the submenu that displays.
- Type the date function directly into a cell. Refer to the formula column of the *List of Date Functions* section for the formula to use.
- Click the **Date Functions** button on the Workpaper Manager toolbar to display a menu of date functions.



There are several reasons for linking date functions to a workpaper. The simplest is so that you do not have to retype the same date information in every workpaper in your engagement binder. This feature also helps save time when the date information for a binder changes each year.

Another advantage that ProSystem *fx* Workpaper Manager gives you is the ability to save binders and workpapers as templates. If you link any date functions into the binder template workpapers or the individual workpaper templates, you can create files from those templates and all of the date links reflect the correct information based on that binder's Period information.

For example, you might save a workpaper in a binder where you have linked the prior period and current year-end dates as column headers. If you save that workpaper as a template and add it to a different binder, the dates automatically change to that binder's period information. You do not have to re-link these fields after inserting the workpapers into a new engagement binder.

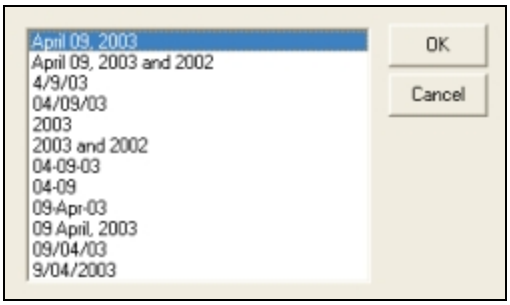
Calculating Dates

The dates inserted by these functions are calculated from dates in the *Period* tab of the *Binder Properties* dialog. See *Chapter 6: Creating and Using Binders* on page 141, for details. If you change the period dates in the *Period* tab, use the workpaper as a template, or move the workpaper into another binder, the dates are updated.

Note: The prior period dates are calculated from the current period dates. Therefore, if you did not enter prior period dates on the *Binder Properties* dialog and you change the current period dates in the *Period* tab on the *Binder Properties* dialog, you are essentially changing the prior period dates as well. If you have modified any of the prior period dates, make sure you review them if you change the current period dates.

Date Formats

When you select certain dates, a *Date Format* dialog displays.



Select the format for the date. To change the format, delete the link and add it again with the new format.

List of Date Functions

The following table lists the functions as they appear in the Date Functions menu. For prior-year commands, a menu displays that enables you to select the prior period.

Category	Function	Description	Formula
Current Year		Inserts the current year.	=CY()
Prior Year through	PY-1	Inserts the 1st prior year.	=PY(1)
	PY-2	Inserts the 2nd prior year.	=PY(2)
	PY-36	Inserts the 36th prior year.	=PY(36)
Current Year Begin		Inserts the beginning date for the current fiscal year.	=CYBDATE()
Current Year End		Inserts the ending date for the current fiscal year.	=CYEDATE()

Category	Function	Description	Formula
Current Period Begin		Inserts the beginning date for the current reporting period.	=CPBDATE()
Current Period End		Inserts the ending date for the current reporting period.	=CPEDATE()
Prior Year End through	PYE-1	Inserts the fiscal year-end date of the 1st prior fiscal year.	=PYEDATE (1)
	PYE-2	Inserts the fiscal year-end date of the 2nd prior fiscal year.	=PYEDATE (2)
	PYE-36	Inserts the fiscal year-end date for the 36th prior fiscal year.	=PYEDATE (36)
Prior Period Begin through	PPB-1	Inserts the beginning date for the 1st prior reporting period.	=PPBDATE (1)
	PPB-2	Inserts the beginning date for the 2nd prior reporting period.	=PPBDATE (2)
	PPB-36	Inserts the beginning date for the 36th prior reporting period.	=PPBDATE (36)
Prior Period End through	PPE-1	Inserts the period end date for the 1st prior period.	=PPEDATE (1)
	PPE-2	Inserts the period end date for the 2nd prior period.	=PPEDATE (2)
	PPE-36	Inserts the period end date for the 36th prior period.	=PPEDATE (36)
Period Sequence		Inserts the period sequence selection.	=PERIODSQ ()

Calculation Functions

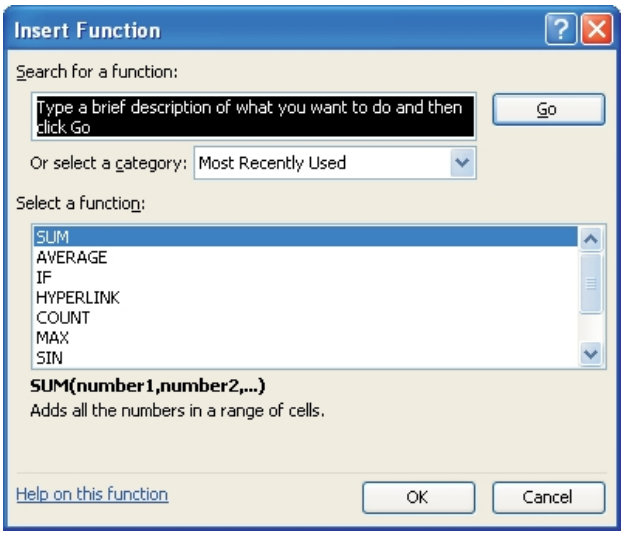
ProSystem *fx* Workpaper Manager provides several custom functions to perform financial analysis with Workpaper Manager data.

To insert a ProSystem *fx* Workpaper Manager function, do one of the following:



- Select **Insert/Function**.
- Click the **Insert Function** icon on the Excel toolbar.

The *Insert Function* dialog displays.



In the *Or select a category* field, you can select one of the following:

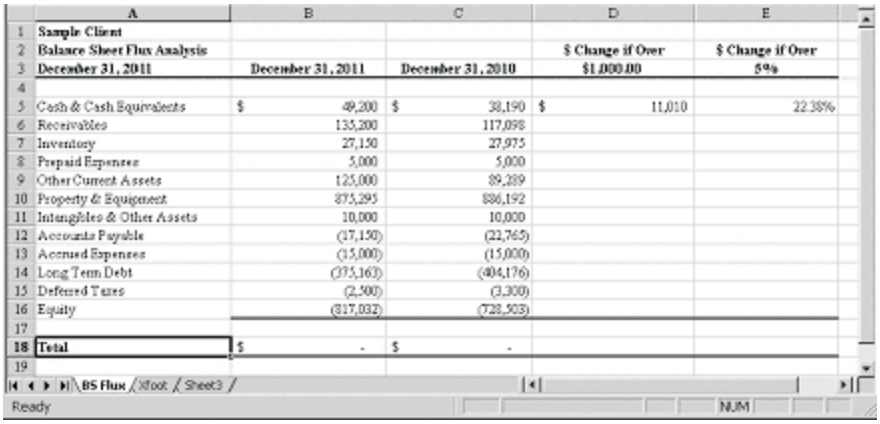
- **All** to show all available functions.
- **ProSystem *fx* Workpaper Manager** to show just the custom functions for Workpaper Manager.

The following table lists the calculation functions in alphabetical order.

Function	Description
ADDIFF	Absolute dollar difference. Compares two cells and shows the difference between them if it is above a certain dollar amount.
AORAND	Randomly opens a number within the range specified.
APDIFF	Absolute percentage difference. Compares two cells and shows the difference between them as a percentage it is above a certain percent.
DDIFF	Dollar difference. Same as ADDIFF except that negative differences are shown as negative amounts.
PDIFF	Percent difference. Same as APDIFF except that Negative differences are shown as negative amounts.
XFOOT	Compares the sum of a range of numbers with another range. Use this function to ensure that amounts cross-foot.

Example Spreadsheet

Set up the balance sheet workpaper for difference functions. This workpaper will be referred to in the examples in this section.



	A	B	C	D	E
1	**Sample Client**				
2	**Balance Sheet Flux Analysis**			**$ Change if Over**	**$ Change if Over**
3	**December 31, 2011**	**December 31, 2011**	**December 31, 2010**	**$1,000.00**	**5%**
4					
5	Cash & Cash Equivalents	$ 49,200	$ 38,190	$ 11,010	22.38%
6	Receivables	135,200	117,098		
7	Inventory	27,150	27,975		
8	Prepaid Expenses	5,000	5,000		
9	Other Current Assets	125,000	89,289		
10	Property & Equipment	875,295	886,192		
11	Intangibles & Other Assets	10,000	10,000		
12	Accounts Payable	(17,150)	(22,765)		
13	Accrued Expenses	(15,000)	(15,000)		
14	Long Term Debt	(375,163)	(404,176)		
15	Deferred Taxes	(2,500)	(3,300)		
16	Equity	(817,032)	(728,503)		
17					
18	**Total**	$ -	$ -		
19					

BS Flux / Xfoot / Sheet3 /

Ready NUM

ADDIFF

This function shows the absolute dollar difference between two cells if it is above a certain dollar amount. If the difference is below the specified amount, it displays a blank cell, depending on cell formatting.

ADDIFF shows the difference as a positive number only.

Syntax and Parameters

=ADDIFF(Cell1,Cell2,Target $Diff)

Where:

Parameter	Description
Cell1	The first cell to compare.
Cell2	The second cell to compare.
Target $Diff	The amount, or a cell containing the amount that the difference must exceed in order to be shown. If the difference is less than the amount, the system returns 0.

Examples:

Using the *Example Spreadsheet* above, in column D you want to show dollar differences between the two fiscal years if they are over $1,000. This amount was entered in cell D3, so for the first item, Cash & Equivalents, you would enter the following formula:

=ADDIFF(B5,C5,D3)

The system returns 11,010 as the difference between the two cells. You then duplicate the formula for each row using the Excel Fill Down feature. To ensure that the system always refers to D3 for the difference limit, enter it as an absolute reference: D3.

The system generates the following results:

- For rows where the amount in column B is less than column C, such as Property & Equipment, the system returns the difference of $10,897.00 as a positive amount even though it decreased from the prior year.
- For items such as inventory, the system returns a blank cell because the difference is less than $1,000.

You can use ranges of cells with ADDIFF and other functions. For example, if you want to show the difference between all assets, you can enter the following formula:

=ADDIFF(SUM(B5:B11), SUM(C5:C11),D3)

AORAND

Returns a random number within the range you specified.

Syntax and Parameters

=AORAND(Lower Bound, Upper Bound)

Parameter	Description
Lower Bound	The amount, or the cell containing the amount, that is the beginning of the range.
Upper Bound	The amount, or the cell containing the amount, that is the end of the range.

Example:

Suppose you want to randomly select 20 checks between 10000 and 20000 for substantive testing. You also want to be able to change the beginning and ending numbers of the range for future tests.

In cell A1, you provide the beginning of the range (in this case, 10000). In cell A2, you provide the end of the range (in this case, 20000).

In each cell you want to use for showing the check numbers, enter the following formula:

=AORAND(A1,A2)

The absolute cell references enable you to copy or use fill commands to duplicate the formula while still referring to the cells that identify the beginning and ending of the range.

Troubleshooting

There are two things you need to avoid when using this function:

- The value in the beginning of the range must be less than the value at the end. If not, the system starts generating numbers at the beginning of the range and ignores the ending value. For example, if you set the range to be between 5000 and 1500,the system starts generating random numbers at 5000 with no limit.
- Both the beginning and ending values must be numbers. Using other characters in the cell generates a #VALUE! Error.

APDIFF

This function shows the absolute percentage difference between two cells if it is above a certain dollar amount. If the difference is above the specified percentage, it displays the difference. If the difference is less, it shows a blank cell.

APDIFF shows the difference as a positive number only.

Syntax and Parameters

=APDIFF(Cell1,Cell2,Target %Diff)

Parameter	Description
Cell1	The first cell to compare.
Cell2	The second cell to compare.
Target %Diff	The amount, or a cell containing the amount, that the difference must exceed in order to be shown. If you enter an amount, use the same format as the cell where you are placing the formula. If the cell is in percent format, enter the amount as a percent.

 **Example**:

Using the *Example Spreadsheet* on page 431, you want to show the difference between the two cells if the difference is more than the amount in cell E3 (five percent). You enter the formula in the first row, Cash & Equivalents, as follows:

=APDIFF(B5,C5,E3)

The system returns 0.223780488, which is the difference between the two cells. You can use the Excel Cell Format feature to convert it to a percent.

Duplicate the formula for each row using the Excel Fill Down feature. To ensure the system always refers to E3 for the difference limit, enter it as an absolute reference: E3.

The system generates the following results:

- For rows where the amount in column B is less than column C, such as Payables, the system returns the percent difference of 32.74% as a positive amount.
- For inventory, the system returns a blank cell because the difference is less than five percent.

Troubleshooting

Enter the percent in the format of the cell where you are placing the formula. For example, if the cell is formatted as a percent, enter 5. If the cell is in another format, enter a decimal, for example, **.05**.

DDIFF

This function shows the dollar difference between two cells if it is plus or minus a certain dollar amount. If the difference is above the specified amount, it shows the difference. If the difference is smaller than the amount, it displays a zero or a minus sign, depending on the cell formatting. DDIFF is different from ADDIFF because it shows the difference as a positive or negative amount.

Syntax and Parameters

=DDIFF(Cell1,Cell2,Target $Diff)

Parameter	Description
Cell1	The first cell to compare.
Cell2	The second cell to compare.
Target $ Diff	The amount, or a cell containing the amount, that the difference must exceed in order to be shown. If the difference is less than the amount, the system returns 0.

 **Example**:

Using the *Example Spreadsheet* on page 431, for the first item, Cash & Equivalents, enter the following formula:

=DDIFF(B5,C5,D3)

The system returns -$11,010.00, which is the difference between the two cells.

Duplicate the formula for each row by using the Excel Fill Down feature. To ensure that the system always refers to D3 for the difference limit, enter it as an absolute reference: D3.

The system generates the following results:

- For rows where the amount in column B is more than column C, such as Cash & Equivalents, the difference shows as a negative number.
- For rows where the amount in column B is less than column C, such as Property & Equipment, the difference shows as a positive amount.
- For items such as inventory, the system returns a blank cell because the difference is less than $1,000, regardless of whether it is a positive or negative difference.

PDIFF

This function shows the percentage difference between two cells if it is above or below a certain percentage. If the difference is above the specified amount, it shows the percent difference. If the difference is smaller than the amount, it shows a blank cell. PDIFF is different from APDIFF because it shows the difference as a positive or negative amount.

Syntax and Parameters

=PDIFF(Cell1,Cell2,Target %Diff)

Parameter	Description
Cell1	The first cell to compare.
Cell2	The second cell to compare.
Target %Diff	The amount, or a cell containing the amount, that the difference must exceed in order to be shown. If you enter an amount, use the same format as the cell where you are placing the formula. If the cell is in percent format, enter the amount as a percent. If the cell is in another format, enter the amount as a decimal. If the difference is less than the amount, the system returns 0.

 **Example**:

Using the *Example Spreadsheet* on page 431, you want to show the difference between two cells if it is more than five percent. Enter the formula for the first row as follows:

=PDIFF(B5,C5,E3)

The system returns -0.223780488, which is the decimal difference between the two cells. You can use the Excel Cell Format feature to convert it to a percent.

Duplicate the formula for each row by using the Excel Fill Down feature. To ensure that the system always refers to E3 for the difference limit, enter it as an absolute reference: E3.

The system generates the following results:

- For rows where the amount in column B is more than column C, such as Cash & Equivalents, the difference shows as a negative number.
- For rows where the amount in column B is less than column C, such as Property and Equipment, the difference shows as a positive amount.
- For items such as inventory, the system returns a blank cell because the difference is less than plus or minus five percent.

Troubleshooting

Enter the percent according to the format of the cell where you are placing the formula. For example, if the cell is formatted as a percent, enter **5**. If the cell is in another format, enter a decimal, for example, **.05**.

XFOOT

Compares the sum of a range of numbers with another range. Use this function to ensure that amounts cross-foot. If the sums of the two ranges are equal, the function returns the sum. If the sums are different, the functions returns the text XFOOT.

Syntax and Parameters

=XFOOT(Range1,Range2)

Parameter	Description
Range1	The first range to compare.
Range2	The second range to compare.

Example:

Suppose you have set up the following workpaper:

	A	B	C	D	E
1	**Revenue**	**West**	**Central**	**East**	**Total**
2					
3	**Sales**	350,920	293,090	410,910	1,054,920
4	**Service**	632,019	404,190	528,911	1,565,120
5	**Training**	89,250	62,105	62,105	222,445
6					
7	**Total**	1,072,189	759,385	1,010,911	2,842,485
8					

You want to use the XFOOT function to verify that the column totals are in balance with the row totals. In cell E7, type the following formula:

=XFOOT(B7:D7,E3:E5)

The XFOOT function returns the total because the row and column totals match.

However, if the totals are out of balance, the system returns XFOOT, as in the example below.

	A	B	C	D	E
1	**Revenue**	**West**	**Central**	**East**	**Total**
2					
3	**Sales**	350,920	293,090	410,910	
4	**Service**	632,019	404,190	528,911	1,565,120
5	**Training**	89,250	62,105	71,090	222,445
6					
7	**Total**	1,072,189	759,385	1,010,911	XFOOT
8					

Adding a total in cell E3 brings the workpaper back in balance, and the XFOOT is replaced with an amount.

Chapter 10

USING MICROSOFT WORD

Overview

When you create a ProSystem *fx* Workpaper Manager workpaper in Word, you have access to special Workpaper Manager menu commands, toolbar functions, and formulas.

These functions are only available in ProSystem *fx* Workpaper Manager workpapers. They cannot be used in Word documents created outside of Workpaper Manager; however, you can insert your Word documents into a Workpaper Manager binder by selecting **File/New/Workpaper From File**. See *Chapter 8: Managing Workpapers* on page 353, for instructions.

This chapter shows you how to use Workpaper Manager-specific features in Word. For general information about using Word, see the Microsoft Office documentation and Word help.

Workpaper Manager-Specific Features in Microsoft Word

When you open a Word document created in ProSystem *fx* Workpaper Manager, Word opens with the Workpaper Manager-specific features added to the program's standard interface. This happens when you view the workpaper outside Workpaper Manager, in its native application. When you view the workpaper inside, it is read-only and you do not have access to Word or Workpaper Manager-specific features in Word. When you open a Word document that has not been created in ProSystem *fx* Workpaper Manager, the Workpaper Manager-specific features are unavailable.

This chapter provides an overview of the Workpaper Manager-specific features, including menus and commands, toolbar, functions, and fields.

ProSystem *fx* Workpaper Manager Menus and Commands

When you open a ProSystem *fx* Workpaper Manager Word document, a Workpaper Manager menu with several new commands is added to the Word menus. A number of these commands are also available when you right-click the document in Word.

These commands are in alphabetical order in the following table:

Command	Description	Toolbar Icon	Menu	Right-click Menu?
Account Groupings	Organizes accounts into groups. See *Account Groupings* on page 253.		Workpaper Manager	No
Add Journal Entry	Adds a journal entry. See *Creating Journal Entries* on page 264.	None	Journal Entry	No
Classifications	Allows you to view and edit account and ratio classifications.	None	Workpaper Manager	No
Chart of Accounts	Allows you to add, modify, and delete trial balance accounts. You can also add balances to difference columns in the trial balance. See *Adding, Modifying, or Deleting Trial Balance Accounts* on page 249.	None	Workpaper Manager	No
Consolidate TB	Consolidates data from single company trial balances into a consolidated trial balance. See *Consolidating Trial Balances* on page 281.		Workpaper Manager	No
Create Workpaper Note	Creates a note for a workpaper. See *Workpaper and Workpaper Tab Notes* on page 402.		Workpaper Manager	No
Date Functions	Inserts date information at the cursor location. When you select this command, a menu of available dates displays. See *Date Functions* on page 449.		Workpaper Manager	Yes
Drill Down TB Link	Drills down to the accounts that make up the dollar amounts calculated in the linked formula. See *Drilling Down to Trial Balance Accounts* on page 396.		Edit	Yes

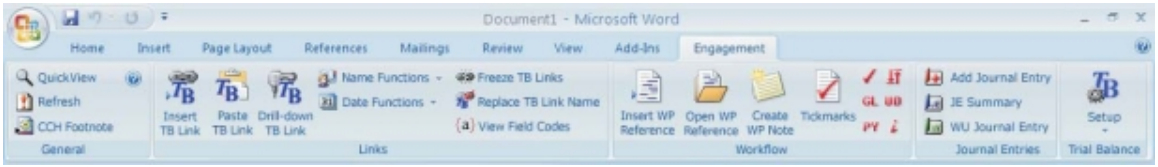
Command	Description	Toolbar Icon	Menu	Right-click Menu?
Freeze Workpaper Manager Links	Freezes links so that linked items are not changed if the trial balance and/or name and date properties are changed. See *Freezing Workpaper Manager Links* on page 444.		Workpaper Manager	No
Funds Setup	Opens the Funds Setup dialog where you can add, edit, or delete funds for the selected trial balance. See *Setting up Funds* on page 302.		Workpaper Manager	No
Import Conversion Wizard	Assists in importing trial balance data from other supported trial balance software programs. See *Converting and Importing Trial Balance Data* on page 224.	None	Workpaper Manager	No
Insert CCH Footnote	Inserts a CCH Footnote where the cursor is positioned in the Word workpaper. See *CCH Footnotes* on page 442.		Workpaper Manager	No
Insert TB Link	Creates links from the trial balance without opening the trial balance. See *Insert TB Link* on page 393.		Edit	Yes
Insert WP Reference	Inserts a link to a workpaper in a binder. See *Workpaper Reference Links* on page 399.		Workpaper Reference	Yes
Journal Entry Summary	Enables you to add, modify, or delete journal entries. See *Using the Journal Entry Summary Window* on page 268.		Journal Entry Summary	No
Name Functions	Inserts text information at the cursor location. When you select this command, a menu of available text items displays. See *Name Functions* on page 446.		Workpaper Manager	Yes
Open WP Reference	Opens the referenced workpaper. See *Opening a Workpaper Reference Link* on page 400.		Workpaper Reference	Yes

Command	Description	Toolbar Icon	Menu	Right-click Menu?
Paste TB Link	Pastes the trial balance cells from the Clipboard to the cursor location. You have the option of pasting the amount of each cell or the sum of all cells. See *Pasting Trial Balance Amounts - General* on page 389.		Edit	Yes
QuickView	Displays the balance broken down by assets, liabilities and equity, revenue, expenses, and net income. See *Chapter 7: Using the Trial Balance* on page 207, for more information.	None	Workpaper Manager	No
Refresh	Updates all links in the document to the most current trial balance information. See *Refreshing Links* on page 444.		Workpaper Manager	No
Replace TB Link Name	Changes the links in a workpaper to another trial balance name. See *Replacing TB Link Names* on page 444.	None	Workpaper Manager	No
Tickmark Definition	Defines tickmark symbols and descriptions. See *Tickmark Definition* on page 411.	None	Tickmark	No
Tickmark Toolbar	Opens the tickmark toolbar so you can insert a tickmark in the workpaper. See *Opening the Tickmark Toolbar* on page 412.		Tickmark	No
TB Column Setup	Defines and changes trial balance columns. See *Trial Balance Column Setup* on page 218.		Workpaper Manager	No
Unfreeze Workpaper Manager Links	Reactivates frozen links so that changes once again flow to linked documents or reports. See *Unfreezing Workpaper Manager Links* on page 445.		Workpaper Manager	No

Command	Description	Toolbar Icon	Menu	Right-click Menu?
View Field Codes	Toggles the value and the formula used with links. See *Viewing Field Codes* on page 443.		None	No
Write-up Journal Entry	Organizes the transaction data in journals. See *Using Write Up Journals* on page 290.		Journal Entry	No

Using Workpaper Manager with the Word Ribbon

Workpaper Manager takes advantage of the Ribbon interface in Word 2007 and higher. The Workpaper Manager tab displays all of the functions you need to complete workpaper tasks.



Click a button or drop-down list to use the appropriate function.

The *Workflow* group of the *Workpaper Manager* tab includes the six most recently used tickmarks. If no tickmarks have been used, the following tickmarks display by default:

- Agrees to
- Agrees to GL
- Agrees to Prior
- Footed
- Unreconciled Difference
- Immaterial

Ribbons are also available when working with trial balance-specific tasks.

Notes:

- Word 2007 and higher use two new file extensions: .docx for Word XML files and .docm for macro-enabled Word XML files.
- Workpapers created with Word 2007 or higher may not be easily viewed by users who do not have Word 2007 or higher installed.

Header and Footer

In a Word document, you can insert ProSystem *fx* Workpaper Manager information into the header and footer sections. The information that can be inserted into these sections includes the following:

- **Firm Information**. You can insert Name, Address1, Address2, City, State, ZIP code, Country, Phone, Fax, and URL.
- **Client Information**. You can insert the client's Name 1/Last Name, Name 2/First Name, M.I., ID, Address1, Address2, City, State, ZIP code, Country, Phone, Fax, URL, Primary Email, Secondary Email, Entity Type, Industry, Federal ID, and State ID.
- **Workpaper Manager Information**. You can insert the binder Name, ID, Description, Due Date, Type, Charge Code, Lead Partner, Date of report, Report release date, Workpaper Name, and Workpaper Index.
- **Date Information**. You can insert the Current Year, Prior Year, Current Year Beginning, Current Year Ending, Current Period Beginning, Current Period Ending, Prior Year Ending, Prior Period Beginning, Prior Period Ending, and Period Sequence.

To enter header and footer information, do the following:

1. Select **View/Header and Footer**.
2. Click in the header or footer edit box and then click the **Name Functions** or **Date Functions** button on the Workpaper Manager toolbar.
3. Select the desired Workpaper Manager name or date information.
4. Click **Close**.

When you print the Word workpaper, the header and footer sections contain the Workpaper Manager information. Any changes to the linked name and date information are automatically updated.

CCH Footnotes

In order to insert a CCH Footnote into a workpaper, you must be the Current Editor of the workpaper. You cannot insert a CCH Footnote into a workpaper if the binder has been finalized.

To insert a CCH Footnote into a Word document, do the following:

1. Open the Word document into which you want to insert the footnote and position the cursor where you want to insert the footnote.



2. Click **Workpaper Manager/Insert CCH Footnote**, or click the **Insert CCH Footnote** button on the Workpaper Manager toolbar.
3. Browse to the CCH Footnotes directory. The *Look in* path defaults to the drive and directory entered on the *Practice Aids* tab in the Tools/Options dialog in ProSystem *fx* Workpaper Manager.
4. Highlight the footnote needed and click **Open** to insert the footnote.

Note: To use the CCH Footnotes, you must have a CCH Financial Statement Disclosures license. If you subscribe to the Aspen Publishers series, you can use the CCH Tax Research NetWork. To launch the Web site, select **Help/ProSystem fx on the Web/CCH Tax Research NetWork** from the Binder window. You can also select **Guidance** on the Shortcuts bar and select the **CCH Tax Research NetWork** shortcut. You are prompted to enter your user ID and password, unless this information has been entered in your staff profile in the Administrator module.

Viewing Field Codes

Fields Codes are placeholders for data that might change in the document. They are inserted automatically when you create links or use the Name and Date functions. Field codes are usually hidden and display the results, such as values linked to the trial balance. Field codes appear between curly brackets or braces ({ }).



To view field codes, click the **View Field Codes** toolbar button, or press ALT+F9 to toggle on the display of the field codes in Word.

All of the field codes in the document display. This may be helpful when reviewing the formulas and links inserted in a Word workpaper.

Using Tickmarks in Word Workpapers

Tickmarks in a Word workpaper function the same as in any workpaper. For details, see *Using Tickmarks in Workpapers* on page 411.

Linking ProSystem *fx* Workpaper Manager Information

You can link the following types of information into Word Workpaper Manager workpapers.

- **Name functions**. These are used to insert the information of a client, firm, binder, and workpaper.
- **Date functions**. These are used to insert dates for the current or prior periods.
- **Trial Balance Links**.
  - **Copy/Paste TB Links**. These links are created by copying and pasting cells from the Excel trial balance into your Word workpaper. For more information, see *Copy/Paste TB Link* on page 389.
  - **Insert TB Links**. This option allows you to create links from the trial balance to a Word workpaper without opening the trial balance. You build a formula by selecting specific parameters. For more information, see *Insert TB Link* on page 393.
- **Workpaper References**. These are links to other workpapers in the binder. Once the link is created, you can open the referenced workpaper. For more information, see *Workpaper Reference Links* on page 399.

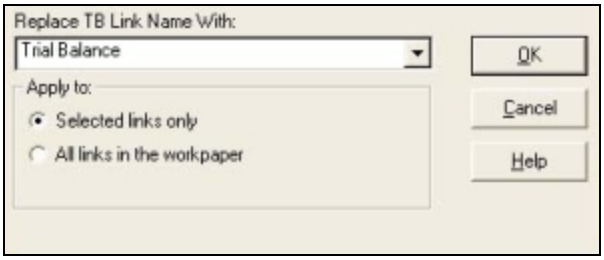
For general instructions on using Word, refer to the Microsoft Office documentation and the Word help file.

Replacing TB Link Names

Within your Word workpapers, you can replace the name of the trial balance in the trial balance links. This feature is especially useful if you have changed the name of a trial balance used in a link and you need to update that link. Instead of updating the link manually, you can specify the new trial balance name with which to replace the old.

To replace the trial balance name in a TB link, do the following:

1. From the Word workpaper, select the corresponding links in which to replace the trial balance name.
2. Select **Workpaper Manager/Replace TB Link Name**. The *Replace TB Links* dialog displays.



3. From the *Replace TB Link Name With* drop-down list, select the new trial balance name.
4. Select one of the following options:
   - **Selected links only**. Replaces the TB name in the selected links with the specified TB name.
   - **All links in workpaper**. Replaces the TB name of all links in the workpaper with the specified TB name.
5. Click **OK**. Workpaper Manager automatically replaces the TB link(s) names according to the selections made and refreshes all TB links in the workpaper.

Refreshing Links

When you open Word workpapers and reports, the links automatically refresh. To refresh links when the Word file is open and a change has been made, select **Workpaper Manager/Refresh**, or click the **Refresh** button. The latest information displays with all links in the open workpaper.

Note: If you do not want to refresh the links in the workpaper every time you open it, select **Tools/Options** in the File Room window or Binder window, then uncheck the **Auto refresh workpapers** option on the *General* tab of the *Options* dialog.

Freezing Workpaper Manager Links

If you freeze Workpaper Manager links within an Excel or Word document and Workpaper Manager reports, changes to the trial balance and/or name and date properties are not carried to the documents or reports. Links are not automatically refreshed before they are frozen, so use the Refresh function prior to freezing the links.

Note: Be sure to open the report at least once before you freeze links. This ensures that the links are correct.

When you freeze Workpaper Manager links within a workpaper or report, you cannot insert new links or use the following functions:

- Name and Date
- Refresh
- Replace TB Link Name
- Paste TB Link
- Insert TB Link

You cannot freeze engagement links in an open, locked workpaper. The workpaper must be closed in the Binder window before Workpaper Manager links can be frozen.

When a workpaper is rolled forward, frozen Workpaper Manager links remain frozen. If you copy a workpaper with frozen links, the links remain frozen. If you save a binder as a template, the Workpaper Manager Links remain frozen in the binder template and are frozen in any binders created from the template.

You must be the Current Editor of a workpaper to freeze Workpaper Manager links and you must belong to a staff group that has rights to Freeze Workpaper Manager links.

To freeze Workpaper Manager links, do the following:

1. Select the workpaper whose links you want to freeze.
2. Select the **Workpaper Manager/Freeze Workpaper Manager Links** menu option or click the **Freeze Workpaper Manager Links** toolbar button.



Notes:

- Freezing Workpaper Manager links does not freeze OLE or DDE links. It applies only to the trial balance, and name or date properties as stated above.
- The Freeze Workpaper Manager Links option removes non-password protection from a workpaper. If you want to secure a workpaper, you should apply password protection in Word or Excel. Links cannot be frozen in a password-protected document.
- If you publish a workpaper that has had the links frozen, the published workpaper contains the values of the links when frozen.
- Link formulas inserted manually after a workpaper's links are frozen are not frozen unless you first unfreeze the workpaper and then refreeze it.

Unfreezing Workpaper Manager Links

You can unfreeze Workpaper Manager links that were previously frozen so they can be updated or changed. When you unfreeze links within an open workpaper or report, the links are automatically updated with any changes to the trial balance or name and date functions.

You must be the Current Editor of a workpaper to unfreeze links and you must belong to a staff group that has the rights to unfreeze Workpaper Manager links.

To unfreeze Workpaper Manager links, do the following:



1. Select a workpaper that has had Workpaper Manager links frozen.
2. Select **Workpaper Manager/Unfreeze Workpaper Manager Links** or click the **Unfreeze Workpaper Manager Links** icon on on the toolbar.

