

# What's New for CCH® ProSystem fx® Engagement v2018 and CCH® ProSystem fx® Knowledge Coach v2018

Every year, Wolters Kluwer® looks to provide new and enhanced productivity features that will make your entire workflow more fluid, allowing you to boost efficiency and profitability. We're excited to share with you some of the enhancements for CCH ProSystem fx Engagement and Knowledge Coach.

## CCH ProSystem fx Engagement Workpaper Management Updates

The following new functionality is provided for audit and tax preparers and reviewers:

### Using Engagement Organizer

Now available! Engagement Organizer (EO) is a new cloud-based feature for your client request lists (Prepared By Client (PBC) documents). It provides an automated way to request, send, and receive documents from clients before beginning an engagement. You and your clients can attach a file of any type, including a ZIP file, to a request list item. Engagement Organizer allows for easier tracking of the documents received and outstanding. It also provides notifications when changes are made or when outstanding requests are approaching their due date.

Your firm's existing PBC documents that are formatted to meet the specifications for an EO request list and can be saved as a CSV file, may be uploaded to replace a request list in Engagement Organizer. For more information, refer to the *Replace Request List* topic in the CCH ProSystem fx Engagement Help or User Guide.

Engagement Organizer is now available to any Engagement customer also using CCH Client Access™ Portal. Don't have CCH Client Access Portal? Reach out to your Regional Solution Consultant to learn more. Want to learn how to use it? See the *Engagement Organizer* topic in the CCH ProSystem fx Engagement Help or User Guide.

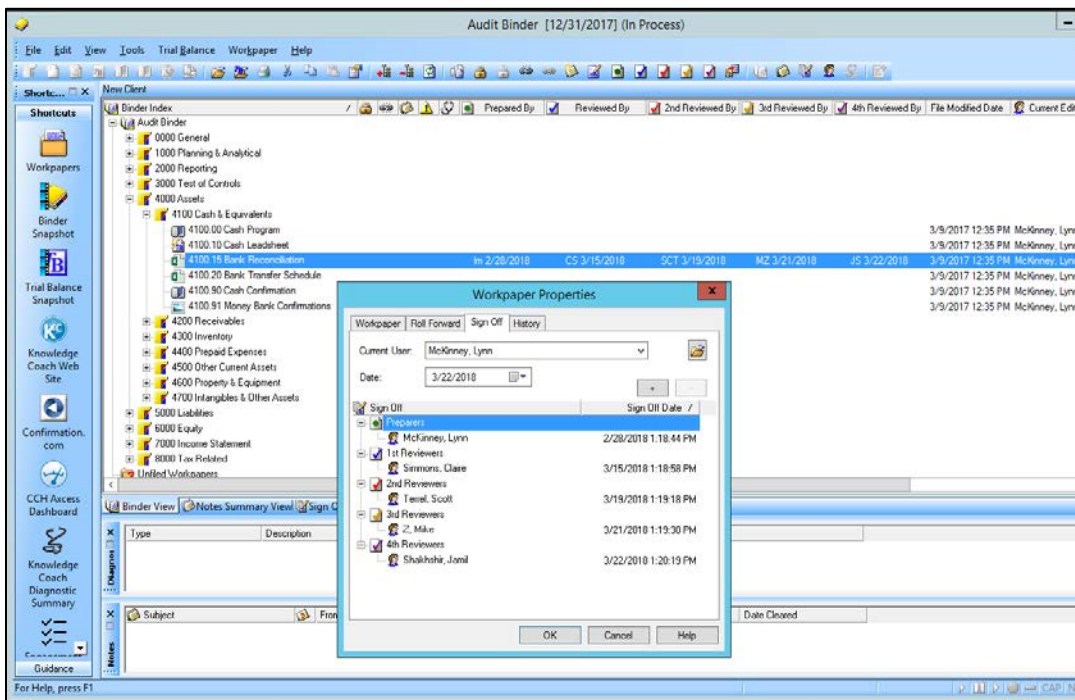
The screenshot displays the 'Engagement Organizer' interface for 'Conway Consulting'. At the top, the Wolters Kluwer logo is on the left, and 'Feedback' and 'Joe Partner' are on the right. The main header is 'Engagement Organizer'. Below this, the breadcrumb 'Organizers > Conway Consulting' is shown. The client name 'Conway Consulting' is prominently displayed. Key details include 'Period End Date: 12/31/2016' and 'Email: conwayconsulting@gmail.com'. A 'Due Date' section shows 'Date Sent', 'Total Items Requested: 0', 'Total Items Received: 0', and 'Total Remaining: 0'. Action buttons for 'Replace Request List', 'Request List', 'View Notes', and 'Send Request' are available. A '+ Add Section' and 'Collapse All / Expand All' button are also present. The 'GENERAL INFORMATION' section lists several items, each with a 'Not Requested' status and action icons (check, up, down, delete):

