



**CCH<sup>®</sup> ProSystem *fx*<sup>®</sup> Workpaper Manager**

**Field Guide**

**July 2016**

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# Overview

## OVERVIEW

The Field Guide is designed to be used as a quick reference for experienced users of CCH ProSystem *fx* Workpaper Manager. This Field Guide is ideal to use as a supplement to our training courses. It describes the most common way to perform tasks.

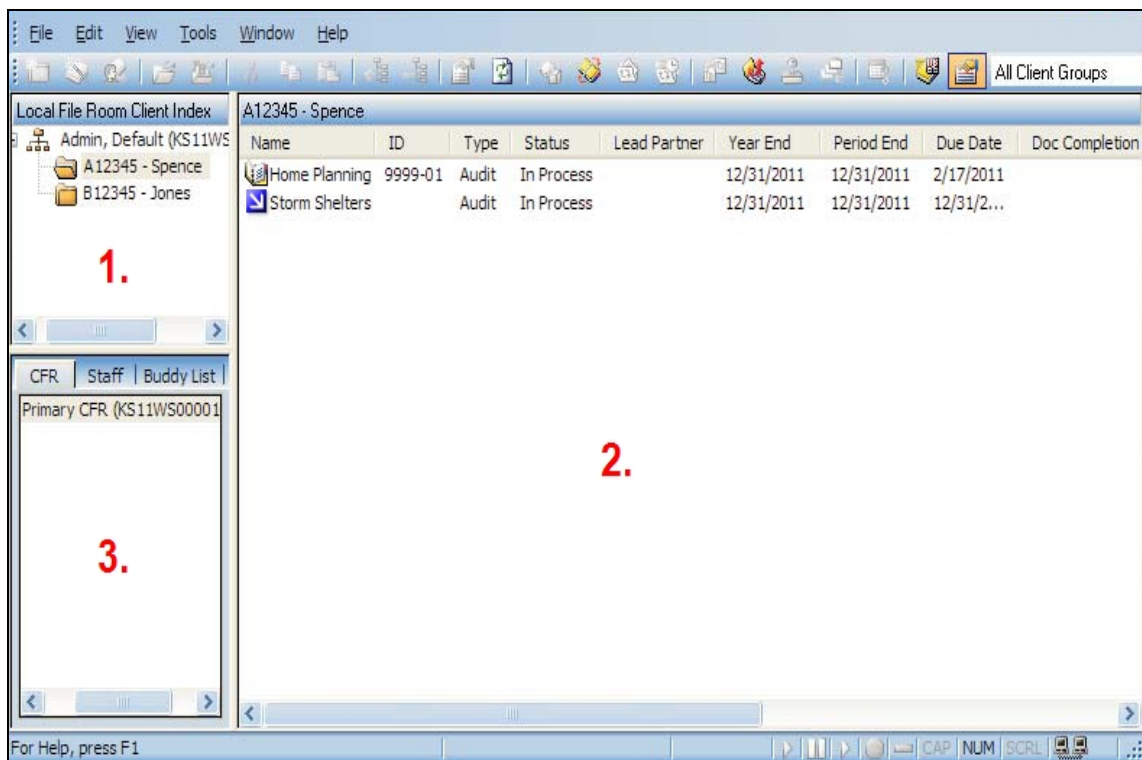
Refer to the *CCH ProSystem fx Workpaper Manager User Guide* for a more comprehensive explanation of these functions and all of the ways to perform them. You can access the User Guide from the Help Menu in CCH ProSystem *fx* Workpaper Manager.

# Chapter 1

## CHAPTER 1 - LOCAL FILE ROOM

There are three views for the local file room: Client Index view, Central File room view, and Workpaper Manager Today view.









### Client Index View



**1. Client Index Pane.** This area of the File Room displays client folder information. The Client Folders hold your Workpaper Manager binders.

**2. Contents Pane.** This area displays the contents of the selected item in the *Client Index Pane*. These could be client folders or binders. You can sort items shown in this pane by clicking the column headers.

**Binder.** The Binder name displays beside one of the following images, based on the Document Completion Date:

Icon	Name/Description
	<b>Standard binder.</b> The user is not the current editor of any workpapers in the binder, and the document completion date is not approaching or past due.
	<b>Current Editor.</b> 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.
	<b>Document Completion Date Approaching.</b> 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 (i.e., 45 or 60 days) from the current date.
	<b>Document Completion Date Approaching and Current Editor.</b> 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 (i.e., 45 or 60 days) from the current date.
	<b>Document Completion Date Past Due.</b> 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 the binder must be documented.
	<b>Document Completion Date Past Due and Current Editor.</b> 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 the binder must be documented.
	<b>Finalized Binder.</b> The binder has been finalized.
	<b>Finalized Binder Partially Synchronized.</b> The binder has been finalized but errors occurred during synchronization, or the binder synchronization was stopped by the user and is only partially synchronized.


**3. Remote File Rooms Pane.** This area contains three tabs:

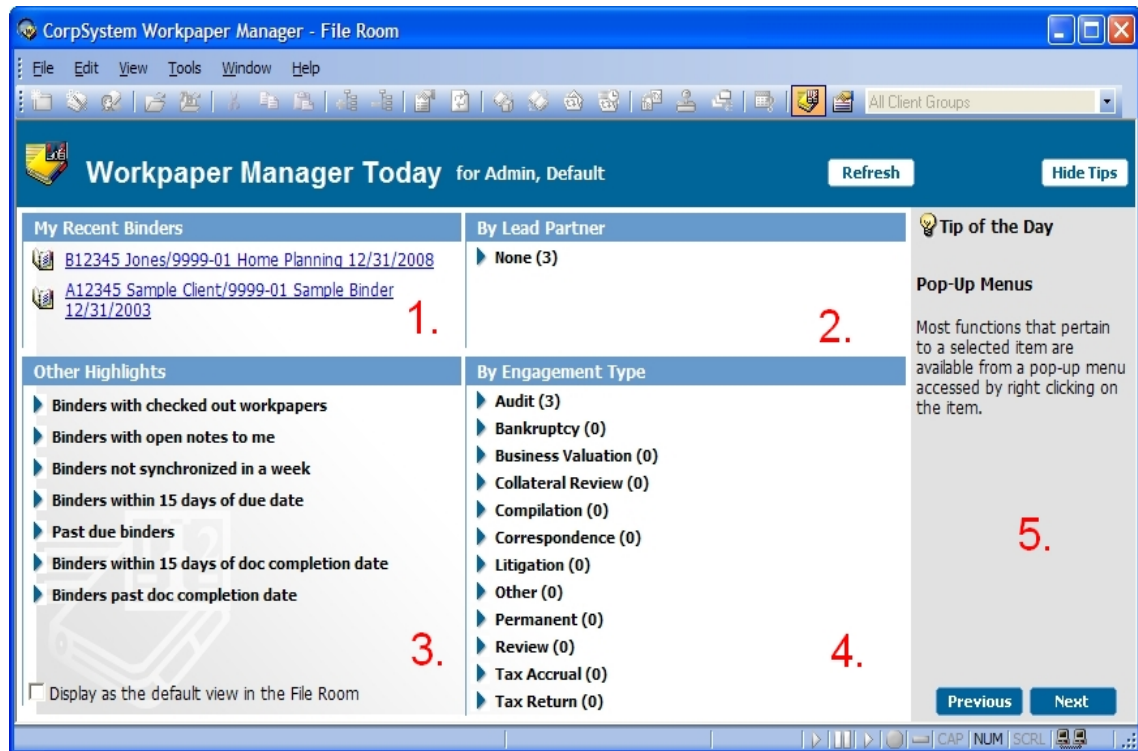
- **CFR (Central File Room).** Lists all CFRs set up for the firm. If you have logged in from the Field, you will not see the *CFR* tab.
- **Staff.** Lists all staff members.
- **Buddy List.** Lists the staff members you have added to your Buddy List.



## Workpaper Manager Today View

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

 **Note:** Workpaper Manager Today is not available from a shared file room.



The Workpaper Manager Today view displays five panes:

- 1. My Recent Binders.** Displays links to the last four binders used.
- 2. By Lead Partner.** Displays a list of binder links sorted by lead partner from the binder properties.
- 3. Other Highlights.** Displays a list of binder links sorted by specific criteria.
- 4. By Engagement Type.** Displays a list of binder links sorted by the categories listed.
- 5. Tip of the Day.** Displays suggestions for using the program more efficiently. You can hide the Tip of the Day by clicking **Hide Tips**. Click **Previous** and **Next** to navigate through the tips.

# Chapter 2

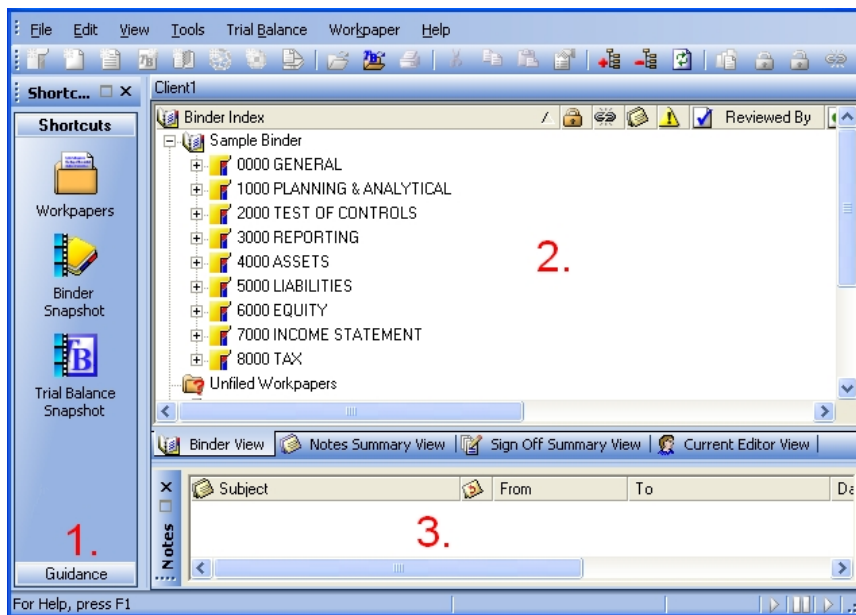
## BINDER WINDOW

To open a binder, double-click the binder in the file room. The *Binder* window is made up of four views:

- Binder View
- Notes Summary View
- Sign Off Summary View
- Current Editor View (or Live Editor View)

### Binder View

The Binder View displays the contents of the binder and the status of the workpapers in the binder.