Note: You cannot unfreeze Workpaper Manager links if the workpaper has been password-protected.

Name Functions

Name functions enable you to insert information about the client, firm, engagement binder, and workpaper. The information comes from the client, firm, binder, or workpaper *Properties* dialog. You can insert name functions in one of the following ways:

- You can insert it from a menu. From the Workpaper Manager menu or the right-click menu, select **Name Functions** and then select the function from the menu.
- Click the **Name Functions** button on the Workpaper Manager toolbar to display a menu of name functions.



There are several reasons for linking Name Functions to a workpaper. The simplest is so that you do not have to retype the same name information in every workpaper in your engagement binder or manually change it if anything changes from period to period.

Another advantage that ProSystem *fx* Workpaper Manager gives you is the ability to save binders and workpapers as templates. If you link any Name Functions into the binder template workpapers or the individual workpaper templates, you can create files from those templates and all of the name links reflect the correct information based on that client, firm, binder, and workpaper.

For example, you saved a workpaper in a binder called *ABC Annual Audit* in your ABC Corporation client folder as a template with those name fields linked. If you added that workpaper from the template you saved into a binder called *123 Quarterly Compilation* in your 123 Corporation client folder, the *Binder Name* and *Client Name* fields reflect the 123 information. You do not have to re-link these fields to a new Workpaper Manager binder.

Within the Name Functions, there are three categories: Workpaper Manager Info, Client Info, and Firm Info. Each category contains corresponding functions.

The following tables list the functions as they appear in the Name Functions menu.

Workpaper Manager Info

Function	Description
Binder Name	Inserts the binder name.
Binder ID	Inserts the binder ID number.
Binder Description	Inserts the binder description.
Binder Type	Inserts the binder type.
Binder Due Date	Inserts the binder due date.
Binder Charge Code	Inserts the binder charge code.
Binder Lead Partner	Inserts the binder lead partner.
Binder Date of Report	Inserts the binder date of report.
Binder Report Release Date	Inserts the binder report release date.
Workpaper Name	Inserts the workpaper name.
Workpaper Index	Inserts the workpaper index number.

Client Info

Function	Description
Client Name 1/Last Name	Inserts the client name, line 1.
Client Name 2/First Name, M.I.	Inserts the client name, line 2.
Client ID	Inserts the client ID.
Client Address1	Inserts the client address, line 1.
Client Address2	Inserts the client address, line 2.
Client City	Inserts the client city.
Client State	Inserts the client state.
Client ZIP code	Inserts the client ZIP code.

Function	Description
Client Country	Inserts the client country.
Client Phone	Inserts the client phone number.
Client Fax	Inserts the client fax number.
Client URL	Inserts the client URL address.
Primary Email	Inserts the client primary email address.
Secondary Email	Inserts the client secondary email address.
Client Entity Type	Inserts the client entity type.
Client Industry	Inserts the client industry.
Client Federal ID/SSN	Inserts the client Federal ID or SSN.
Client State ID	Inserts the client state ID.

Firm Info

Function	Description
Firm Name	Inserts the firm name.
Firm Address1	Inserts the firm address, line 1.
Firm Address2	Inserts the firm address, line 2.
Firm City	Inserts the firm city.
Firm State	Inserts the firm state.
Firm ZIP code	Inserts the firm ZIP code.
Firm Country	Inserts the firm country.
Firm Phone	Inserts the firm phone number.
Firm Fax	Inserts the firm fax number.
Firm URL	Inserts the firm URL address.

Date Functions

Date functions enable you to insert dates related to the engagement into workpapers. You can insert date functions in the following ways:

- You can insert it from a menu. From the Workpaper Manager menu, or the right-click menu, select **Date Functions** and then select the function from the menu. If you are selecting a function for a prior period, select the period from the second menu that displays.
- Click the Date Functions button on the Workpaper Manager toolbar to display a menu of date functions.



There are several reasons for linking date functions to a workpaper. The simplest is so that you do not have to retype the same date information in every workpaper in your engagement binder or manually change it after you have rolled forward the binder to a different period.

Another advantage that ProSystem *fx* Workpaper Manager gives you is the ability to save binders and workpapers as templates. If you link any date functions into the binder template workpapers or the individual workpaper templates, you can create files from those templates and all of the date links reflect the correct information based on that binder's period information.

For example, you saved a workpaper in a binder where you had linked the prior period and current year-end dates as column headers. If you saved that workpaper as a template and added it to a different binder, the dates would automatically change to that binder's period information. You do not have to re-link these fields after inserting the workpapers into a new Workpaper Manager binder.

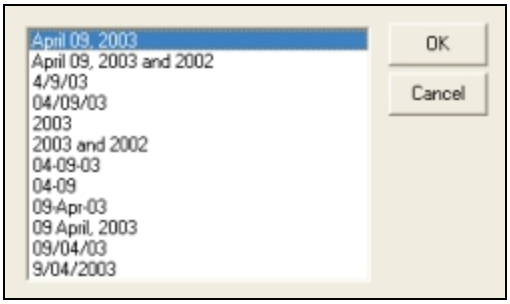
Calculating Dates

The dates inserted by these functions are calculated from dates in the *Periods* tab in the *Binder Properties* dialog. See *Chapter 6: Creating and Using Binders* on page 141, for details. If you change the period dates in the *Periods* tab, use the workpaper as a template, or move the workpaper to another binder, the dates are updated.

Note: The prior period dates are calculated from the current period dates. Therefore, if you change the current period dates in the *Periods* tab in the *Binder Properties* dialog, you are essentially changing the prior period dates as well.

Date Formats

When you select certain dates, a *Date Format* dialog displays.



You can then select which format you would like the date to be. If later you want to change the format, delete the link and add it again with the new format.

List of Date Functions

The following table lists the functions on the Date Functions menu. For prior-year commands, a menu displays that enables you to select the prior period.

Category	Function	Description
Current Year		Inserts the current year.
Prior Year	PY-1	Inserts the 1st prior year.
through	PY-2	Inserts the 2nd prior year.
	PY-36	Inserts the 36th prior year.
Current Year Begin		Inserts the beginning date for the current fiscal year.
Current Year End		Inserts the ending date for the current fiscal year.
Current Period Begin		Inserts the beginning date for the current reporting period.
Current Period End		Inserts the ending date for the current reporting period.
Prior Year End	PYE-1	Inserts the fiscal year-end date of the 1st prior fiscal year.
through	PYE-2	Inserts the fiscal year-end date of the 2nd prior fiscal year.
	PYE-36	Inserts the fiscal year-end date of the 36th prior fiscal year.
Prior Period Begin	PPB-1	Inserts the beginning date for the 1st prior reporting period.
through	PPB-2	Inserts the beginning date for the 2nd prior reporting period.
	PPB-36	Inserts the beginning date for the 36th prior reporting period.

Category	Function	Description
Current Period End through	PPE-1	Inserts the period end date for the 1st prior period.
	PPE-2	Inserts the period end date for the 2nd prior period.
	PPE-36	Inserts the period end date for the 36th prior period.
Period Sequence		Inserts the period sequence selection.

Note: In the formulas showing prior year dates, you can change them to future dates by editing the formula. For example, if the formula shows =PYEDATE(1), then the prior fiscal year end displays. If you change the formula to =PYEDATE(-1), then next year's fiscal year-end date displays. This can be used to automate the listing of future years in a payout schedule.

Appendix A

INSTALLING SQL SERVER 2008 OR 2008 R2

Installing SQL Server 2008 or 2008 R2

Creating a New SQL 2008 or 2008 R2 32-bit or 64-bit Instance for Workpaper Manager

This section provides step-by-step instructions for creating a new SQL 2008 or 2008 R2 32-bit or 64-bit instance for ProSystem *fx* Workpaper Manager.

Note: The steps may vary slightly depending on which SQL Server version you are installing.

If you need to create a new instance for SQL 2008 Express 64-bit, please see *Creating a New SQL 2008 Express 64-bit Instance for Workpaper Manager* on page 463.

Upgrading SQL 2008 R2

SQL Server 2008 R2 supports upgrade from the following versions of SQL Server:

- SQL Server 2005 SP2 (9.00.3042) or later
- SQL Server 2008 (10.00.1600.22) or later

Note: To find what version of SQL is currently installed, browse the Registry and go to the key: HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Microsoft SQL Server\PROFX ENGAGEMENT\MSSQLServer\CurrentVersion.

Recommended Operating Systems

We recommend using Microsoft Windows Server 2008 (64-bit) or Microsoft Windows Server 2008 R2 with SQL Server 2012.

Note: Microsoft does not support SQL Server 2008 on certain Windows versions. For detailed information, please see Microsoft KB 2022909 at the following link: http://support.microsoft.com/kb/2022909

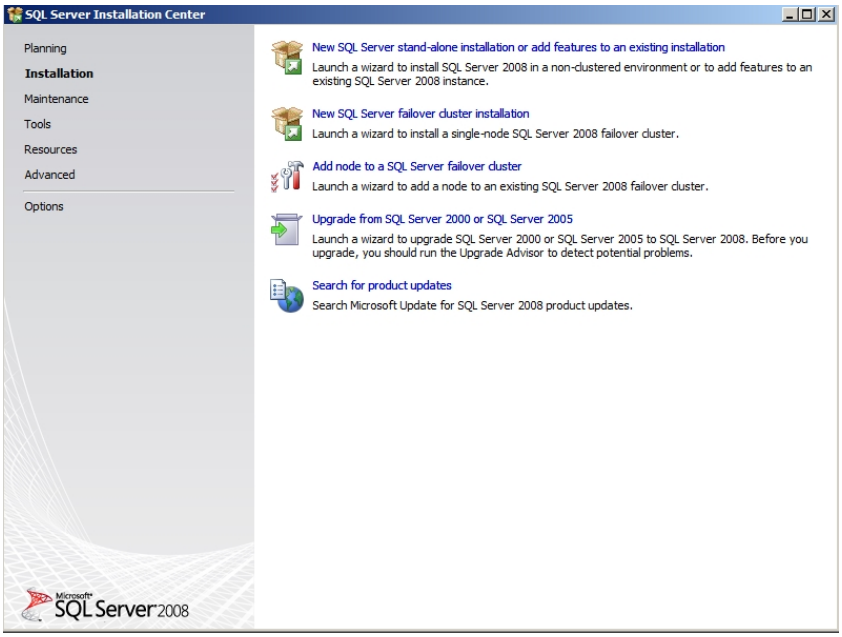
Creating the SQL Server 2008 or 2008 R2 Instance

Note: Please follow each step carefully to ensure that the SQL instance is properly created with all required settings.

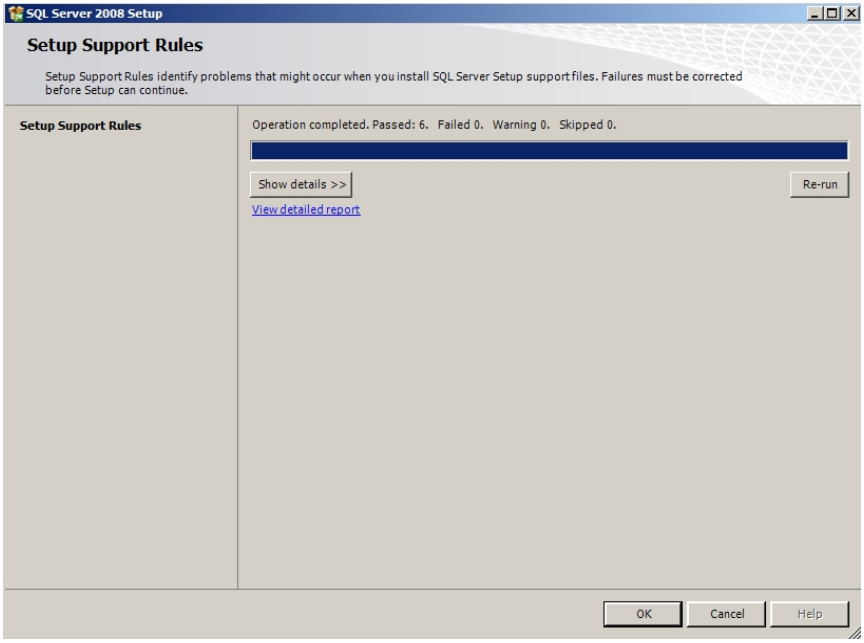
1. Insert the SQL Server 2008 or 2008 R2 Installation Disk.
2. Click **Installation**.



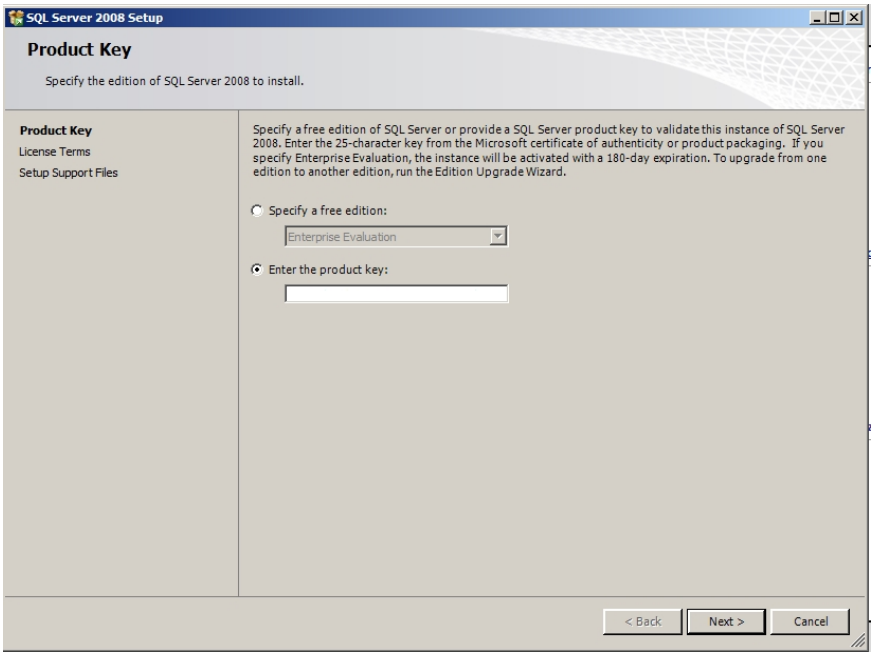
3. Select **New SQL Server stand-alone installation or add features to an existing installation.**



4. The *Setup Support Rules* screen displays. Click **OK** to proceed with the installation.



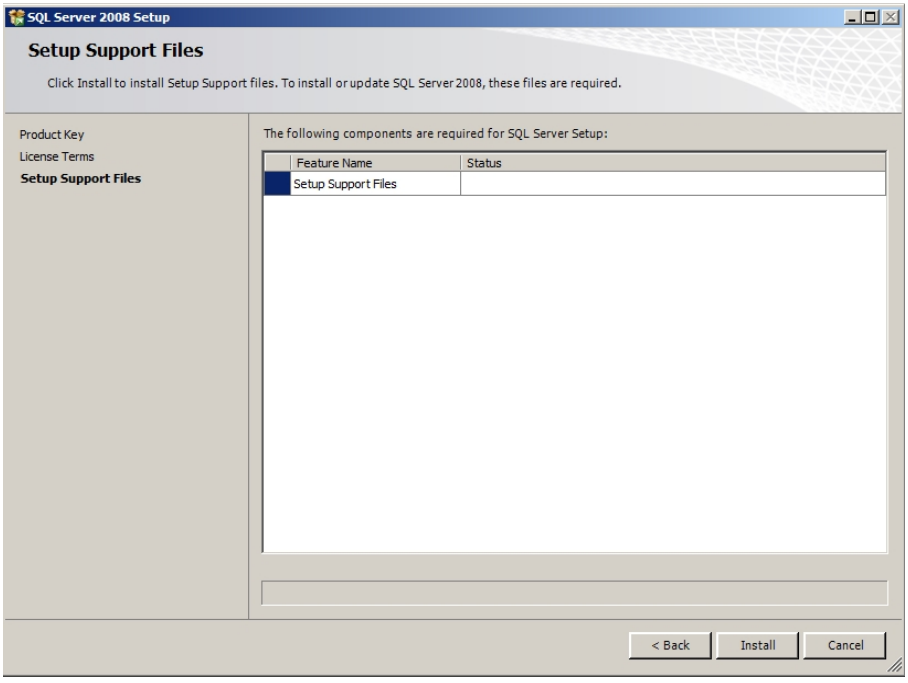
5. The *Product Key* screen displays. Enter the SQL Server product key and click **Next**.



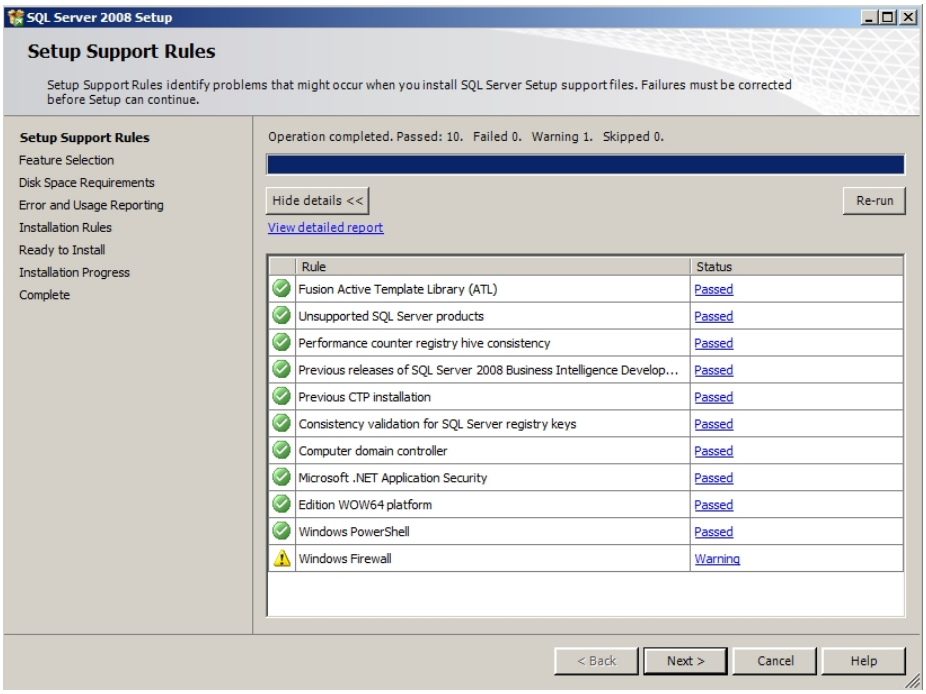
6. Click **I accept the license terms** and click **Next**.



7. Click **Install** on the *Setup Support files* screen.

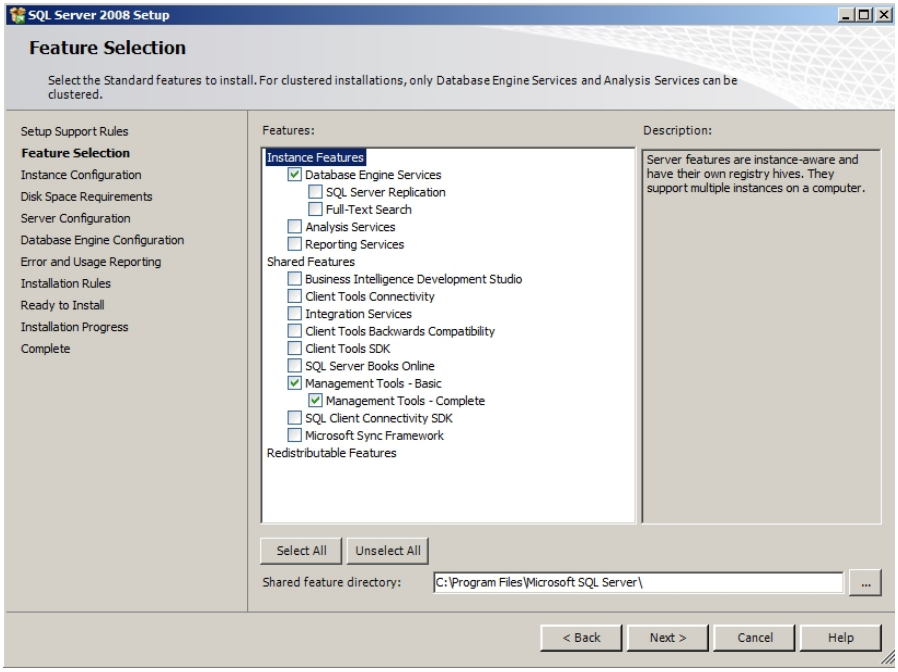


8. Click **Next** on the *Setup Support Rules* screen.

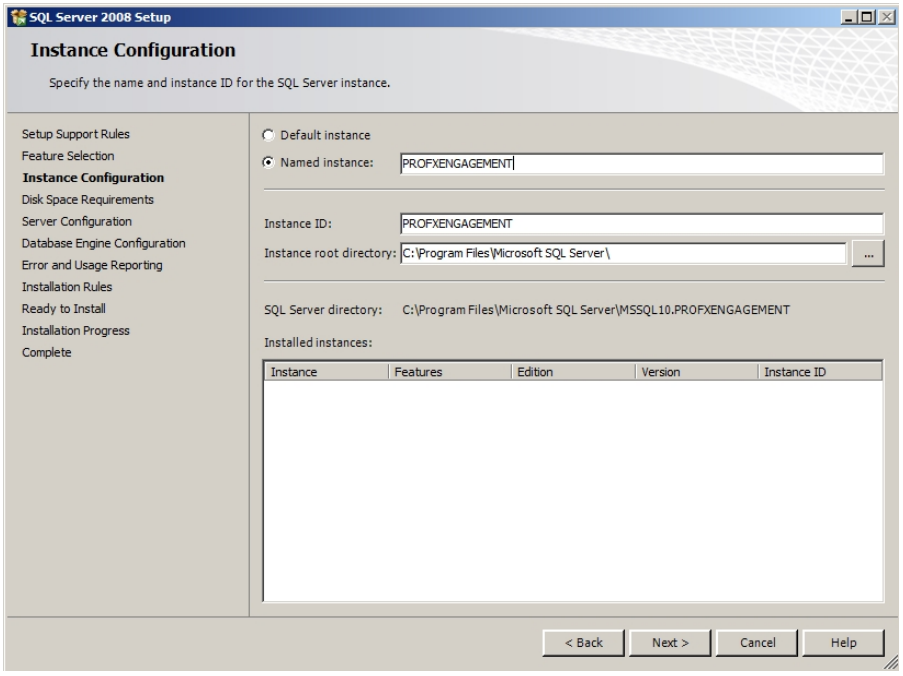


9. Select **Database Engine Services** and **Management Tools** on the *Feature Selection* screen. Click **Next** to continue.

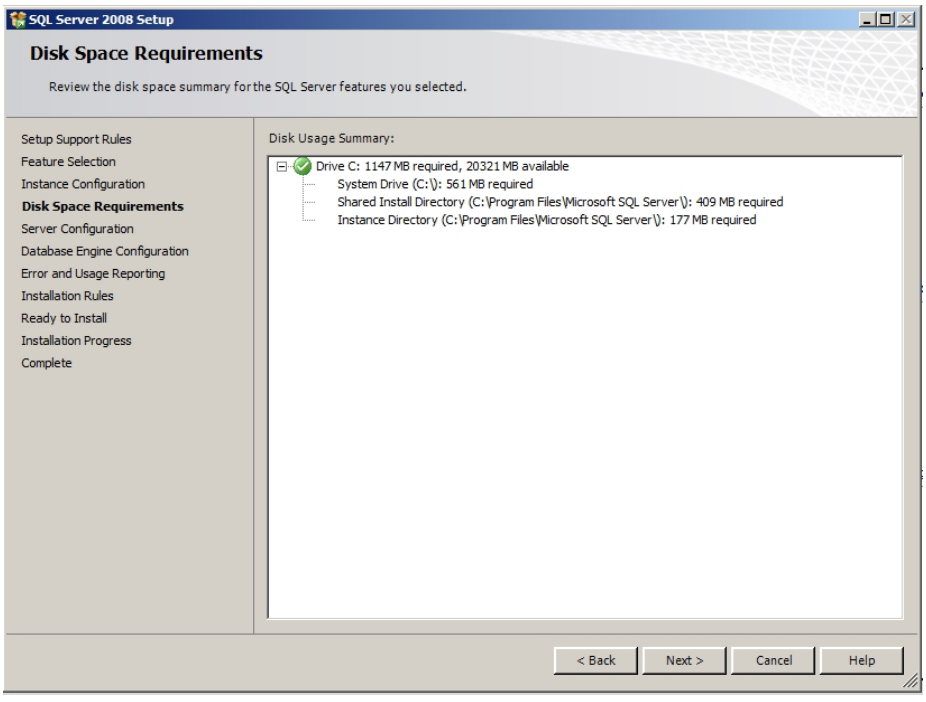
Note: Management Tools are optional for Workpaper Manager. However, they can be used to assist support in certain circumstances.



10. Select **Named Instance** and enter “PROFXENGAGEMENT” on the *Instance Configuration* screen. Click **Next** to continue.

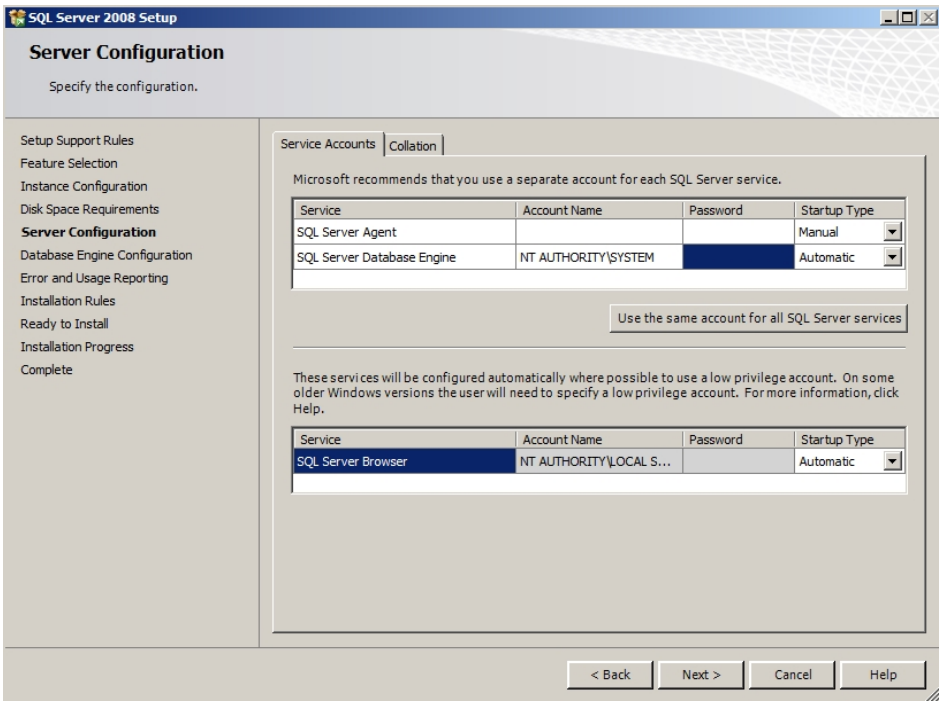


11. The *Disk Space Requirements* screen displays. Click **Next** to continue.

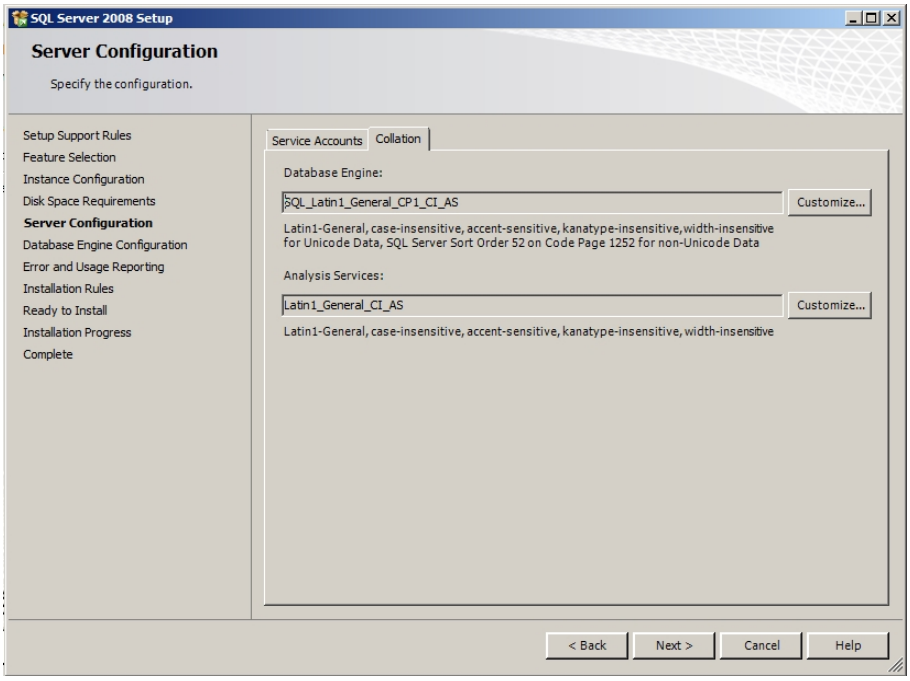


12. On the *Service Accounts* tab of the *Server Configuration* screen, select **Use the same account for all SQL Server services** on the *Authentication Mode* screen. Change the *Account Name* to NT AUTHORITY\SYSTEM for the SQL Server Database Engine. Verify the *Startup Type* is set to **Automatic**. Click **Next** to continue.

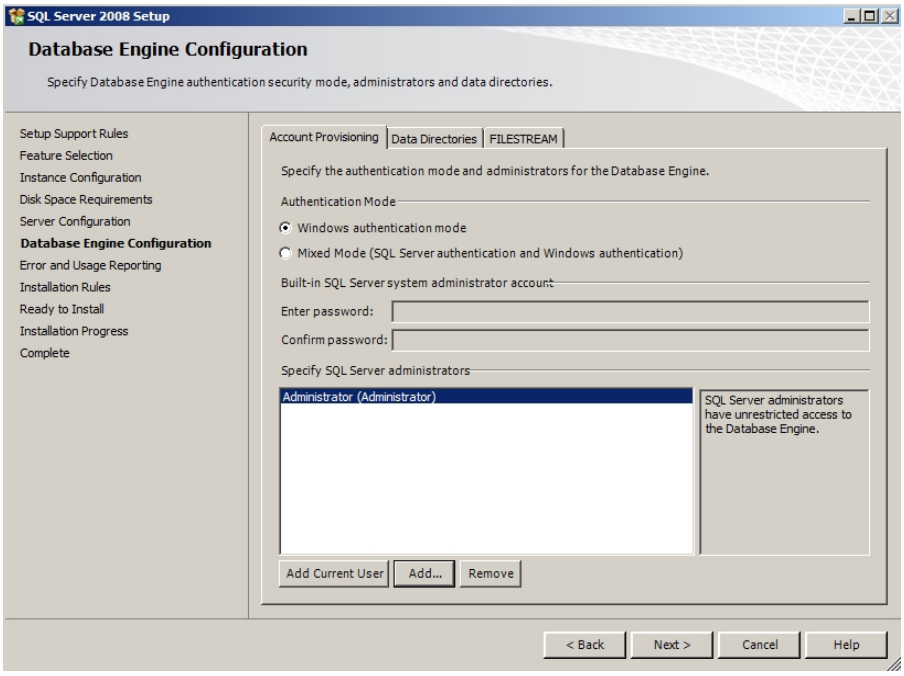
Note: The SQL Server Browser Startup Type should also be set to **Automatic**.



