Wolters Kluwer

CCH® ProSystem *fx*® Workpaper Manager

Welcome to CCH® ProSystem *fx*® Workpaper Manager v. 7.2

This Release Notes document provides important information about the v. 7.2 release of CCH ProSystem *fx* Workpaper Manager. Please review this information carefully. If you have any questions, contact Customer Support at 1-866-513-2677. Additional information is available on CCH Support Online.

Important: *Before upgrading to CCH ProSystem fx Workpaper Manager v. 7.2,* it is critical that each server and workstation has previously run the services security update provided in the February 2015 Update.

Note: There are two guides that provide important information relating to the installation and deployment of CCH ProSystem *fx* Workpaper Manager v. 7.2. These are the *Installation Guide* and the *Deployment Planning Guide* found in the Documents folder with the Install Media.

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Technologies Supported

As communicated last year, the following technologies are no longer supported with CCH ProSystem *fx* Workpaper Manager v. 7.2:

- Microsoft Windows® Server 2003 and 2003 R2
- Microsoft Windows Vista®
- Adobe® 9

The following new technologies are now supported with the CCH ProSystem *fx* Workpaper Manager v. 7.2:

- ◆ SQL Server® 2014, Service Pack 1
- ◆ Adobe® DC
- ◆ QuickBooks® 2015

The following technologies will no longer be supported with the next scheduled release of CCH ProSystem *fx* Workpaper Manager in 2016:

- ◆ Microsoft Windows® Server 2008 and 2008 R2
- ◆ SQL Server® 2008 and 2008 R2
- ◆ Microsoft® Office 2007

New in this Release - CCH ProSystem *fx* Workpaper Manager

One-Click Check In or Check Out of All Workpapers

The one-click check in option synchronizes changes from your local file room to the central file room, and also from the central file room to the local file room (if the workpaper already exists in the local file room). The current editor rights are relinquished from the workpapers during check in.

The one-click check out option synchronizse changes from both locations - local file room and central file room - simultaneously. You gain current editor rights to the available workpapers during check out.

This new feature will save both preparers and reviewers time by allowing them to bypass the synchronization wizard and the numerous steps needed to complete it. You can access this feature by selecting the binder in either the local file room or the central file room, and then the buttons on the toolbar or the right-click menu.

Drag and Drop from Microsoft® Outlook®

You can now drag and drop an Outlook® email message, an attachment from an Outlook® email message, or an Outlook® calendar item into a Workpaper Manager binder. This method simplifies the process because you will no longer need to use the Workpaper Manager ribbon and wizard to complete this task. In addition, as an added efficiency, you may drag and drop one or more items at a time.

Create Links from Microsoft® Excel® to Journal Entries

You can create links from Microsoft® Excel® workpapers to a journal entry debit or credit amount. Once links are setup, any changes to the Excel® workpaper automatically flow to the journal entry, which then flow to the trial balance and the trial balance reports. This feature will be beneficial for recurring journal entries, such as: tax adjustments, cash to accrual entries, not-for-profit functional expense schedules, and much more. The links will roll forward with recurring journal entries, thus saving time next year. The Journal Entry Summary dialog will indicate if a journal entry contains a link, which is helpful when reviewing the journal entries.

Start the process by opening the Microsoft® Excel® workpaper, and then select the dollar amount you want to link to a journal entry. You can either create a new journal entry with a link or add links to an existing journal entry. Select either "Add JE with Links" or "Add Links to Existing JE" from the Engagement ribbon or the right click menu.

Login Fields for CCH Axcess™ Suite Will Now Support More Characters

The login credentials for the CCH Axcess™ suite products have been expanded. The account number, name and password will now support any character on the keyboard. The length of the account number is unlimited.

Fund TB Reports No Longer Have Protected Cells in the Columns and Rows Around the Report

All blank columns and rows surrounding the Fund Trial Balance Reports are available for you to use. You may insert TB Links, tickmarks, comments, etc., as needed. This will eliminate issues with reports becoming corrupt if information was entered into these areas.

Enhanced Security with Wide Area Networks (WAN)

To further protect the workpaper files on the office servers, the synchronization service was enhanced to prevent unauthorized access to the physical file system.