**1. Shortcut Bar.** The Shortcut Bar provides quick access to many Workpaper Manager functions, including Workpapers, the Binder Snapshot, and the Trial Balance Snapshot.

**2. Binder Index Pane.** The Binder Index Pane includes the following folders:



- **Tabs.** The Binder folder contains tabs that organize the workpapers.
- **Unfiled Workpapers.** This folder stores workpapers that have not been filed yet. Reports generated by CCH ProSystem *fx* Workpaper Manager originally appear here. 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.
- **Published Workpapers.** This folder stores copies of Word or Excel<sup>®</sup> workpapers where the formulas (such as, trial balance links) have been automatically converted to values.
- **Trash.** This folder contains the workpapers you delete in CCH ProSystem *fx* Workpaper Manager. If you have deleted a workpaper by mistake, you can restore it and it will be filed back to the appropriate tab.



The Binder folder contains tabs that organize the workpapers. Workpaper properties display in columns to the right of the *Binder Index* column and include the following:



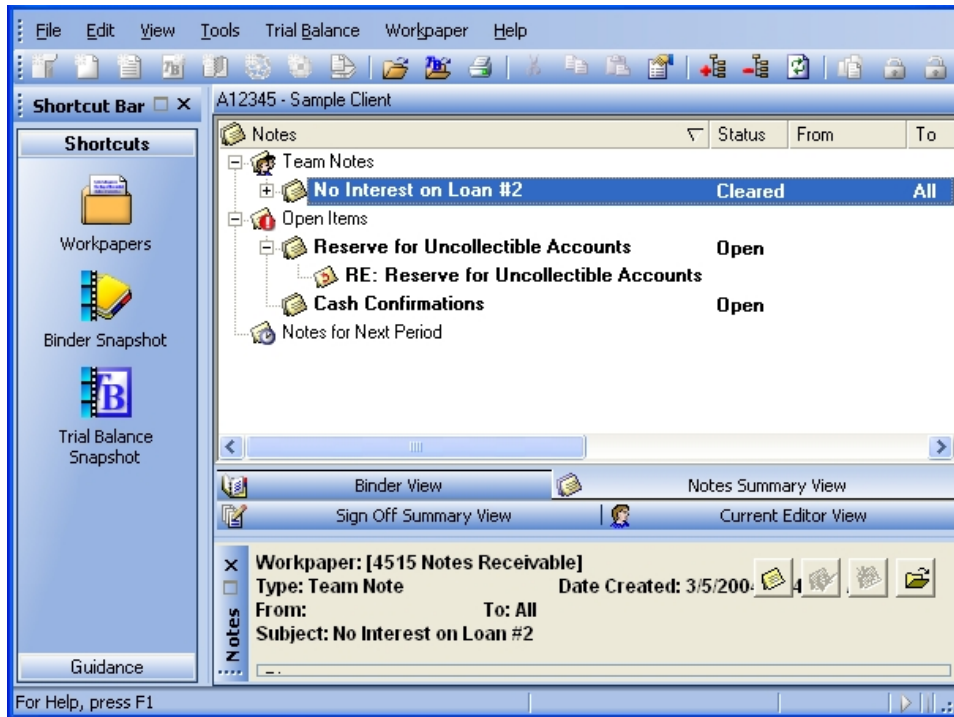
- **Index Number and Name.** The alphanumeric index number is optional. The name is required, and it describes the content of the workpaper.
- **Locked.** A locked paper is read-only.
- **Frozen Links.** If the Workpaper Manager links in the selected workpaper are frozen, this icon displays.
- **Note.** If a note has been created for this workpaper or workpaper tab, this icon displays.
- **Modified after Reviewer Sign Off.** If the administrator has chosen to flag workpapers that have been modified after a reviewer has signed off, this icon displays as appropriate.
- **Prepared By.** When a workpaper is signed off by a preparer, the date and preparer's initials display.
- **Reviewed By.** When a workpaper is signed off by a reviewer, the date and reviewer's initials display.
- **2nd Reviewed By.** When a workpaper is signed off by a second reviewer, the date and reviewer's initials display.
- **File Modified Date.** The date and time the workpaper was last changed.
- **Current Editor** (if viewing a non-shared file room). The staff member who has checked out this workpaper.
- **Live Editor** (if viewing a shared file room). The staff member who has this workpaper open. If no staff member has the workpaper open, then <Available> displays if the file room's host is current editor of the workpaper. <Unavailable> displays if the host is not the current editor.
- **Assigned To.** The team member who the current editor has assigned the workpaper to prior to synchronizing. (Does not display in shared file rooms.)

**3. Notes Pane.** When a workpaper or tab with a note is selected in the *Binder* window, information about the following displays: subject, number of responses, who it is from and assigned to, the date created, who cleared the note, and the date cleared.

## Notes Summary View

The Notes Summary View displays all of the notes that exist in the binder. The Notes are broken down into three types:

- Team Notes
- Open Items
- Notes for Next Period



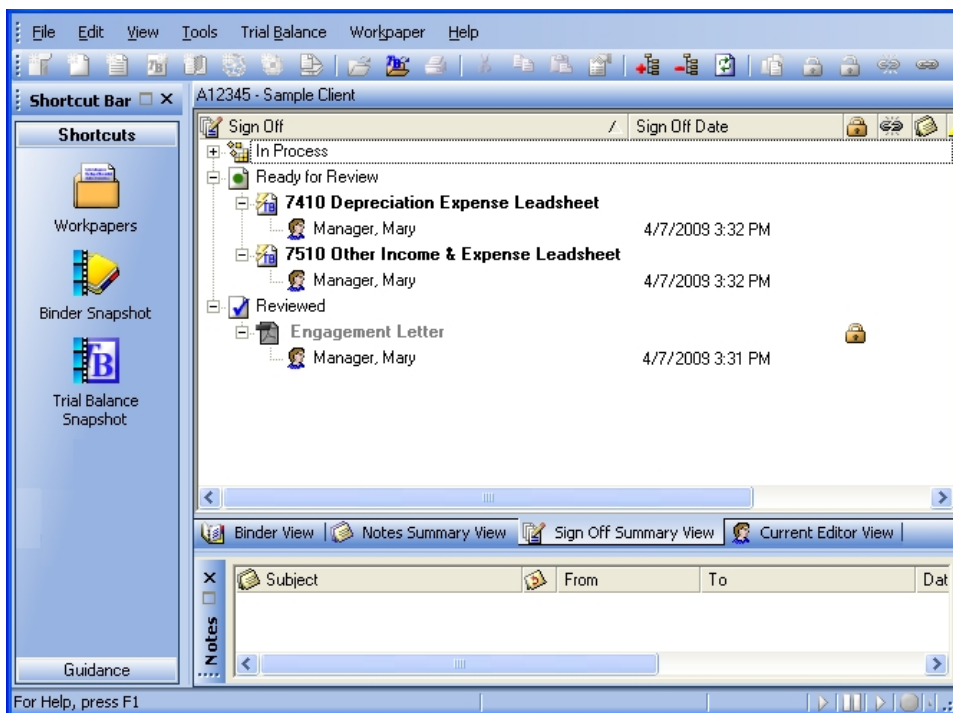
## Sign Off Summary View

The Sign Off Summary View displays the level of review for all of the workpapers that exist in the binder.

The level of review is broken down into three stages:

- In Process
- Ready for Review
- Reviewed

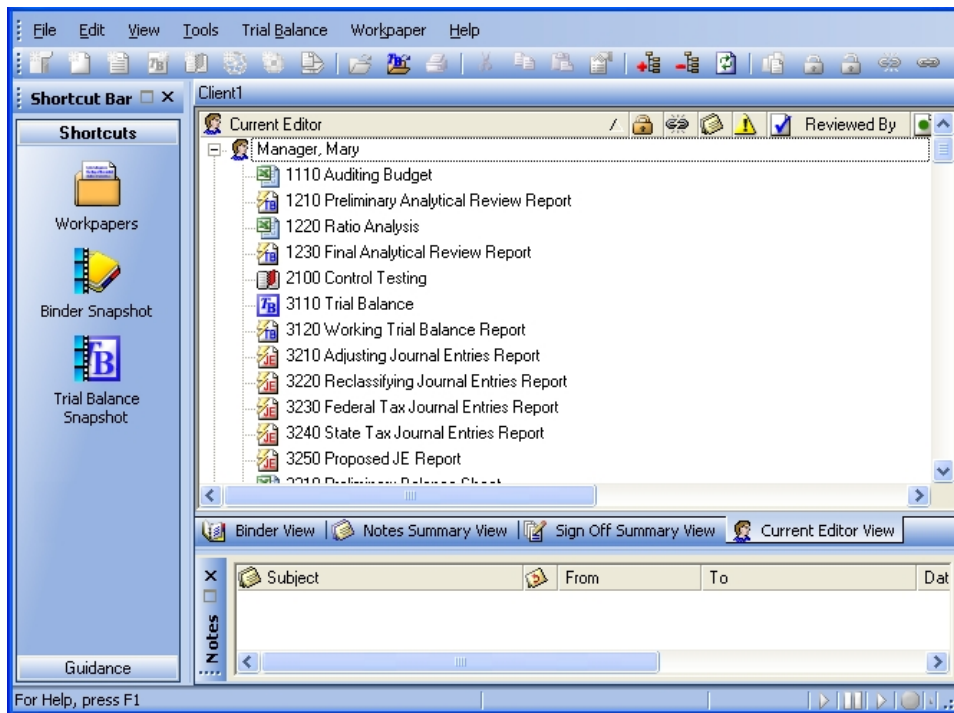
Team members that have signed workpapers off are listed, with the sign off date, under each workpaper.