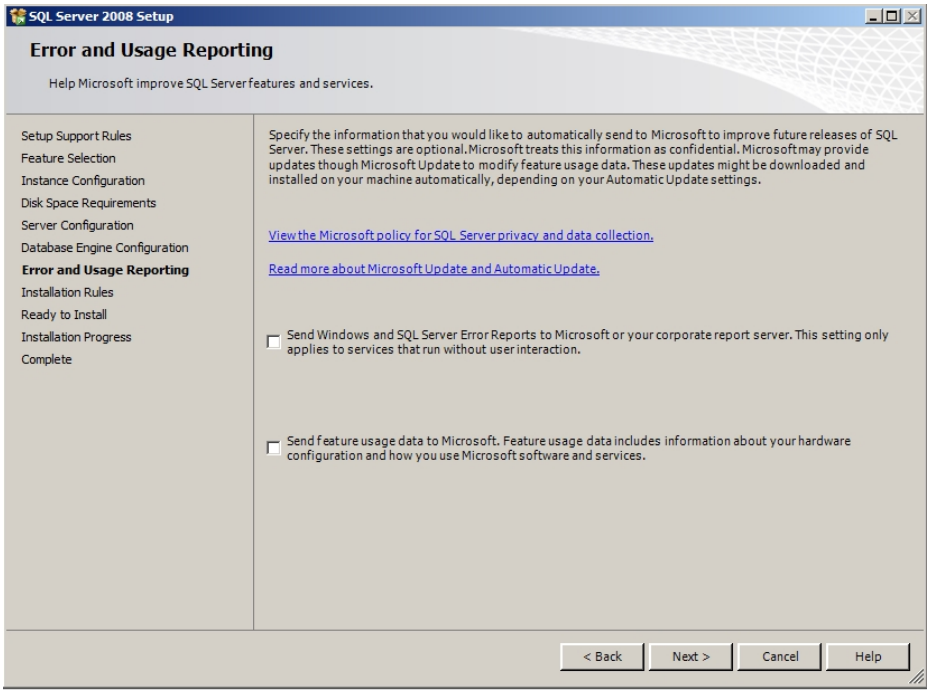
13. Leave the default settings on the *Collation* tab and click **Next** to continue. If the default settings for your installation do not match those shown in the screen below, select the settings shown.



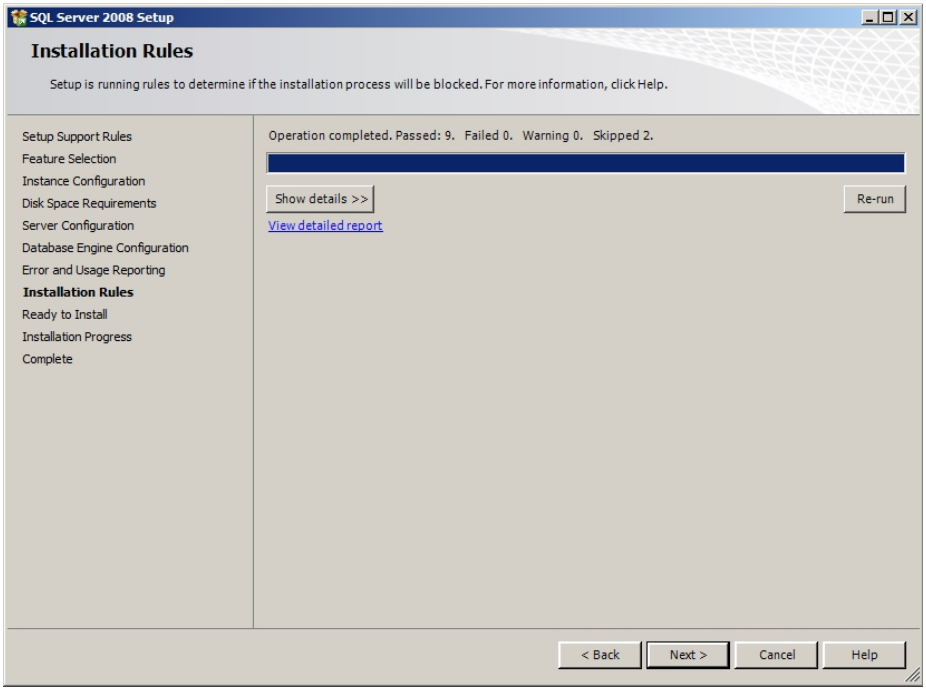
14. Select **Windows authentication mode** on the *Database Engine Configuration* screen. Add an Administrator user account in the *Specify SQL Server administrators* field. Click **Next** to continue.



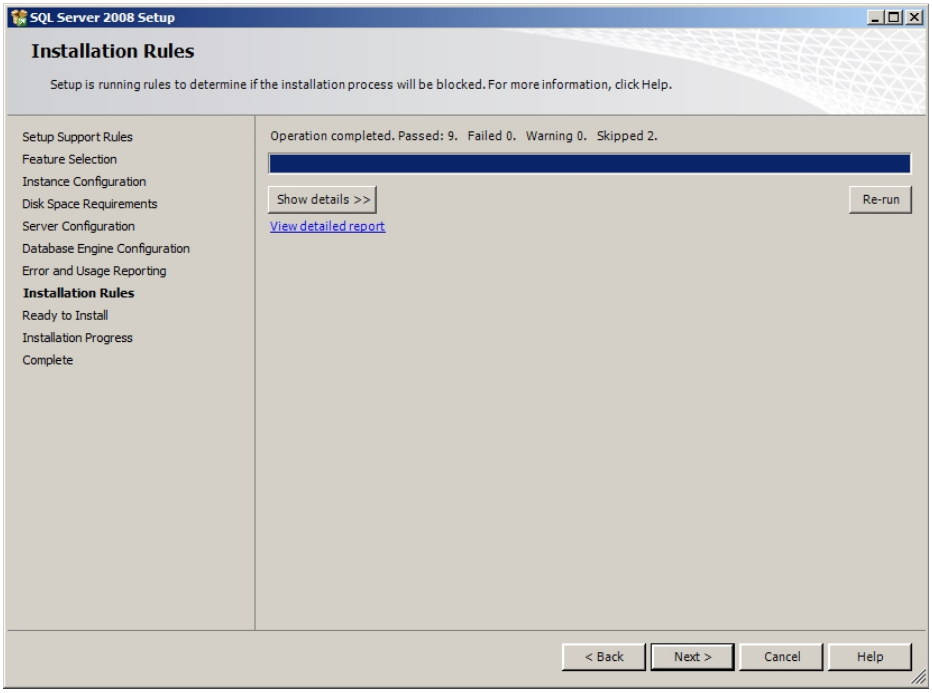
15. The *Error and Usage Reporting* screen displays. Click **Next** to continue.



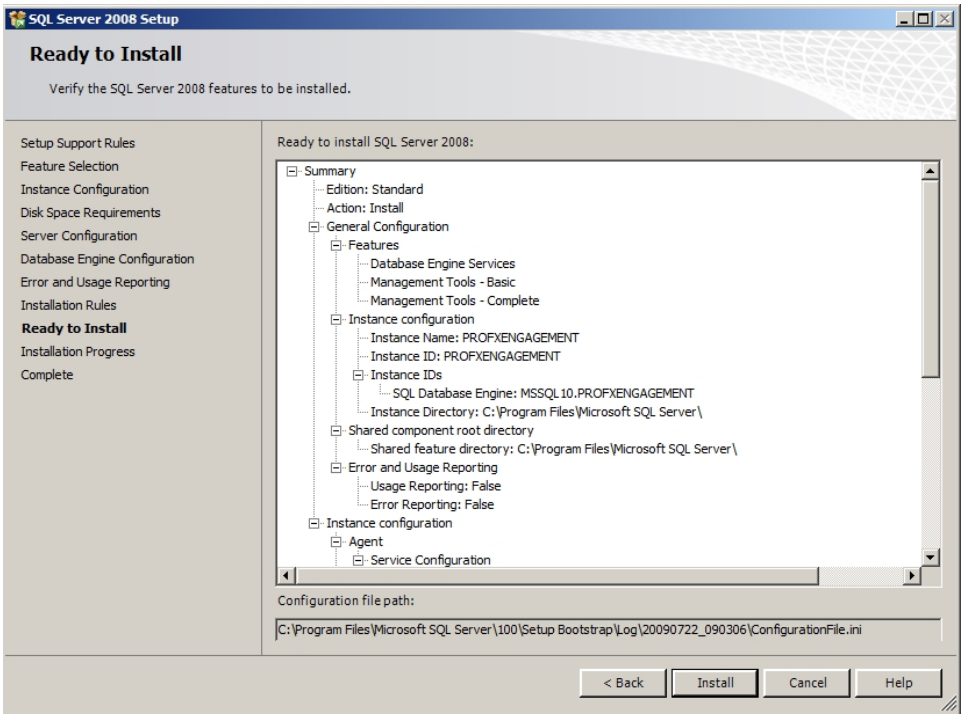
16. The *Installation Rules* screen displays. Click **Next** to continue.



17. Click **Show Details** to see a detailed report of the Installation Rules. Click **Next** to continue.

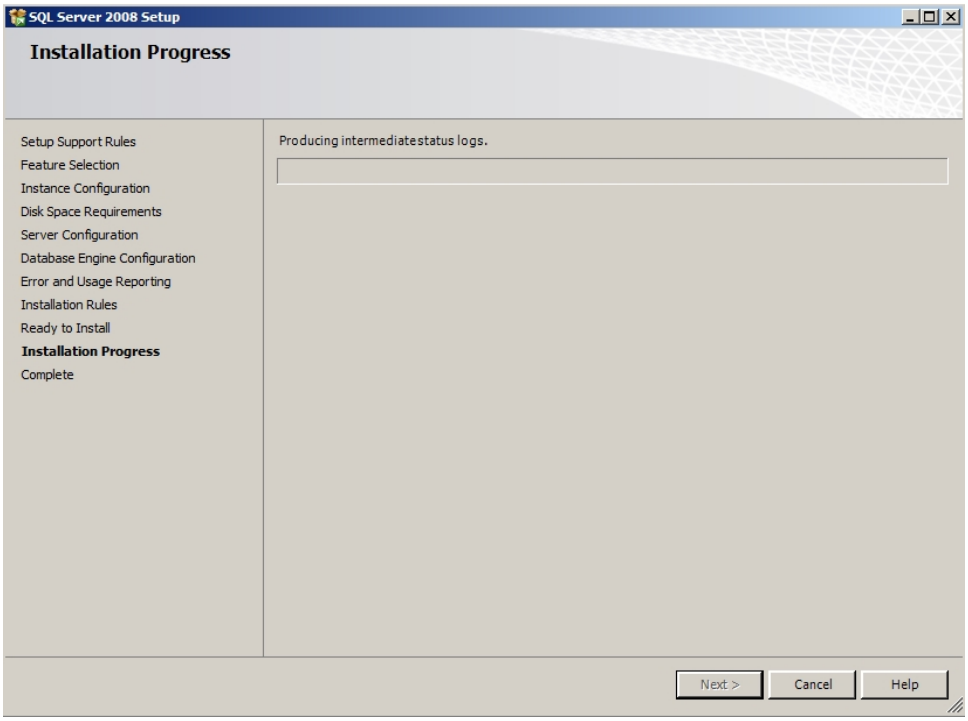


18. The *Ready to Install* screen displays. Verify the SQL Server 2008 or 2008 R2 features to install, and then click **Install** to continue.

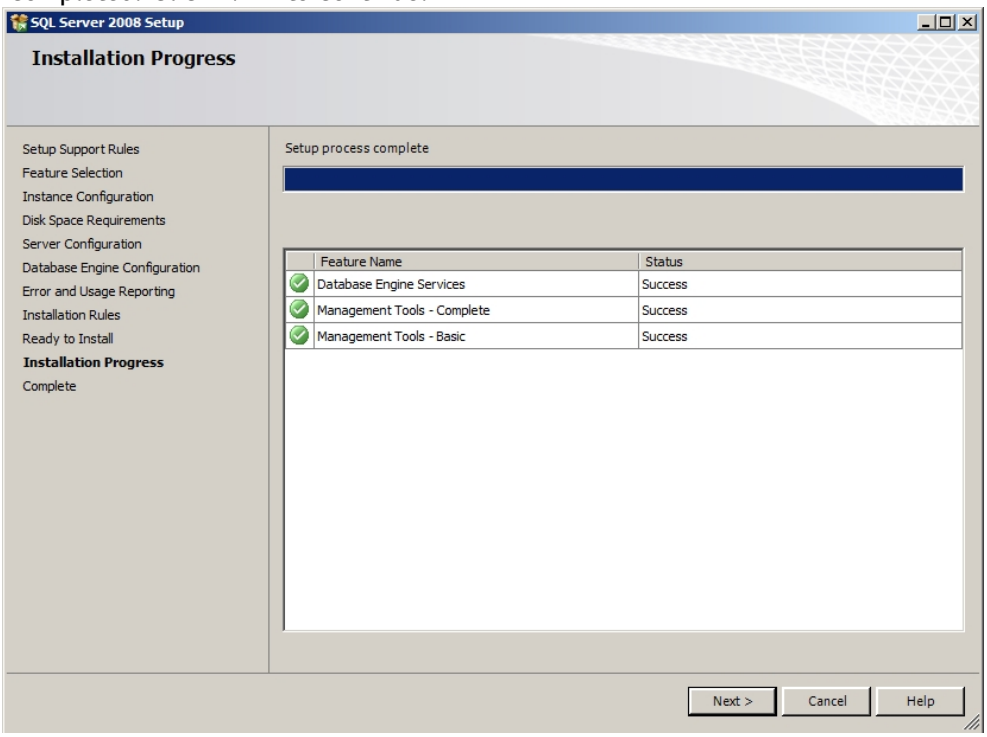


19. The *Installation Progress* screen displays. Click **Next** to continue.

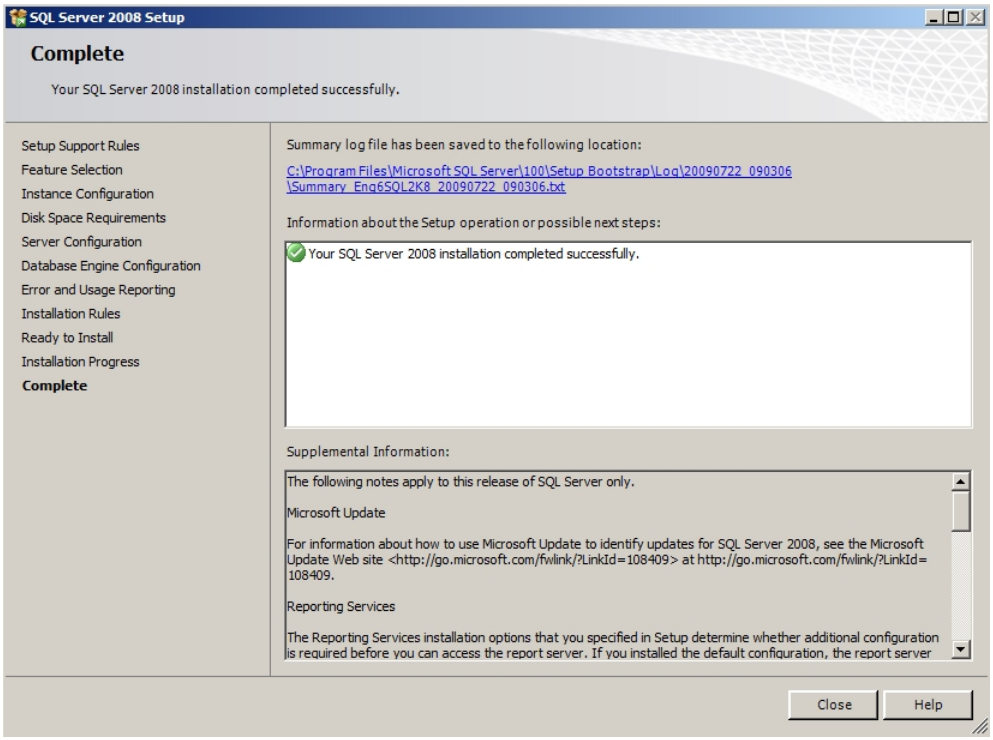
Note: Please be patient; the install process can take a long time to complete.



20. The Installation Progress screen will provide a notification when the setup process has completed. Click **Next** to continue.



21. The *Complete* screen displays. Click **Close** to finish the installation.



Creating a New SQL 2008 Express 64-bit Instance for Workpaper Manager

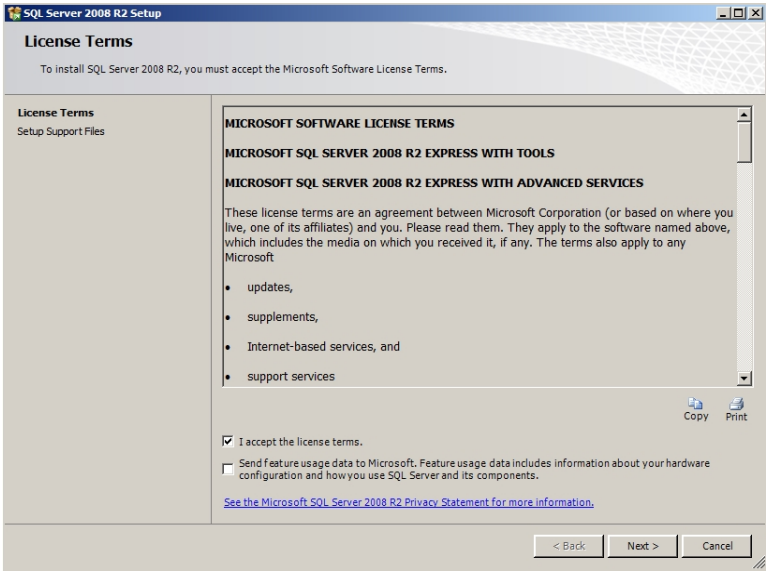
Though SQL 2008 Express 64-bit is supported, there currently is no installer available to create the ProSystem *fx* Workpaper Manager SQL instance. This section provides step-by-step instructions for creating a new SQL 2008 Express 64-bit instance for ProSystem *fx* Workpaper Manager.

Note: Please make sure that you follow each step carefully to ensure that the SQL instance is properly created with all required settings.

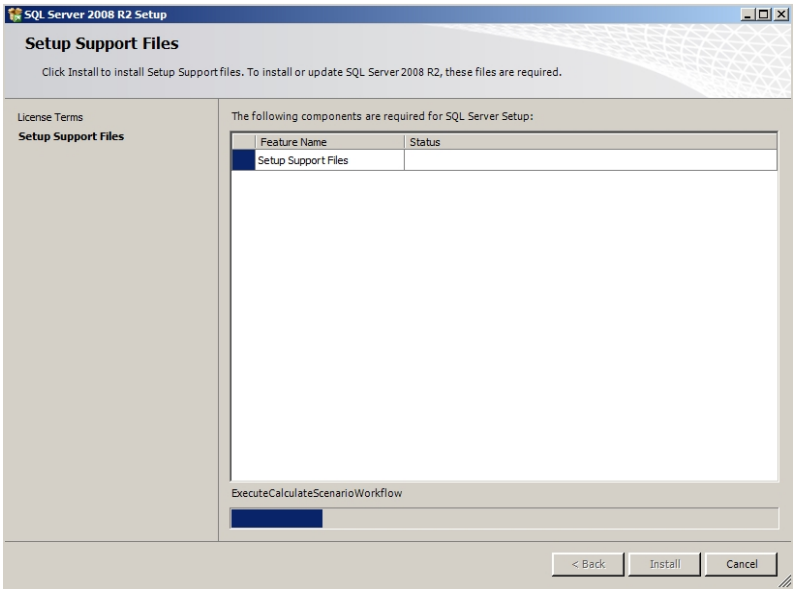
1. Download the install package from the Microsoft Web site and launch it.
2. Click **New Installation or add features to an existing installation**.



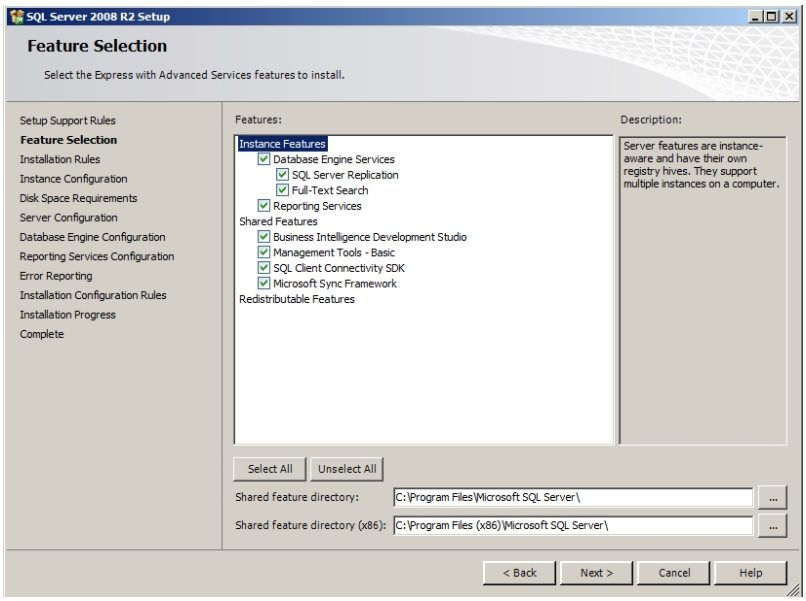
3. Select **I accept the license terms** and click **Next**.



4. The *Setup Support Files* screen displays. Select **Install** to proceed with the installation.

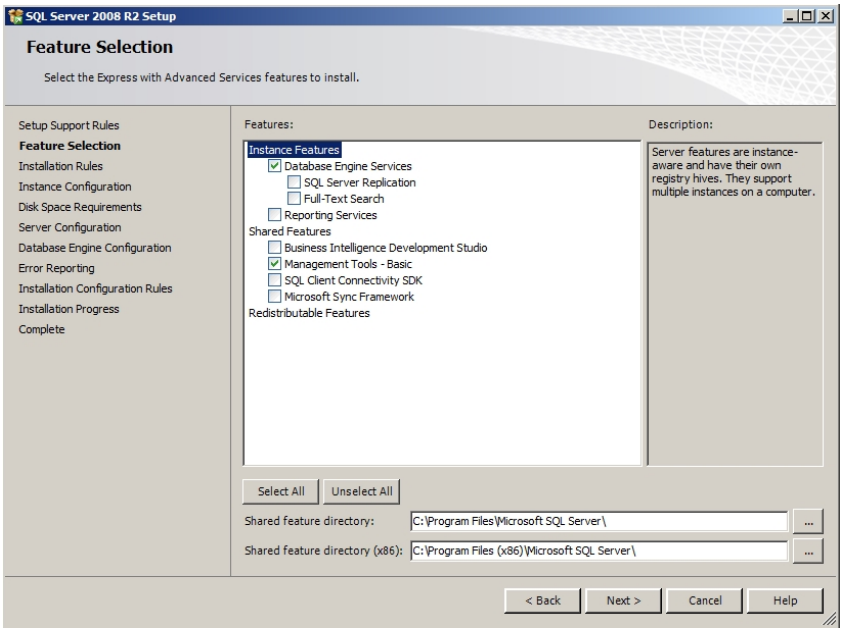


5. The *Feature Selection* screen displays. Click the **Unselect All** button.

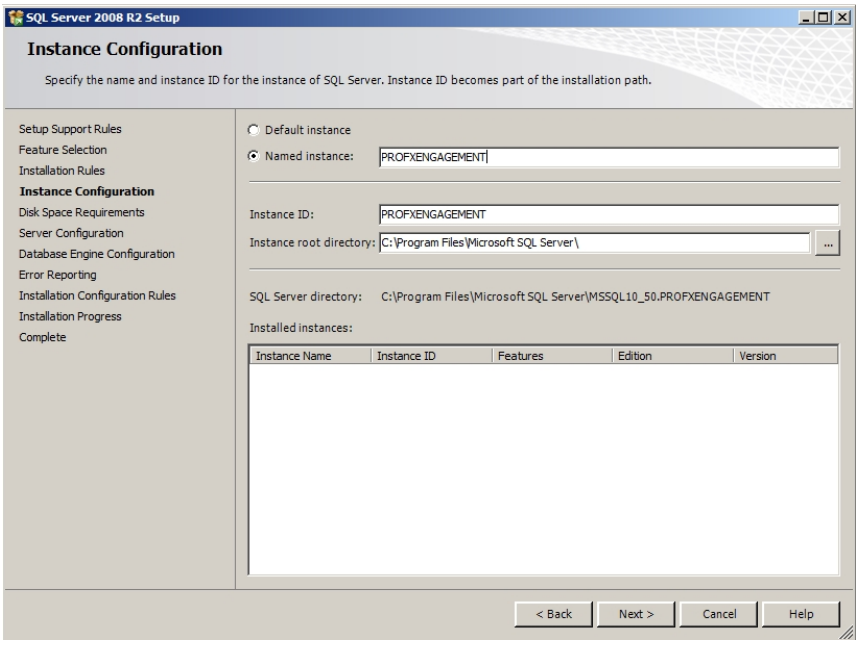


6. Choose **Database Engine Services** under *Instance Features and Management Tools - Basic* under *Shared Features*. Click **Next**.

   Note: Management Tools are optional for Workpaper Manager. However, they can be used to assist support in certain circumstances.

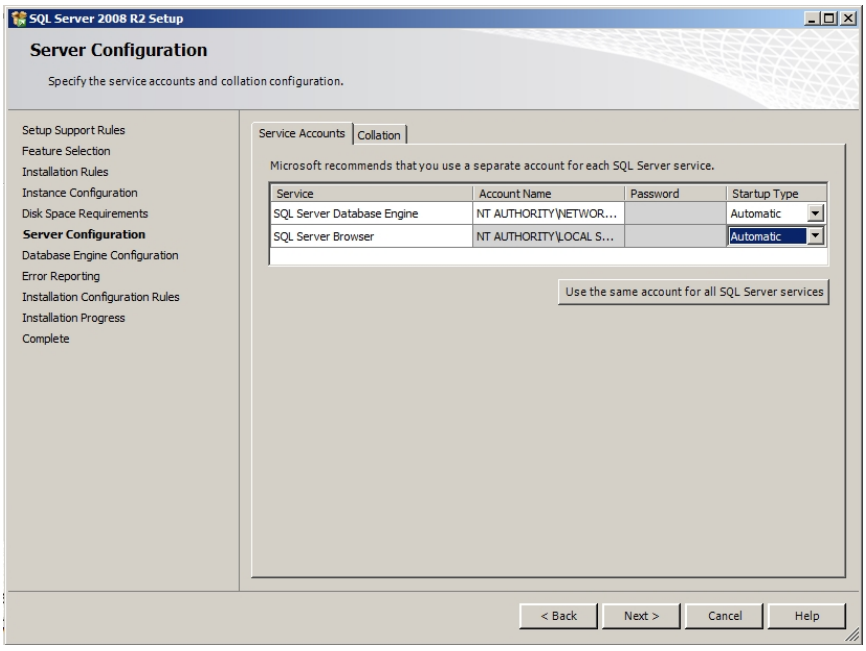


7. Select **Named Instance** and enter "PROFXENGAGEMENT" on the *Instance Configuration* screen. Click **Next** to continue.

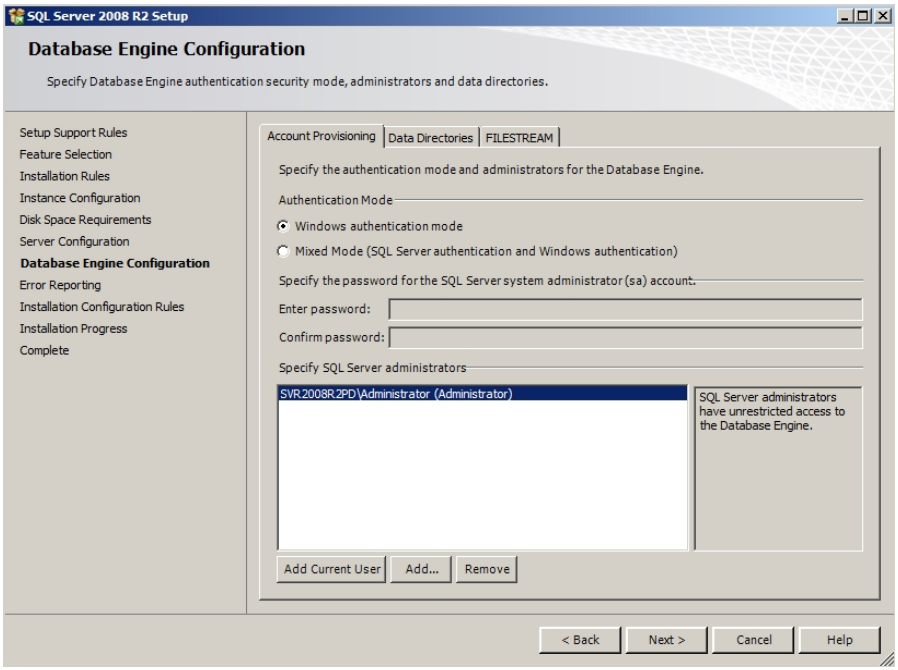


8. On the *Service Accounts* tab of the *Server Configuration* screen, select **Use the same account for all SQL Server services** on the *Authentication Mode* screen. Change the *Account Name* to **NT AUTHORITY\SYSTEM** for the SQL Server Database Engine. Verify the

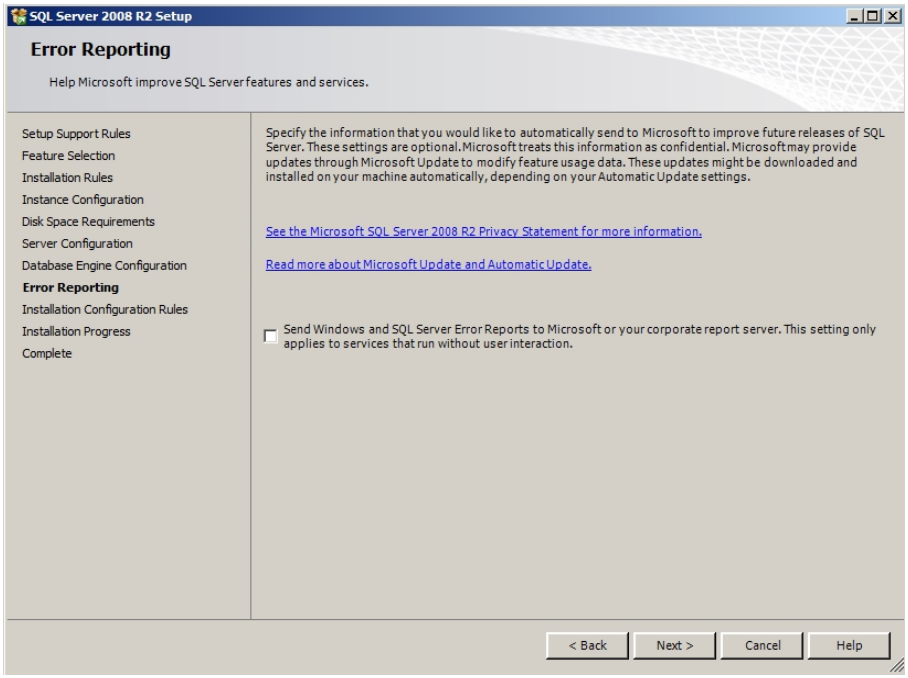
Startup Type is set to “Automatic” for SQL Server Database Engine and for SQL Server Browser. Click **Next** to continue.



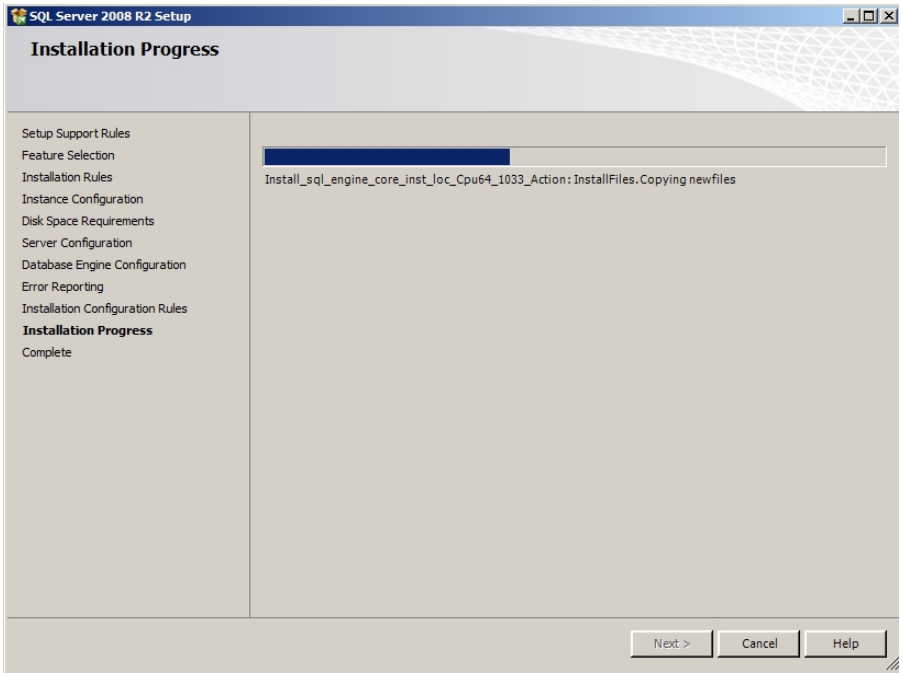
9. Select **Windows authentication mode** on the *Database Engine Configuration* screen. Add an Administrator user account in the *Specify SQL Server administrators* field. Click **Next** to continue.



