When you have to be right



Tax & Accounting North America

CCH[®] ProSystem *fx*[®] Practice Management

Tax Integration Guide

Professional and Client Services

Introduction

This guide includes an introduction on how to setup the integration between CCH[®] ProSystem $fx^{\mathbb{P}}$ Practice Management (Practice Management) and CCH[®] ProSystem $fx^{\mathbb{P}}$ Tax (Tax). Administrators in organizations that use both Practice Management and Tax should read this guide.

Objectives

- Setup Practice Management to integrate with Tax
- Link clients between Practice Management and Tax
- Start a Practice Management timer from within Tax
- Create an invoice in Tax and send the invoice amount to Practice Management



The content of this guide assumes you are operating with the Practice Management Office or Enterprise Edition. The Basic Edition of Practice Management will not have all features available within the program.

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Tax – Office Manager

Common Data Link Setup

You only have to setup the initial common data link between Tax and Practice Management once.

Steps to initiate the common data link:

1. In the Tax folder, double click **Office Manager**. Click **Configure Firm**.

🚰 Office Manager			
File Configure Utilities To	ools Help		
	Check-i <u>n</u> / Check-out Returns	A→B Change Client <u>I</u> D	Print Reports
Configure Office Groups	Bac <u>k</u> up Client Data	Change Office <u>G</u> roup	Client Filenames List
Configure Staff	➡ ➡ ➡ ■ ■ Elestore Client Data	Change Tax <u>P</u> reparer	Transfer Authorizations
	☐→☐ Client Data	Delete 1120 1040 Tax Products	Re <u>b</u> uild

Figure 1

2. In the **Configure Firm** dialog box, select the **Practice Management** tab. Choose **Practice Management** in the **Select name** list, and Click **OK**.

Configure Firm	×
Firm Information Options Remote Setup Practice Management Tick Marks Input Methods	
Practice management software to be used with ProSystem fx Tax	
Select name: Practice Management	
OK Cancel Hel	p
Figure 2	

Next, configure the **Office Groups** used to support the link with Practice Management.

Steps to configure Office Groups:

1. In Office Manager, click Configure Applications. In the Configure Applications dialog box, select **Practice Management**, and click **Configure**.



Figure 3

2. In the **Configure Practice Management** dialog box, choose **Select Office Groups**, and click **Setup**.



Figure 4

- 3. In the **Select Office Groups** dialog box, select the Office Groups that support the link.
- 4. Click OK, and then click Close to return to Configure Applications.

Steps to Configure New Client Link From CCH ProSystem fx Tax:

Customize the Tax interface by choosing how to link new tax clients to Practice Management. This is helpful if you setup the client in Tax first, as it can also create the Practice Management client.

1. In the **Configure Applications** dialog box, select **Practice Management**, and click **Configure**. In the **Configure Practice Management** dialog box, choose **Customize Tax Interface**, and click **Setup**.

Customize Tax Interface	×
Adding clients	
If a corresponding Practice Management client is not found, you may request that a new client be created. In that case, you can customize the default Engagement value, which can be modified when you confirm adding the client.	
If adding a new Practice Management client, set the default Engagement to:	
 The default currently configured in Practice Management 	
O A specified value:	
C The Tax Client ID (last 2 characters)	
Transferring information	
Uppercase tax information can be written into the client profile in mixed case format.	
Use mixed case format when updating the Practice Management client profile	
OK Cancel Help	
Figure 5	

- 2. In the **Customize Tax Interface** dialog box, choose the default engagement option for new clients. Select *Use mixed case* to use mixed case format in Practice Management instead of all capital letters.
- 3. Click OK and then Close to return to Configure Applications.

After you link the Practice Management client with the Tax client, you can start a timer from Tax or send the invoice amounts you generate in Tax to Practice Management to post to Accounts Receivable.

Steps to Configure Timer Access in Tax:

- 1. In the **Configure Applications** dialog box, select **Tax Preparation**, and click **Configure**.
- 2. In the Tax Prep Select Office Group list, select the office group you want to configure, and click OK.
- 3. In the **Configure Tax Preparation** dialog box, select **Practice Management**, and click **Setup**.

Configure Tax Preparation (TAXBP)	x
Letters/Filing Instructions Print Options Pro Forma and Organizer Client Invoice Options Alternative Filing Options Miscellaneous Options 1040 Options 1041 Options 1065 Options 1120/1120S Options Configure Pennsylvania Cities (1040) History/Backup Options Workstream Options Practice Management	Setup Cancel
Copy From Another Office Group	
Figure 6	

4. On the **Clock** tab, select the *Enable time clock feature for interfacing with Practice Management* checkbox.

	Project Type	Service Code	Description*
Individual:			<tax year=""> Individual Tax Return</tax>
Partnership:			<tax year=""> Partnership Tax Return</tax>
Corporation:			<tax year=""> Corporate Tax Return</tax>
S Corporation:			<tax year=""> S Corporate Tax Return</tax>
Exempt Org.:			<tax year=""> Exempt Organization Tax Return</tax>
Fiduciary:			<tax year=""> Fiduciary Tax Return</tax>
Estate & Gift:			<tax year=""> Estate and Gift Tax Return</tax>
Emp Bene Plan:			<tax year=""> Employee Benefit Plan Tax Return</tax>
* T Note: The time clock clock manually is sele	he optional <tax ye<br="">starts automatically v cted in Tax Preparati</tax>	AR> symbol pla when a tax retur on.	n is opened, unless the preference option to start the

 Review the Transaction defaults section for Project Type, Service Code, and Description information. The Transaction defaults – Description displays in the *Memo* field in the Time Entry transaction. By entering the service code in the *Service Code* field, when you start the time clock, the Service Code and Project populate automatically.