## Current Editor View (or Live Editor View)

If you are viewing a non-shared local file room, the *Current Editor View* tab is available. The Current Editor View displays all of the team members assigned to the binder. Displayed under each team member is a list of the workpapers they have checked out. Any workpaper not checked out to a team member appears in the *Unassigned* section.


















If you are viewing a shared local file room, the *Live Editor View* tab is available. The Live Editor View displays all the staff members who are currently working on a workpaper in the binder. Under each staff member is a list of the workpapers he or she is working on. Any workpapers that are not being worked on are listed in the *Unassigned* section.










## Chapter 3

# WORKPAPER MANAGER TOOLBAR - FILE ROOM

The Workpaper Manager toolbar in the *File Room* window consists of the following buttons:

-  **New Client.** Creates a new client folder.
-  **New Binder Wizard.** Creates a new binder.
-  **Assign Binder Staff.** Adds team members to a binder.
-  **Open.** Opens the selected item.
-  **Open Trial Balance.** Opens the trial balance in a selected binder. If there is more than one trial balance, a list appears for you to select from.
-  **Cut.** Cuts item(s) to the clipboard.
-  **Copy.** Copies item(s) to the clipboard.
-  **Paste.** Pastes item(s) from the clipboard.
-  **Expand All.** Expands the entire tree.
-  **Collapse All.** Collapses the entire tree.
-  **Properties.** Displays properties of the selected item.
-  **Refresh.** Refreshes the local file room or central file room.
-  **Create Binder Package.** Creates a single file (compressed) of a binder to send to other Workpaper Manager users.
-  **Receive Binder Package.** Receives a binder package created by another Workpaper Manager team member.
-  **Synchronize Binder.** Opens the *Synchronize Binder Wizard*.
-  **Express Synchronization.** Automatically synchronizes the binder to the central file room without opening the *Synchronize Binder Wizard*.
-  **Tax Software Interface.** Exports trial balance data to tax vendors.

-  **Finalize Binder**. Opens the *Finalize Binder* Wizard for the selected binder.
-  **Roll Forward**. Opens the *Roll Forward* Wizard for the selected binder.
-  **Client Inquiry**. Opens the ProSystem fx Practice Client Inquiry Module.
-  **Workpaper Manager Today**. Displays the Workpaper Manager Today view.
-  **Client Index**. Displays the Client Index view.
-  **Check In All Workpapers**. Checks in all eligible workpapers in the binder.
-  **Check Out All Workpapers**. Checks out all eligible workpapers in the binder and synchronize the full binder.




















**Client Group Filter**. Filters the clients in the file room by client group.


















## Chapter 4

# WORKPAPER MANAGER TOOLBAR - BINDER WINDOW

The Workpaper Manager toolbar displayed in the *Binder* window consists of the following buttons:

-  **New Tab**. Creates a new workpaper tab.
-  **New Workpaper from Template**. Creates a new workpaper from predefined templates.
-  **New Workpaper from File**. Inserts into the binder a new workpaper from an Excel<sup>®</sup>, Word, or other file type.
-  **New Trial Balance**. Creates a new trial balance.
-  **New Manual Workpaper**. Creates a workpaper to serve as a placeholder for a physical workpaper not inserted into the Binder.
-  **New Placeholder**. Creates a name and index number for a workpaper that will be added at a later date from a file or scanned document.
-  **New Workpaper from Scanner**. Creates a new workpaper from a TWAIN-compliant scanner.
-  **Open**. Opens the selected item.
-  **Open Trial Balance**. Opens the trial balance. If there is more than one trial balance, a list appears for you to select from.
-  **Print**. Prints the selected workpaper or report.
-  **Cut**. Cuts item(s) to the clipboard.
-  **Copy**. Copies item(s) to the clipboard.
-  **Paste**. Pastes item(s) from the clipboard.
-  **Properties**. Displays properties of the selected item.
-  **Expand All**. Expands Binder Views to show all workpapers.
-  **Collapse All**. Collapses Binder Views to hide all workpapers.
-  **Refresh**. Refreshes and re-sorts Binder tabs and workpapers.

-  **Publish Workpaper.** Publishes a workpaper to convert formulas to values.
-  **Lock Workpaper.** Locks a workpaper as read-only.
-  **Unlock Workpaper.** Unlocks a workpaper.
-  **Freeze Links.** Freezes Workpaper Manager links in the selected workpaper so that links are not refreshed.
-  **Unfreeze Links.** Unfreezes Workpaper Manager links for the selected workpaper.
-  **Create Workpaper Note.** Creates a note for the selected workpaper.
-  **Sign Off Workpaper Properties.** Opens the Workpaper Properties dialog.
-  **Sign Off As Preparer.** Adds sign off initials in the Prepared by column.
-  **Sign Off As 1st Reviewer.** Adds sign off initials in the Reviewed by column.
-  **Sign Off As 2nd Reviewer.** Adds sign off initials in the 2nd Reviewed by column.
-  **Tax Software Interface.** Exports data to tax packages.
-  **Binder View.** Displays binder contents and workpaper status.
-  **Notes Summary View.** Displays workpaper and workpaper tab notes by type.
-  **Sign Off Summary View.** Displays workpapers sorted by level of review.
-  **Current Editor View/Live Editor View.** Displays workpapers sorted by current editor or live editor.

## Chapter 5

# WORKPAPER MANAGER TOOLBARS IN EXCEL<sup>®</sup> AND WORD

## Workpaper Manager with the Microsoft<sup>®</sup> Office Ribbon










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Workpaper Manager takes advantage of the Ribbon interface in Excel<sup>®</sup> and Word. The *Workpaper Manager* tab displays all of the functions you need to complete workpaper tasks. The Workflow group of the *Workpaper Manager* tab includes the six most recently used tickmarks.

## Workpaper Manager Ribbon - Excel<sup>®</sup>

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The Microsoft<sup>®</sup> Excel<sup>®</sup> Ribbon consists of the following buttons:

-  **QuickView**. Displays the balance broken down by assets, liabilities and equity, revenue, expenses, and net income.
-  **Refresh**. Refreshes all links in the workpaper, including Name, Date, and Trial Balance Links.
-  **Properties**. Enables you to view and modify trial balance and trial balance report properties.
-  **Insert TB Link**. Creates links from the trial balance to an Excel<sup>®</sup> or Word workpaper, without having to open the trial balance.
-  **Paste TB Link**. Allows the pasting of numbers from the trial balance to the Excel<sup>®</sup> or Word workpaper.
-  **Drill Down TB Link**. Drills down to the accounts that make up the dollar amounts calculated in the linked formula.
-  **Name Functions**. Inserts information about the Client, Firm, Binder or Workpaper.
-  **Date Functions**. Inserts links to Current and Prior date information.
-  **Freeze TB Links**. Freezes links in a workpaper or report, so new links cannot be inserted and existing links will not be updated when changes are made to the trial balance.

-  **Replace TB Link Name.** Replaces links within workpapers and reports according to the selection made and refreshes all workpapers.
-  **Quiklink.** Links between a trial balance and the CCH<sup>®</sup> ProSystem fx<sup>®</sup> Tax return.
-  **Create WP Note.** Creates a note for the workpaper.
-  **Insert WP Reference.** Inserts a reference link to another workpaper in the binder.
-  **Open WP Reference.** Opens the referenced workpaper.
-  **Tickmarks.** Allows you to annotate reports with symbols and footnotes.
-  **Note:** The 6 most recently used tickmarks will appear on the ribbon.
-  **Add Journal Entry.** Adds a journal entry.
-  **JE Summary.** Displays current journal entries by type. You can add, modify, or delete journal entries from this window.
-  **WU Journal Entry.** Organizes the transaction data in journals.
-  **Add JE with Links.** Allows you to add links from an Excel<sup>®</sup> workpaper to a new journal entry.
-  **Add Links to Existing JE.** Allows you to add links from an Excel<sup>®</sup> workpaper to an existing journal entry.
-  **Refresh All JE Links.** Refreshes all amounts for every journal entry link in the binder.
-  **TB Edit Mode.** Allows you to modify account information.
-  **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.
-  **Import.** Assist in importing trial balance data from other supported trial balance software programs.
-  **Consolidate TB.** Consolidates data from single company trial balances into a consolidated trial balance.
-  **Account Groupings.** Opens the *Account Groupings* window.
-  **Classifications.** Allows you to view and edit account and ratio classifications.
-  **Funds Setup.** Opens the Funds Setup dialog where you can add, edit, or delete funds for the selected trial balance. This is available for fund trial balances only.
-  **Create.** Creates TB, Journal Entry, or Write-Up reports.

View:

**View.** Switches to any view you created in your trial balance.

Group: Financial Sta...

**Group.** Switches to any grouping list you created in your trial balance.



**TB Column Setup.** Opens the *TB Column Setup* window where you can modify the columns displayed in the trial balance.



**Select Funds.** Displays the Select Funds dialog where you can setup fund types, fund subtypes, and funds and then assign accounts directly to these funds. This is available for fund trial balances only.