- Use CCH® Audit Accelerator to connect directly to your accounting system and significantly reduce your request list (add Note if interested). **Not Requested**
- Trial balance in Excel as of the last day of the period. **Not Requested**
- Detailed general Ledger for the period (preferably in Excel). **Not Requested**
- Copies of all Board of Director meeting minutes from inception to present. **Not Requested**
- Detail of related party transactions for the period. **Not Requested**
- Detail of legal expenses by attorney and copies of all legal invoices for the period. **Not Requested**
- Detail of intercompany revenues and expenses for the period. **Not Requested**

## Option for Up to Four Reviewers

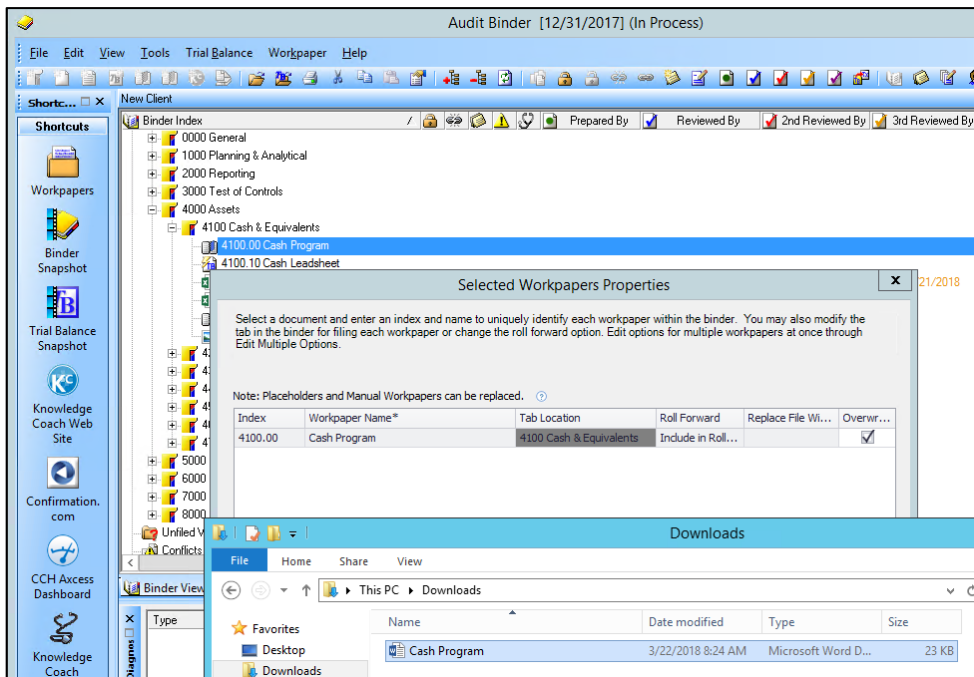
To improve workpaper review workflow, a new *Number of reviewer sign offs* option is provided in the **Tools > Firm Options > Sign Off** tab in the Engagement Administrator application. The number of reviewer sign offs can be set as two, three, or four. In the Workpaper Management application, when signing off a workpaper, the available levels of reviewer sign offs is based on the Firm Options setting. The following features reflect the selected number of reviewers:

- Workpaper Properties - Sign Off
- Workpapers menu, right-click menu and toolbar in the binder
- Reviewer columns in the Binder View and Current Editor View
- Reviewer columns in the central file room view of the binder
- Nodes in the tree control of the Sign Off Summary View
- Binder Snapshot - Sign Off Status
- Binder Index and Sign Off Summary Report
- Workpaper Sign Off History Report
- Binder Portfolio



## Drag and Drop a File to Replace a Placeholder or Manual Workpaper

In both the local file room copy of a binder or the central file room view of a binder, a placeholder or manual workpaper can now be replaced by dragging and dropping a file to the tab where the placeholder and/or manual workpaper resides. After dropping the file, when the index and workpaper name are set to be the same as the placeholder or manual workpaper (and Overwrite is selected for Local File Room (LFR) binder), the replacement occurs without you having to subsequently delete the original placeholder or manual workpaper from the Trash.

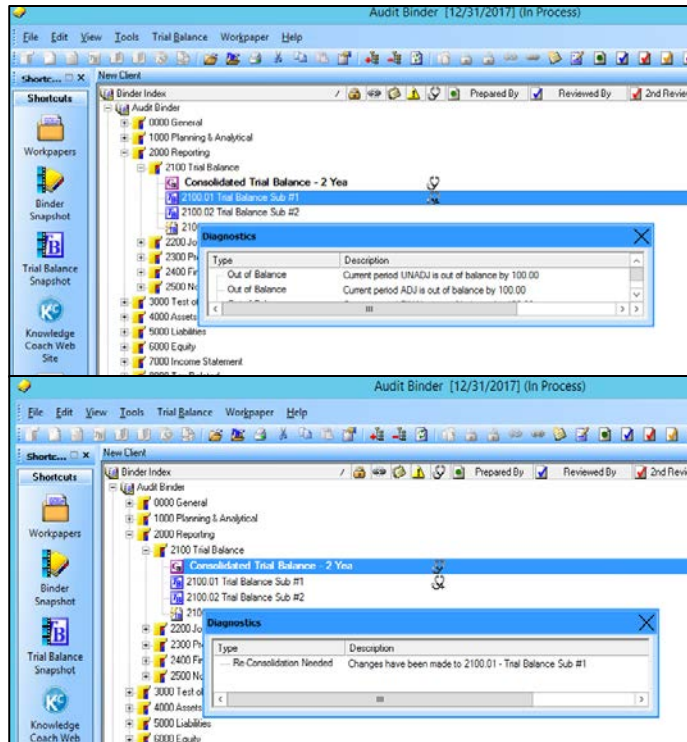


## Trial Balance Diagnostics



Preparers and reviewers now have a more efficient workflow when analyzing the status of trial balances (TB) in the binder. A Diagnostics icon displays in the Diagnostic column of the binder and the Diagnostics Pane displays listing the following diagnostics for a TB selected in the binder:

- **Re-consolidation Needed**
  - Displays when any subsidiary TB update affects the consolidated TB.
  - Diagnostic is cleared when the consolidated TB is re-consolidated.
- **Out of Balance**
  - Displays when a current period balance column included in any view of the TB does not sum to zero.
  - Diagnostic is cleared when updates are made to the TB resulting in the balance column summing to zero.



## Spell Check Trial Balance and Journal Entry Reports



The Microsoft® Excel® Spelling feature is not available in TB and JE reports created in Engagement v7.5 or later releases. It is also recommended that the Microsoft® Spelling feature not be used for reports created in releases prior to 7.5 because it might result in a corrupt report. A new Spelling icon is now provided on the Engagement ribbon so that reports can be spell checked without the concern of report corruption.