The time clock starts automatically in the Tax program when you open the return, unless you select **Options/Interface Options/Practice Management**, and select "Manually."

- 6. On the **Invoice Amount** tab, select the *Enable sending client invoice amounts to Practice Management* check box.
- 7. To be prompted to send invoice amounts to Practice Management, check the box *Prompt to send invoice amounts to Practice Management when returns are printed*. There are two options regarding when to send the invoice to Practice Management, either *If the accountant, government, or client copy is selected* or *Only if the government copy is selected*.

Practice Managemen	t Interface			×			
Clock Invoice Amo	unt						
Enable sendin	Enable sending client invoice amounts to Practice Management.						
Prompt to send invoice amounts to Practice Management when returns are printed:							
 If the accountant, government, or client copy is selected 							
C Only	if the government cop	y is selected					
Transaction defau	Project Type	Service Code	Description*				
Individual:			<tax year=""> Individual Tax Return</tax>	-			
Partnership:	, 	<u> </u>		-			
Corporation:	, 	<u> </u>	<tax year=""> Corporate Tax Return</tax>	-			
S Corporation:		<u> </u>	<tax year=""> S Corporate Tax Return</tax>	-			
Exempt Org .:		<u> </u>	<tax year=""> Exempt Organization Tax Return</tax>	-			
Fiduciary:			<tax year=""> Fiduciary Tax Return</tax>	-			
Estate & Gift:			<tax year=""> Estate and Gift Tax Return</tax>				
Emp Bene Plan:	Emp Bene Plan: <a>						
	* The optional <tax year=""> symbol places the tax year into the description</tax>						
	The optional < LAX TEAR> symbol places the tax year into the description.						
			OK Cancel He	lp			

Figure 8

Security Settings in Practice Management

Practice Management Security

After you setup the link in Tax, you need to give employees, working with linked clients in both programs, security access to the link features in Practice Management.

Steps to configure Practice Management security:

- 1. In Practice Management's Administration module, select Firm/Security Setup. Select Individual Employee Privileges. Select an employee in the Employee Name/Employee Code list. Give the employee the necessary Tax linking privileges.
- 2. Repeat step 1 for each employee working with the client in both programs.
- 3. Once you assign the necessary security privileges to employees, click **Close** to exit **Security Setup**. The new settings save automatically when you exit.

PM Security Setup				. • *
You may change the security	Default for All Employees			
privileges for all employees by	Individual Employee Privileges			
employee list and choosing your	Individual Employee Privileges			
firm's default settings in the	Employee Name / Employee Code			
security privileges list.	Green, Wendy (CCH112)			-
To change individual employee	Security Privileges	Yes	No Or	verride 🔺
privileges choose the employee and	Payroll Processing			
overnde the default settings.	Payroll Generate		V	
	CCH ProSystem fx Tax linking	V		
	Link Client Folder from Practice Management	1		
	Link Client Folder from Tax Application		V	
	Setup Client Folder from Tax Application		V	
Click to under share on feathing	Edit Client from Tax Application		V	
employee	Edit Project Tracking Status from Tax Application	-		
	Update Tax File with Changes to Client Folder in Pra	-		
Undo Changes	Firm Dashboard		V	
	Firm Summary as Primary Partner		V	
To copy the security privileges of	Firm Summary as Secondary Partner		V	
another employee, click below.	Firm Summary as Bill Manager		V	
Copy Options	Firm Summary as Responsible Person		V	
	Firm Summary as Manager		V	
	Firm Summary as Tax Reviewer		V	
	Firm Summary as Tax Preparer		V	=
	My Summary		V	
	My Projects			-
	Reset Passwords Password Expiration	F	Print Security List	Close

Figure 9

Creating the Link from Practice Management to Tax

Steps to create the Practice Management/Tax Client link:

You must complete the following steps for every Practice Management client you want to link to Tax.