Database Backup and Restore Utility

We've added storage compression with the Database Backup and Restore Utility, so that the size of the backup files is smaller. The storage compression is available with Standard and Enterprise editions of Microsoft SQL Server® versions 2008 R2, 2012 and 2014; and with Enterprise edition of Microsoft SQL Server® version 2008. We've also improved the performance of the utility, so depending upon your environment and other factors, you may find it takes less time to run the backup.

Updated Templates and Packages

The following updates were made to enhance usability:

- ♦ The sample binder templates were updated to the current year.
- ♦ The sample binder packages were updated to the current year.

Both Options Enabled for Send to Portal and Send to Document

Both Send To options will now be always enabled, allowing you to select where you want to send the workpaper directly to: CCH® ProSystem *fx*® Document, CCH Axcess™ Document or CCH Axcess™ Portal.

Issues Resolved

Issues identified in a previous release of CCH ProSystem *fx* Workpaper Manager have been resolved to enhance your workflow, including:

- ♦ You can have two people with the same workpaper open in the same binder at the same time in a shared file room.
- ♦ Fund Journal Entry Reports will correctly display the workpaper references that end in zero.

Important Notes

CCH ProSystem *fx* Workpaper Manager Versions Supported in 2015

Beginning in September 2015, we will no longer support Workpaper Manager versions prior to v. 7.0.

In order to ensure the highest quality support and product experience, CCH will only offer support for the current version and the two previous versions of the software. For this purpose, "support" is defined in two parts: Technical Compatibility and Customer Support.

For more information on the Workpaper Manager version support lifecycle, please visit: http://support.cch.com/answerdoc.aspx?id=sw43082.

Installation Information

Please refer to the *Installation Guide* and the *Deployment Planning Guide* for important information relating to the installation and deployment of CCH ProSystem *fx* Workpaper Manager. These guides may be found in the Documents folder with the Install Media.

.NET 4.0 Full Required for All Installation Options

The installation requires .NET 4.0 Full for WM, TSClient, TSDatabase, Admin, and AdminWS installations.

Service Packs

It is strongly recommended that the latest service packs for operating systems and other software are installed in order for Workpaper Manager to run optimally. Please refer to the *Installation Guide* for more details on the recommended and required versions.

Upgrade Operating System or Microsoft® Office

If applicable, complete operating system or Microsoft® Office upgrades prior to installing the latest version of CCH ProSystem *fx* Workpaper Manager.

Refer to the *Installation Guide* for detailed information regarding the installation and configuration of CCH ProSystem *fx* Workpaper Manager.

Note: Workpaper Manager does not support any 64-bit editions of Microsoft® Office.

Upgrade CCH ProSystem *fx* Workpaper Manager

Upgrades to CCH ProSystem *fx* Workpaper Manager v.7.2 are supported from Workpaper Manager v. 7.0 and v. 7.1. It is required that all Workpaper Manager office servers and workstations be upgraded. If you are currently using a version prior to 7.0 and require assistance with upgrading, please contact Technical Support at 1-866-513-2677.

◆ **Important:** *Before upgrading to Workpaper Manager v. 7.2,* it is critical that each server and workstation has previously run the services security update provided in the February 2015 Update.

When upgrading the CCH ProSystem *fx* Workpaper Manager Administrator module from v. 7.0 or higher, you will be required to reset your name and password after the installation of v. 7.2, if you have changed the logon account for the PFXSYNPFT Service to allow workpapers to reside on a remote server. Failure to do so will result in failed synchronizations.

During a new installation of CCH ProSystem *fx* Workpaper Manager Administrator module, the creation of bin databases for storing binder information will default to the installation directory (x:\Pfx Workpaper Manager\Admin\Data). If you prefer the bin to be created in a location other than the Admin installation directory, you must change the bin directory path on the Choose Bin Database Path dialog during the installation. Please refer to the *Installation Guide* for additional information.

For specific user rights requirements, please refer to Appendix E in the *User Guide*.

Ports

CCH ProSystem *fx* Workpaper Manager transfers data over the following ports:

◆ SQL Server (PROFXWORKPAPER MANAGER) - TCP port 2029; UDP port 1434

◆ Pfx.Workpaper Manager.SocketService - TCP port 4531

◆ PFXSYNPFTService - TCP port 6735

◆ PFXEngDesktopService - TCP port 6736

◆ PfxConfigUtility - UDP port 6737

◆ P2EWinService - TCP ports 943 and 4530

◆ SharedFileRoom - TCP port 445

◆ KC Shared Service - TCP port 8732

These ports are configured on the server and workstations during installation. However, if you are connecting over a VPN, through a firewall, or another device such as a router, you will need to ensure that these ports are opened for the program to work correctly.