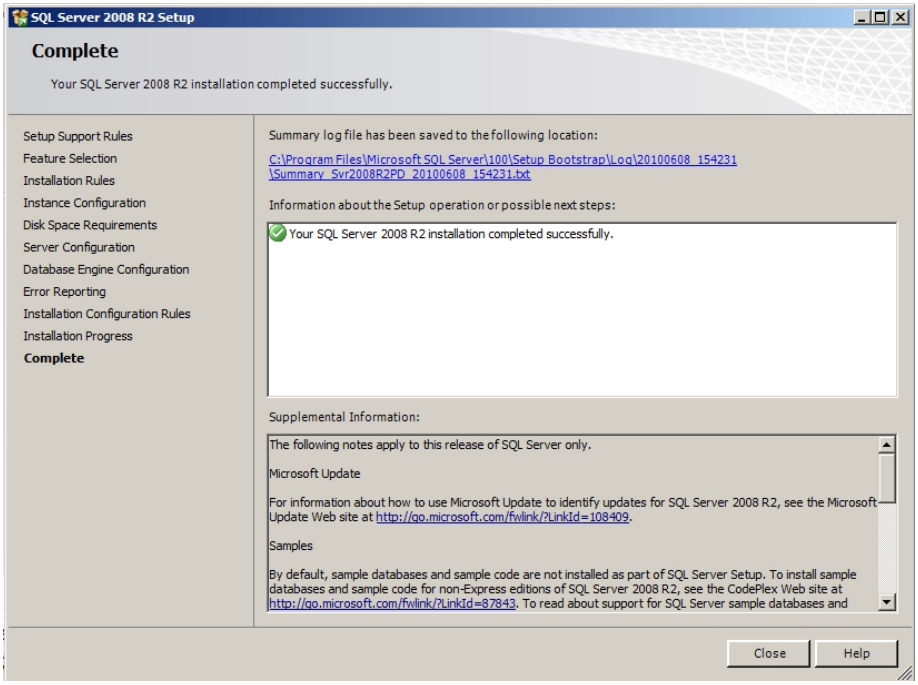
10. The *Error Reporting* screen displays. Click **Next** to continue.



11. The *Installation Progress* screen displays. Please be patient; the install process can take a long time to complete. Click **Next** to continue.



12. The *Complete* screen displays. Click **Close** to finish the installation.



Appendix B

INSTALLING SQL SERVER 2012

Installing SQL Server 2012

Creating a New SQL 2012 32-bit or 64-bit Instance for Workpaper Manager

This section provides step-by-step instructions for creating a new SQL 2012 32-bit or 64-bit instance for ProSystem *fx* Workpaper Manager.

If you need to create a new instance for SQL 2012 Express 64-bit, please see *Creating a New SQL 2012 Express 64-bit Instance for Workpaper Manager* on page 481.

Important! Configure the SQL Service to use "LocalSystem" (or NT AUTHORITY\SYSTEM) as the start-up account and the SQL Browser to use "Local Service" as the start-up account.

Upgrading SQL 2012

SQL Server 2012 supports an upgrade from the following versions of SQL Server:

- SQL Server 2005 SP4 (9.00.5000.00) or later
- SQL Server 2008 SP2 (10.00.4000.00) or later
- SQL Server 2008 R2 SP1 (10.50.2500.0) or later

Note: To find what version of SQL is currently installed, browse the Registry and go to the key: HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Microsoft SQLServer\PROFX ENGAGEMENT\MSSQLServer\CurrentVersion.

Recommended Operating Systems

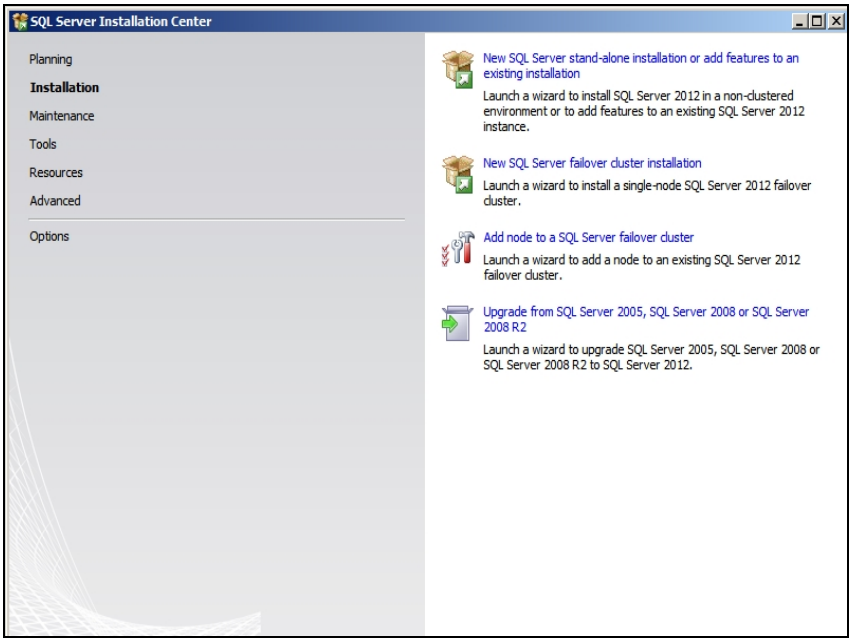
We recommend using Microsoft Windows Server 2008 (64-bit) or Microsoft Windows Server 2008 R2 with SQL Server 2012.

Note: Microsoft does not support SQL Server 2012 on certain Windows versions. For detailed information, please see Microsoft KB 2022909 at the following link: http://support.microsoft.com/kb/2022909.

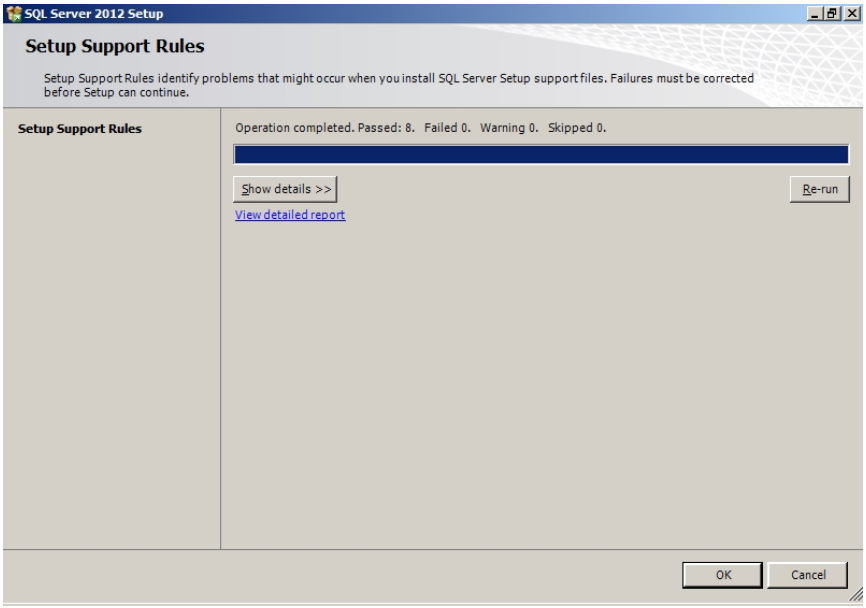
Creating the SQL Server 2012 Instance

Note: Please follow each step carefully to ensure that the SQL instance is properly created with all required settings.

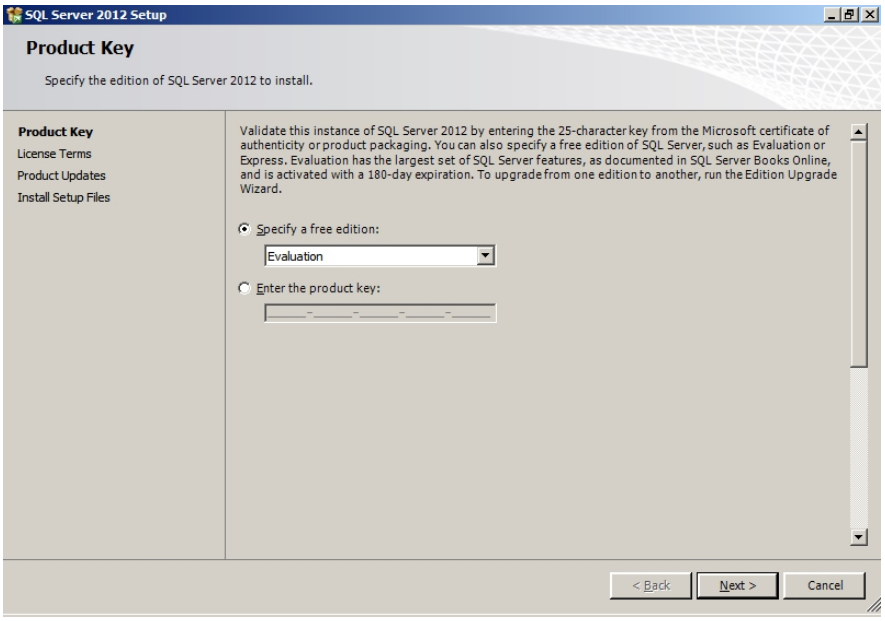
1. Insert the SQL Server 2012 Installation Disk.
2. Click **Installation**.



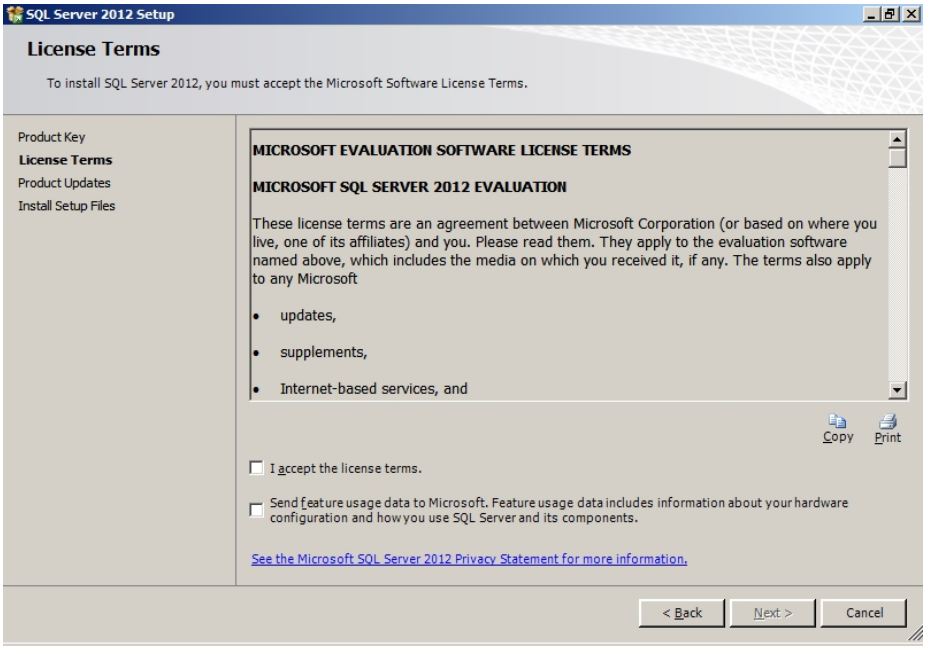
3. Select **New SQL Server stand-alone installation or add features to an existing installation**. The *Setup Support Rules* screen displays.



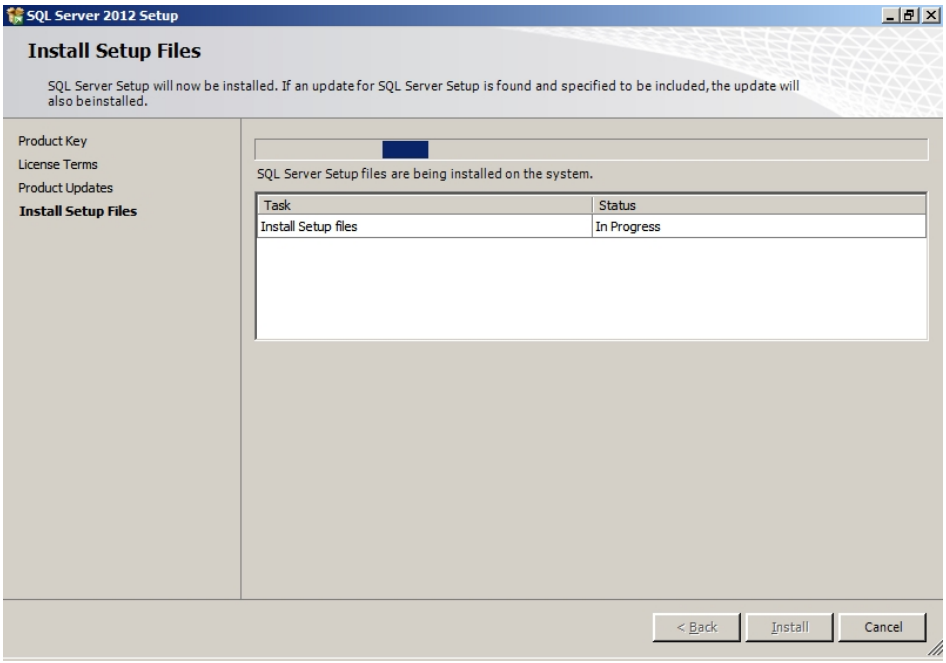
4. Click **OK** to proceed with the installation. The *Product Key* screen displays.



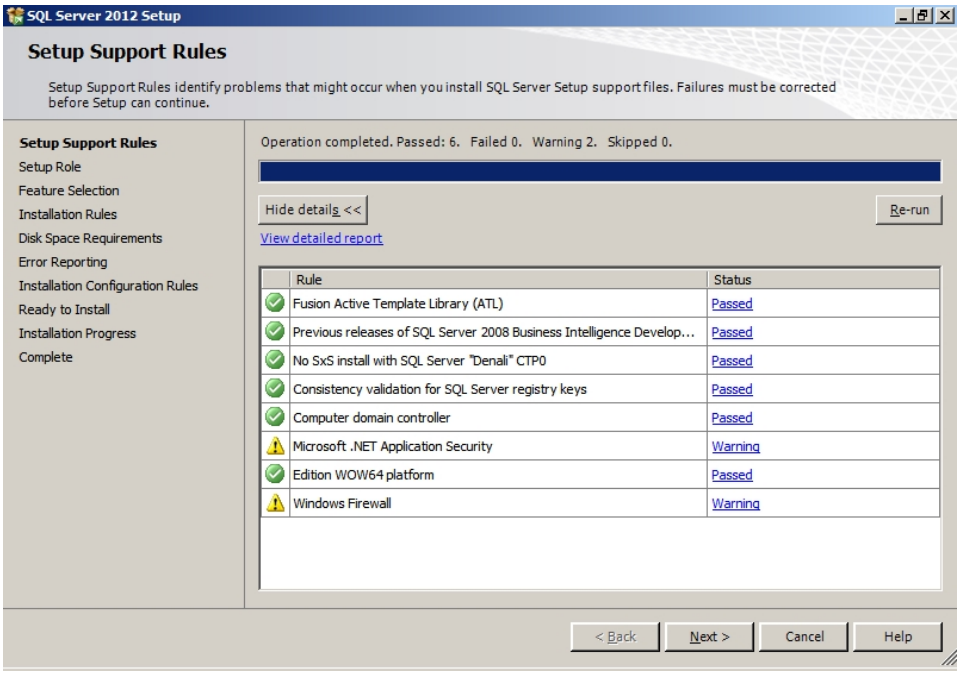
5. Enter the SQL Server product key and click **Next**. The *License Terms* screen displays.



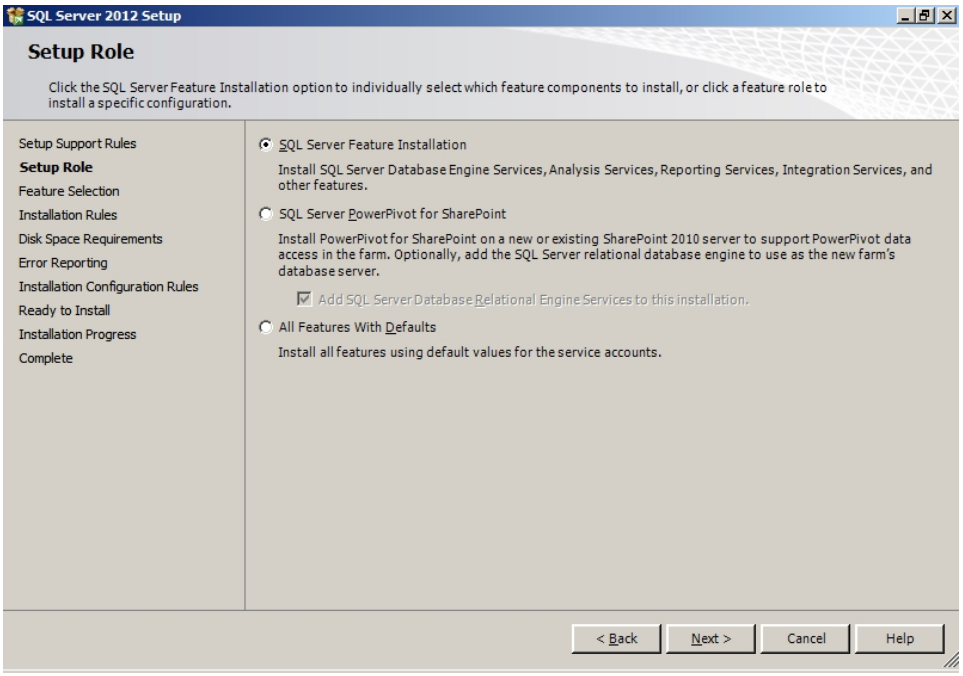
6. Click **I accept the license terms** and click **Next**. The *Install Setup Files* screen displays.



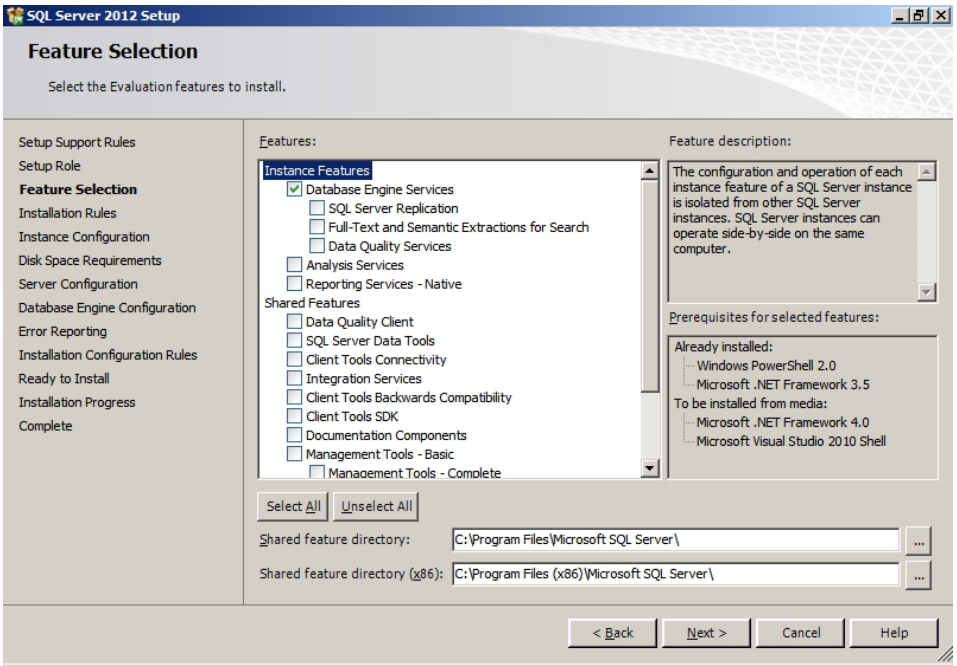
7. Click **Next** on the *Setup Support Rules* screen.



8. Select **SQL Server Feature Installation** on the *Setup Role* screen.



9. Select **Database Engine Services and Management Tools** on the *Feature Selection* screen.

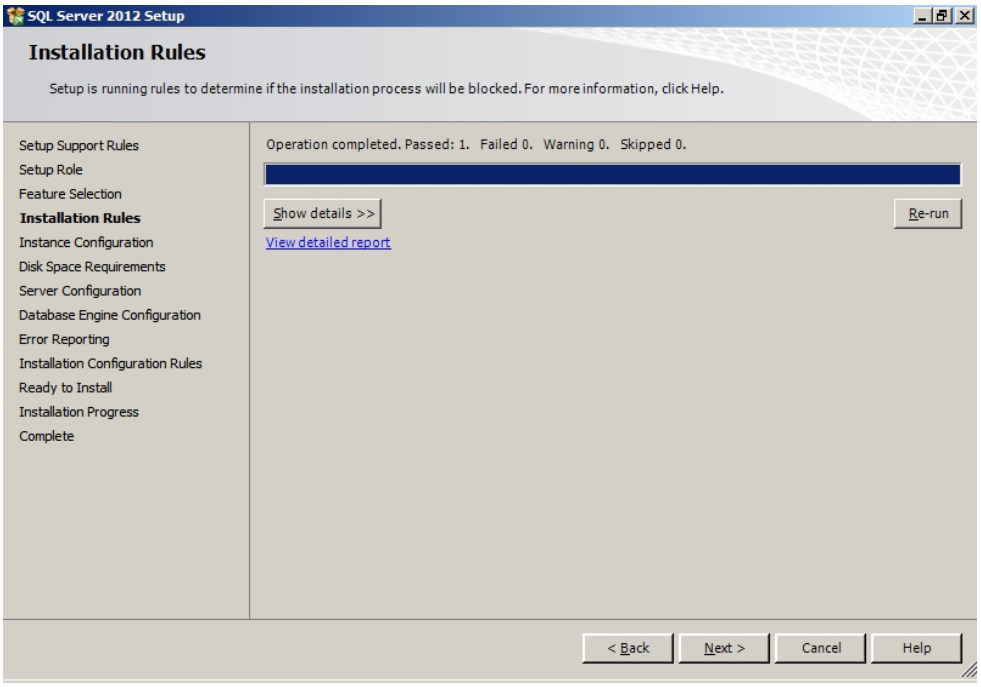


10. Click **Next** to continue.

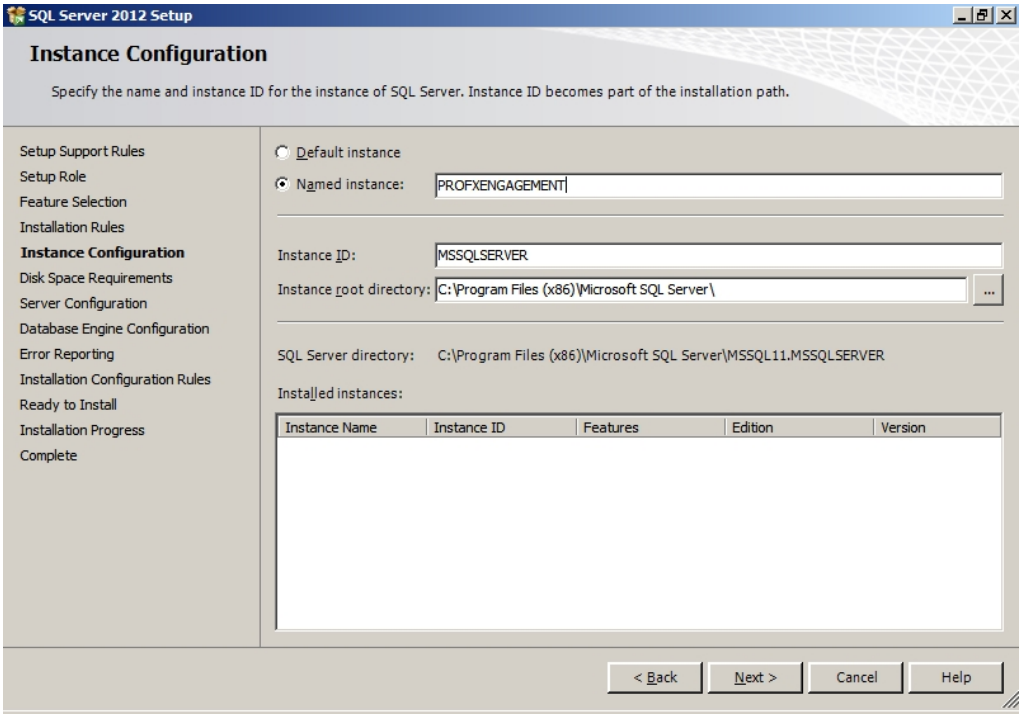


Note: Management Tools are optional for Workpaper Manager. However, they can be used to assist support in certain circumstances.

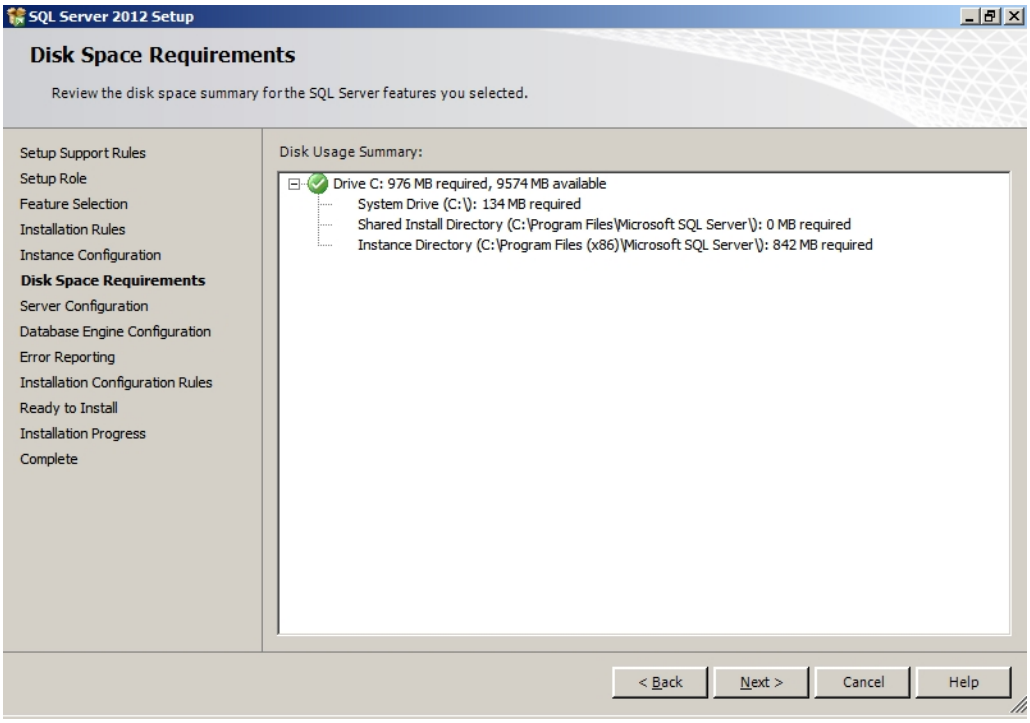
11. Click **Next** on the *Installation Rules* page.



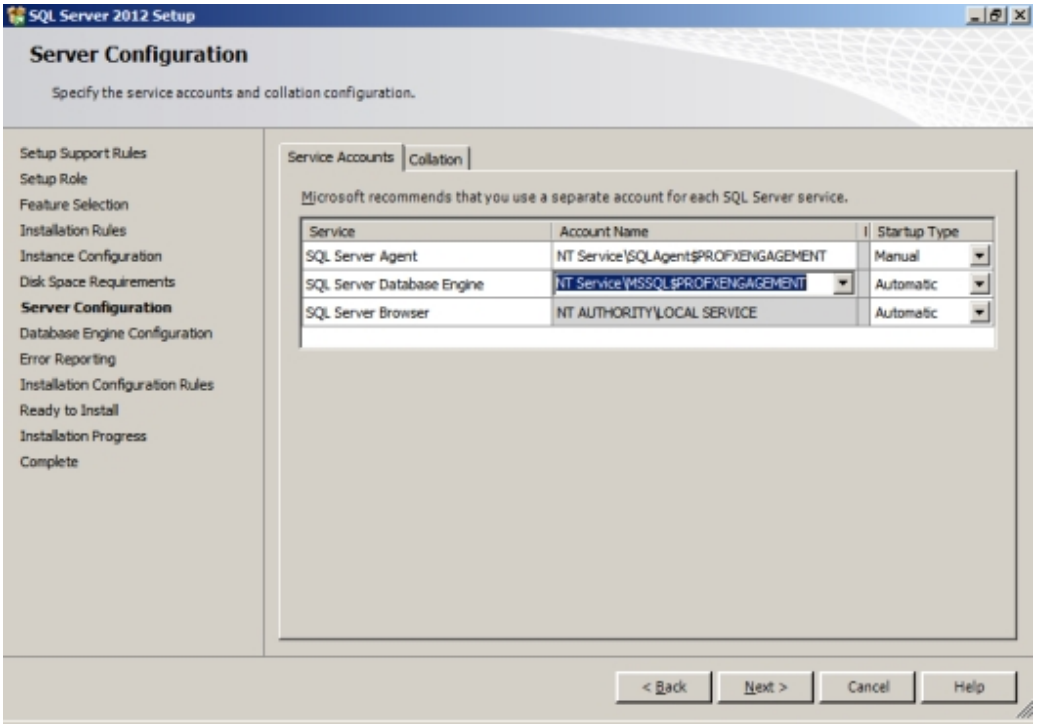
12. Select **Named Instance** and enter "PROFXENGAGEMENT" on the *Instance Configuration* screen.



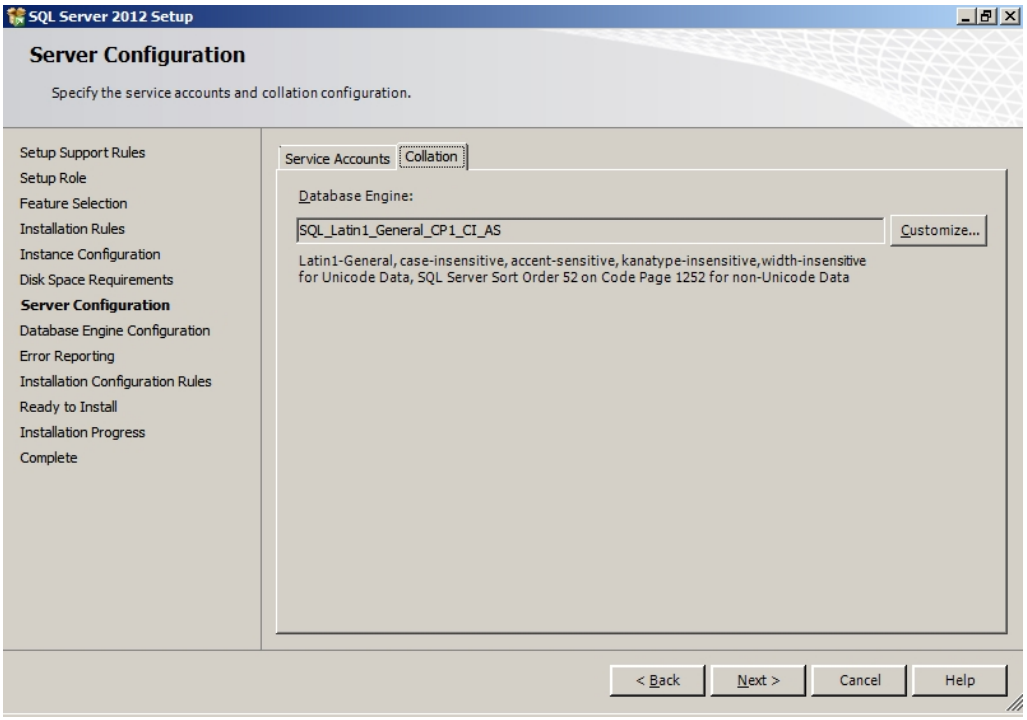
13. Click **Next** to continue. The *Disk Space Requirements* screen displays.