## Workpaper Manager Ribbon - Word

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The Microsoft® Word Ribbon consists of the following buttons:



**QuickView.** Displays the balance broken down by assets, liabilities and equity, revenue, expenses, and net income.



**Refresh.** Refreshes all links in the workpaper, including Name, Date, and Trial Balance Links.



**CCH Footnote.** Inserts a CCH footnote.



**Insert TB Link.** Creates links from the trial balance, without having to open the trial balance.



**Paste TB Link.** Links data from your trial balance to your workpapers or financials. This information updates with trial balance changes.



**Drill-down TB Link.** Drills down to the accounts included in the linked formula.

Name Functions ▾

**Name Functions.** Inserts Client, Workpaper Manager, and Firm information links.

Date Functions ▾

**Date Functions.** Inserts Current and Prior date links.



**Freeze TB Links.** Freezes Workpaper Manager links for the workpaper so that links are not refreshed.



**Replace TB Link Name.** Replaces trial balance link names and updates links.



**View Field Codes.** Toggles all links in Word on/off. When on, you can view and edit Workpaper Manager formula links directly.



**Insert WP Reference.** Inserts a link to another workpaper in the binder.



**Open WP Reference.** Opens the referenced workpaper.






**Create WP Note.** Creates a note for the workpaper.



**Tickmarks.** Displays the tickmark toolbar.



**Add Journal Entry.** Adds a journal entry.

-  **JE Summary**. Enables you to add, modify, or delete journal entries.
-  **WU Journal Entry**. Organizes the transaction data in journals.
-  **Setup**. Accesses trial balance setup functions.

## Chapter 6

# ADDING ITEMS - FILE ROOM

## New Client Folder

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1. Click **New Client** on the toolbar.
2. Enter the client's information on the *Profile* tab.
3. Click the **Groups** tab to assign the client to a client group.
4. Click the **Contacts** tab to enter contact information.
5. Click **OK** when finished.

## New Binder

---



1. Click **New Binder Wizard** on the toolbar.
2. Click **Next** on the *Welcome* dialog.
3. Select the client folder and click **Next**.
4. Select a central file room and click **Next**.
5. Select the source for the binder:
  - **Create binder from template.**
    - a. Select the tab containing the template.
    - b. Select a template and click **Next**.
  - **Create blank binder** (no tabs or workpapers). Click **Next**.
  - **Create binder from existing binder in your local file room.**
    - a. Select client folder that contains the binder.
    - b. Select the binder to use and click **Next**.
6. Enter the general properties of the binder and click **Next**.
7. Enter period information for the binder and click **Next**.

8. Assign additional teams or staff to the binder by clicking the **Assign** buttons.



**Note:** To assign staff members after a binder has been created, select the binder in the File Room and then select **File > Properties**. On the *Binder Staff* tab, click the **Assign** button.

9. Click **Finish**.
10. Review the New Binder Summary Report and click **Create** to create the binder.



## Chapter 7

# ADDING ITEMS - BINDER WINDOW

## New Tab

---

To add a new tab, do the following:

1. In the Binder Index, right-click where you want the new tab.
2. Select **New Tab** from the list.
3. Enter the **Name** (required) and **Index #**.
4. Click **OK**.

## New Workpaper

---

You can add a workpaper in one of the following ways:

### New Workpaper from Template

1. Right-click the tab where you want the new workpaper.
2. Select **New Workpaper from Template**.
3. Select the tab containing the template.
4. Select the template to use and click **OK**.
5. Enter the **Name** (required) and **Index #**.
6. Click **OK**.

### New Workpaper from File

1. Right-click the tab where you want the new workpaper.
2. Select **New Workpaper from File**.
3. Choose the location in the *Look in* field.
4. Select the file to insert and click **OK**.
5. Enter the **Name** (required) and **Index #**.
6. Click **OK**.

## New Trial Balance

1. Right-click the tab where you want the new workpaper.
2. Select **New Trial Balance**.
3. Select the tab containing the template.
4. Select the template to use and click **OK**.
5. Enter the **Name** (required) and **Index #**.
6. Click **OK**.

## New Manual Workpaper

1. Right-click the tab where you want the new workpaper.
2. Select **New Manual Workpaper**.
3. Enter the **Name** (required) and **Index #**.
4. Click **OK**.

## New Placeholder

1. Right-click the tab where you want the new workpaper.
2. Select **New Placeholder**.
3. Enter a **Name** (required) and **Index #**.
4. Click **OK**.





## New Workpaper from Scanner

1. Right-click the tab where you want the new workpaper.
2. Select **New Workpaper from Scanner**.
3. Select your scanner from the *Scanner* drop-down menu and click **Scan**.
4. Adjust any settings, and begin the scan according to your scanner's user guide.
5. Review a thumbnail image of each scanned page and click **Scan More** or **Finish**.
6. Enter the **Name** (required) and **Index #**.
7. Click **OK**.

## Chapter 8


# UNDERSTANDING THE TRIAL BALANCE

While Trial Balances appear to be normal Excel® files, they actually represent the databases that store all of your data. The types of trial balances are as follows:

-  Standard single company trial balance
-  Consolidated trial balance
-  Fund trial balance
-  Write Up trial balance

Trial balances created with a version of Workpaper Manager prior to 6.0 must be converted to Microsoft® SQL Server® database files. To do this, select **Start > Programs > CCH ProSystem fx Workpaper Manager > Utilities**, and then click **CCH ProSystem fx Workpaper Manager Trial Balance Conversion Wizard**. The wizard instructions will guide you through the conversion process.

If you prefer, trial balances can be converted when binders are synchronized in CCH ProSystem fx Workpaper Manager.

 **Note:** See *Advanced Trial Balance Functions* on page 37 for details on creating consolidated, fund and write up trial balances.

## Opening a Trial Balance

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Click **Open Trial Balance** from the *Binder* window. This launches Excel®, allowing you to view the trial balance.



**Note:** If you have more than one trial balance in your binder, a window displays listing all trial balances. Select the appropriate trial balance and click **OK**.

## Parts of a Trial Balance

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There are three areas in the trial balance that allow you to change the way information is displayed.

- **Changing the View.** You can switch to any view you created in your trial balance from the *View* drop-down menu. The columns to the right of the *Account* and *Description* columns change based on your settings for that view in the *TB Column Setup*. Examples of column descriptions are *Unadjusted Balance*, *Final Balance*, and *Prior-Period Final Balance*. See *Setting Up Trial Balance Views* on page 24 for further details.

- **Changing the Fund View.** You can 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.
- **Changing the Grouping List.** You can switch to any grouping list you created in your trial balance from the *Group* drop-down menu. Different groups and sub-groups display in the *Account Group Summary* and *Account Sub-Group Summary* tabs. See the following section, *Changing Worksheet Tabs*, for details on worksheet tabs.

The *Account* column displays the group or sub-group index numbers you created. The *Description* column displays the group or sub-group descriptions you created. The Grouping lists are created, modified, and deleted from the *Account Grouping* window. See *Account Groupings* on page 29 for further details.

- **Changing Worksheet Tabs.** You can navigate among worksheets using the following tabs:

Account Detail  Account Group Summary  Account Sub-Group Summary

- **Account Detail.** This tab displays the trial balance by account number. Subtotaling cannot be performed on this worksheet. You can manually add subtotals to TB Reports generated from the trial balance.
- **Account Group Summary** and **Account Sub-Group Summary.** These tabs display the totals for each group or sub-group you created in the *Account Grouping* window. Change the Grouping List from the *Group* toolbar drop-down to change which groups or sub-groups you want displayed.
- **Fund Group Summary.** This tab displays groups and balances for funds and, if selected, shows the totals for the fund types and subtypes.
- **Fund Sub-Group Summary.** This tab displays the subgroups and balances for funds and, if selected, shows the totals for the fund types and subtypes.

## Chapter 9

# USING TRIAL BALANCE FUNCTIONS

## Setting Up Trial Balance Views

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1. Select **TB Column Setup** from the Trial Balance menu in the *Binder* window.
2. In the *Trial Balance* field, select the trial balance with the columns you want to modify.
3. In the *View* field, select the view with the column setup you want to modify. Click **Options** to create a new view.
4. In the *Available Columns* field, select the period that contains the columns you want to select from. Select the available column on the left side and then select the right-pointing arrow to add the column to your view.
5. To add a variance column, click **Add Variance** and select the appropriate information in the *Column Properties* section.
6. Click **Close** to save your changes.

## Setting Up Fund Trial Balance Views

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1. From the trial balance, click **Select Funds** from the View group on the Engagement ribbon.
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.
4. Select the options you would like for the fund worksheets.
5. Select **OK** to close the dialog and refresh the columns of the fund trial balance worksheet.

## Converting and Importing Trial Balance Data

---

You can convert trial balance data from other supported trial balance software packages into a Workpaper Manager trial balance. You can also import trial balance data from another Workpaper Manager trial balance. For other cases, import the information using the Paste TB Import function.

## Converting Trial Balance Data from CCH® ProSystem fx® Trial Balance

1. Select **Import Conversion Wizard** from the *Trial Balance* menu in the *Binder* window.
2. Choose the source of your conversion file.
3. Click **Next**.
4. Select the CCH ProSystem *fx* Workpaper Manager trial balance you want to transfer the data into from the *Select Trial Balance* drop-down list.
5. Select the CCH ProSystem *fx* Trial Balance file from the *Select export file* drop-down list. If applicable, the default file or file extension is displayed to assist you.
6. Select the appropriate current period information, tax information, chart of accounts settings, and lead classifications options, as necessary.
7. Click **Finish**.

## Converting Trial Balance Data from an ASCII Text File

1. Select **Import Conversion Wizard** from the *Trial Balance* menu in the *Binder* window.
2. Choose the source of your conversion file.
3. Click **Next**.
4. Select the CCH ProSystem *fx* Workpaper Manager trial balance you want to transfer the data into from the *Select Trial Balance* drop-down list.
5. Select the source file for import.
6. Select the number of prior periods.
7. Select whether the source file is comma delimited or tab delimited.
8. Click **Next**.
9. On the *Chart of Accounts* screen, click the gray bar at the top of each column to select the appropriate header information. You can assign only one trial balance column to each column of imported data.
10. Select whether to append or overwrite the data in the existing trial balance.
11. Select the appropriate rounding options as necessary.
12. Click **Next**.
13. Click **Yes**.
14. Click **OK** to begin the conversion. The *Summary* screen displays.
15. Click **Finish**.