Mass Deployment

Workpaper Manager allows for mass deployment/installation by way of pushing the install to computers. Installs using an MSI file vary depending on what deployment tool is used. For instructions on how to complete the installation with an MSI package using Active Directory, please refer to the *Installation Guide*. If you are using a deployment tool other than Active Directory, please consult your deployment application documentation for further instructions on how to push the install with an MSI package.

Minimum Requirements

The minimum system memory for Workpaper Manager Administrator or Workpaper Management modules on a 32-bit computer is 2 GB. In addition, CCH ProSystem *fx* Workpaper Manager requires MDAC 2.8 SP1 or higher on each workstation. Please see the *Installation Guide* for additional information.

Logging In After Update

If you are updating from a previous version, there is a VSTO clean-up process that will add time to the initial log in to CCH ProSystem *fx* Workpaper Manager after the upgrade. It may be helpful to notify end users of the additional initial login time.

SQL Express/SQL Upgrade

SQL Server Express is a free edition of SQL Server that may be used in conjunction with CCH ProSystem *fx* Workpaper Manager. If firms choose to purchase Microsoft SQL Server® 2008, Microsoft SQL Server® 2008 R2, Microsoft SQL Server® 2012 or Microsoft SQL Server® 2014, there may be additional licensing costs associated. Please refer to http://www.microsoft.com/sqlserver/en/us/editions/previous-versions.aspx for detailed licensing options.

Important: Workpaper Manager v. 7.2 supports Microsoft® SQL Server Express, Standard and Enterprise editions in versions 2008, 2008 R2, 2012 and 2014, as its database engine.

Operating Systems Not Supported

CCH ProSystem *fx* Workpaper Manager should not be installed on the following:

- ♦ Microsoft® Small Business Server (for more information, see http://support.cch.com/answerdoc.aspx?id=sw34431)
- ♦ A Domain Controller Server (for more information, see http://support.cch.com/answerdoc.aspx?id=sw3787)
- ♦ An Exchange Server
- ♦ Linux, as it is supported for workpaper storage only.

Conversion of Binders, Templates, Packages and Trial Balance Databases

Binders

When upgrading, the Workpaper Manager binder databases will be converted during the installation process.

Important: Prior to installation, ensure there is a successful backup of the Workpaper Manager databases, workpapers, and templates. For additional information, please refer to Appendix G: Database Backup and Restore in the *User Guide*.

Templates and Binder Packages

All binder templates must be converted from the Workpaper Management module after installing Workpaper Manager v. 7.2. Binder templates created in v. 4.0 or later may be converted directly to v. 7.2. Binder template conversion must be run on a machine with a local installation of Workpaper Manager Workpaper Management. Users in a Citrix or Terminal Services environment should convert the binder templates in a non-Citrix or non-Terminal Services environment. The binder templates can then be copied to the Citrix or Terminal Server.

Trial balance templates created in Workpaper Manager v. 4.0 or higher can be converted via a process provided on the File menu of the Workpaper Manager File Room.

Binder packages created in Workpaper Manager v. 4.0 or higher will automatically be converted to v. 7.2 when received into a local file room. Binders archived in v. 4.0 or higher may be unarchived with v. 7.2. Binder backups created in Workpaper Manager v. 4.0 or higher can be restored into v. 7.2.

Trial Balances

Trial balances created in Workpaper Manager v. 5.7 or earlier can be converted at a central file room or local file room level after the installation of Workpaper Manager v. 7.2 by using the Trial Balance Conversion Utility. Alternatively, trial balances can be converted automatically during synchronization of the binder. Converting trial balances during the synchronization process will increase synchronization times. Please refer to the *Conversion Guide* for more information, which is available at CCH Support Online.

Database Backup & Restore

Regular nightly backups of Workpaper Manager databases, workpapers, and templates will enable you to restore them in the event of a hardware failure or other disaster. In addition, you can choose to incorporate differential backups as part of your backup strategy. If you require assistance in setting up a scheduled nightly backup or ensuring your current backup is capturing all necessary files, please visit http://support.cch.com/answerdoc.aspx?id=sw33890 or contact Technical Support at 1-866-513-2677.