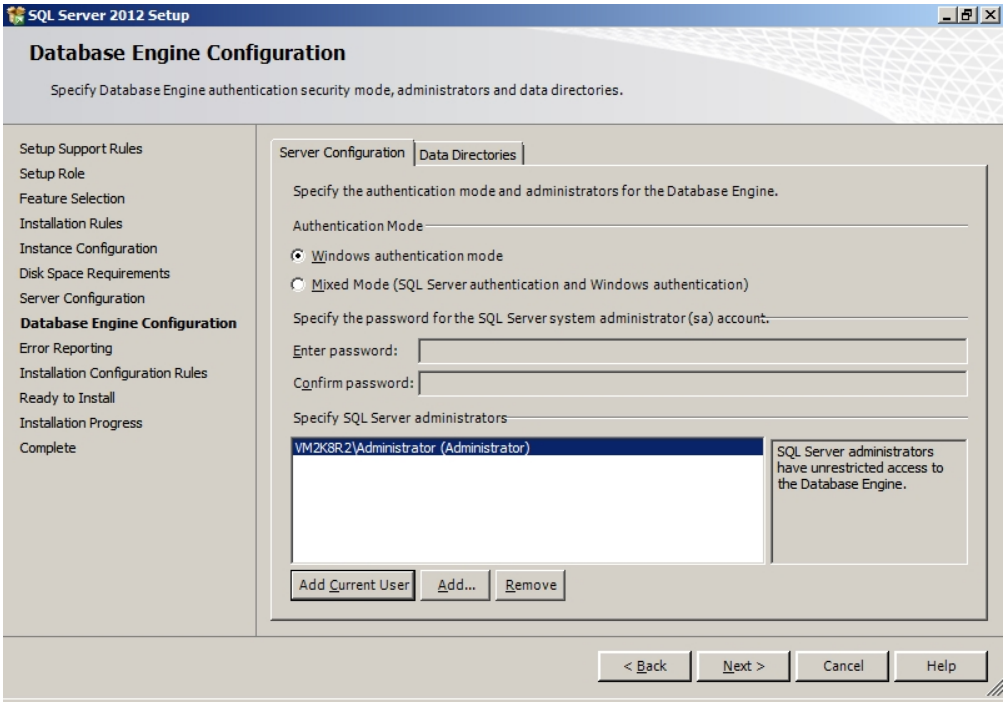
14. Click **Next** to continue.
15. On the *Service Accounts* tab of the *Server Configuration* screen, verify the **SQL Server Database Engine** *Startup Type* is set to **Automatic**.



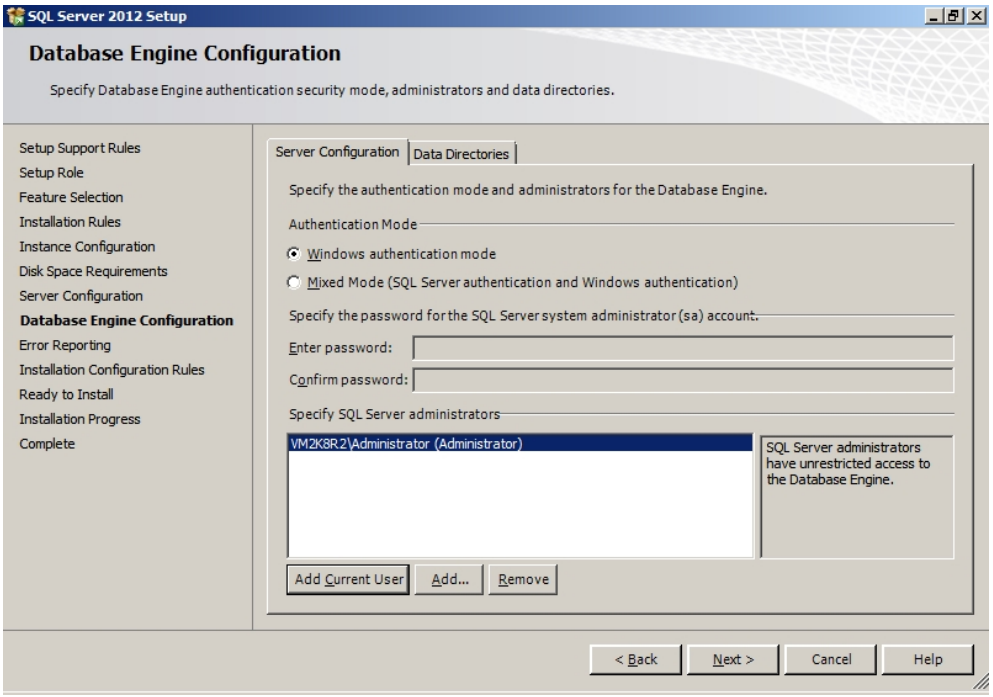
16. Leave the default settings on the *Collation* tab. If the default settings for your installation do not match those shown in the screen below, update your settings.



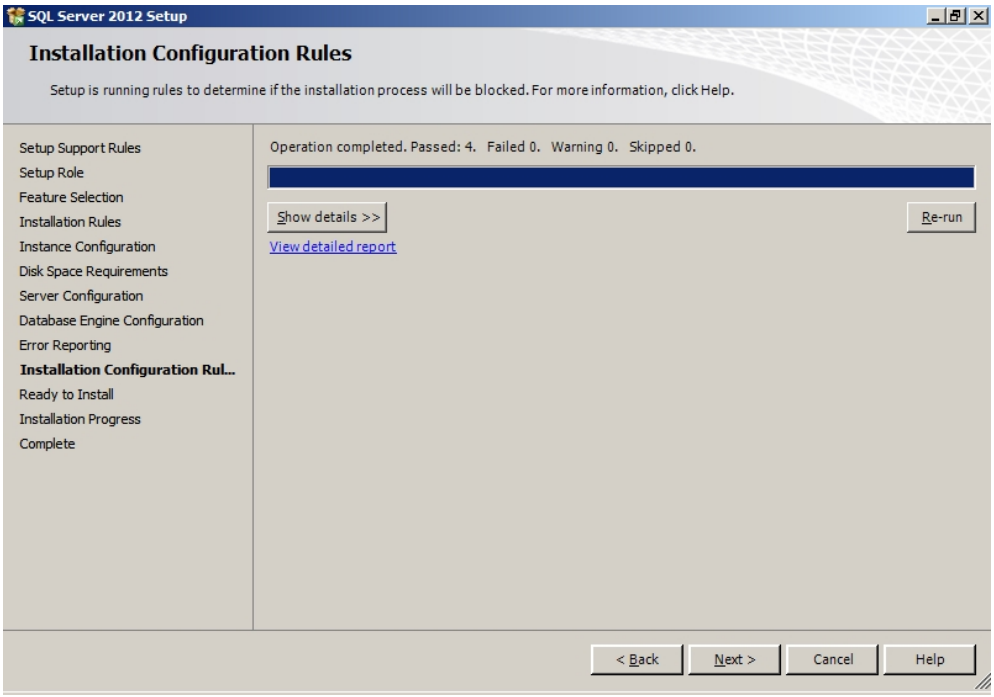
17. Click **Next** to continue.
18. Select **Windows authentication mode** on the *Database Engine Configuration* screen.



19. Add an Administrator user account in the *Specify SQL Server administrators* field.

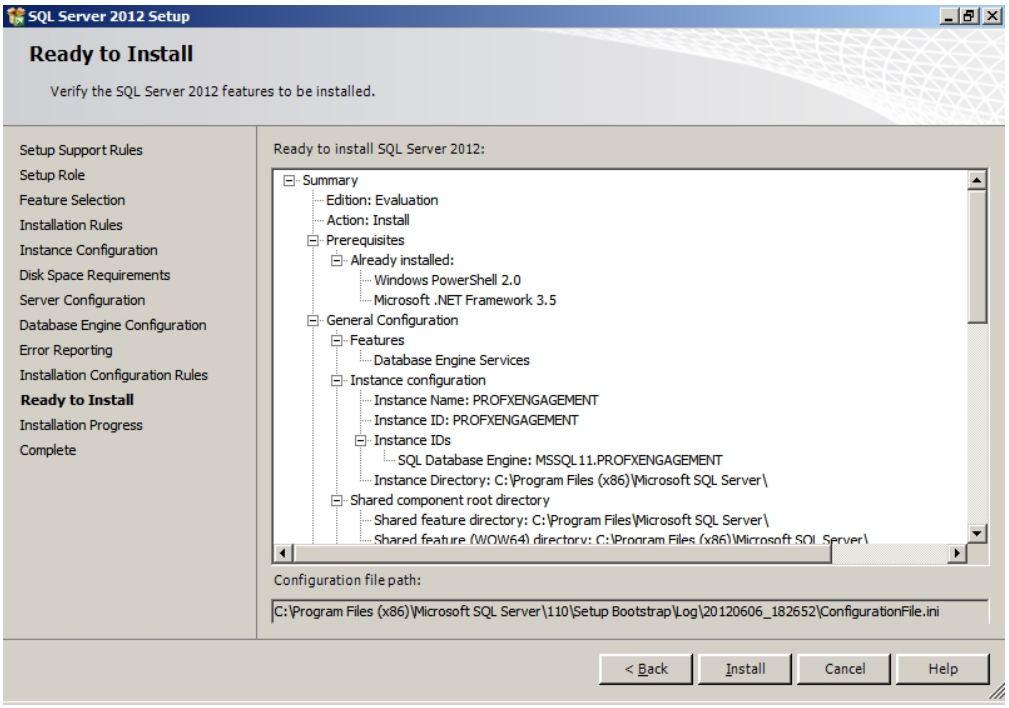


20. Click **Next** to continue.The *Error and Usage Reporting* screen displays.
21. Click **Next** to continue. The *Installation Configuration Rules* screen displays.

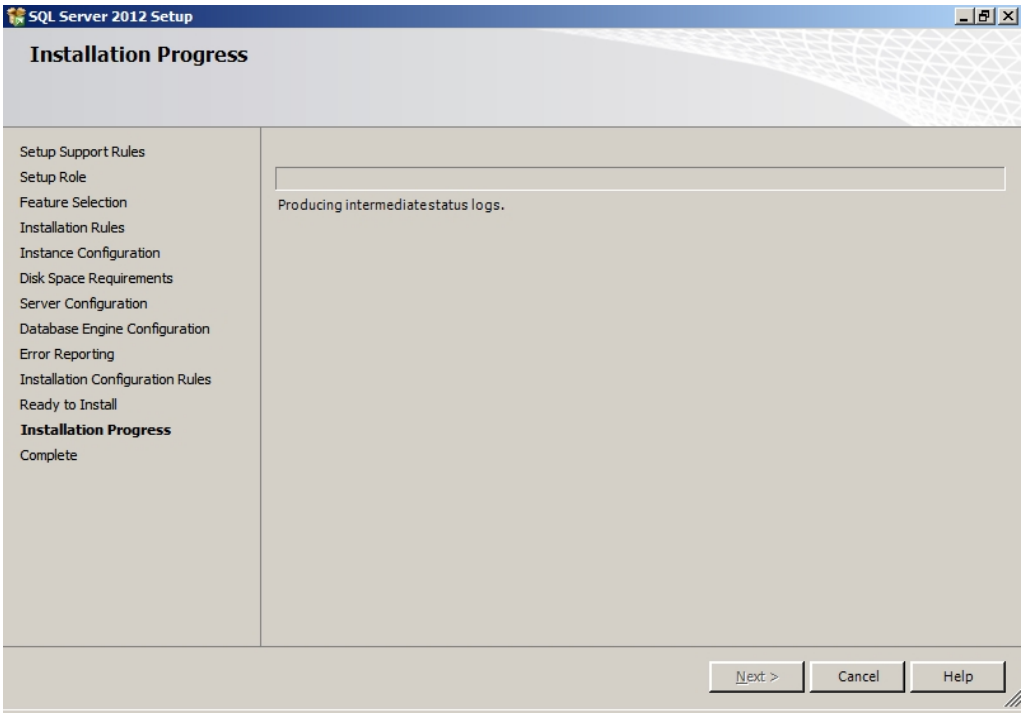


22. Click **Show Details** to see a detailed report of the Installation Rules.

23. Click **Next** to continue. The *Ready to Install* screen displays.



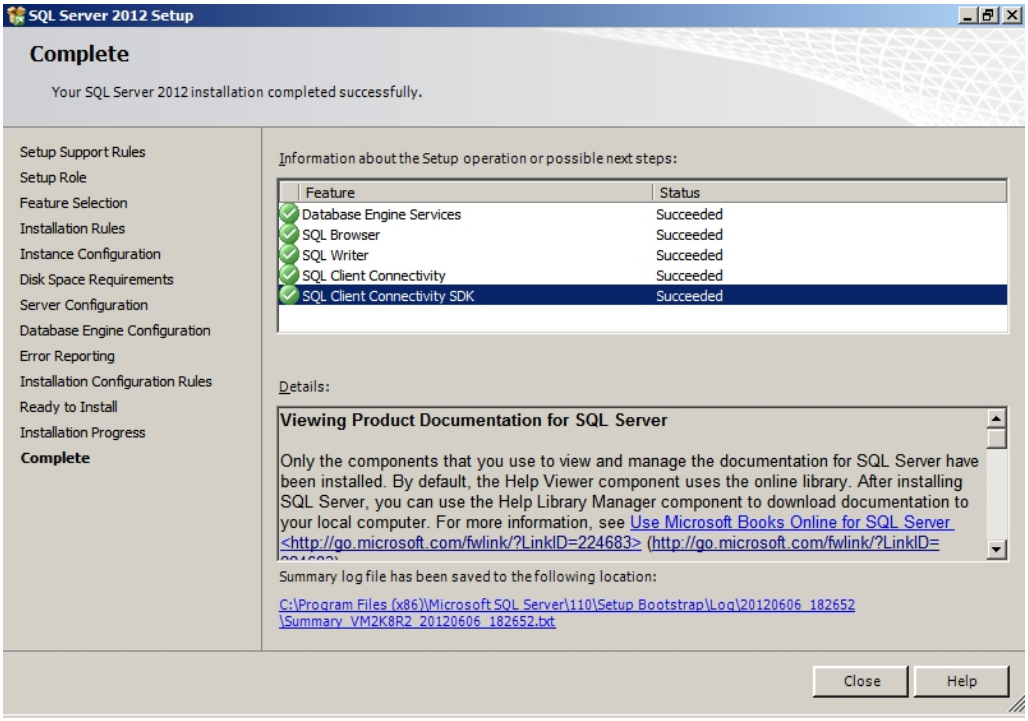
24. Verify the SQL Server 2012 features to install, and then click **Install** to continue. The *Installation Progress* screen displays.



25. Click **Next** to continue.

    Note: Please be patient; the install process can take a long time to complete. The Installation Progress screen will provide a notification when the setup process has completed.

26. Click **Next** to continue. The *Complete* screen displays.



27. Click **Close** to finish the installation.

    Note: After installation completes, you will need to go into the SQL Server Configuration Manager and enable TCP/IP for the instance and restart the service. It is disabled by default.

Install SQL 2012 Express Instance Installer or Upgrade from SQL 2008 or SQL 2005 32-bit Express Instance Installer

1. Launch SQL2012ExpressInstanceInstaller.exe. SQLEXPR_x86_ENU.exe must be in the same folder.
2. Click **Install or Upgrade SQL PROFXENGAGEMENT instance** after all requirements are met
3. Click **Run**.

    Note: Please be patient; the install process can take a long time to complete.

Creating a New SQL 2012 Express 64-bit Instance for Workpaper Manager

Though SQL 2012 Express 64-bit is supported, there currently is no installer available to create the ProSystem *fx* Workpaper Manager SQL instance. This section provides step-by-step instructions for creating a new SQL 2012 Express 64-bit instance for ProSystem *fx* Workpaper Manager.

Note: Please make sure that you follow each step carefully to ensure that the SQL instance is properly created with all required settings.

1. Download the install package from the Microsoft Web site and launch it.
2. Click **New Installation** or add features to an existing installation.
3. Select **I accept the license terms** and click **Next**. The *Setup Support Files* screen displays.
4. Select **Install to proceed with the installation**. The *Feature Selection* screen displays.
5. Click **Unselect All**.
6. Choose **Database Engine Services** under *Instance Features and Management Tools - Basic under Shared Features*.
7. Click **Next**.

   Note: Management Tools are optional for Workpaper Manager. However, they can be used to assist support in certain circumstances.

8. Select **Named Instance** and enter "PROFXENGAGEMENT" on the Instance Configuration screen.
9. Click **Next** to continue.
10. On the *Service Accounts* tab of the *Server Configuration* screen, select **Use the same account for all SQL Server services** on the *Authentication Mode* screen.
11. Change the *Account Name* to **NT AUTHORITY\SYSTEM** for the SQL Server Database Engine. Verify the Startup Type is set to "Automatic" for SQL Server Database Engine and for SQL Server Browser.
12. Click **Next** to continue.
13. Select **Windows authentication mode** on the *Database Engine Configuration* screen.
14. Add an Administrator user account in the *Specify SQL Server administrators* field.
15. Click **Next** to continue. The *Error Reporting* screen displays.
16. Click **Next** to continue. The *Installation Progress* screen displays. Please be patient; the install process can take a long time to complete.
17. Click **Next** to continue. The *Complete* screen displays.
18. Click **Close** to finish the installation.

Appendix C

INSTALLING WORKPAPER MANAGER WITH ACTIVE DIRECTORY

Installing Workpaper Manager with Active Directory

A Microsoft Windows Server, with Microsoft Active Directory, may be used to push ProSystem *fx* Workpaper Manager across multiple computers. ProSystem *fx* Workpaper Manager version 6.5 and higher are supported when upgrading the program.

Requirements

Before starting, please make sure that all computers to which Workpaper Manager will be deployed meet the following requirements and have the following components installed:

- Machines must meet the minimum requirements for ProSystem *fx* Workpaper Manager installation. See *Workpaper Manager 7.1 Requirements* on page 23.
- A SQL Server 2008 R2 or SQL Server 2012 Express instance must be installed prior to installing ProSystem *fx* Workpaper Manager.

  Note: For machines that have a prior version of Workpaper Manager installed (version 6.5 or higher), there is no need to install a SQL Server instance again if SQL 2008 or higher is installed, because those machines already have the Workpaper Manager SQL database instance.

- The following applications must be manually installed before a push of the 7.1 Workpaper Management module from Active Directory:
  - .Net Framework 4.0 Full
  - SQL Server 2008 Native Client (32- or 64-bit) if SQL Server 2012 is installed. Visual Studio Tools for Office Runtime 4.0 (VSTOR) (32 bit version for 32-bit OS and 64-bit version for 64-bit OS)
  - Visual Studio 2005 Tools for Office Second Edition Runtime
  - Visual Studio Tools for the Office System Runtime version 3.0
  - Visual Studio Tools for the Office System 3.0 Runtime Service Pack 1
  - Visual Studio Tools for Office Runtime 4.0 (VSTOR) (32-bit version for 32-bit OS and 64-bit version for 64-bit OS)
  - SQLXML 3.0, SP 3
  - SQLXML 4.0, SP 1

- Microsoft Visual C++ 2008 Redistributable x86 9.0.30729.17
- Microsoft Visual C++ 2008 Redistributable x86 9.0.30729.4148

- If Office 2007 is installed, then install the following:
  - Microsoft Office 2007 Primary Interop Assemblies (PIA)
- If Office 2010 is installed, then install the following:
  - Microsoft Office 2010 Primary Interop Assemblies (PIA)
- If Office 2013 is installed, then the following are required by ProSystem *fx* Workpaper Manager:
  - Visual Studio Tools for the Office System Runtime version 3.0
  - Visual Studio Tools for the Office System 3.0 Runtime Service Pack 1

Important!

- Deployment of ProSystem *fx* Workpaper Manager using Active Directory is supported for all international versions (United States, Canada, and Australia).
- ProSystem *fx* Workpaper Manager supports SQL Server 2008 Express, 2008 R2 Express, and 2012 Express. However, due to limitations of the Microsoft SQL Express instance installers, it is not possible to use Active Directory to push the installation of the SQL Express instance.

Pushing ProSystem *fx* Workpaper Manager

Once all of the above requirements have been met, follow the instructions below to push ProSystem *fx* Workpaper Manager across computers in a network using Active Directory.

1. After verifying that the SQL Server 2008 Express, SQL Server 2008 R2 Express, or SQL Server 2012 Express instance has been installed, open the Group Policy created for the Express installation.
2. In the Group Policy Object Editor under Computer Configuration, expand the Software Settings folder by clicking on the + icon. Under the Software Settings folder, right-click on Software installation and select **New/Package**.
3. Browse to the location of the *ProSystem fx Engagement.msi* package that was copied to the server's local drive.

   Note: When browsing to the location of the installation package, you must use a UNC path.

4. Select the file and click **Open**.
5. On the next screen select **Assigned** if it is not already selected.
6. Wait a few seconds until the *ProSystem fx Engagement.msi* package displays under Software Installation. The Workpaper Manager package has now been assigned to all the computers that were selected earlier.

   Wait a few minutes and then reboot all computers that were selected for installation. ProSystem *fx* Workpaper Manager will be installed automatically on these machines at start-up; a screen will display showing the message "Installing managed software ProSystem *fx* Workpaper Manager." On Vista operating systems, "Please Wait" will display while the application is being installed.

If you have a previous version of Workpaper Manager installed on any of these computers and you are upgrading, all Workpaper Manager modules will be upgraded simultaneously. In addition, SQL databases will be converted by the Workpaper Manager upgrade installation. Converting Trial Balances is a separate process. Please see the ProSystem *fx* Workpaper Manager *Conversion Guide* for additional details.

If no prior version of Workpaper Manager exists on a computer, then ONLY the SQL Express 2005 instance and Workpaper Manager Workpaper Management module (including Trial Balance) will be installed.

Appendix D

TECHNICAL CONSIDERATIONS

General Program Information

Computer Names

ProSystem *fx* Workpaper Manager relies on the NetBIOS computer name for most of the internal program communications.

- NetBIOS requires computer names to be a maximum of 15 characters.
- It is strongly recommended you do not rename your computer, for any reason, after installing the SQL instance for ProSystem *fx* Workpaper Manager.
  - Doing so may cause serious issues in the program.
  - If you have renamed or modified the computer name after Workpaper Manager is installed and are experiencing issues, contact Technical Support at 1-866-513-2677.
- Due to possible data loss and installation issues and serious issues with the program, imaging machines with Workpaper Manager and the SQL instance for Workpaper Manager already installed is not supported.

TCP/IP

ProSystem *fx* Workpaper Manager and SQL rely on TCP/IP for network and system connections.

- Internet Protocol Version 4 (IPv4) is supported.
- Internet Protocol Version 6 (IPv6) is supported.

Note: Server and client machines must have a common version of the Internet Protocol available in order to communicate. They both must have either IPv4 or IPv6 or both versions selected.

Services

ProSystem *fx* Workpaper Manager uses four services for communication between the local file rooms and the office servers as well as between the office servers. The services are as follows:

- SQL Server (PROFXENGAGEMENT)
- PFXEngDesktopService

- PFXSYNPFTService
- P2EWinService

Note: PfxPDFConvertService.exe is also running in the background and is started at the startup of the machine. This executable handles ProSystem *fx* Workpaper Manager PDF printing.

SQL

This service is the SQL data engine that is used to drive the ProSystem *fx* Workpaper Manager database. SQL runs as a service, "SQL Server (PROFXENGAGEMENT)," using a Local System account that requires full security rights. In ProSystem *fx* Workpaper Manager this service will transfer data from workstation database to server database, server database to server database and workstation database to workstation database over TCP/IP.

If for any reason the SQL Server (PROFXENGAGEMENT) service is not running, both the Administrator and Client modules will stop working and the users will be instructed to close the program. By default this service will start up when the computer starts and remain on until it is either manually stopped or the computer is shut down.

The SQL Server (PROFXENGAGEMENT) service is a memory intensive service that will utilize as much memory as is available to complete the requests it receives. The memory will be released back to the system as the computer needs the memory for another process. We recommend that you reboot your workstation daily in order to free up any memory that is being accessed but not used. Installing additional memory may also improve performance.

For servers where the Admin module is installed, we recommend that you develop a schedule where you restart the SQL Server (PROFXENGAGEMENT) service so it will release the memory.

PFXEngDesktopService.exe

This is the service that ProSystem *fx* Workpaper Manager uses to initiate a refresh of the remote Workpaper Management or Administrator module. This service interacts with the desktop of the workstation or server it is running on. Because the service interacts with the desktop, the service runs under the system account and cannot be changed without rendering the service ineffective.

PFXSYNPFTService.exe

This service is used to copy or move the workpapers from the LFR to the CFR, from CFR to CFR or from LFR to LFR. This service runs under the system account by default but can be changed as needed. If you store your workpapers on a location other than the server where the Administrator Module is installed, you will need to change the user account to a user that has access to that location.

For more information, please see the Workpaper Location User Rights section.

P2EWinService.exe

This service is used to copy workpapers from CCH Axcess Portal to ProSystem *fx* Workpaper Manager.

Ports

ProSystem *fx* Workpaper Manager transfers data over the following ports:

- SQL Server (PROFXENGAGEMENT) – TCP port 2029; UDP port 1434
- PFXSYNPFTService - TCP port 6735
- PFXEngDesktopService - TCP port 6736
- PfxConfigUtility – UDP port 6737
- P2EWinService - TCP ports 943 and 4530
- SharedFileRoom (on Vista) – TCP port 445

These ports are configured on the server and workstations during installation. However, if you are connecting over a VPN or through a firewall, or another device such as a router, you will need to ensure that these ports are opened in order for the program to work correctly.

Other SQL Applications

If you are installing ProSystem *fx* Workpaper Manager on a computer which currently has an application using SQL as its database engine, you must stop the SQL service before installing ProSystem *fx* Workpaper Manager. When upgrading or reinstalling ProSystem *fx* Workpaper Manager, stop all other SQL services before upgrading but leave the SQL Server (PROFXENGAGEMENT) service running.

Important! Failure to do this may cause one or both of the applications to fail.

Installation in a Non-Windows Environment (Linux)

ProSystem *fx* Workpaper Manager utilizes the Microsoft SQL database architecture; however, Workpaper Manager is compatible with Non-Windows networks, including Linux, with one additional requirement: the SQL database engine application and database files must reside on a Windows computer and must be visible to the Non-Windows network. All workpapers, (Central File Rooms), may be stored on the Non-Windows file server.

There are a few specific steps which need to take place in order to ensure proper communication between the local file rooms and the available central file rooms. The following procedures will assist you in the setup process:

Requirement

The SQL database engine requires a computer with a Windows-based operating system (Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Vista, Windows 7, Windows 8, or Windows 8.1). The computer must meet the minimum requirements set forth in the User Guide or posted on the Workpaper Manager Support Web site. This computer will be used to house the Workpaper Manager office server and SQL databases.

Procedures

1. Read the installation instructions in this document.
2. On the Non-Windows server, you will need to create a folder that will store the central file room workpapers.
3. Install ProSystem *fx* Workpaper Manager Administrator to the Windows computer defined above.
4. Log in and set up this machine as an office server.
5. Follow the steps defined below under Workpaper Location User Rights to set up the synchronization service to run as needed for this configuration.
6. Create a central file room. When selecting the *Location of central file room workpapers*, browse to the folder created on the Non-Windows server in Step 2.
7. On a separate workstation, install ProSystem *fx* Workpaper Manager Workpaper Management module.
8. Log in to the Workpaper Management module and follow the prompts as they appear.
9. Once you have successfully logged in, test the above by synchronizing a binder to/from a central file room on the Non-Windows server.

Other Information

User Rights

The installation process sets the Workpaper Manager folder permissions automatically. These rights are needed for Workpaper Manager to function optimally. The installation gives the “Users” group all rights except Full Control. These rights are inherited by all child objects so that all folders and subfolders within Workpaper Manager receive these same rights.

Admin Share Folder

For logging purposes, the Administrator module writes to x:\Pfx Engagement\Admin\Admin Share. Please note that the program will still work (Administrator actions may still be performed) even if the system cannot write to the log files. For logging and troubleshooting purposes, we strongly recommend that Admin users be given rights to this folder, which will allow the system to properly log all Administrator actions.

Domain Controllers

Due to issues with Admin Synch failures and transferring Transition Binder Packages between Office Servers, we do not support installing the ProSystem *fx* Workpaper Manager Administrator module on a Domain Controller. Additionally, installing the Workpaper Manager Administrator module on a Domain Controller puts the server into the role of being a database and file server. If the Domain Controller goes down, the Admin module and central file rooms will not be available. Our recommendation is to use a separate server for the Admin Module.

Note: Microsoft does not recommend installing SQL Server on a Domain Controller. See the following:

- http://msdn.microsoft.com/en-us/library/ms143506.aspx#DC_Support
- http://msdn.microsoft.com/en-us/library/ms144228(v=sql.100).aspx
- http://msdn.microsoft.com/en-us/library/ms144228(v=sql.105).aspx

Macro Security Settings Requirements for Excel and Word Addins

If the Very High macro security setting is selected in Excel or Word, the macros required for the Workpaper Manager addins will not function. We recommend setting the macro security to a setting that is lower than Very High.

Workpaper Location User Rights

ProSystem *fx* Workpaper Manager utilizes a service to transfer the workpapers from the LFR to the CFR that does not require the user to have rights to the CFR location.

The service is called PFXSYNPFTService.exe, referred to as the Pfx sync service. The Pfx sync service works by emulating File Transfer Protocol (FTP) and therefore only requires that the service itself have rights to the destination location. By default, the service runs under the Local System Account, which has full access to the local computer. However, if the workpaper location of the CFR is stored on another machine, the service will need to be configured to run under a user account that has Full Control rights to the destination location of the workpapers folder.

The first step in this process is to create a user on each server that has rights to all Workpaper Manager-related directories and folders. Once you have a user on each server you will need to make the following modification on the office server (the server where the database files are located):

1. Open Administrative Tools from the Control Panel and select **Services**.
2. Once Services is open, find the PFXSYNPFTService listed in the *Name* column.
3. Right click on the Service and select **Stop**.
4. Right click on the Service and select **Properties**.
5. Click on the **Log On** tab.
6. Select the **This Account** radio button and then click **Browse**.
7. A dialog will appear that will allow you to browse for a user. Select the user you previously created for this process.
8. Once you have selected the user and clicked **OK**, you will return to the Log On screen.
9. Click **Apply**. You will be prompted that the user has been granted Login privileges.

10. Click **OK**.
11. Click **OK** to close the *Properties* dialog.
12. Right click on the Service and select **Start**.

Workpaper Location User Rights for Shared File Room

The Shared File Room is an alternate way of using Workpaper Manager, where users are allowed to directly access the Local File Room of another user. Using this method, one machine is designated as the "Host" of the Shared File Room, while all other users are designated as "Remote" users. The Host and Remote users are allowed to access the Host Local File Room, and can open binders and workpapers from this shared location.

The Workpaper Manager Shared File Room is completely dependent on Windows file sharing to function. Therefore, it is important that the Host user have proper rights to share folders on the Workstation. This requires at least Power User rights on the machine.

The Windows file share requires remote users to authenticate to the Host machine. Local user account will need to be added to the Host machine to allow the remote users to access the Shared File Room.

Please see the ProSystem *fx* Workpaper Manager *Shared File Room Guide* available for download from the ProSystem *fx* Workpaper Manager Web site for details on this feature.

Time Synchronization

Time synchronization is an integral part of ProSystem *fx* Workpaper Manager. Time synchronization is used to ensure that the latest changes in your binders are processed correctly during synchronization. Ensuring that servers and workstations running Workpaper Manager are synchronized for time will help ensure that you do not lose data and that the latest changes to the data and the server are kept.

To ensure time synchronization, ProSystem *fx* Workpaper Manager encourages you to utilize LAN based time synchronization software.

Important! Time synchronization needs to take place on the network. Tools such as the "NET TIME" command allow you choose a computer on the network to synchronize your clock with. We DO NOT recommend having your users synch with time servers on the internet as each server could possibly be several seconds off.

Citrix/Terminal Services - Shared File Room

Due to file locking issues with Shared File Room, we do not support having two users log into the same WM profile (using the same login ID) at the same time via Citrix or Terminal Services.

ISA (Internet Security and Acceleration) Server Connection Settings

Synchronization failures occurring on large binders may be caused by the number of connections the ISA server allows per client. It may be necessary to remove the per client connection limit in order to successfully synchronize these binders. In the *Connection Limit* dialog, the "Limit the number of connections" setting should be unchecked.

Microsoft Windows Vista, Windows 7, Windows 8, Windows 8.1, Server 2008, Server 2008 R2, Server 2012, and Windows Server 2012 R2 Support

The Microsoft Windows Vista , Windows 7, Windows 8, and Windows 8.1 Operating Systems are supported. Only Enterprise, Business, and Ultimate Editions are supported for use with ProSystem *fx* Workpaper Manager.

These Operating Systems add new security features, including User Account Control (UAC) and BitLocker. Workpaper Manager will install and function with the UAC feature turned on. The installation process requires a system administrator, which is also required with all other operating systems currently supported by Workpaper Manager. BitLocker encryption is supported when used with Workpaper Manager.

Notes:

- BitLocker is only available on Vista, Windows 7 Enterprise and Ultimate Editions, Windows 8 Pro and Enterprise Editions, Windows 8.1, Server 2008 and Server 2012.
- It is not recommended that ProSystem *fx* Workpaper Manager be installed to the x:\Program File directory due to the restricted rights access to that location imposed by Windows Vista. Windows Users with restricted rights may experience problems using Workpaper Manager if the application is installed to the Program Files directory.
- User Account Control (UAC) is also included with Windows Server 2008, Windows Server 2012, and Windows Server 2012 R2.
- Windows Server 2008 R2, Windows Server 2012, and Windows Server 2012 R2 are supported.