## Launch Excel® as Full Screen Option

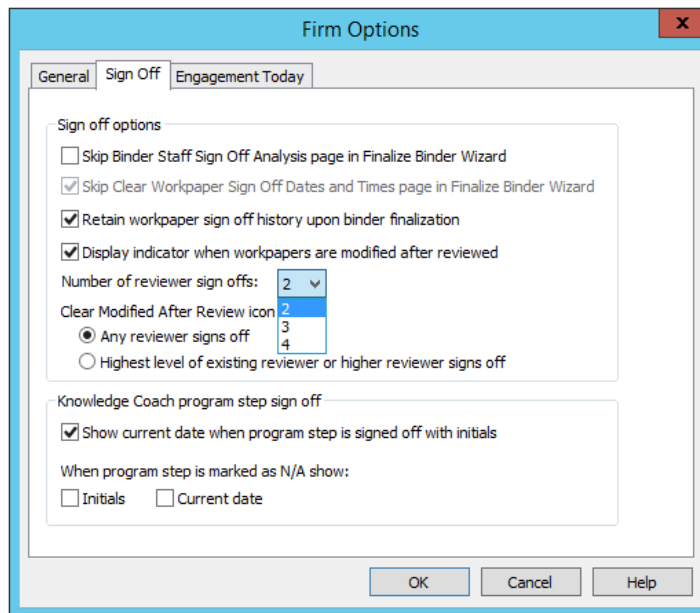
A new *Launch Excel® as full screen* option is now provided in the **Tools > Options** dialog. This allows each Engagement user to optionally display all Excel® workpapers opened from the binder as full screen.

## CCH ProSystem fx Engagement Admin

The following new functionality is provided for administrators (Admin staff group users):


### Number of Reviewer Sign Offs in Firm Options

Administrators can now increase the number of reviewer sign offs from two reviewers to either three or four reviewers. The new *Number of reviewer sign offs* can be set to two, three, or four in the **Tools > Firm Options > Sign Off** tab.



### Ability to Unarchive Binders Located on a Different Server


Binders that were archived on a different server can now be unarchived by allowing an administrator to navigate and select the archived binder file that is located on the other server.

 **Example:** The ability to unarchive binders that were archived prior to a server migration is now provided.


### Updated Admin Views Utility

The following views in the Admin Views Utility now provide a Bulk Edit feature.


The Binder Teams view provides a *Bulk Edit* option to **Assign team(s)** or **Unassign team(s)** to/from a group of selected binders.