During the installation of the Workpaper Manager Administrator module v. 7.2, the Database Backup and Restore Utility will automatically be installed to the x:\Pfx Workpaper Manager\Admin\Utilities\Backup Restore directory.

Important: If you are currently using 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 CCH ProSystem *fx* Workpaper Manager Database Backup and Restore Utility allows the restoration of a single binder or an entire central file room.

For additional information about the Database Backup and Restore Utility or instructions on setting up a scheduled task for the nightly backup, please refer to Appendix G: Database Backup and Restore in the *User Guide*.

Other Information

Microsoft® Windows® 7, Windows® 8 and Windows® 8.1

When running the CCH ProSystem *fx* Workpaper Manager Configuration Utility in a Windows® 7, Windows® 8 or Windows® 8.1 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.

Virtualization included in Microsoft® Windows® 7, Windows® 8 or Windows® 8.1 limits users' rights to certain directories with User Account Control (UAC) enabled. Due to these limitations, it is recommended that CCH ProSystem *fx* Workpaper Manager not be installed to the C:\Windows, C:\Windows\System 32, or C:\Program Files directories. For additional information, refer to Microsoft's Windows Vista Application Development Requirements for User Account Control Compatibility document. Please contact Technical Support at 1-866-513-2677, for installations of CCH ProSystem *fx* Workpaper Manager v. 7.0 or higher that currently exist in these locations.

Microsoft® Office 2007, Office 2010, or Office 2013 Ribbon

The Workpaper Manager menu items will appear on both the Workpaper Manager Ribbon and on the Add-Ins tab. It is possible to disable the Workpaper Manager Ribbon functions by going to the Excel/Word Options and choosing Add-Ins. Select Manage COM Add-ins and uncheck Pfx.Ribbon.ExcelAddIn (for Excel) or Pfx.Ribbon.WordAddIn (for Word) from the list of Add-Ins available.

Microsoft Office 365™

Microsoft offers multiple packaging options (called "plans") for Office 365™, which are either available with online only versions of the Office applications or desktop versions. (For example, Office 365™ Midsize Business or Office 365™ Enterprise E3.) To use Office 365™ with Workpaper Manager, you must subscribe to a version of Office 365™ that includes a desktop version and have the desktop version of Office installed on the PCs that will be running Workpaper Manager. In this scenario, the experience is essentially the same as the user running Microsoft® Office 2013.

Note: CCH does NOT currently have plans to support online only versions of Office. This is largely due to the fact that Microsoft does not support customized ribbons/add-ons in the online versions.

To see a comparison of the different Office 365™ plans, and which ones include desktop versions of the applications, visit: http://office.microsoft.com/en-us/business/compare-all-office-365-for-business-plans-FX104051403.aspx.

Office Servers/Administrator Module

Changing the computer name after Workpaper Manager is installed is not supported. Changing the computer name may cause login failures, synchronization failures, and database errors.

System time clocks must be synchronized across all office servers to ensure proper data flow between servers. Failure to properly ensure that all time clocks are synchronized before performing Administrator module functions may result in data loss.

Static IP addresses are recommended for all office servers.

All office servers should be synchronized before adding a new office server or updating to a new version of Workpaper Manager.

All Administrator users must have access and rights to the Admin Share directory on all office servers.

Export to Tax

Dynalink from Workpaper Manager to CCH® ProSystem *fx*® Global *fx* Tax through a Citrix session is not supported.

Dynalink to both CCH® ProSystem *fx*® Global *fx* Tax and the desktop application for a single client is not supported.

When using the Dynalink option to export trial balance data to CCH® ProSystem *fx*® Tax or CCH Axcess™ Tax, the Employer ID # (EIN) used for the Dynalink configuration on the Tax Software Interface dialog in Workpaper Manager must be unique. If you have multiple clients that will be using the same EIN, please add additional characters to the end of the EIN to make each one unique (e.g., 99-999999-1).

Synchronization

Synchronization utilizes two services for data transfer. The services are PFXSYNPFTService.exe and PfxEngDesktopService.exe. For further information regarding these services and how they function, please refer to Appendix E in the *User Guide*.

General

Workpaper Manager toolbar customizations may be made using a 1024x768 or greater screen resolution. Lower screen resolutions may result in the inability to view additional toolbar buttons added to the Workpaper Manager toolbar.

Large fonts are not supported by CCH ProSystem *fx* Workpaper Manager.

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If you have any questions, please call Customer Service at 1-866-513-2677.