## Importing Data from CaseWare®

1. Select **Import Conversion Wizard** from the *Trial Balance* menu in the *Binder* window.
2. Choose the source of your conversion file and click **Next**.
3. Select the CCH ProSystem *fx* Workpaper Manager trial balance you want to transfer the data into from the *Select Workpaper Manager trial balance* drop-down list.

4. Select the client file for import.



**Note:** Only client files with the extension .ac are accepted. Compressed files with the extension .ac\_ are **not** accepted.

5. Select the CaseWare® entity.
6. In the *Chart of accounts information* section, select the period sequence, the current CaseWare® period to import into Workpaper Manager, and the CaseWare® current period balance type.
7. Select whether to append to or overwrite the existing data in the Workpaper Manager trial balance data.
8. Select the appropriate rounding options as necessary.
9. Select one of the following:
  - Convert all groupings
  - Convert all and map to one Workpaper Manager grouping
  - Map to one Workpaper Manager grouping
10. If you are mapping groupings, select the CaseWare® grouping to map from on the left, and select the CCH ProSystem fx Workpaper Manager grouping to map to on the right.
11. Click **Finish**.

## Importing TB Data from a QuickBooks® Excel® TB Report

1. Export the QuickBooks® Trial Balance report to Excel®.



**Note:** You must select the **Use account numbers** and **Show lowest subaccount only** in QuickBooks.


2. Insert the QuickBooks® Excel® report in the binder (optional).
3. Do one of the following:
  - If the Excel® report is in the binder, select **Import > Import Excel QuickBooks Data** from the TB Setup lookup item on the Workpaper Manager ribbon.
  - If the Excel® report is not inside the binder:
    - i. Open the Workpaper Manager trial balance where the data is to be imported.
    - ii. Open the QuickBooks® Excel® report and select **Import Excel QuickBooks Data** on the Workpaper Manager ribbon.
    - iii. Navigate to the Workpaper Manager trial balance and click **Paste TB Import**.
4. Define the columns by clicking the gray column header bar and selecting the appropriate column description from the menu that appears. Do this for all columns you want to import. Do not define the header for those you do not want to import.



5. Do one of the following:
  - Select **Append** to add your current data to the existing trial balance.
  - Select **Overwrite** to destroy all existing account data and journal entries. The accounts must be regrouped. Overwrite also unassigns all previous group and sub-groupings.
6. Correct duplicated account numbers, invalid accounts, and blank fields highlighted during import.
7. To round balances, select the place to round the account balances to in the *Round Balance to Nearest* field and complete the *Select Rounding Account* field.
8. Click **Next**.
9. Click **Yes**.
10. Click **OK**.
11. Review the statistical information and click **OK**.

## Importing TB Data From an Excel® File

1. Open the trial balance.
2. Open the Excel® file containing your trial balance data.
3. Do the following to prepare the content for import:
  - Organize the data so that there are no blank rows in the data range.
  - Remove any of the following characters: ' : " , | ( ) \* ? from the account number and balance columns.
  - Verify that the total of each balance column nets to zero.
4. Select the range of data, excluding any column headers or balance checks, and select **Edit > Copy** in Excel®.
5. Switch to the trial balance by selecting it from the window menu in Excel®.
6. Click **Paste TB Import**.
7. Define the columns by clicking the gray column header bar and selecting the appropriate column description from the menu that appears. Do this for all columns you want to import. Do not define the header for those you do not want to import.
 

 **Important:** When a fund trial balance is selected, the Fund Index can be selected as a column heading or the Fund Mask option can be defined on the Fund Mask tab of the Funds Setup dialog.
8. Do one of the following:
  - Select **Append** to add your current data to the existing trial balance.
  - Select **Overwrite** to destroy all existing account data and journal entries. The accounts must be regrouped. Overwrite also unassigns all previous group and sub-groupings.
9. Correct duplicated account numbers, invalid accounts, and blank fields highlighted during import.






10. To round balances, select the place to round the account balances to in the *Round Balance to Nearest* field and complete the *Select Rounding Account* field.
11. Click **Next**.
12. Click **Yes**.
13. Click **OK**.
14. Review the statistical information and click **OK**.

## Importing TB Data From A Workpaper Manager Trial Balance

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.


 **Note:** 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.

7. Click **Check for Source TB Changes** to determine whether any balance 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 balance 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:

1. From the *Binder* window, select **Trial Balance > Check for Source TB Changes**.
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**. 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.

## Chart of Accounts

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Use the *Chart of Accounts* window to add, modify, and delete accounts.

1. Select **Chart of Accounts** from the *Trial Balance* menu in the *Binder* window.
2. Select the trial balance from the *Trial Balance* field.
3. Select a period and balance type from the *Period* and *Balance type* fields.
4. Select a grouping list to display a Group and a Subgroup column in the grid in the *Grouping list* field.
5. Do any of the following as needed:
  - To add an account to a trial balance, click **New** and enter information for each new account. Added accounts need to be grouped.
  - To modify account information, click in the cell you want to modify and enter the change.
  - To delete an account, click the account row and then click **Delete**. Deleted accounts remove the prior year information.

## TB Edit Mode

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Use TB Edit Mode to manually enter current period balances or to modify prior period amounts.




Click **TB Edit Mode** when the trial balance is open to enter information directly into the database. Toggle this on or off by clicking the toolbar button.

## Account Groupings


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1. Select **Account Groupings** from the *Trial Balance* menu in the *Binder* window.
2. Select the trial balance where you want to group accounts from the *Trial Balance* drop-down menu.
3. Select the Account Grouping List you would like to group the accounts to from the *Grouping List* drop-down list.
4. Add groups or sub-groups by right-clicking in the *Groups and Sub-groups* window.
  - Note:** You may also add groups or sub-groups by clicking **Advanced** below the window.
5. Click **Close** when finished.

6. You can assign Account and Ratio Classifications when editing a group or sub-group by clicking **Advanced** or by assigning the classification when the group or sub-group is created. These classifications are used to break down balances and calculate net income or loss for the period. These classifications may also be used for TB Links.

 **Note:** If Account and Ratio Classifications are assigned, the Quickview option displays the balances broken down by assets, liabilities and equity, revenue, expenses, and net income. Select **Quickview** from the *Trial Balance* menu in the *Binder* window.

7. Select the account(s) you want to group from the *Account and Description* columns displayed on the left. Drag the account(s) to the Group or Sub-Group folders on the right. Continue this process until all the accounts are grouped.

 **Note:** Use the *Account* and *Description Filters* fields to show only the accounts you want to group. Use a question mark (?) as a place holder and an asterisk (\*) as a wildcard. For example, to display all accounts with 5 as the second character, such as 1500-01-1000, type **?5\***.

8. Click the **Options** button to administer your Grouping Lists. You can create new groups, delete or rename existing groups, and export groups from this window. You can also access standard Tax Line Grouping lists by clicking **Import**.
9. Click **Close** when you are finished administering your Grouping Lists.
10. Click **Close** when you are finished grouping accounts.

## Setting up Funds

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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.

In the trial balance, select **Funds Setup** from the Groups & Funds group of the Engagement 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.


- **Fund Mask.** 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.
- **Fund Types.** 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.
- **Fund Subtypes.** 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.
- **Funds.** 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.

- **Accounts.** 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.


## Journal Entries

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1. Select **Journal Entry Summary** from the *Trial Balance* menu in the *Binder* window.
2. From the *Trial Balance* drop-down list, select the trial balance to which to post the journal entry.
3. In the *Type* pane, select the type of entry.
4. Click **New** to open the *Journal Entry Detail* window.
5. Enter the journal entry number, description and W/P reference in the appropriate fields.
6. Select the accounts for the entry by double-clicking an account on the left-hand side.

 **Note:** Click **Add Account** to create accounts that are not in the Chart of Accounts. Click **Remove JE Line** to remove the selected account from the journal entry field.

7. Enter the amounts in the cells.
8. Select one of the following:
  - **Save and New** to record another entry.
  - **Save and Close** to return to the *Journal Entry Summary* screen.

 **Note:** From the *Journal Entry Summary* screen, you can reclassify any entry to another journal entry type by dragging and dropping the journal entry to the appropriate icon in the left pane. Click **Close** when finished.


## Recording Transactions in Write-Up Trial Balances

---


To record transactions in write up trial balances, follow these steps:



1. Open the write up trial balance.
2. Click **Write-Up Journal Entry** on the toolbar.
3. From the *Trial Balance* drop-down menu, select the trial balance you want to post transactions to.
4. Select the journal to use to enter the transactions.
5. Click **New** to start entering your transaction. Enter the *Date*, *Ref*, *Transaction*, *Account #*, *Account Description*, and *Debit* and *Credit* amounts.

 **Note:** Click **Options** for choices involving dates, reference numbers, or account numbers.

6. Click **Close** to finish entering transactions.

 **Note:** See *Advanced Trial Balance Functions* on page 37 for instructions on how to create write up trial balances.

# Reports

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The following types of reports can be created by Workpaper Manager:


- Journal Entry (JE)
- Trial Balance (TB)
- Write Up

## JE Reports

1. Open the trial balance.
2. Select **Create Reports > Journal Entry Reports** from the *Workpaper Manager* menu.
3. Select the trial balance from the *Trial Balance* list.
4. Place a check in the box for each type of JE Report to create.
5. Click **OK**. The reports are placed in the *Unfiled Workpapers* tab in your Workpaper Manager binder. From there, you can rename the files and then drag them to the appropriate tabs.