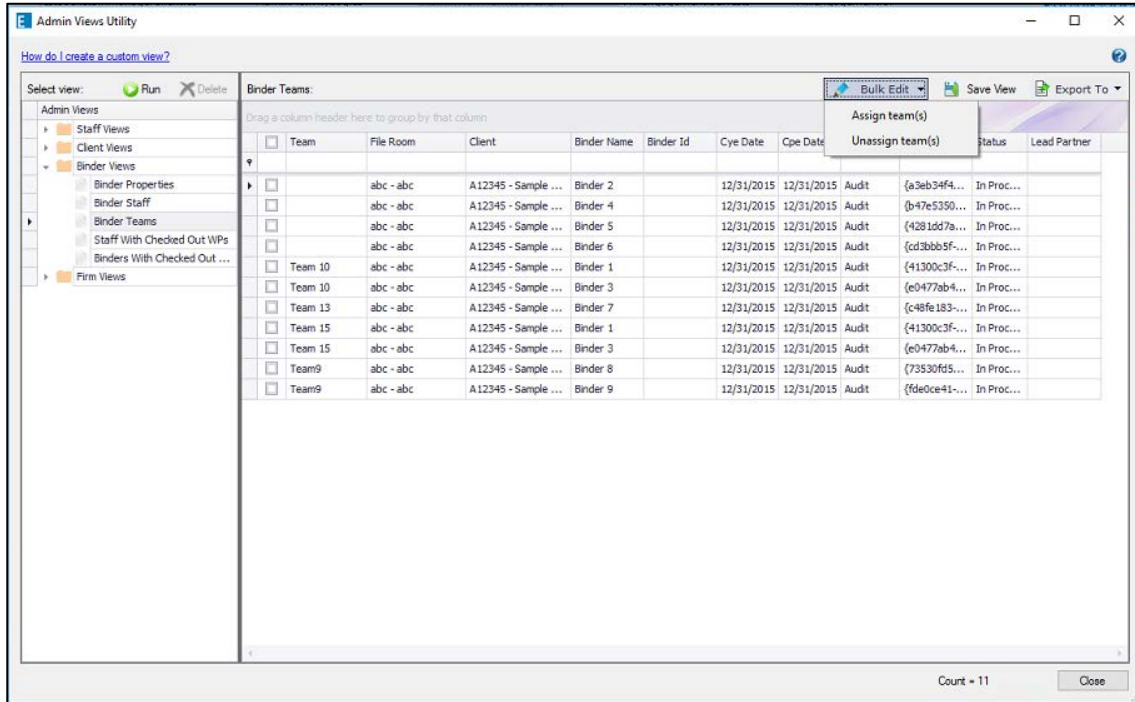
 **Example:** If the \*All Firm Staff\* team is assigned to multiple binders and your firm no longer wants that team assigned, the binders can be selected and the \*All Firm Staff\* team can then be unassigned by clicking **Yes** in the warning message that displays.

The Binder Staff view provides a *Bulk Edit* option to **Assign staff** or **Unassign staff** to/from a group of selected binders.

 **Example:** If a new staff member needs to be assigned to all Audit type binders, those binders can be selected and the staff member assigned quickly and easily.

The Licenses by Staff view provides a *Bulk Edit* option to **Assign product licenses** or **Unassign product licenses**.

 **Example:** This is especially useful if your firm purchases a new CCH ProSystem *fx* Knowledge Coach title and the license for that title needs to be assigned to all staff members.



## Updated Backup and Restore Utility

When restoring either a full or differential backup, the administrator must select whether to authenticate using their Microsoft® Windows® User Account or by entering their SQL login credentials. The utility must be *Run as administrator* when Windows® Authentication is selected unless a domain account is created for the Windows® user in the SQL instance.

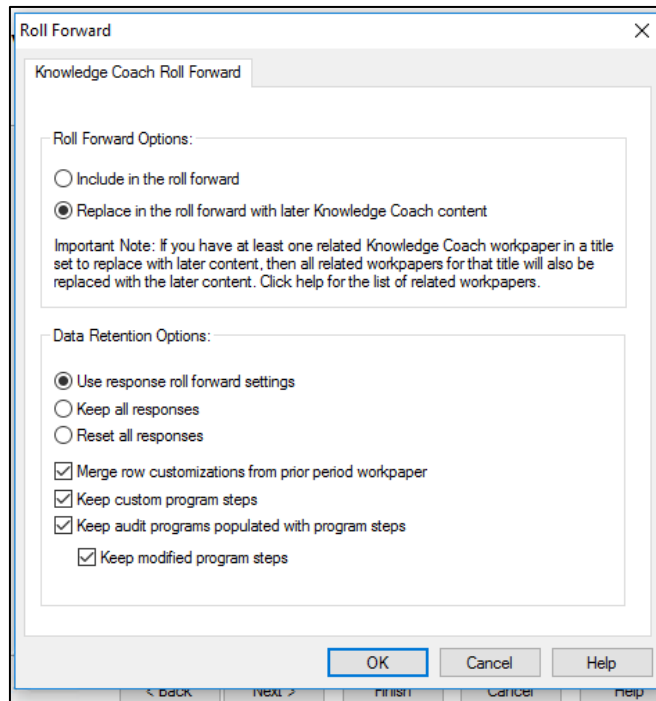
## App Checker Utility

A new utility is available to assist with diagnosing and addressing issues where Engagement prerequisites are not set correctly on the system. The utility will repair issues with third-party applications such as Excel®, Word, and Adobe®. It will also assist with diagnosing problems with ports as well as services not running. The appcheckerui.exe can be found in the Utilities folder on the local workstation at C:\Pfx Engagement\WM\Utilities.