ProSystem *fx* Workpaper Manager Database Backup & Restore Utility

For instructions on using the ProSystem *fx* Workpaper Manager Database Backup & Restore Utility, refer to *Appendix F: Database Backup and Restore* on page 501.

Third Party Backup and Restore Processes

If you are currently using a third party backup software to back up the Workpaper Manager databases, you will not be able to restore a single binder to the central file room. The ProSystem *fx* Workpaper Manager Database Backup & Restore Utility allows the restoration of a single binder or an entire central file room. For additional information, refer to *Appendix F: Database Backup and Restore* on page 501.

If you are using the differential backup option in the ProSystem *fx* Workpaper Manager Database Backup & Restore Utility, when full backups are performed on a database using a third-party backup software, the differential backup will be impacted. Any databases that were backed up using the third-party software will then also be backed up in full as part of the differential backup, which will increase the size of the differential backup file.

If you choose to use a third party backup and restore process, there may be some additional requirements that need to be considered. Refer to the "Frequently Asked Questions" section on the Support Web site or call Technical Support at 1-866-513-2677.

Name Resolution - Connecting to Workpaper Manager

ProSystem *fx* Workpaper Manager uses SQL as the database engine. SQL connects from the desktops to the server using the TCP/IP protocol. Workpaper Manager is utilizing SQL browsing to enable the client to see the server or to enable one server to see another. When you first launch ProSystem *fx* Workpaper Manager Workpaper Management you are asked to select an office server to connect to. A list of servers is made available to you to choose from. However, in some cases, depending on the network type and setup you may not see the server that you are looking for. This can also happen when you are trying to connect to another Workpaper Management install when in field mode.

The primary cause of this is the network not being able to resolve the NetBIOS name of the workstations and servers across networks. These networks include Virtual LANs, Subnets or WANs.

The four methods listed below may be used to alleviate this issue:

- Setting up a DNS server (preferred)
- Creating and using HOSTS and LMHOSTS files
- Setting up a WINS server
- Using the Pfx Configuration Utility

For further details on the methods listed above, obtain the Microsoft documentation necessary, or contact your system administrator for assistance.

Microsoft Word and Gridlines with OLE Links

Microsoft has confirmed there is an issue with MS Word when printing the gridlines in Word (*.docx) for a linked Excel Object. The gridlines do not print properly with subsequent printing. In order to work around this issue, you can open the Excel file and go to the Page Layout tab. In the Sheet Options group, uncheck the View option for Gridlines. Alternatively, if the file is saved in the .doc file format, the issue will not present itself. For more information, please refer to http://support.microsoft.com/kb/2616546.

Support

If you need more information or further assistance with any of the items above, please contact Technical Support at 1-866-513-2677.

Appendix E

PROSYSTEM FX WORKPAPER MANAGER CONFIGURATION UTILITY

ProSystem *fx* Workpaper Manager Configuration Utility

The ProSystem *fx* Workpaper Manager Configuration Utility provides the capabilities to replace the Adobe Plug-in, Excel add-ins, re-register dlls, start the PDF Printer Service, and configure network connections.

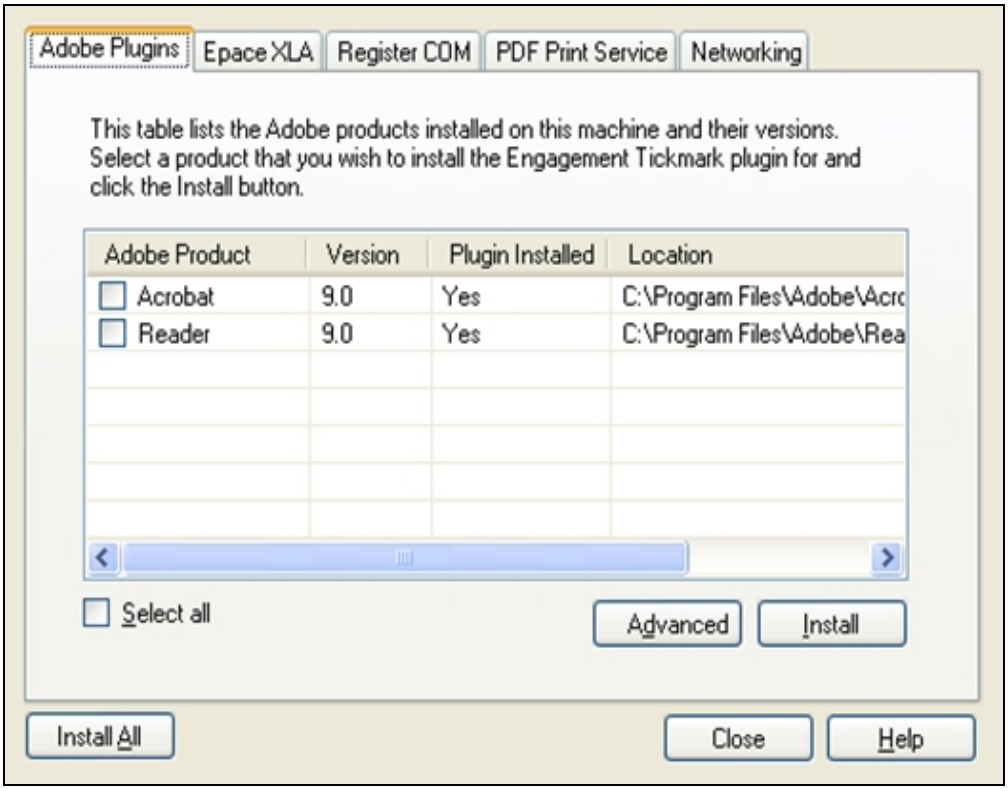
To run the utility, select **Start\All Programs\ProSystem fx Workpaper Manager\Utilities\ProSystem fx Workpaper Manager Configuration Utility**.

Notes:

- When running the ProSystem *fx* Workpaper Manager Configuration Utility in a Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows Server 2008, or Windows Server 2012 environment with User Account Control (UAC) enabled, the Interactive Services Detection service must be running. The recommended best practice is to configure the Interactive Services Detection service to start automatically. Windows Server 2012 no longer allows interactive services, by default. You must change the following registry value from the default 1 to 0: HKLM\SYSTEM\CurrentControlSet\Control\Windows NoInteractiveServices. After doing so, reboot and the Interactive Services Detection Service will start.
- The Configuration Utility is located at X:\Pfx Engagement\Common\PfxConfigUtil.exe. However, if the utility is run directly from the executable location, it may not run with the correct privileges.
- With Windows 8 or higher, you may have trouble launching the utility because Interactive Services is not supported in these environments. To workaround this issue, please change the value of registry key "HKLM\SYSTEM\CurrentControlSet\Control\Windows\NoInteractiveServices" from 1 to 0 and reboot the machine.

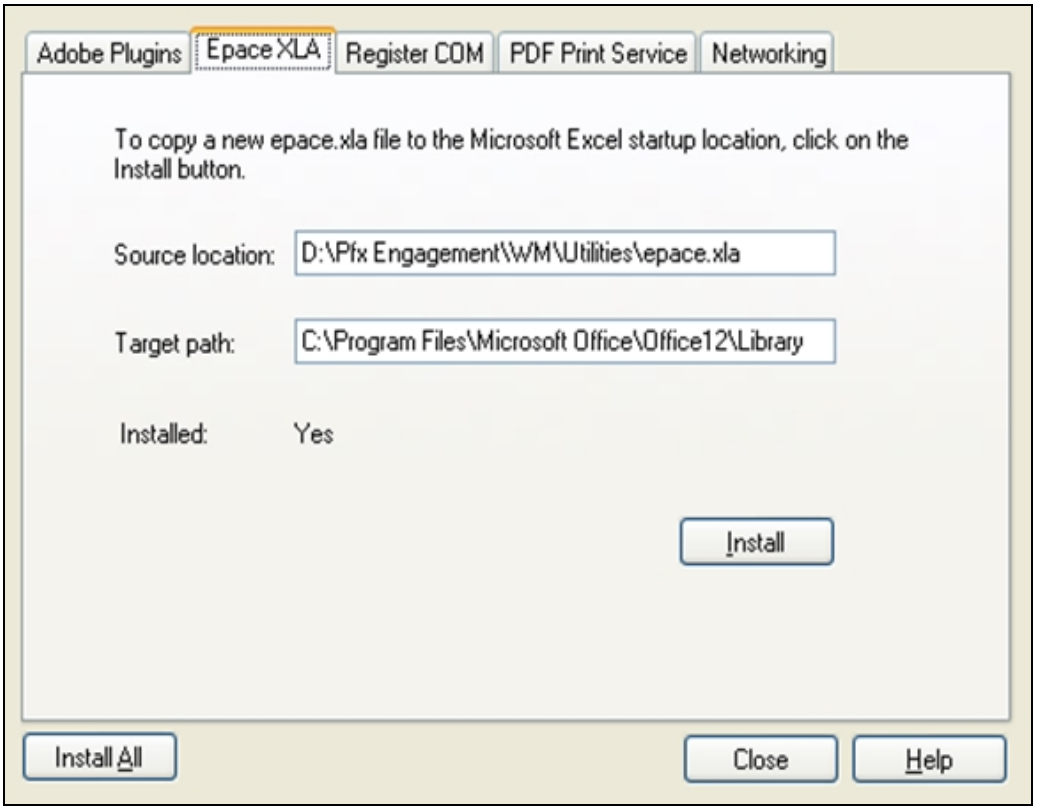
Adobe Plugins

The Adobe Plugins screen detects what version of adobe is installed and if the Workpaper Manager Plug-in is present. In some cases when Adobe is upgraded to a different version, it may be necessary to run this utility to ensure the plug-in is correctly installed for the new Adobe version. The advanced button allows the user to select applications that do not print correctly when postscript simulation is used.



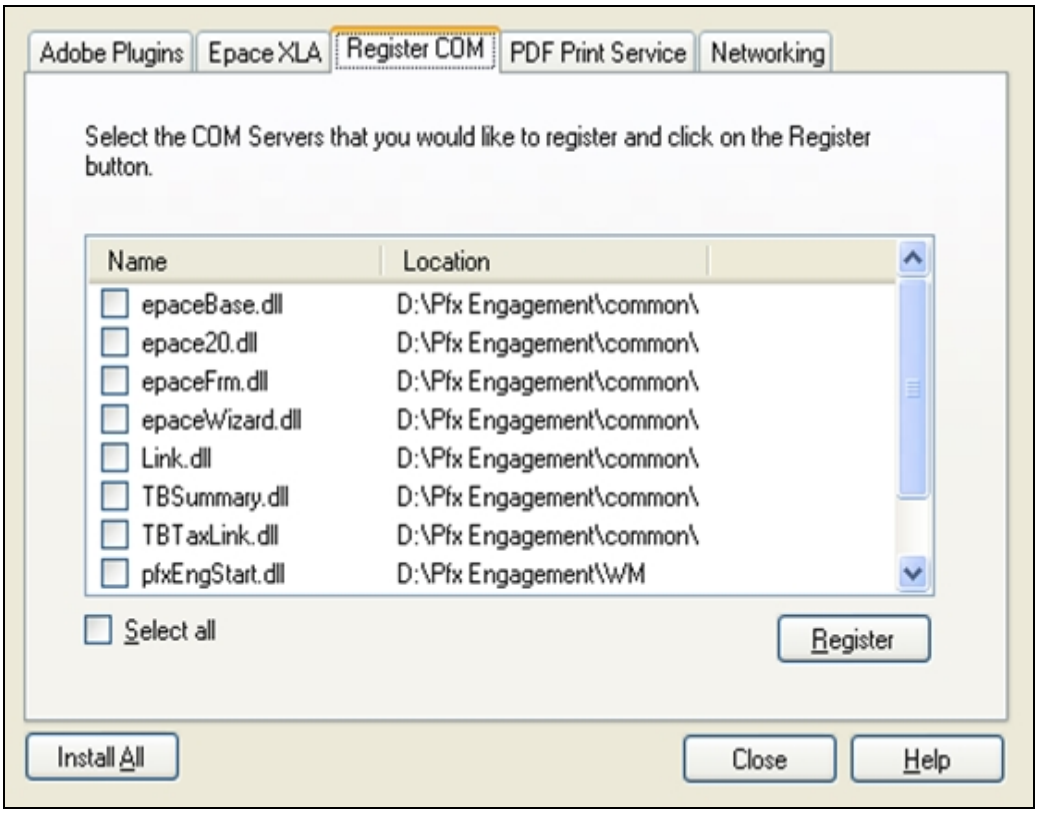
Epace XLA

The epace.xla is an Excel add-in file that allows users to access and use Workpaper Manager functions from within Excel documents. This tab is similar to the Adobe Plug-ins tab and will detect the version of Excel and its location. It will also check for missing epace.xla files. In some case it may be necessary to replace the existing file or move it to a new location after an upgrade of Microsoft Office versions.



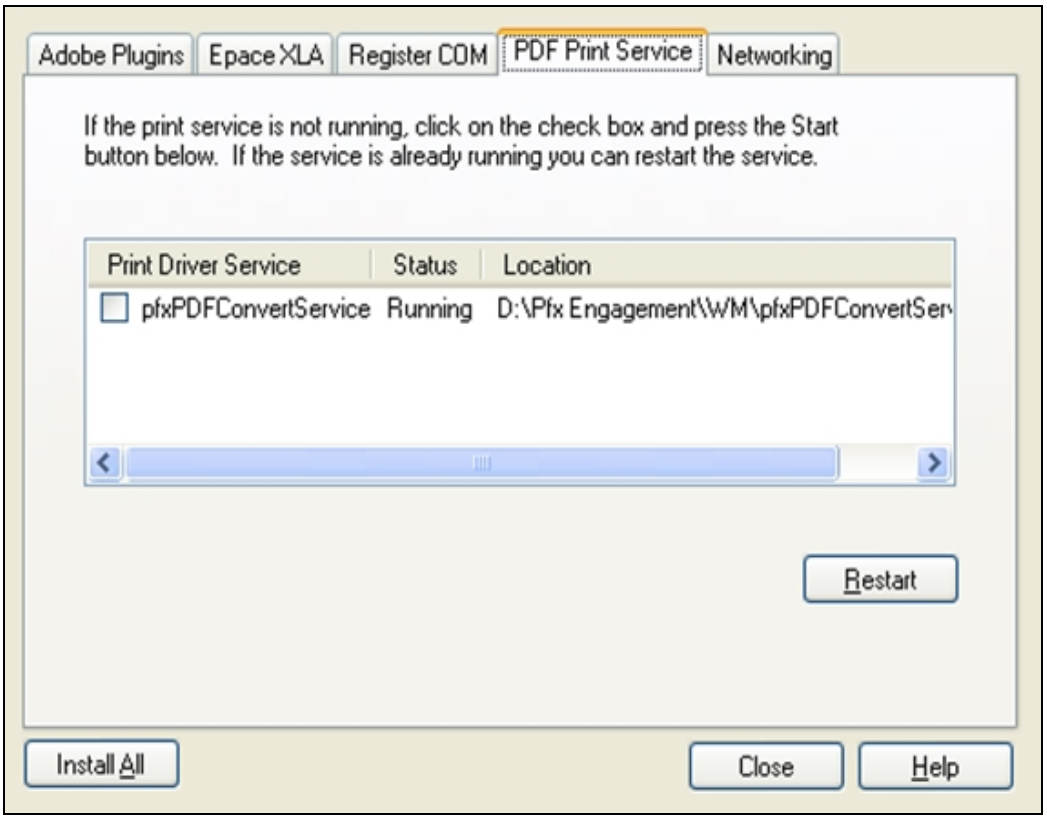
Register Dlls

This tab allows for several dlls to be registered.



PDF Print Service

This tab allows the user to either start or restart the PDF Print Service. It will also detect the current status of the Print Service.

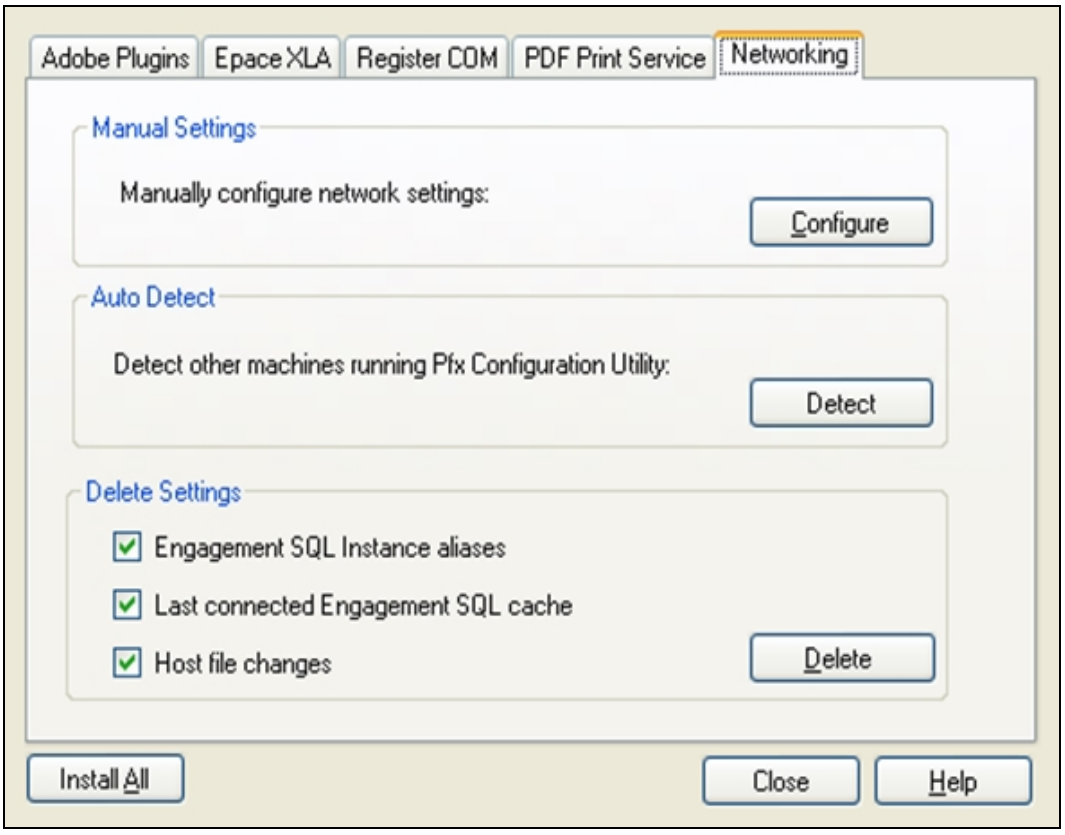


Networking

This tab helps to resolve connection issues to a workstation or server by adding an entry to the Hosts file and editing the registry.

The registry entries added tell SQL the following: the name of the SQL Instance you want to connect to, the IP address of the workstation or Server associated with the instance's name, and the TCP/IP port in which to communicate over.

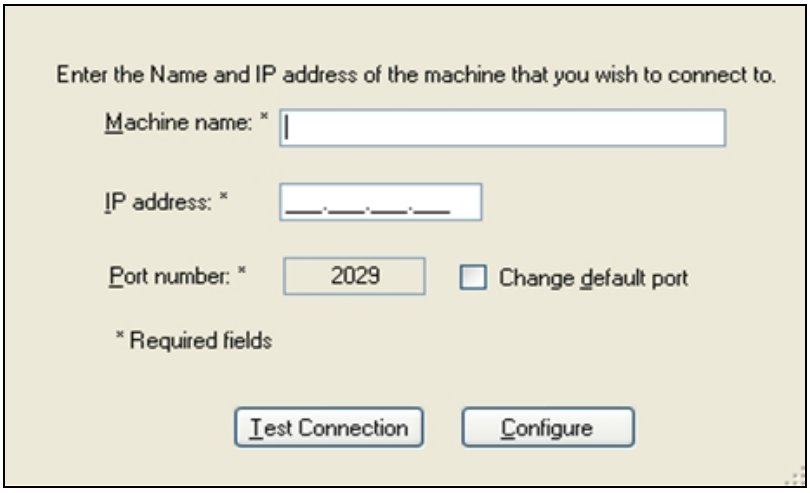
Three options are available on this tab. The first option is the Configure option which the IP address and name of the machine is manually entered. The second option is the Auto-Detect option, with this option the system will auto-detect any other machines with the same dialog open. The third option on the Networking tab will remove all old entries from when the utility was previously used.



Configure (Manual)

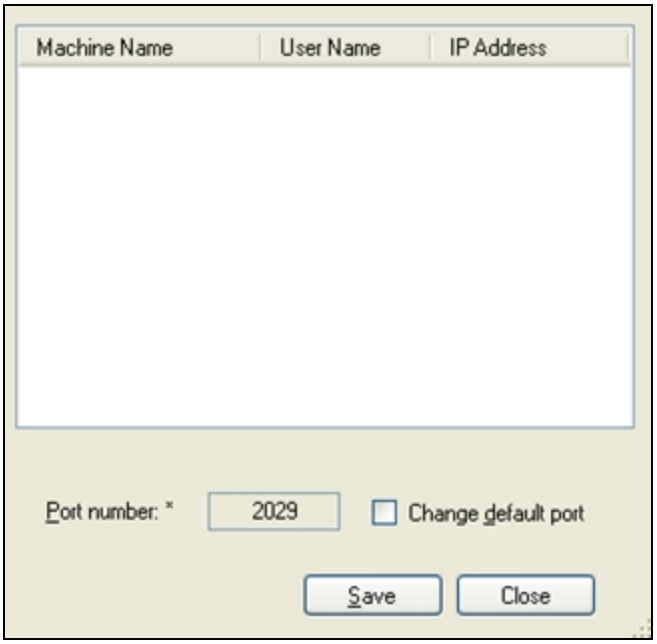
Enter the target server or workstation in the machine name field. Tabbing down or clicking **Test Connection** may auto-populate the IP Address. If it does, verify the IP Address is correct and then click **Configure**. If it does not auto-populate or an incorrect IP Address is showing, then manually enter the correct IP Address and click **Configure**.

Do not change the port number unless the target server has been configured to run SQL on a different port. Consult your system administrator or database administrator before changing this number.



Detect (Automatic)

Use the Detect button to allow the utility to detect other Workpaper Manager users to connect to. To auto detect, the target computer should have the same dialog open.



Clicking **Save** saves an SQL Alias for the connection to another user machine and adds an entry in the host file.

Delete

This option deletes all the older entries from when this utility was previously used. It may be necessary to clean out old entries to avoid duplicates.

Install All

On each of the tabs an “Install All” button can be used to perform the actions of every tab. Clicking this button will replace the adobe API file, the Epace.xla, register all of the dll files, and restart/start the PDF Print Service.

Note: Install All does not affect the *Networking* tab.

Appendix F

DATABASE BACKUP AND RESTORE

Database Backup and Restore

Overview

ProSystem *fx* Workpaper Manager utilizes the SQL database engine.

This utility has been created to aid administrators in the backup and restore process for the ProSystem *fx* Workpaper Manager CentralAdmin, Trial Balance, and bin databases. Please note that the SQL databases used for Workpaper Manager may not be backed up using your standard backup procedures. Because direct access to the databases is required, you must either use this utility to back up the database files, or use a SQL Agent available from your third party backup software vendor.

This utility is designed for backup and restore of the CentralAdmin database, TB databases and all bin databases for a single main or secondary office server. This utility will need to be run separately on each Office Server in your ProSystem *fx* Workpaper Manager environment.

Important!

- To restore a single deleted binder to a Central File Room you must use the ProSystem *fx* Workpaper Manager Database Backup & Restore Utility. Your third party backup and restore software is unable to restore a single binder that has been deleted from the Central File Room.
- It is imperative that the firm's backup processes be tested to ensure proper backups are taken and that they can be restored. The backup processes should be tested upon the initial setup and periodically to ensure that the backup can be restored in the event of a failure.

Note: In the event that a Trial Balance needs to be restored, use the option to restore a single binder. The workpapers folder for the binder will also need to be restored.

The Database Backup & Restore Utility is also the best tool to assist you in migrating the ProSystem *fx* Workpaper Manager Administrator module from one server to another.

Backup Considerations

This utility will create a single backup file that contains the backup of all office server databases. If you installed ProSystem *fx* Workpaper Manager to the default installation path, the database

files that will be backed up are located in the following directories: x:\Pfx Engagement\Admin\Data and x:\Pfx Engagement\TB\Data.

Note: Due to including the TB database in the backup process, the storage space for the database and the time to complete the backup have increased. The .bak files created by the backup may be twice the size of those in prior versions of Workpaper Manager. The time required to complete the process could also be twice as long.

If a failure occurs while backing up a specific database and the database cannot be backed up, that database will be skipped and this information will be reported in a log file. The log file will be located in the same directory as the BackupRestoreUtil.exe with the default name of FAILED - LogFileForBRMMDDYYYY – HH MM SS. The backup process will continue after such a failure occurs to ensure the remaining databases are properly backed up. If a failure occurs with a specific database during a backup, please contact Workpaper Manager Customer Support at 1-866-513-2677 for assistance.

Consider the information in the following sections when performing database backup.

Additional Files to Be Backed Up

To ensure a complete backup, the files in the following folders will need to be backed up separately using your current backup methods. The files stored in these folders are not included in the backup that is generated by the ProSystem *fx* Workpaper Manager Database Backup & Restore Utility.

- Workpapers folder
- Admin Packages folder
- Archive folder
- Transition Binder Packages folder

Important! It is imperative that the workpaper backup and the SQL database backup are completed together and that no changes occur to either during the backup.

Back Up the Database Backup File

In addition to backing up the folders listed above with your current backup methods, be sure to also back up the database backup (.bak) file. If you choose to store your backup files on the server where the Admin module is installed, the backup files should be kept on a different drive. In addition, if you are performing differential backups as part of your backup strategy, you should be sure to backup both the differential database backup file as well as the full database backup file that was the base for the differential backup.

Disable Synchronization

We highly recommend you disable admin and binder synchronization before beginning the backup process to ensure that the databases and workpapers contain identical information. During the time of the backup process, synchronization will not be allowed. Users attempting to synchronize during this time will receive an error.

Close ProSystem *fx* Workpaper Manager Administrator

To run the Database Backup & Restore Utility, you must first close ProSystem *fx* Workpaper Manager Administrator.

Differential Backups

If performing full backups nightly is time consuming, and the files are taking up too much space, then you may optionally choose to perform differential backups. A differential backup is based on the latest full backup of the data, which is also known as the base of the differential or differential base.

A differential backup contains only the data that has changed since the differential base. Typically, differential backups that are taken fairly soon after the base backup are smaller and faster to crease than the full backup. Usually a differential base is used by several successive differential backups.

Over time, as a database is updated, the amount of data that is included in the differential backup increases. This makes the backup slower to create and to restore. Eventually, another full backup must be created to provide a new differential base for another series of differential backups. At restore time, you will need both the full backup file and the latest differential backup file.

Notes:

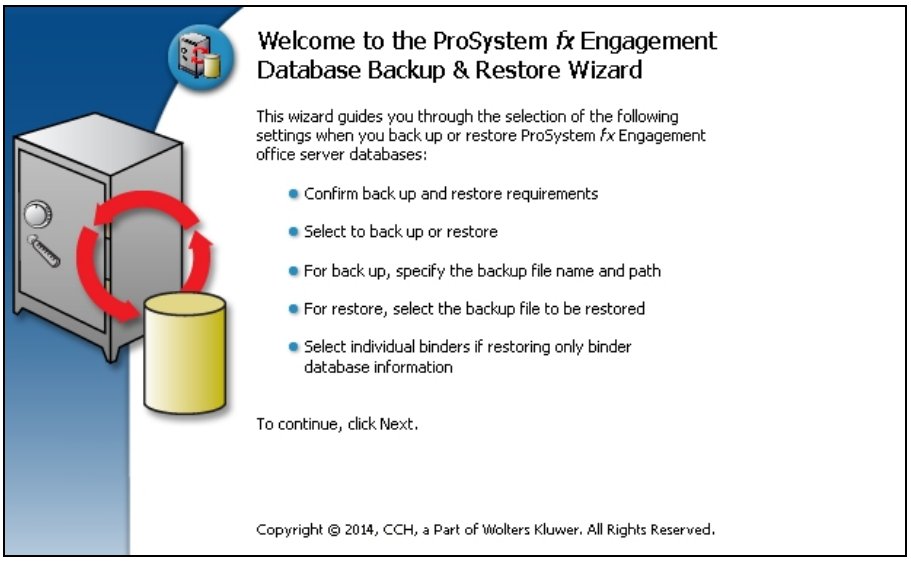
- When a database reaches 2.5 GB in size, a new database is created. If a new database is created after the full backup, then a full backup of this database will be completed as part of the differential database backup until the next full backup of all databases using the utility.
- When a full backup is performed on a database using a third party backup software after the full backup has been completed using the ProSystem *fx* Workpaper Manager Database Backup & Restore Utility, then a full backup of this database will also be completed as part of the utility's differential backup until the next full backup of all databases using the utility.

Running the Backup Utility (User Interface)

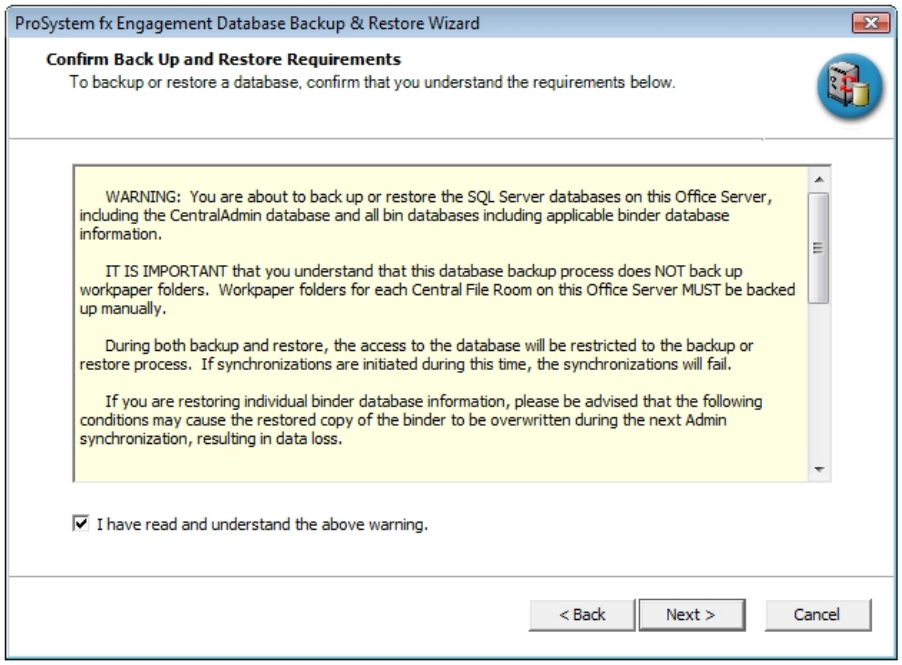
To run the Backup Utility in the user interface, do the following:

1. Launch the Database Backup & Restore Wizard by doing one of the following:
   - Select **Start/Programs/ProSystem *fx* Workpaper Manager/Utilities/ProSystem *fx* Workpaper Manager Database Backup & Restore Utility**.
   - In Windows Explorer, browse to the x:\Pfx Engagement\Admin\Utilities\Backup Restore folder and double-click **BackupRestoreUtil.exe**.