## TB Reports



1. Open the trial balance.
  2. Click **Create TB Report** on the toolbar.
  3. Select the trial balance from the *Trial Balance* list.
  4. Select the Grouping List to generate the report from.
  5. Choose one of the following in the *Account Groups* section:
    - **Include selected**. Includes only the groups you place checkmarks by.
    - **Include current and future**. Includes all groups that are currently in the selected grouping list and automatically adds any groups that are created in the future.
-  **Note:** If you select **Include current and future**, you may select the **Classified Report** option to create a report that is organized by the account and ratio classifications assigned to the groups and sub-groups.
6. Choose the appropriate radio button in the *Report Type* field to choose the level of detail:
    - **Summary - Groups**. Summarizes your report at the Group level.
    - **Summary - Sub-Groups**. Summarizes your report at the Sub-Group level.
    - **Detail**. Displays all charts of accounts organized into the groups and sub-groups. If you check the **Combine Groups** box, the information generates in one report. Otherwise, a separate report is generated for each selected group.
  7. Enter a name in the *Report Name Guide* field.
  8. If working with a Fund trial balance, click on **Funds** tab for fund report options:
    - Display funds in rows.
    - Display funds in columns.

9. Click on **Settings** tab for the following options:
  - **Hide empty groups and sub-groups** and **Hide accounts with zero balances**. Hides indicated items.
  - **Print as Black and White**. Sets the default print settings to black and white.
  - **Show W/P Ref Columns**. Displays workpaper references created in the trial balance.
  - **Include sum of account groups**. Subtotals the groups within a classified report.
  - **Include net income**. Displays net income amount on an unclassified report. Note that net income will always be included on classified reports.
10. Click on **Format Columns** to select which trial balance columns you want to include in the report.
  - Drag columns from left to right to add them.
  - Drag columns from right to left to remove them.
  - Add Variance columns as needed.
11. Click **OK** to save your column setup.
12. Click **OK** to create the reports. The reports are stored in the *Unfiled Workpapers* tab in your Workpaper Manager binder.

 **Notes:**

- See *Appendix* on page 54 for sample TB Report Settings.
- To modify the report setup after you create it, open the report and then from the Workpaper Manager menu, select **Properties**. Make your changes as noted in the steps above and click **OK** to save them.

## Write-Up Reports


Workpaper Manager provides the following three write up reports to display the information entered in write up journals:


- **Write-Up Detail**. This report will show the detail of the entries in the selected journal. The columns in the report are the same as in the journal.
- **G/L Current and G/L YTD**. These two reports show the accounts in the trial balance, their beginning balance, transaction amounts, and ending balance for the current or YTD period, whichever you select.

## Creating the Write-Up Detail Report

1. Select **Create Reports > Write-Up Reports > Write-Up Detail Report** from the *Workpaper Manager* menu.
2. Select the trial balance from the drop-down list.
3. Check the boxes for the specific write up journals you want to create.
4. Click **OK** to create the report. The report is stored in the *Unfiled Workpapers* tab in your Workpaper Manager binder.

## Creating G/L Current and G/L YTD Reports

1. Select **Create Reports > Write-Up Report** from the *Workpaper Manager* menu.
2. Select **G/L Current Report** or **G/L YTD Report**. The *Select Journal Entry* dialog displays.  
 **Important:** If you select **G/L YTD Report** for a non-annual binder, the *Select Journal Entry* dialog does not display. The report is created with only write up journal entries.
3. Select the types of journal entries to include in the report. By default, Client Journal Entries and Adjusting Journal Entries are already selected.
4. Click **OK**. The report is stored in the *Unfiled Workpapers* tab of your *Workpaper Manager* binder.

 **Note:** See *Advanced Trial Balance Functions* on page 37 for instructions on how to create write up trial balances.

## Linking to the Trial Balance

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### Name and Date Links

Name and date links enable you to insert information about the client, firm, binder, workpaper, or dates related to the engagement.

- Name information comes from the *Properties* window of the client, firm, binder, or workpaper.
- Date links are calculated from the *Periods* and *Dates* tabs in the *Binder Properties* window.

To insert name or date functions, do the following:

1. Open the workpaper.
2. Do one of the following:
  - In Excel®, click the cell where you want to insert the link.
  - In Word, either place your cursor where you want to insert the link or highlight the text that you want to replace with a Name or Date link.
3. Click **Name Functions** or **Date Functions** on the *Workpaper Manager* toolbar. A menu of name or date functions displays.
4. Select the name or date option you want to insert.

## Linking Trial Balance Data

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This section explains the two methods for linking trial balance data.

### Copying and Pasting TB Links



1. Open both the trial balance and the Excel® or Word workpaper you want to link.
2. Activate the trial balance in Excel® by selecting it from the *Window* menu, and select the trial balance cell(s) you want to link to the workpaper. Click **Copy TB Link**.
3. Switch to the workpaper you want to paste the link(s) to.
4. Select the area you want to paste the links into.
5. Do one of the following when pasting a link into one of the areas listed below:
  - **Excel® spreadsheet**. Select the cell or the first cell in the range if you are pasting multiple cells and click **Paste TB Link**.
  - **Word Table**. Highlight the entire table cell and click **Paste TB Link**.
  - **Word Paragraph**. Insert the cursor where you want the data to appear or select the text to replace, and then click **Paste TB Link**.
6. Select the options you want to use from the window that appears.
7. Click **OK** when finished setting the paste options.



### Inserting TB Link



1. Open the Excel® or Word workpaper.
2. Place the cursor where you want to insert the TB Link.
3. Click **Insert TB Link** on the toolbar.
4. Build a formula using the six parameters: *Trial Balance*, *Account Grouping*, *Type*, *Period*, *Balance Type*, and *Account/Index #*. When a fund trial balance is selected you can also optionally select a *Fund Type*, *Fund Subtype* or *Fund Index*.
5. If you want to round the amounts used in the formula, check the **Round** box and select the number of places after the decimal to round to.
6. Select **Sign options** in Excel® or Word, and select **Negative style**, **Numeric style**, and **Zero style** in Word.
7. Click **Insert** once you have selected the parameters for the formula. The formula will appear in the *TB Link Formula* box.
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**.
9. Click **Paste** to insert the TB Link into 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®.

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, you 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.

## Drill Down to Trial Balance Accounts

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Once TB 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.

1. Open the Excel® or Word workpaper.
2. Do one of the following:
  - In Excel®, click the cell with the linked formula.
  - In Word, highlight the linked field.
3. Click **Drill Down TB Link**.
4. Click **Close** when finished.



## Advanced Trial Balance Functions

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### Consolidating Trial Balances

Consolidations occur at the trial balance level within one Workpaper Manager binder. You will set up a trial balance for each subsidiary and then consolidate them into a consolidated trial balance.

To create a consolidated trial balance, do the following:

1. Select the tab you want to insert the trial balance into from the *Binder* window.
2. Click **New Trial Balance** on the *Binder* window.
3. Click the **Consolidated** tab.
4. Select the **Consolidated Trial Balance - 2 Year** template.
5. Click **OK**.
6. Complete the *Index #* and *Name* fields in the *Workpaper Properties* dialog.
7. Click **OK** to create the trial balance.



### Consolidating Subsidiary Trial Balances

You can consolidate subsidiary trial balances into a blank consolidated trial balance. To consolidate subsidiary trial balances, do the following:

1. Open the consolidated trial balance.
2. Click **Consolidate** on the Workpaper Manager toolbar.



3. From the *Consolidated Trial Balance* drop-down list, select the trial balance you want to hold the consolidated information.
4. Click **Add** to add a subsidiary trial balance.
5. Select the trial balance from the *Trial Balance* list.
6. Type the abbreviation you want for the column heading.
7. Select a grouping from the *Grouping List* drop-down.
8. Check the **Overriding List** box if you want to take precedence over the trial balance(s) when there are conflicts with the description of the grouping basis or grouping codes.
9. Select the balance type to consolidate in the *Balance* field.
10. To add more subsidiaries, click **Add** and repeat steps 5 through 9.
11. Select the consolidation basis based on groups, sub-groups or account detail.
12. Select how you would like numbers to be rounded from the *Rounding* drop-down list.
13. Select the **Number of Prior Periods** you want to gather during consolidation.
14. Click **OK** to consolidate.



**Note:** See *Reports* on page 32 for instructions on how to create consolidated reports. See *Journal Entries* on page 31 for instructions on eliminating journal entries.

## Fund Trial Balances

Fund trial balances allow you to store and manage financial data by funds.



1. Select the tab you want to insert the trial balance into from the *Binder* window.
2. Click **New Trial Balance** on the toolbar.
3. Click the **Fund** tab.
4. Select the desired template.
5. Click **OK** to display the *Workpaper Properties* dialog.
6. Complete the *Index #* and *Name* fields.
7. Click **OK** to create the Fund trial balance.

## Write-Up Trial Balances

Write-Up trial balances allow you to enter transactions into write up journals or book client journal entries. To create a write up trial balance, follow these steps:



1. Select the tab you want to insert the trial balance into from the *Binder* window.
2. Click **New Trial Balance** on the toolbar.
3. Click the Write-Up tab.
4. Select the Write-Up template.
5. Click **OK** to display the *Workpaper Properties* dialog.
6. Complete the *Index #* and *Name* fields.
7. Click **OK** to create the write up trial balance.

If you prefer to book standard two-sided entries as Client Journal Entries, instead of the transaction journals, see *Journal Entries* on page 31. You can choose one of the two methods for entering Client Journal Entries. Either method will display in the *CJE* column of the write up trial balance.



**Note:** See *Reports* on page 32 for information on creating write up reports.

## Exporting to Tax Software

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To export your trial balance data to a supported tax software package, you must have grouped your accounts to one of the Account Grouping Lists. See *Account Groupings* on page 29 for instructions on grouping accounts.