# CCH ProSystem fx Knowledge Coach

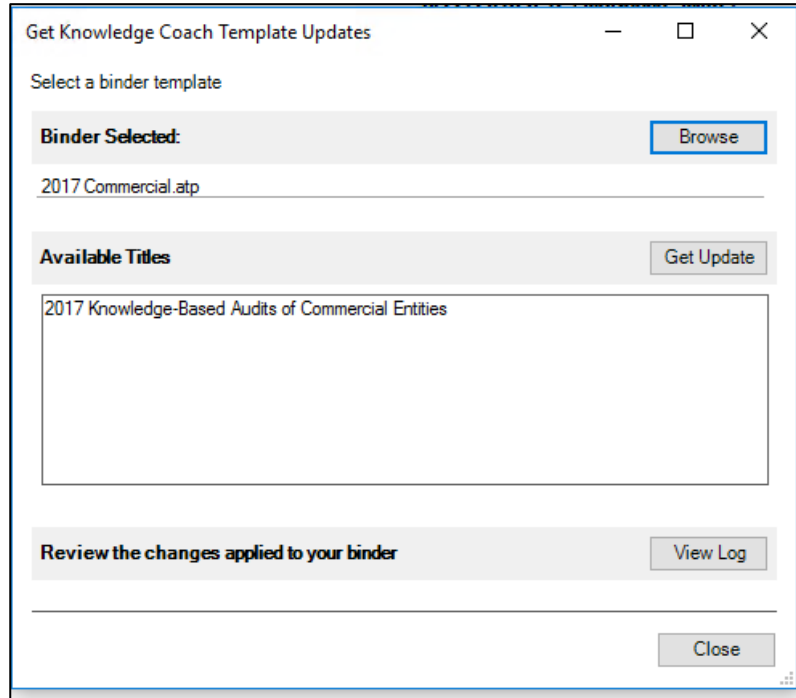
## Keep Custom Program Steps in the Program Step Library

When your firm creates custom steps for industries or specific customers, these custom steps can now be stored in the program step library without having to keep them displayed in the audit workpaper even when you update to a new version of the title. On the Workpaper Properties settings, select the **Knowledge Coach Roll Forward** tab. Under Data Retention Options, the option to Keep custom program steps is now independent of the option to Keep audit programs populated with program steps in Engagement v2018.