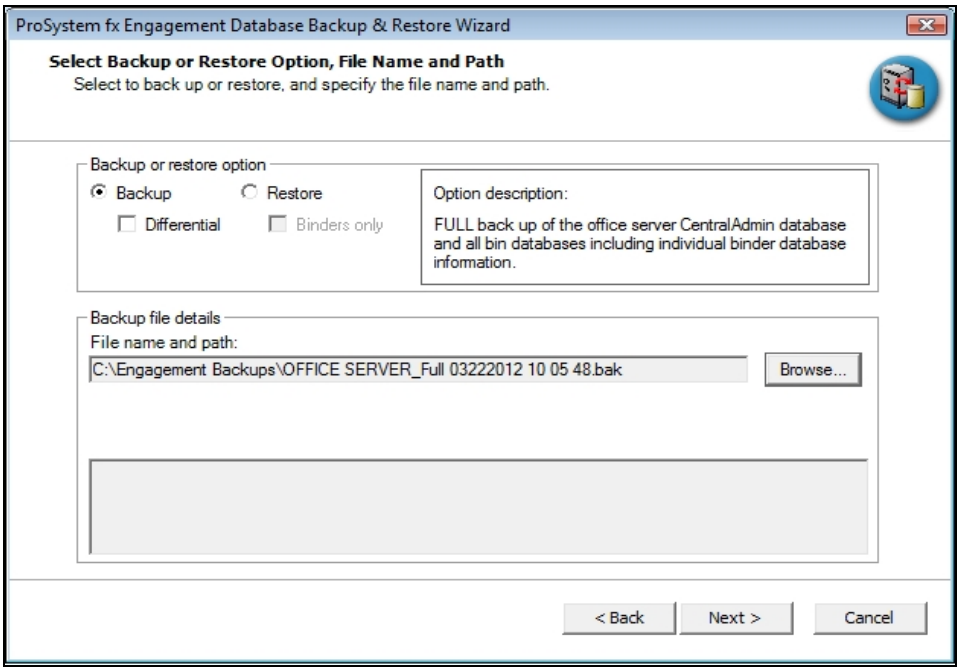
2. Click **Next** on the Welcome dialog.



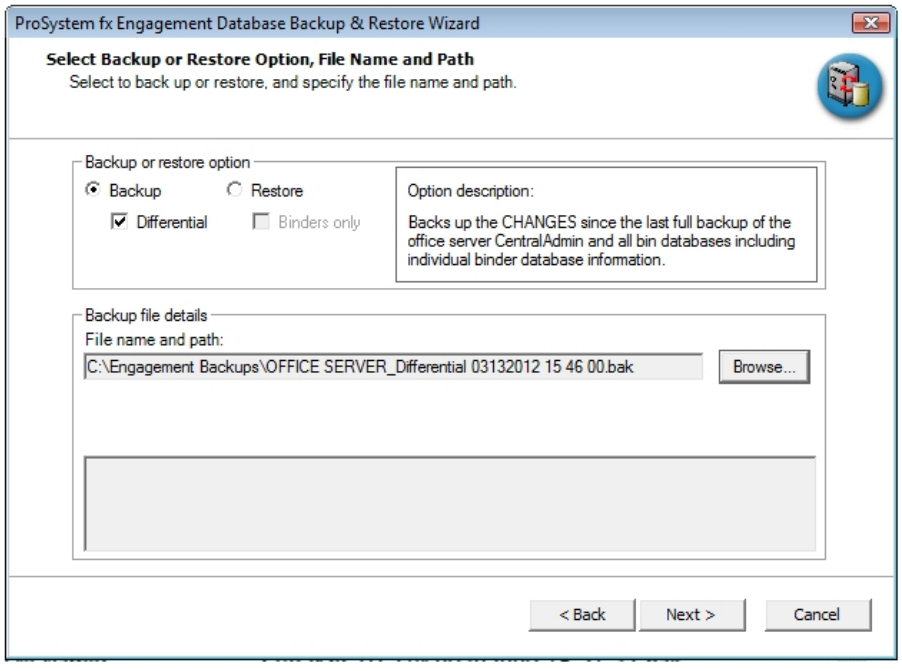
3. After you have read and understand the information regarding backup, check the box and click **Next**.



4. Select **Backup**.

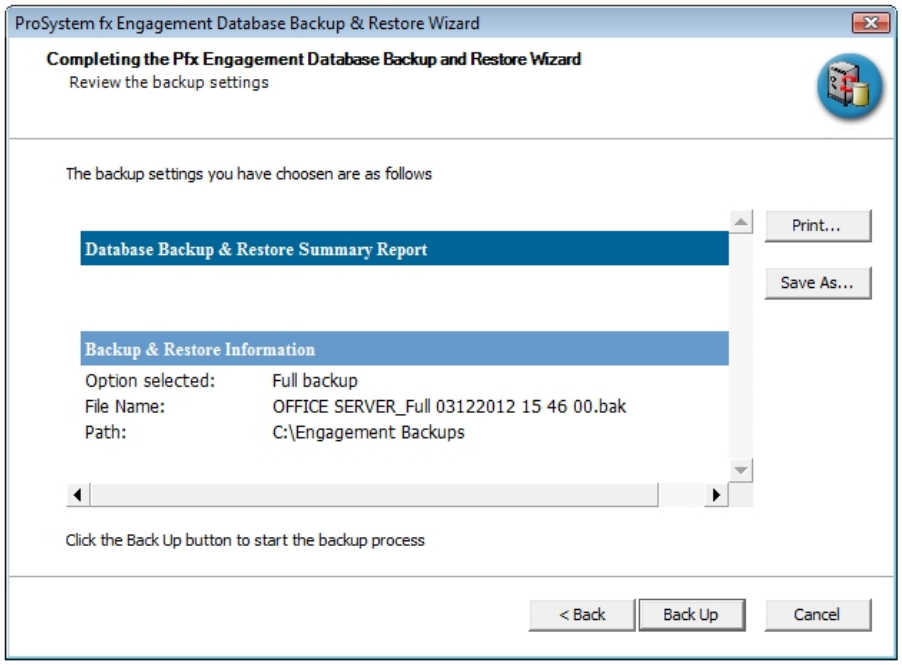


Note: If you have already completed a full backup and now want to perform a differential backup, select **Backup** and check the **Differential** box.

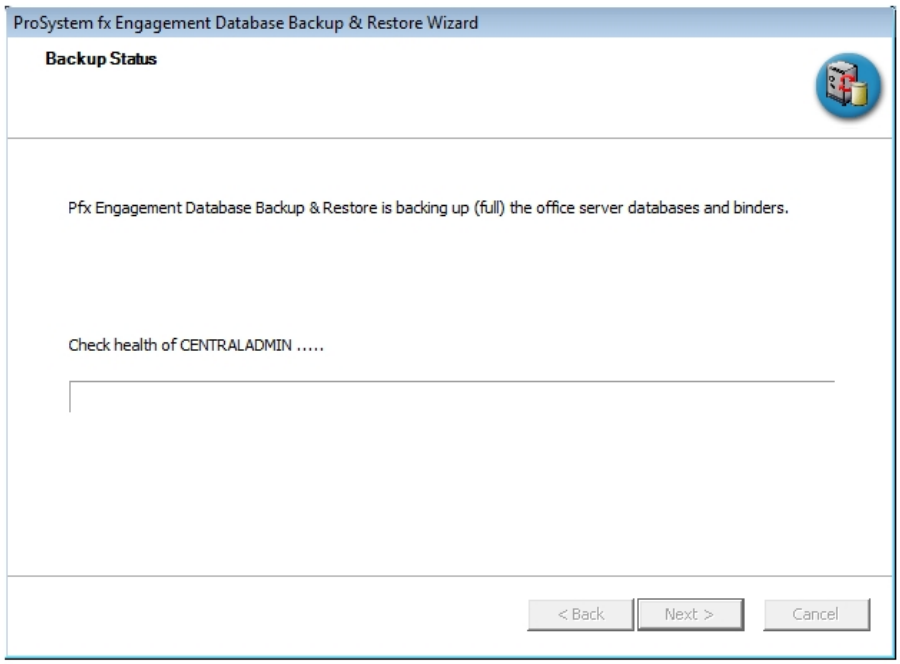


5. Provide the location where the files are to be stored by clicking **Browse**. The selected location must be on a local drive/directory or a mapped network drive. If you select a mapped network drive, the user account under which the SQL Server service is running must have credentials to write to that mapped network location.
6. Click **Next**.

7. Review the backup settings and click **Back Up** to begin the backup process.



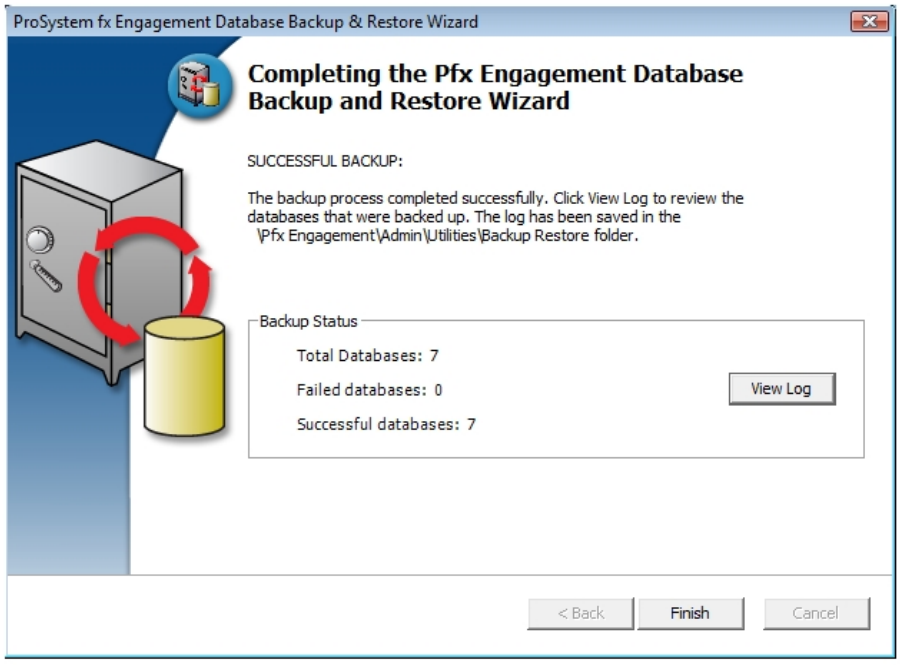
A progress indicator page will display to show you the progress of the backup.



Once complete, the *Completing the Pfx Engagement Database Backup and Restore Wizard* page will display the number of databases that were successfully backed up and the number that failed to be backed up.

8. Click **View Log** to view a log detailing the backup information for each database.

9. Click **Finish** to exit the wizard.



Notes:

- At the end of the process, only one .bak file will be created. This single file will contain the backups for all of the Office Server databases. The default name for the backup file is Office Server Name_Full MMDDYYYY HH MM SS.bak.
- If your backup strategy includes differential backups, remember that you will need two backup files to restore the data: the differential backup file you want to restore and the full backup file that was the base for the differential backup.
- If a new bin is created as part of the bin maintenance in Workpaper Manager, after the latest full backup, when the differential backup is performed, the new database will be backed up in full as part of that backup.
- If one or more databases are backed in full using a third-party tool after the latest full backup completed with the utility, then those databases will be backed up in full as part of the differential backup performed by the utility.

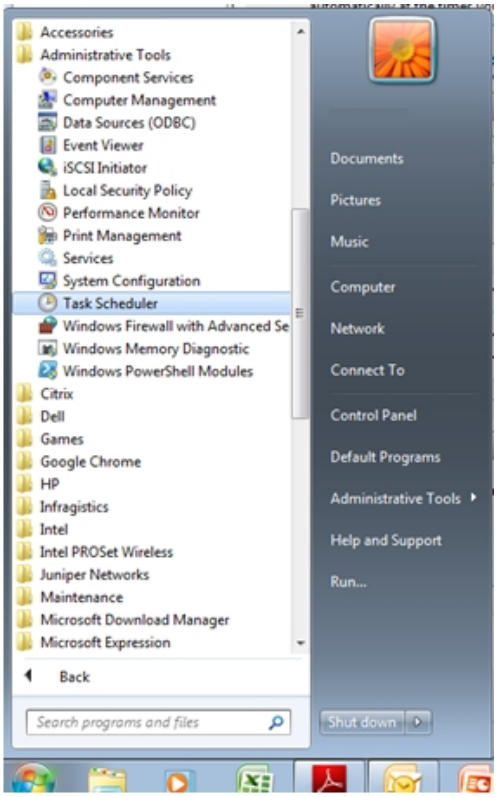
Running the Backup Utility (Task Scheduler)

The following instructions assume you have agreed to the warning in step 3 above in the User Interface section.

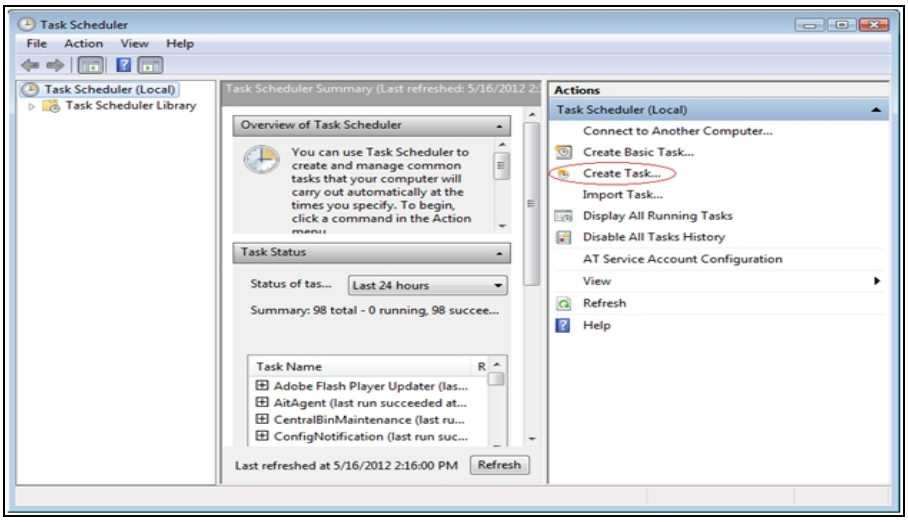
Note: The following instructions are for Server 2008. Other supported operating systems have similar task scheduling options.

To run the Backup Utility using Task Scheduler, do the following:

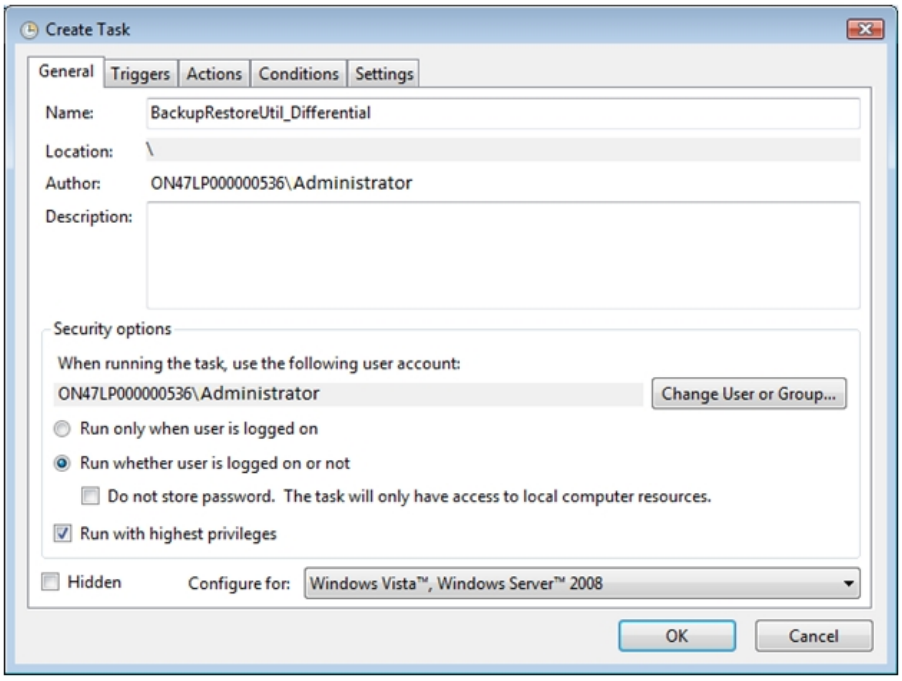
1. Open Task Scheduler.



2. Select **Create Task**.

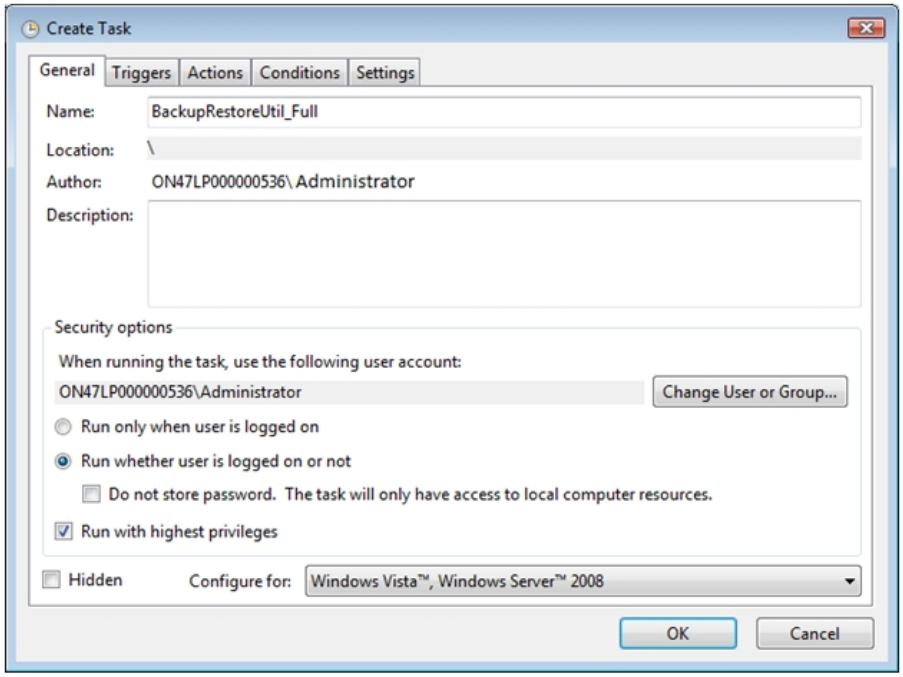


Note: If you will be running differential backups, you should set up two scheduled tasks: one for the full backup, and another for the differential backup. When setting up the task for the differential backup, steps 5 and 7 will differ slightly.

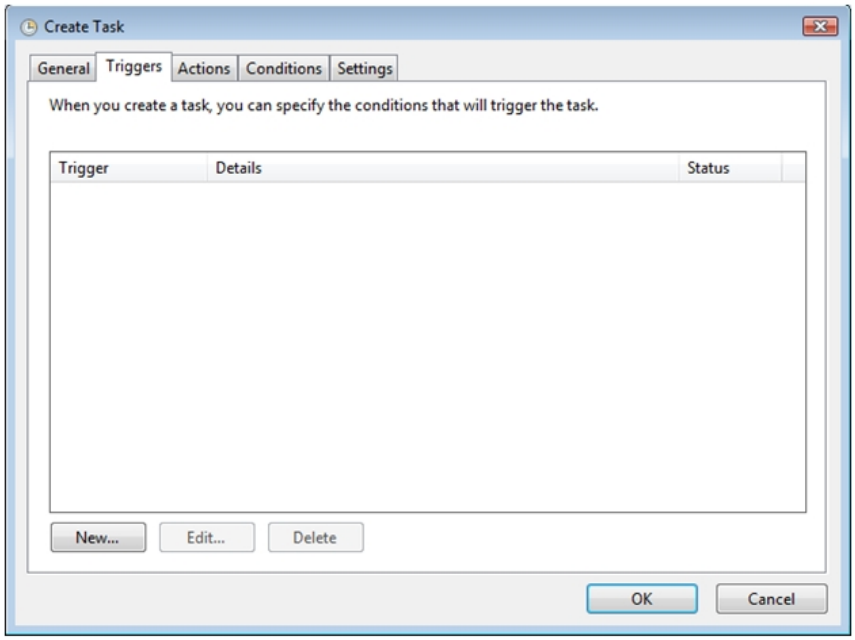


3. Create a task named BackupRestoreUtil on the *General* tab of the Create Task Wizard screen.
    a. Verify that the task is set to run as an Administrator of the server.
    b. Choose Run whether user is logged on or not.

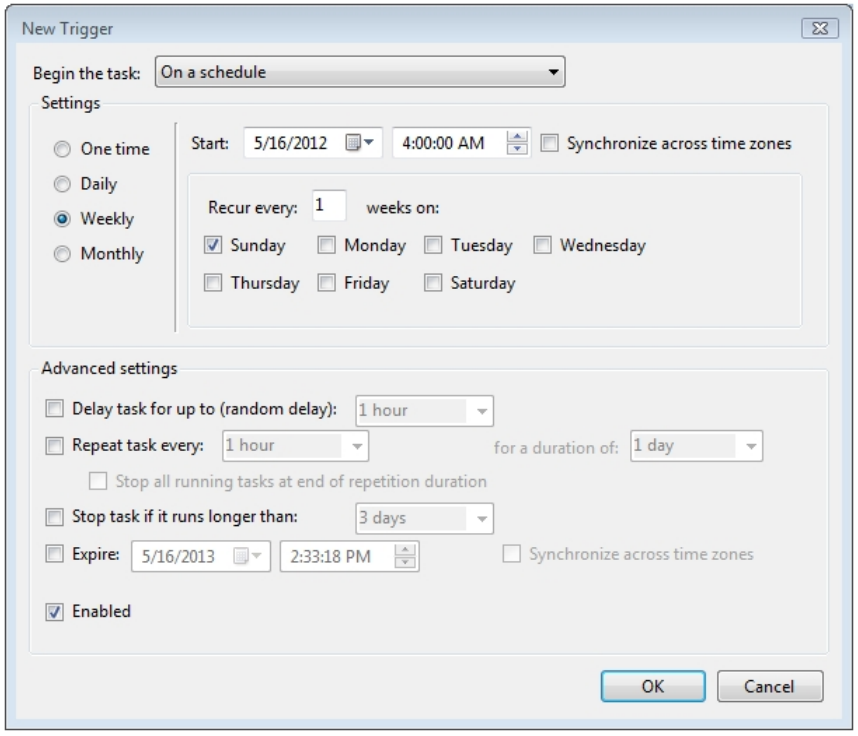
c. Choose Run with highest privileges.



4. Go to the *Triggers* tab and click **New**.

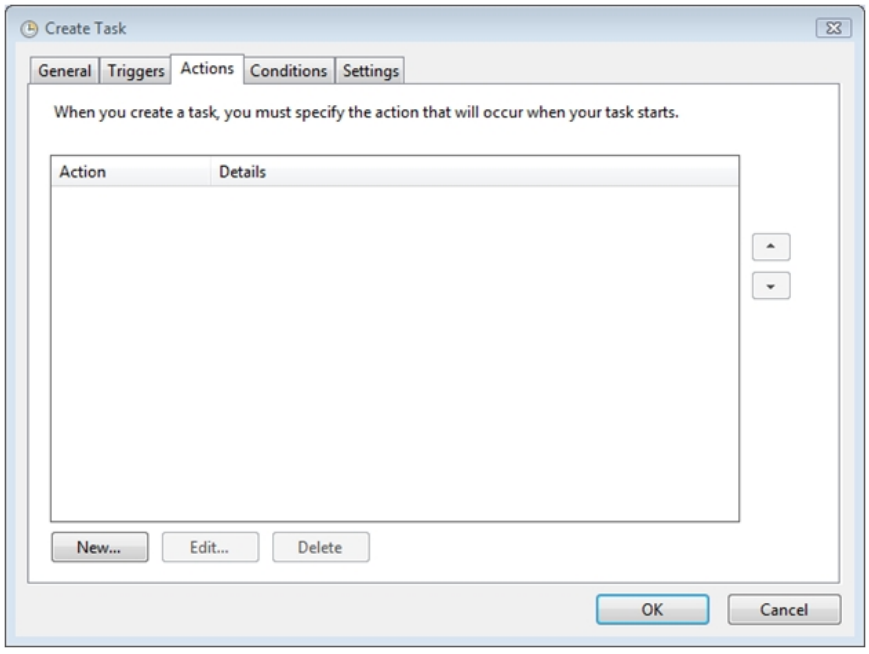


5. On the *New Trigger* screen, set the desired schedule for the backup task to run and click **OK**.



Note: If you will be running differential backups, the settings for the trigger should be a little different for the full backup task and the differential backup task.

6. Select the *Actions* tab and click **New**.

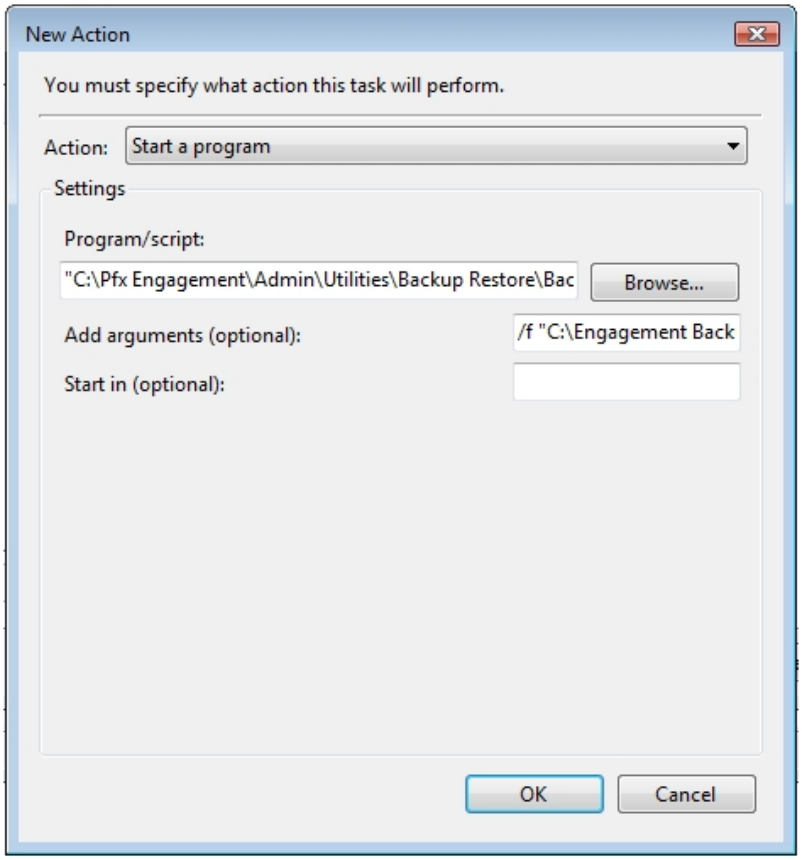


7. On the *New Action* screen, verify the Action is set to **Start a program**.
    a. Click **Browse** and navigate to x:\Pfx Engagement\ADMIN\Utilities\Backup Restore\BackupRestoreUtil.exe (where x represents the drive where the program is installed).

        Notes:

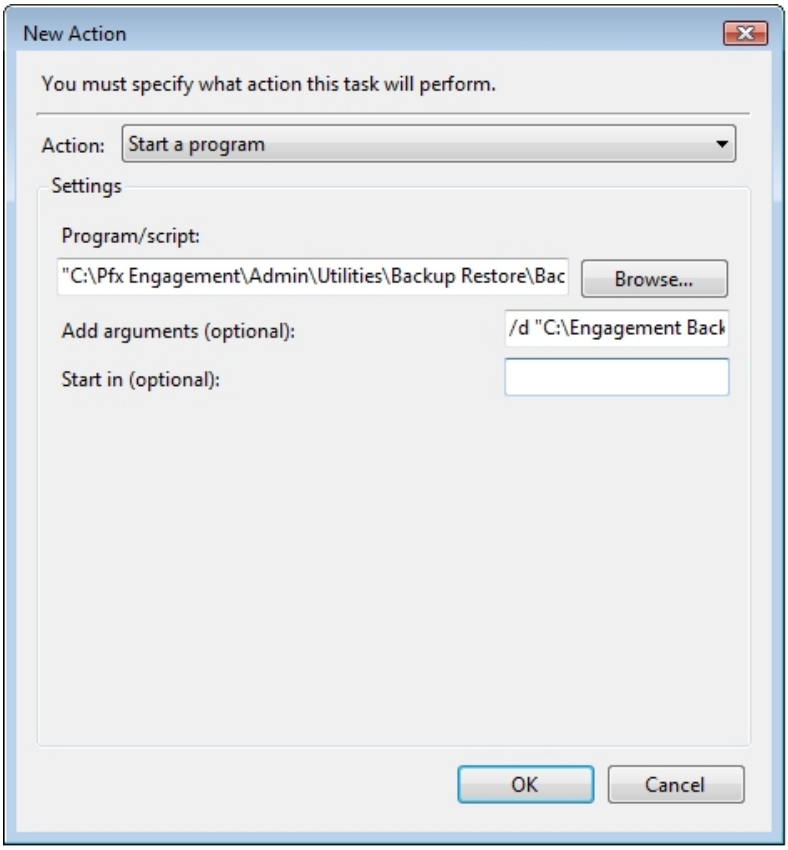
        - If the save location for the backup files is to be on a different machine, the path to the share must be a UNC path.
        - Also, the SQL Server (PROFXENGAGEMENT) service must be set to run as an account that has full control rights to the shared location.

    b. In the *Add arguments (optional)* field, add the /f switch and the path information for the desired location to save the backup files. The path should include quotation marks if there are any spaces in the name.



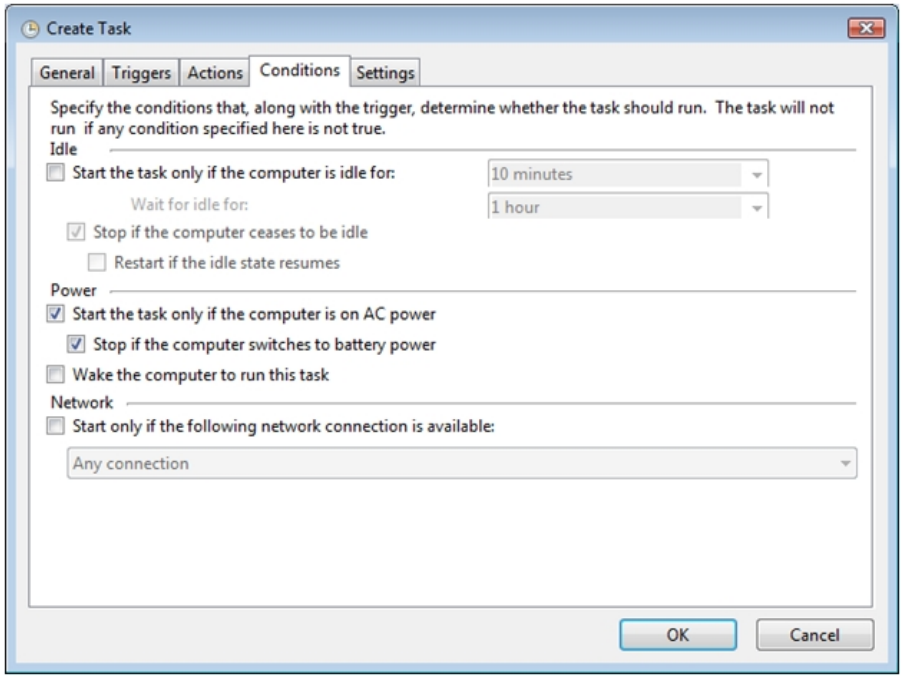
Notes:

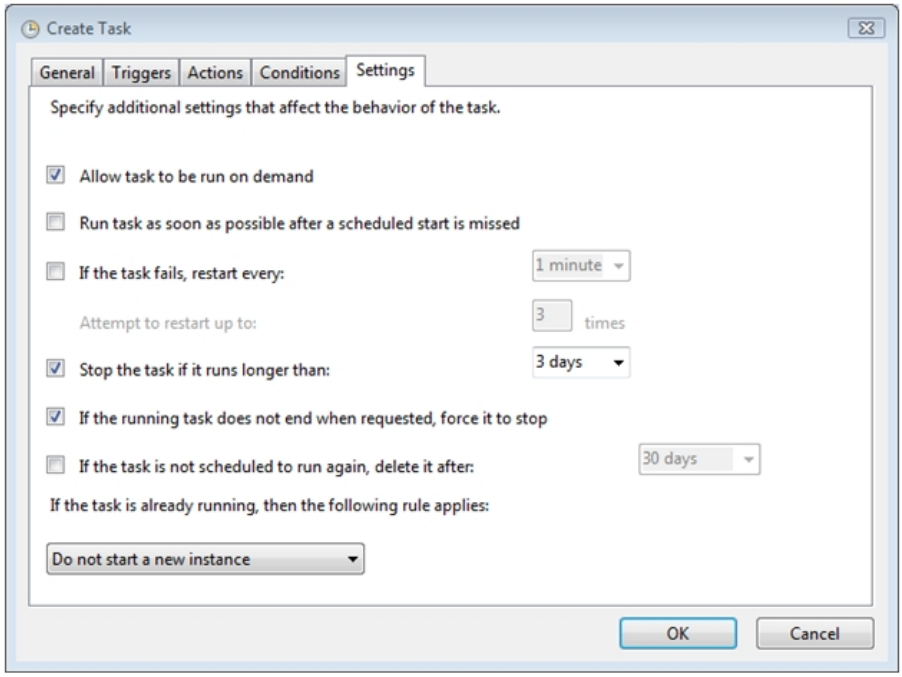
- The command line parameter /f must be entered in lowercase. Using an uppercase F will result in an incomplete backup.
- If you are using the Task Scheduler for a **differential** backup, you should add the /d switch and path information for the desired location to save the backup files in the *Add arguments (optional)* field instead of /f.
- The path should include quotation marks (" ") if there are any spaces in the name.



c. Click **OK** to save the information.