Follow these steps to export the data:



1. Click **Tax Software Interface** from the *Binder* window.
2. Select the vendor you will be exporting to from the *Tax Software* drop-down list.
3. Verify the appropriate tax Account Grouping List is selected in the *Grouping* drop-down list.
4. In *Configuration information*, enter the **Tax year**, **Grouping**, **Balance**, and **Employer ID #**.
5. Select the balance you want to export from the *Balance* drop-down list. The *Export Prior Year* checkbox is always checked to export that information.



**Note:** You must control the import of prior year information in the tax program.

6. In *Export information*, Workpaper Manager provides default paths and names for the information you need to export to the respective tax vendor; however, you may need to browse to the appropriate directory by clicking **Browse**.
7. Click **OK** after you have set all the options. A report lists any ungrouped accounts. If any are listed you will need to go back to the *Account Grouping* window to make your corrections and re-export the data.



**Tip:** When customizing a tax Account Grouping List, you can add sub-groups to groups that support detail schedules in your tax software. The sub-group descriptions will appear as the description on the detail schedule.

You cannot add groups to a tax Account Grouping List, as they will not export to your tax software. Also, you can choose which groups or sub-groups should be exported by selecting the **Send to Tax** option in the group or sub-group properties.

# Chapter 10

## SHARING WORKPAPERS

Only the Current Editor (in a non-shared file room) or the Live Editor (in a shared file room) can make changes to a workpaper. Other team members will have a read-only copy of the workpaper.

When you check unassigned workpapers out of the central file room, you become the Current Editor. You remain the Current Editor until you check in the workpaper to the central file room or assign the workpaper to another team member.

There are five methods you can use to share workpapers:

- Shared Local File Room
- Synchronize Binder
- Synchronize Selected Workpapers
- Express Synchronization
- Binder Packages

When the Workpaper Manager team is **attached to an office network**, the central file room will be utilized to share and distribute binders. When you log in to Workpaper Manager from the Office, the program will display the central file rooms that have been set up.

When the Workpaper Manager team is **attached to a peer-to-peer network** in the field, they will be able to share and distribute binders directly with each other. When you log in to Workpaper Manager from the Field, each staff member assigned to binders in your local file room displays.

When you are **not on a network** or you **need to email a binder to a staff member**, you do not synchronize to the central file room or to another staff member's local file room. See *Binder Packages* on page 43 for further details.

### Shared File Rooms

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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. Users can open any workpaper in the Host's file room if the Host is the Current Editor.

## Sharing a Local File Room

To share a file room, do the following:

1. Log in to Workpaper Manager as either Office or Field.
2. Right-click within the file room frame.
3. Select **Share File Room**.

To stop sharing a file room, do the following:

1. Log in to Workpaper Manager as either Office or Field.
2. Right-click within the file room frame.
3. Select **Stop Sharing File Room**.

## 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.

## Synchronize Binder

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Use Synchronize Binder if you want to update changes made to workpapers with other staff members.



1. Select the binder in the *File Room* window.
2. Click **Synchronize Binder** on the toolbar.
3. Click **Next** on the *Synchronize Binder Wizard Welcome* screen.
4. Select the **Staff** or **Buddy List** member you want to synchronize with. If you are synchronizing the binder in the field environment with a staff member whose computer is not listed in the *Existing Locations* drop-down list, browse to the appropriate path in the *Alternate Locations* field, then click **Next**. The *Synchronize Entire Binder or Selected Workpapers* dialog displays.

5. Select whether to synchronize the entire binder including all workpapers, or to synchronize only workpapers you select.
6. Click **Next**. If you have current editor rights for any workpaper, the *Assign Workpapers* dialog appears. Select the workpapers you would like to assign to the staff member's local file room. When you assign the workpapers, you no longer have current editor rights to these workpapers in your local file room.
7. Click **Next**. If you are synchronizing only selected workpapers, and new workpapers exist in either your local file room or the remote file room, the *Synchronize Workpaper from your LOCAL File Room* or *Synchronize Workpaper from REMOTE File Room* dialog displays, as appropriate. Select the workpapers to synchronize.
8. Click **Next**. The *Completing the Synchronization Wizard* dialog displays.
9. Click **Synchronize**.

## Synchronize Individual Workpapers

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When logged in from the field, you can synchronize selected workpapers with other staff members or a staff member in your Buddy List.



**Note:** Before using the Synchronization Binder Wizard or Express Synchronization, you must close all workpapers within the binder. A closed binder selected for synchronization can be opened.

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 *Synchronize Target* dialog displays.
4. Select the target to synchronize with.
5. Click **OK**. The *Synchronize Workpaper* dialog displays a list of selected workpapers that are available for synchronization.
6. Click **Synchronize**. The *Synchronization Job Queue* dialog displays the progress of the synchronization. You can click **Hide** to close the dialog.

## Express Synchronization

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Express Synchronization automatically synchronizes changes from the local file room to the central file room, and from the central file room to the local file room, without opening the *Synchronize Binder Wizard*. You do not have the option to check workpapers in or out.

To perform an express synchronization, do the following:



1. Select the binder in the *File Room* window.
2. Click **Express Synchronization** on the toolbar.

## Binder Packages

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### Creating a Binder Package



1. From the File Room, select the binder you want to package.
2. Click **Create Binder Package** from the *File Room* window.
3. Select the workpapers to include in the binder package.
4. Select how you want to distribute the binder package.
  - To save the binder package as a file, select the **Save package to a file** option. Verify the path and file name of the binder file.
  - To send the binder package as an email attachment, select **Send package via email**.
5. Click **OK**.


### Receiving a Binder Package

After a binder package has been created, other Workpaper Manager staff members can receive the file. To receive a binder package, follow these steps:



1. Click **Receive Binder Package** from the *File Room* window.
  - 📄 **Note:** If you are receiving a binder package via email and you use Microsoft® Outlook®, select **Workpaper Manager > Receive Binder Package** in Outlook®.
2. Browse to the binder package file (with an AZP extension) to receive.
3. When you receive a binder, one of two events will occur:
  - If you do not have this binder, Workpaper Manager will find the client folder and attempt to insert the binder into the client folder. If the client folder does not exist, Workpaper Manager will create it.
  - If you have this binder, Workpaper Manager will check the binder you are receiving and the binder you already have to determine if there are any conflicts. If different Current Editors of the same workpaper exist and the copy of the original Current Editor has been modified, then you will be warned of a conflict when you open the binder.



 **Note:** During synchronization, conflicts between the binder in the local file room and the binder in the central file room cause the *Synchronization Conflicts* dialog to appear. These conflicts arise when each copy has a different Current Editor and the copy of the original Current Editor has been modified, which also includes changes to the properties of the workpaper. To resolve the conflict, specify whether the Local copy or the Remote (remote local file room, central file room, or binder package) copy of the binder should "win," becoming the only file to remain between the two. You can view the details of the conflict by clicking **View Details**. Click **OK** to continue.

# Chapter 11

## REVIEWING WORKPAPERS

### Workpaper Notes

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There are three types of workpaper review notes you can use to electronically communicate during an engagement:

- Open Item
- Team Note
- Note for Next Period

You can use the *Notes* pane in the *Binder* window or the *Notes Summary View* to keep track of which notes require response, clearing, or deletion.

### Creating a Workpaper or Workpaper Tab Note

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1. Select the workpaper or workpaper tab from the *Binder* window.
2. Click **Create Workpaper Note**.
3. Select the type of note from the drop-down list.
4. To address the note to an individual team member, uncheck the **All Binder Staff** checkbox and select a specific staff member.
5. Enter the note's subject in the *Subject* field.
6. Enter the note's text in the *Note* field.
7. Click **OK** to save your note. The note information appears in the *Notes* pane.

## Responding to, Clearing, or Deleting a Note

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To clear, delete, or respond to a workpaper or workpaper tab note, do the following:

1. Click the **Notes Summary View** tab in the *Binder* window.
2. Right-click the note and select one of the following:
  - **Respond to Note** allows you to reply. Enter a response. Click **OK** to save your text.
  - **Clear Note** crosses out content and any replies. A record of the note remains in the *Binder View* and *Notes Summary View*. The status changes to cleared.
  - **Delete Note** erases the note.

## Workpaper Sign Off

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You can sign off workpapers as the Preparer, Reviewer, and/or 2nd Reviewer. A workpaper can have multiple preparers, reviewers, and second-level reviewers on workpapers.

To sign off a workpaper, do the following:



1. Select the workpaper in the *Binder* window.
2. Click **Sign Off Workpaper Properties**.
3. Select your name from the *Current User* drop-down menu.
4. The Date will default to today's date. Select a different date if necessary.
5. Add or update your sign off signature by clicking the **plus sign (+)** in the *Preparer* or one of the *Reviewer* fields. Click the **minus sign (-)** to remove your sign off.
6. Click **OK** to save your changes.

In addition, you can sign-off on workpapers using the icons on the Binder Index toolbar. You can also right-click the workpaper and select any of the **Sign Off** options from the menu.

You can manage the sign-off status of Workpaper Manager workpapers by selecting the **Sign Off Summary View** tab.

## Lock/Unlock Workpapers

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After the workpaper has been reviewed and signed off, you may want to lock the workpaper. A workpaper that is locked is read-only. Links will continue to update provided they are not frozen.

To lock or unlock a workpaper, follow these steps:





1. Select the workpaper you want to lock or unlock from the *Binder* window.
2. Click the **Lock Workpaper** or **Unlock Workpaper** button. When the workpaper is locked, the Lock symbol appears. The workpaper is now a read-only file.


## Freeze/Unfreeze Workpapers

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There may be situations where you want to freeze a workpaper. Workpaper Manager links such as name and date links and TB links in a workpaper that is frozen are not updated if changes are made to the trial balance.