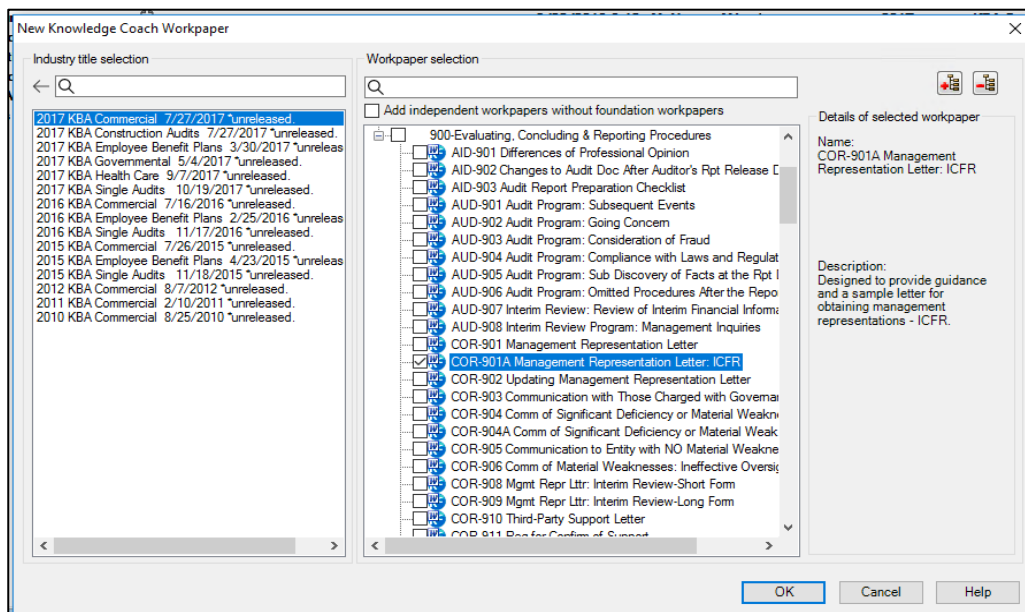
## Get Knowledge Coach Template Updates

This new option allows teams to pull template updates into their active binders. Users can get AUD-80X series program steps including custom program steps and CCH steps added to the audit program. Template updates also include changes to roll forward settings for each workpaper for binders created from the template.



## Get the Latest Correspondence, Report, Resource or Microsoft® Excel® Knowledge Coach workpapers directly from the web

Beginning with the KBA Commercial 2018 title, these workpapers will be created and inserted directly into the binder using the Accounting Research Manager (ARM) content. There will be no changes to the way that you insert, update, or use these files. However, when applicable standard updates or industry changes occur after the title has been released, you can get the latest version of these files without having to install a Knowledge Coach Content Update or getting them from Accounting Research Manager (ARM). Instead, you can get the updated version delivered directly into your binders by using the **Tools > Repair Knowledge Coach Workpaper** option or by inserting a new version of the workpaper through the *New Knowledge Coach Workpaper* dialog. An internet connection will be required when you insert the file into your binder, updated content, or open the workpaper for the first time.



## View KC Program Steps that can be addressed using TeamMate Analytics

- TA A new TeamMate Analytics icon will display in the program step library of the AUD-80X workpapers to show which program steps can be accomplished using this data analytics tool. Hover over the icon to see the applicable TeamMate Analytics test name. This information will also display with the program step in the workpaper so that you can review the test name without having the program step library open.

Program Step	T...	Assertions
<input checked="" type="checkbox"/> Receivables and Revenue Analyti...		EO;CO;AV;CU
<input checked="" type="checkbox"/> Policy for Approving Sales Orders	<span style="color: blue;">TA</span>	EO;RO;AV
<input checked="" type="checkbox"/> Credit Authorization Process		EO;RO;AV
<input checked="" type="checkbox"/> Receivables Aging Testing We obtained from the entity an aged trial balance of trade accounts receivable and performed the following procedures: <input checked="" type="checkbox"/> We tested the arithmetical accuracy of the aged trial balance and the aging categories therein. <input checked="" type="checkbox"/> We reconciled the total balance to the general ledger account balance (see the sample reconciliation to general ledger for accounts receivable at Accounts Receivable; Reconciliation to General Ledger). <input checked="" type="checkbox"/> We noted and investigated any significant or unusual reconciling items. <input checked="" type="checkbox"/> We summarized the total of credit balances and, if material, proposed appropriate reclassification entries. <input checked="" type="checkbox"/> On a selective basis, we traced individual account balances in the aged trial balance to individual subsidiary ledgers and vice versa. <input checked="" type="checkbox"/> We evaluated which accounts receivable should be confirmed.	<span style="color: blue;">TA</span>	EO;RO;CO;AV;CU
<input checked="" type="checkbox"/> Receivables Confirmations Testing		EO;RO;AV;CU
<input checked="" type="checkbox"/> Summary of AR Confirmation Pr...		EO;RO;AV;CU
<input checked="" type="checkbox"/> Receivables Confirmations Not a...		EO;RO;CO;AV;CU
<input checked="" type="checkbox"/> AR Not Confirmed		EO;CO;AV