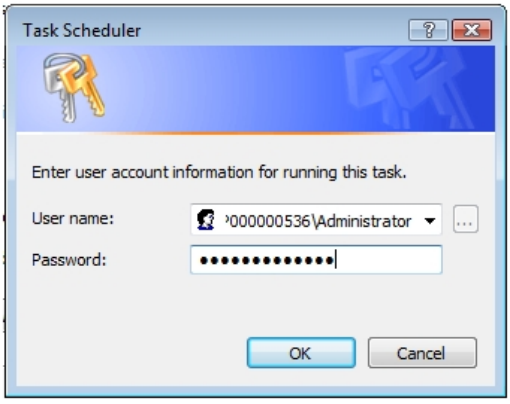
8. Verify that the settings on the *Conditions* and *Settings* tabs are set to meet your needs.



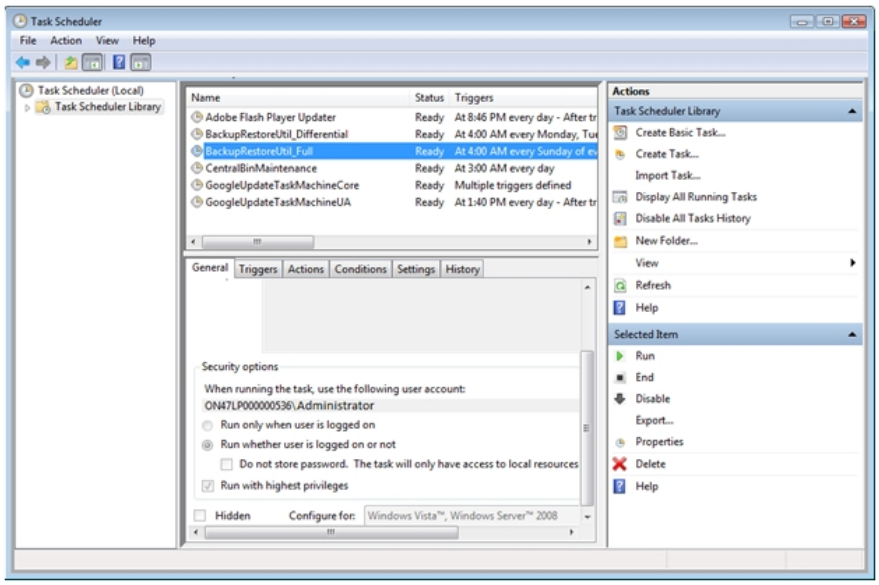


9. Click **OK** to save the information.

10. Provide the credentials for the account that the scheduled task is to run as.



11. The BackupRestoreUtil will appear listed in the Task Scheduler Library.



Restore Considerations

Restore is a critical part of the disaster recovery process. Due to the nature of the application and the fact that the application document control relies on the database to ensure workpaper integrity, very specific restore procedures must be followed.

Notes:

- While the restore process can be performed on your own, we strongly recommend you contact Workpaper Manager Customer Support at 1-866-513-2677 before attempting to restore any data.
- When backing up to a network location, a user with rights to both the local computer and the network location must start the SQL instance.

If a failure occurs while restoring a specific database or binder, that database/binder will be skipped and this information will be reported in a log file. The log file will be located in the same directory as the BackupRestoreUtil.exe with the default name of LogFileForBRMMDDYYYY – HH MM SS.txt.

The restore process will continue after such a failure occurs to ensure the remaining databases or binders are properly restored. Should a failure occur with a specific database or binder during the restore process, please contact Workpaper Manager Customer Support at 1-866-513-2677 for assistance.

The following should also be considered when restoring databases or binders:

Additional Files to Be Restored

This utility will restore the office server bin databases and the CentralAdmin database contained within the selected backup file. If selected, the utility can restore individual binder database information only. It will NOT restore the central file room workpapers or other files that were backed up separately. Those files must be restored separately.

To ensure a complete restore, the files in the following folders will need to be restored separately using your current restore methods. The files stored in these folders are not included in the backup that is generated by the ProSystem *fx* Workpaper Manager Database Backup & Restore Utility.

- Workpapers folder
- Admin Packages folder
- Archive folder
- Transition Binder Packages folder

Important! It is imperative that the workpapers and SQL databases are restored and completed together and that no changes occur to either during the restore. When restoring individual binder database information, do not restore the workpapers for all binders in the database. Restore only the workpapers for the individual binder database information being restored.

Disable Synchronization

We highly recommend you disable admin and binder synchronization before beginning the restore process. During the time of the restore process, synchronization will not be allowed. Users attempting to synchronize during this time will receive an error.

Review Administrative Changes Since Last Backup

When restoring from backup, be aware that administrative changes may have occurred since this backup took place. If any of the following changes occurred since this backup, please contact Workpaper Manager Customer Support at 1-866-513-2677 for assistance.

- Create or delete central file room
- Add, remove or reassign licenses
- Change workpaper location
- Workpapers checked in/out
- Add or remove staff members
- New binders synchronized to central file rooms

Close ProSystem *fx* Workpaper Manager Administrator

To run the Database Backup & Restore Utility, you must first close ProSystem *fx* Workpaper Manager Administrator.

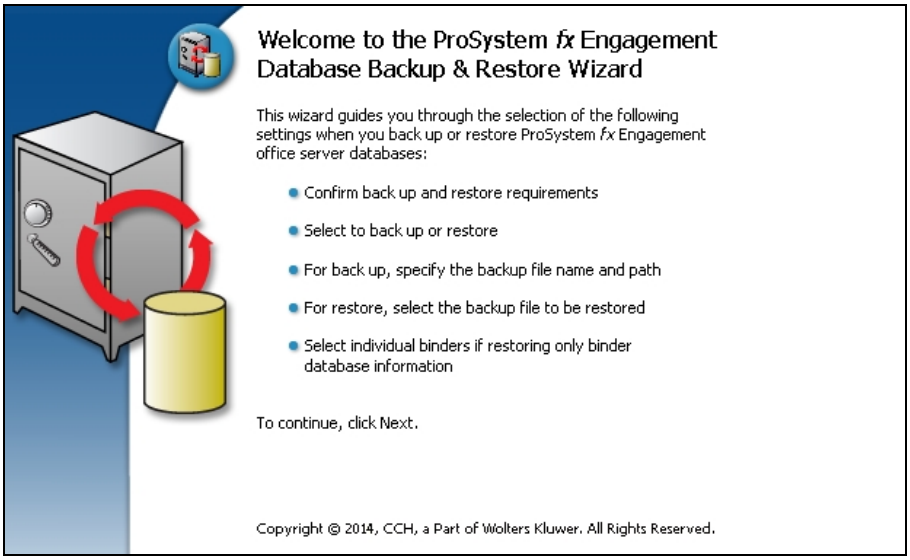
Restoring from a Differential Backup File

If you have chosen to perform differential backups as part of your backup strategy, you will need two backup files at restore time: the differential backup file that you want to restore and the full backup file that was the base for the selected differential backup (or the differential base).

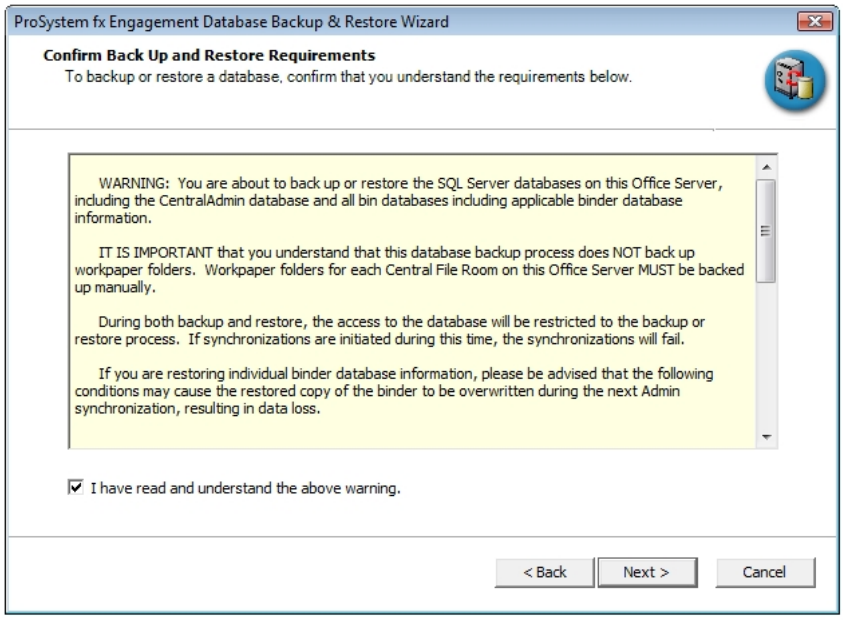
Running the Restore Utility (Restore All Office Server Databases)

To restore all office server databases, do the following:

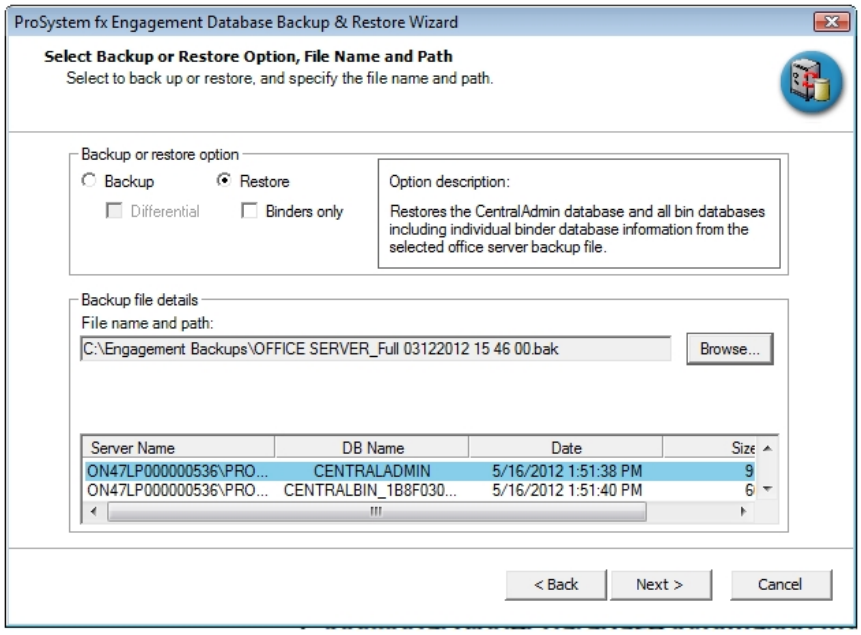
1. Launch the Database Backup & Restore Wizard by doing one of the following:
   - Select **Start/Programs/ProSystem *fx* Workpaper Manager/ProSystem *fx* Workpaper Manager Database Backup & Restore Utility**.
   - In Windows Explorer, browse to the x:\Pfx Engagement\Admin\Utilities\Backup Restore folder and double-click **BackupRestoreUtil.exe**.
2. Click **Next** on the Welcome page.



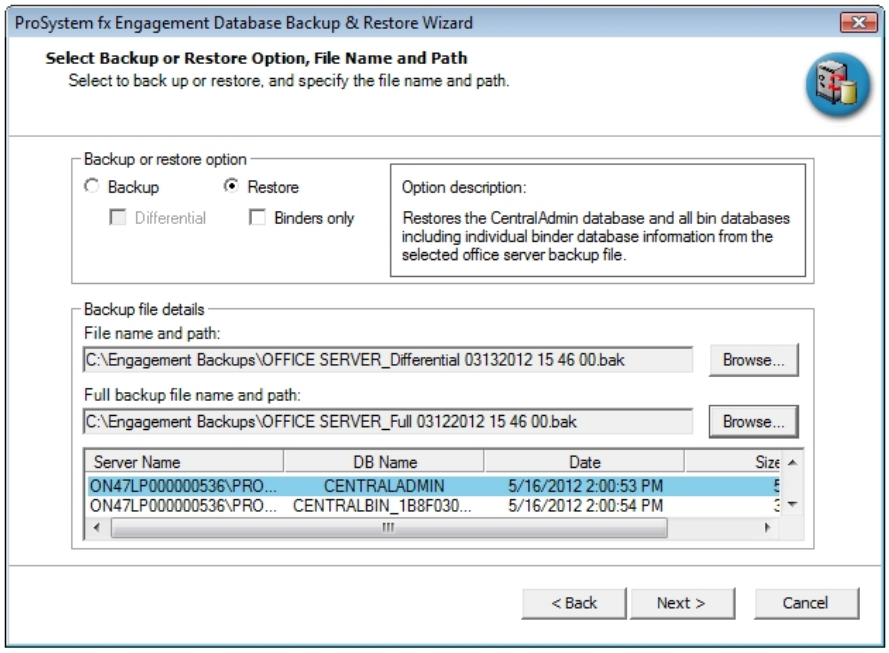
3. After you have read and understand the information regarding restore, check the box and click **Next**.



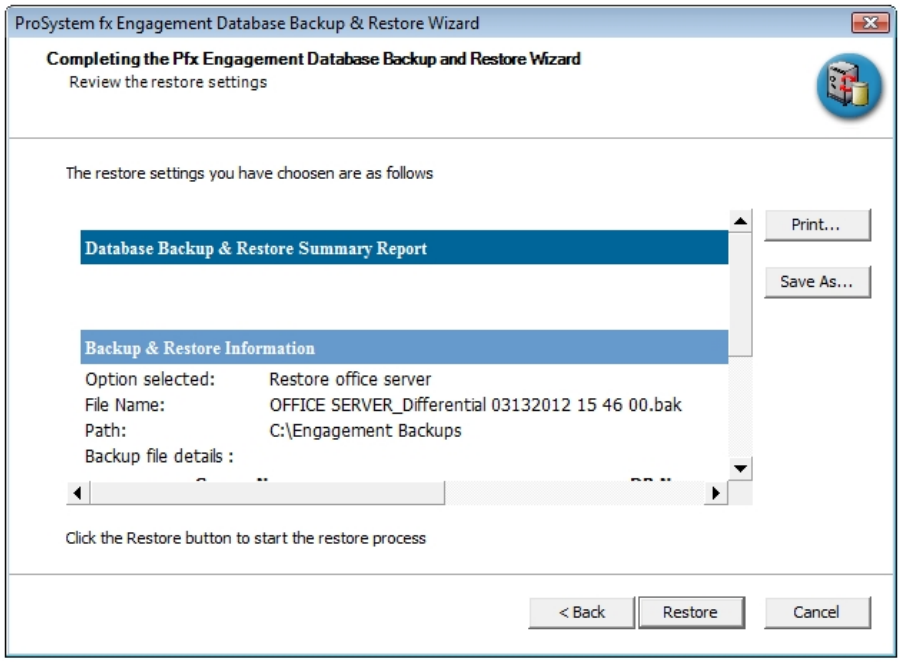
4. Select **Restore**. Browse for the backup file [.bak] to be restored. The Office Server databases within the selected backup file will display in the list.



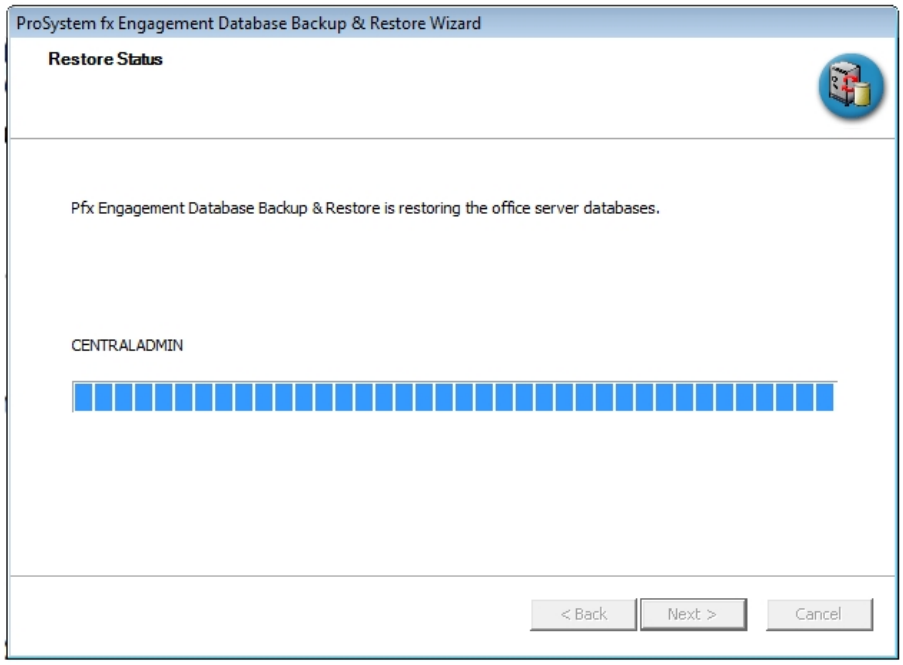
Note: If the backup file selected is a differential backup, then you will also have to select the full backup file that was the base for the selected differential backup. A second text field and *Browse* button will be displayed allowing you to browse for the full backup file [.bak].



5. Click **Next**.
6. Review the restore settings and click **Restore**.

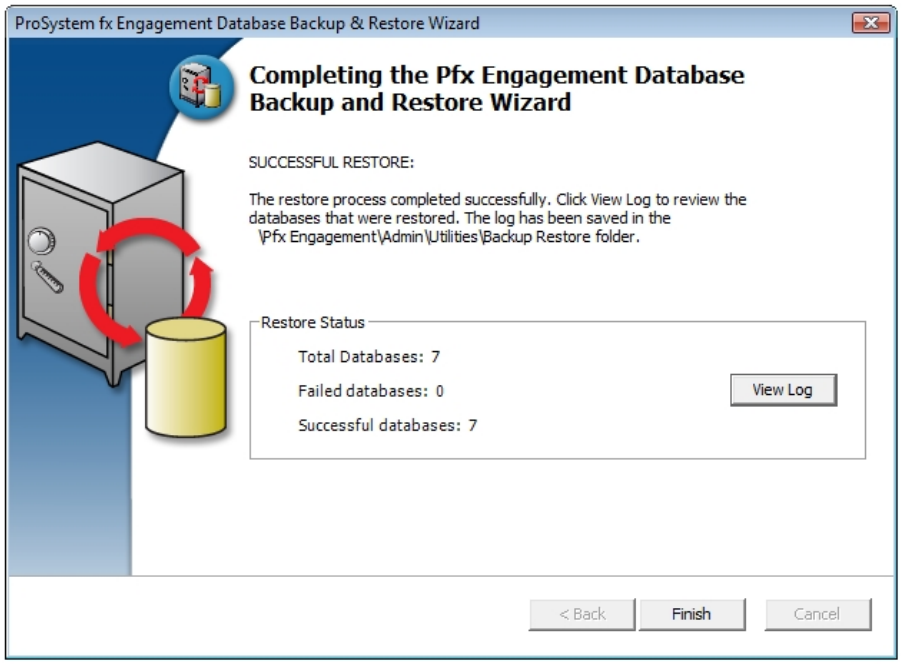


A progress indicator page displays the progress of the restore.



Once complete, the Database Backup & Restore Wizard Complete page will display the number of databases that were successfully restored and the number that failed to be restored.

7. Click **View Log** to view a log detailing the restore information for each database.
8. Click **Finish** to exit the wizard.

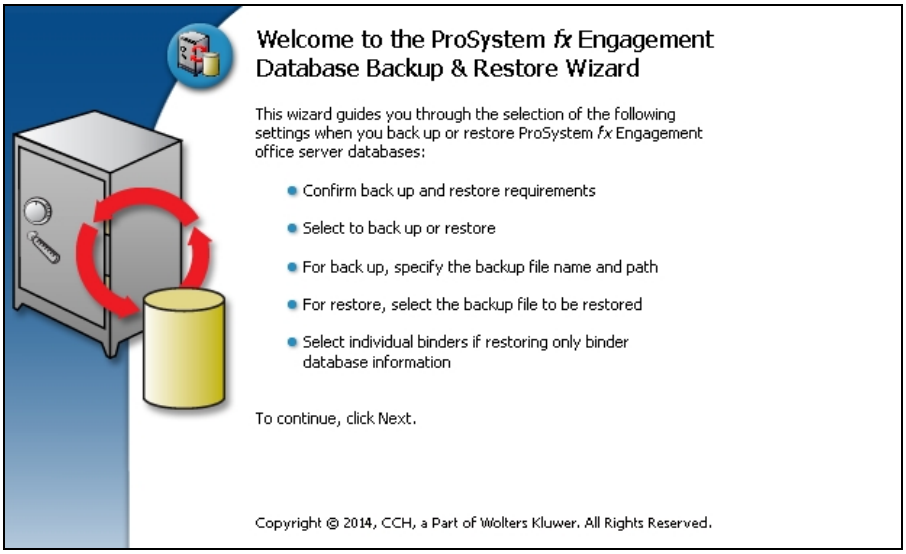


Running the Restore Utility (Restore Individual Binder Database Information)

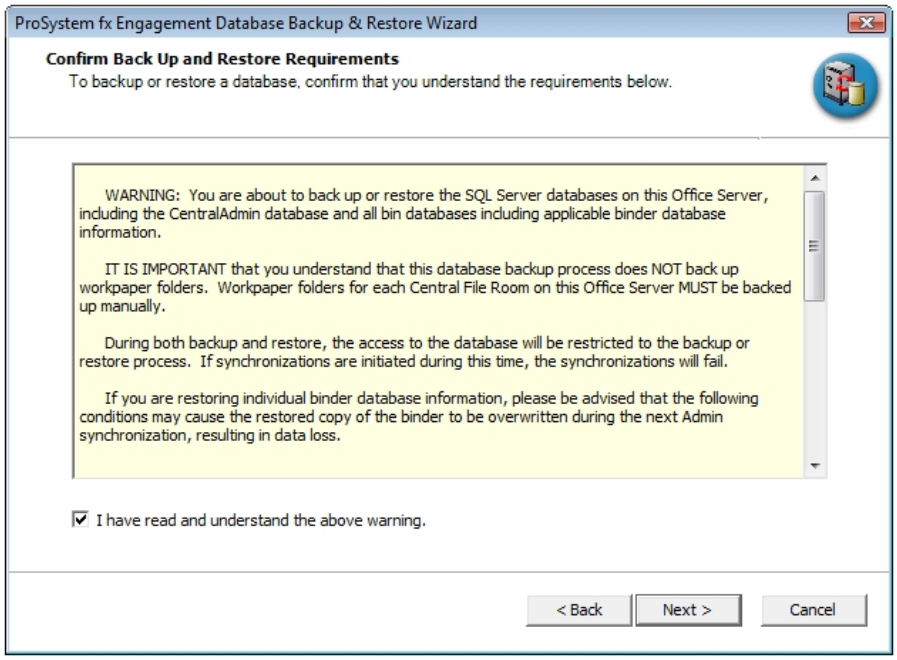
To restore individual binder database information, do the following:

Note: Due to the number of databases now included with Workpaper Manager, the restoration process for individual binders can take a long time to complete.

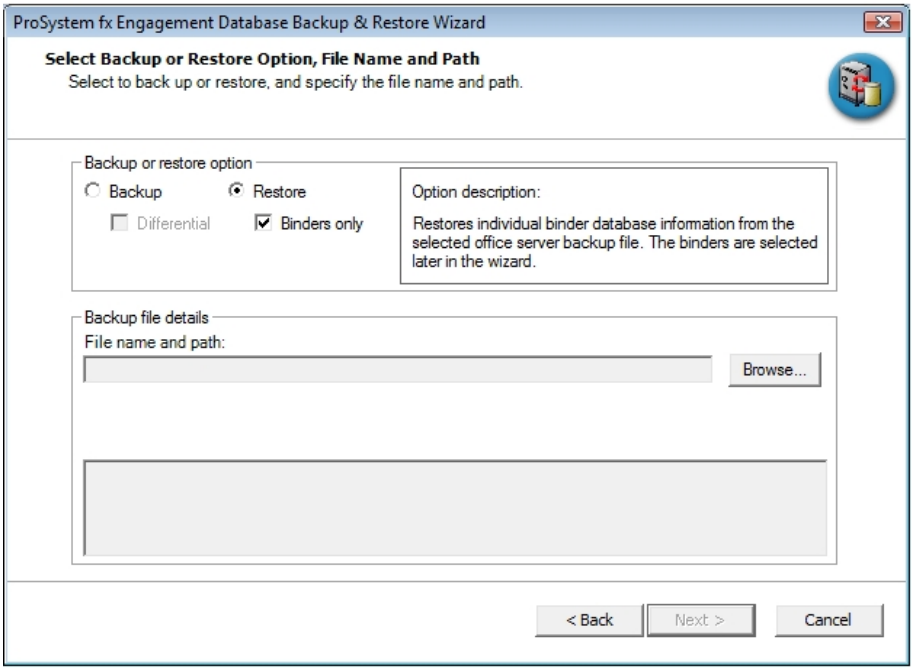
1. Launch the Database Backup & Restore Wizard by doing one of the following:
   - Select **Start/Programs/ProSystem *fx* Workpaper Manager/ProSystem *fx* Workpaper Manager Database Backup & Restore Utility**.
   - In Windows Explorer, browse to the x:\Pfx Engagement\Admin\Utilities\Backup Restore folder and double-click **BackupRestoreUtil.exe**.
2. Click **Next** on the Welcome page.



3. After you have read and understand the information regarding restore, check the box and click **Next**.



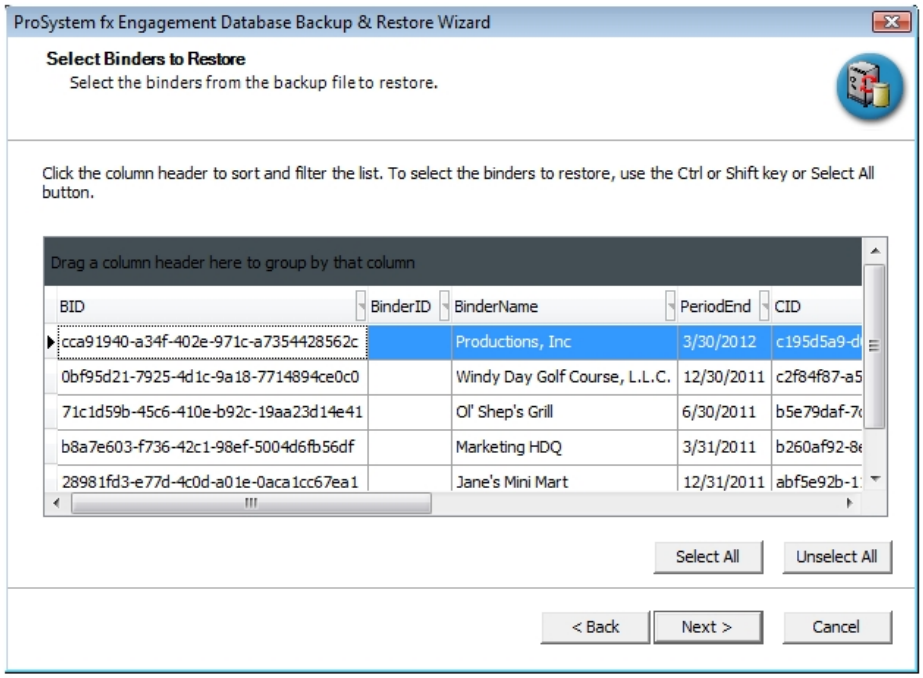
4. Select **Restore** and check the **Binders only** box.



5. Browse for the backup file [.bak] from which to restore the binder database information. The Office Server databases within the selected backup file will display in the list.

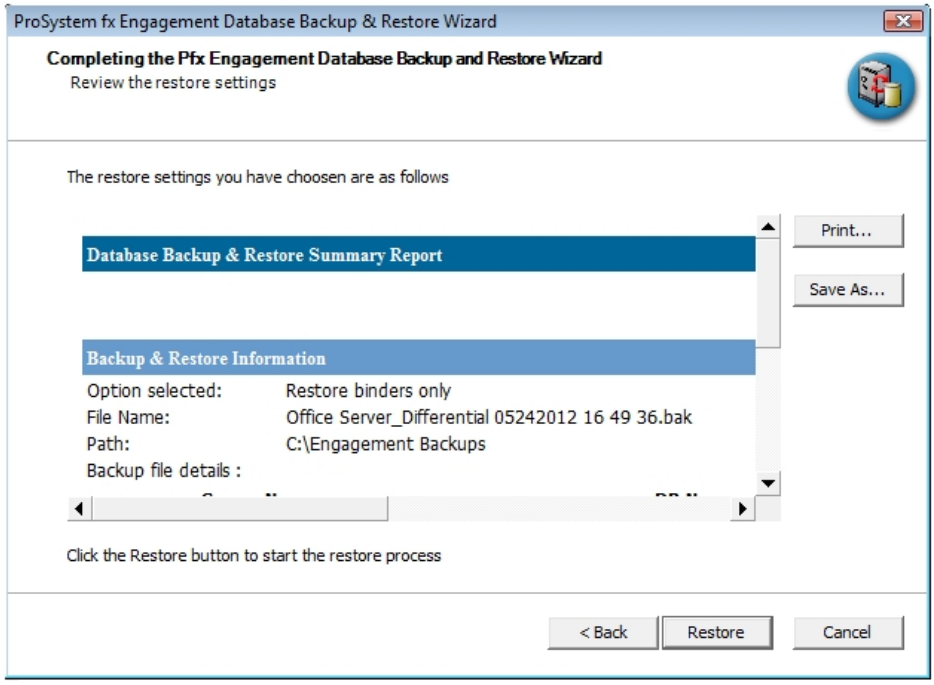
   Note: If the backup file selected is a differential backup, then you will also have to select the full backup file that was the base for the selected differential backup. A second text field and *Browse* button will be displayed allowing you to browse for the full backup file [.bak].

6. Click **Next**.
7. Highlight the individual binder to be restored. To select multiple binders to restore, use the Ctrl or Shift key while highlighting the binders, or click the **Select All** button.

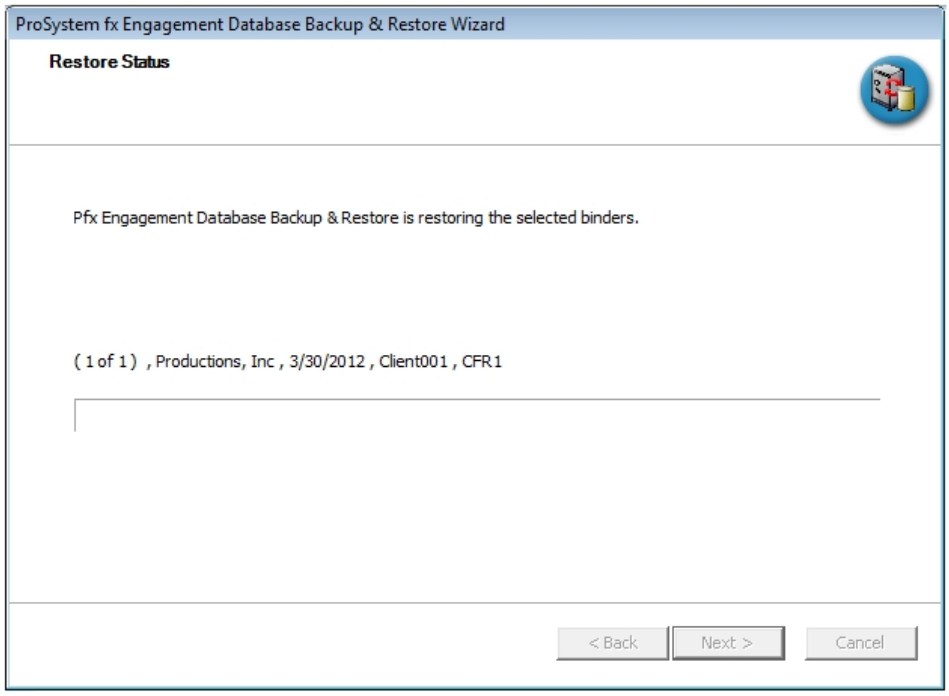


8. Click **Next**.

9. Review the restore settings and click **Restore**.



A progress indicator page displays the progress of the restore.



Once complete, the *Completing the Pfx Engagement Database Backup and Restore Wizard* page will display the number of binders where the database information was successfully restored and the number that failed to be restored.

10. Click **View Log** to view a log detailing the restore information for each binder.

11. Click **Finish** to exit the wizard.