To freeze or unfreeze a workpaper, follow these steps:

-  1. Select the workpaper in the *Binder* window.
-  2. Click **Freeze Workpaper Manager Links**, represented by a broken chain, or **Unfreeze Workpaper Manager Links**, represented by a solid chain.

 **Note:** If you publish a workpaper with frozen links, the published workpaper will contain the values of the links when frozen.

## Tickmarks


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### Using the Tickmark Definition List

The tickmark definition list contains the tickmark symbols (images) and descriptions.


To use the tickmark definition list, follow these steps:

1. Open a report or workpaper in Excel®, Word, or Adobe® Acrobat®.
2. Select **Workpaper Manager > Tickmark > Tickmark Definition**.
3. To add your own tickmarks to this list, click **Add**.
4. Enter the tickmark name and description. Browse to a 16-color, 16 x 16 pixel bitmap picture and click **Open**. You are returned to the *Tickmark Definition* dialog, and your image appears in the left-hand column.
5. Click **Close**.

 **Note:** To delete a tickmark, highlight the tickmark and click **Delete**.

### Inserting Tickmarks

To insert a tickmark symbol in an Excel®, Word, or Adobe® Reader®/Acrobat® 9 or earlier, do the following:

-  1. Open an Excel®, Word, or Adobe® PDF workpaper.
2. Click the **Tickmarks** button.
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.

The tickmark symbol displays in the designated spot. (In Excel®, the tickmark appears on top of the cell.)

To insert a tickmark symbol using Adobe® Reader®/Acrobat® 10, do the following:

1. Open the workpaper in Adobe® Reader® 10 or Acrobat® 10.
2. Click **Tools** on the Quick Tools bar. The Tools pane displays on the right.
3. Click **Plug-in Workpaper Manager Tickmark** on the Tools pane. The Engagement tickmarks display.
4. Click the tickmark symbol in the Tools pane, and then click where you want the tickmark to be displayed in the PDF.



**Tip:** You can right-click any tickmark to add it to the Quick Tools bar.

## Workpaper Reference Links

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### Inserting Workpaper Reference Links

1. Open an Excel®, Word, or Adobe® Acrobat® workpaper.
2. Follow these steps if you are working with Excel® or Word:
  - a. Click in the cell (Excel®) or place the cursor in the document (Word) where you want to insert the workpaper reference link.
  - b. Click **Insert WP Reference**.



Follow these steps if you are working with Acrobat®:

- a. Click **Insert WP Reference**.
  - b. Click the location in the workpaper where you want the workpaper reference to be placed.
3. Select the workpaper you want to reference.
  4. Click **Insert**.
  5. Click **Close**.

### Opening Referenced Workpapers

To open a referenced workpaper, do the following:

1. Open the Excel®, Word, or Adobe® Acrobat® workpaper.
2. Click in the cell containing the reference (Excel®) or highlight the workpaper reference (Word or Acrobat®) you want to open.
3. Click **Open WP Reference**.



## Publishing Workpapers

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If you want to send someone an electronic copy of a Word or Excel® workpaper, you should publish the workpaper. A published workpaper is a copy of a workpaper in which the formulas (such as, trial balance links) have been converted to values. This allows you to share the workpaper with people who do not have access to the trial balance database.

To publish a workpaper, follow these steps:



1. Select the workpaper you want to publish in the *Binder* window.
2. Click **Publish Workpaper**.

A copy of the workpaper is filed in the *Published Workpapers* tab in the *Binder* window. The original name of the workpaper now has - *Published* appended to the end. All of the formulas, such as dates, names, and amounts, have been converted to values. This published workpaper will not be updated because the formulas no longer exist.

### Creating Templates


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This section includes procedures for creating the following templates:

- Trial Balance
- Workpaper
- Account Groupings
- Print Groups
- Tickmarks
- TB Links

#### Trial Balance Templates

If there is a trial balance that has a format you use frequently, you can save it as a template.

 **Note:** Trial balance templates created with a version of Workpaper Manager prior to 6.0 must be converted to a format supported by Microsoft® SQL Server® database. To do this, select **File > Convert Trial Balance Templates** in the CCH ProSystem *fx* Workpaper Manager File Room.

Follow these steps to save a trial balance as a template:

1. Open the trial balance.
2. Select **Workpaper Manager > Properties**.
3. Uncheck **Hide zero balance groups and sub-groups** and **Hide zero balance accounts**.  
The numbers and groups will now show up on the trial balance when it is created from this template.
4. Click **OK**.
5. Close the trial balance.
6. Right-click the trial balance in the *Binder* window and select **Save as Template**.
7. Select the template folder where you will save the template.
8. Type the file name for the template.

9. Check the **Clear chart of accounts** box if you do not want to save the account numbers and descriptions in the template.
10. Check the **Save journal entries** box to save the journal entries (accounts and amounts) in the template.
11. Click **Save**.

## Workpaper Templates

If there is a workpaper format you use frequently, you can save it as a template. Follow these steps to save a workpaper as a template:

1. Select the workpaper in the *Binder* window.
2. Right-click the workpaper you want to make into a template and select **Save As Template**.
3. Keep the default path and name, or browse for the path and type a name for the template and click **Save**.

## Account Grouping Templates

To use an account grouping in another trial balance, you can follow these steps to save an account grouping as a template:

1. Select **Trial Balance > Account Groupings** from the *Binder* window.
2. In the *Trial Balance and Grouping List* field, click the **Options** button. The *Grouping List Options* dialog displays.
3. Select a grouping from the grouping lists shown.
4. Click **Export**.
5. Browse for the path and enter a file name.
6. Click **Save** to create the template, and click **Close** to close the *Grouping List Options* dialog.

## Print Group Templates

To print a group of workpapers and save a print group as a template, follow these steps:

1. Select **File > Print Group** in the *Binder* window. The *Print Group* dialog displays.
2. Select the workpapers in the print group from the left side.
3. Click **Save Print Group**.
4. Enter a name in the *File name* field.
5. Click **Save**.

## Tickmark Templates

To share tickmarks with other team members and save them as templates, follow these steps:

1. Open an Excel<sup>®</sup>, Word, or Adobe<sup>®</sup> Acrobat<sup>®</sup> workpaper.
2. Select **Workpaper Manager > Tickmark > Tickmark Definition**.



3. Click **Export**.
4. Browse for the path and click **Save**.

For further information, see *Using the Tickmark Definition List* on page 47.

## Saving TB Link Formulas

To save TB Link formulas (e.g., complex ratios) as templates for other workpapers, follow these steps:



1. Build a TB Link formula using the **Insert TB Link** function. See *Linking to the Trial Balance* on page 34 for further details.
2. In the *Insert TB Link* window, click **Save**.
3. Type a name and description for your saved TB Link formula.
4. Click **Close**.

## Renaming Items

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Throughout the system, you can rename items by selecting the items you want to rename and clicking the **Properties** toolbar button. Make your changes and click **OK** to save them.

## Deleting Items

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To delete items in the file room, select the item(s) to delete and press **Delete**. These items are permanently deleted.

To delete items in the *Binder* window, select the item(s) to delete and press **Delete**. The items are now in the Trash.



### Notes:

- To restore an item deleted from the *Binder* Window, right-click the **Trash** icon and select **Restore All**, or right-click on individual workpapers and select **Restore**.
- Depending on the settings in Administrator, upon closing a binder Workpaper Manager will keep the items in the trash, prompt you to delete the items in the trash, or automatically delete the items in the trash.

## Chapter 13

# GETTING MORE INFORMATION

For more detailed information on these functions, and to better understand their underlying concepts, you can refer to the following sources:

- Tip of the Day
- User Guide (see **Help** menu in Workpaper Manager)
- Online Help (see **Help** menu in Workpaper Manager)
- Technical Support at <http://support.cch.com>

Wolters Kluwer® provides hands-on, detailed training on all the information contained in this guide. Consulting services are also available to assist you in the development of procedures and templates, so that you may fully experience the benefits of CCH ProSystem *fx* Workpaper Manager. For more information about Training & Consulting Services, contact our Customer Training department at 1-866-513-2677.

## Contacting CCH ProSystem *fx* Workpaper Manager

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### Technical Support

Hours: 6:00 a.m. to 5:00 p.m. U.S. Pacific Time, Monday through Friday

### Product Updates, FAQs, and More

Visit: <http://support.cch.com/updates/WorkpaperManager>

### Training & Consulting

Attention: Workpaper Manager Training Coordinator

CCH, a Wolters Kluwer business

Customer Training Department - M/S 21

20101 Hamilton Ave. Suite 200 Torrance, CA 90502

Email: [training\\_coordinator@cch.com](mailto:training_coordinator@cch.com)

# Appendix

## APPENDIX

### TB Report Sample Settings

The following table includes TB Report settings for common reports used in an engagement. You can also customize any report to show the information you need.

Report Name	Account Group - radio button	Report Type	Format - columns included
Leadsheet(s)	Include selected (Check boxes as needed)	Detail	PY-Final CY-Unadjusted CY-AJE CY-Final
Working Trial Balance	Include current and future (Classified report)	Detail Combine Groups	PY-Final CY-Unadjusted CY-AJE CY-Final
Preliminary Analytical Review	Include current and future	Summary by Group or Sub- group (Include Net Income)	PY-Final CY-Unadjusted \$-Variance %-Variance
Final Analytical Review	Include current and future	Summary by Group or Sub- group (Include Net Income)	PY-Final CY-Final \$-Variance %-Variance

Report Name	Account Group - radio button	Report Type	Format - columns included
Budget-to-Actual	Include selected (Click Select All)	Detail	CY-Budget CY-Final \$-Variance %-Variance
Book-to-Tax	Include current and future (Classified report)	Detail Combine Groups	CY-Adjusted CY-FTJE CY-Tax