- 1. In Practice Management's **Administration** module, select **Clients** in the Navigation Pane. Select the client and click **Edit**, or double click the client.
- 2. On the **Client Setup** screen, select the **Status/Office** tab. In the Linked Application area, click **Add link**.

ent Setup : I	Daily F	Planet								
C <u>l</u> ient		<u>M</u> ailing	<u>F</u> ederal ID /	Profile / Desc	2	<u>S</u> taff	<u>B</u> illing	Billin <u>a</u> Fees	S <u>t</u> atus /	Off
Status	 A In H A In 	ctive Client nactive Client old Client ctive Prospect nactive Prospec Office that ow	t ns this client Fa	Active Da Inactive	ate [1/10/2015				-
Linked Applica	tion	If Multiple (Offices, add clier Link Applicati	nt to all offices on	*		Link Clien	t Number		J
		ок	Tracking	Bill Rate	s	Billing Fo	prmat Not	Add link R es Custor	emove link n Cai	ncel
					- 10					

3. In the **Create Client Links** dialog box, click **Create CCH ProSystem** *fx* **Tax Client Link**.

Item				Value			
Client Engager	nent			100051.000			
Name			1	Daily Planet			
Address line 1	e 1			500 Concord Lane			
Address line 2							
Address line 3							
City			1	letropolis			
State							
7IP							
•	< III +					P	
ent search Search field	d Ie	Client	lD				
ent search Search field Search valu	j Je	Client	lD		S	earch	
ent search Search field Search valu CH Prosystem fo	d ue k Tax search re	Client	lD		S	earch	
ent search Search field Search valu XH Prosystem fx ClientID	d ue < Tax search re Name	Client	Entity type	FEIN/SSN	Link	earch	
ent search Search field Search valu XH Prosystem fo ClientID	d ve k Tax search re Name	Client	Entity type	FEIN/SSN	Link	earch	
ent search Search field Search valu XH Prosystem fx ClientID	d ue k Tax search re Name	Client	Entity type	FEIN/SSN	Link	earch	
ent search Search field Search valu CH Prosystem fo ClientID	d ue k Tax search re Name	Client	Entity type	FEIN/SSN	Link	Search	
ent search Search field Search valu CH Prosystem fo ClientID	d x Tax search re Name	Client	Entity type	FEIN/SSN	Link	Search	
ent search Search field Search valu CH Prosystem fo Client ID	d x Tax search re Name	Client	Entity type	FEIN/SSN	Link	earch	

Figure 11

- 4. The **CCH ProSystem** *fx* **Tax Client Link** window appears listing information for the selected Practice Management client at the top of the window.
- 5. Pick a search method in the **Search field** list. Enter a search value in the *Search Value* field, and click the **Search** button.
- 6. After you click **Search**, a list of Tax clients that meet your search value appear in the **Tax search results** list.



You can double click a Tax client in the **Tax search research** results list to review additional client information before you finish the link.

- 7. Select the client that you want to link to the Practice Management client, and click Create Client Link.
- 8. Close the **Create Client Links** screen and return to **Client Setup**. The link now displays in the **Linked Application** section. Click **OK** to close **Client Setup**.

Practice Management Tray

You must have the Practice Management Tray running to transfer common data between Tax and Practice Management. If the tray is not running when you log into Tax Preparation, a message prompts you to launch the Tray and restart Tax.

Steps to launch Practice Management's Tray:

1. In Practice Management's **Time Entry** module, click **Timer (Off)** at the bottom of the screen to launch the Tray. The timer feature activates and the button becomes unavailable and reads **Timer (On)**.

PM Time Entry - Green, Wendy - 10	/03/2016							• 🔀
File Activities Quick Looks P	references Key India	ators Features H	lelp					
Time and Expense Entry	ue Dates Timesh	eet Loo <u>k</u> up 🛛 Aler	ts(8) In/	/Out Log - (Out For T	The Day)		
 ✓ October 2016 ▶ ▶ M T W T F S 	Client Name S M T W T F S						•	
1	1 Project						Tracking	Status
2 3 4 5 6 7 8 9 10 11 12 13 14 15	Service (Code				•	•	
16 17 18 19 20 21 22	Hours		0.00	Rate		0.0	00	
23 24 25 26 27 28 29 30 31	Memo						Save	Cancel
							Jave	cancer
Client Sort Name	Client Code	Eng Desc	Service Co	ode	Hours	Rate	Memo	
•	111							•
Daily Billable 0.00	Daily Billable 0.00 Non-Billable 0.00 Total 0.00 Expense 0.00							
MTD Hours Real Time Rele	ase Bank Hours	Correct Date	Print	Timer (O	ff) N	Notes	Appointments	Quit

Figure 12

- 2. Once you activate the timer, a small **PMTray** icon appears in your system tray at the bottom right corner of your desktop. This is the area of your screen where you see the time.
- 3. Right click the **PMTray** icon, and select **Preferences** from the right mouse click pop-up menu. The **Tray Preferences** dialog box helps you customize **PMTray** options.

PM Tray Preferences		
General	General Preferences	
Practice Task Timer	Start Practice Tray du	ring Windows Startup
ProSystem fx Client Link	This selection deter double clicking the t	mines the behavior of tray icon.
	Default Practice Tray	Practice Task Timer 🗨
	Update Every	1 Minute
		Save Cancel





You do not have to customize preferences to enable the Tax Client link.

4. In the **Tray Preferences** dialog box, select the *Start Practice Tray during Windows Startup* checkbox if you want the **PMTray** to be available when you start up Windows. To logon to the PMTray, double click the icon in the System Tray.

If you do not want to load the PMTray during Windows Startup, click Timer (Off) in Time Entry at any time to launch the PMTray manually.

5. You can customize the **PMTray** for use as a Practice Features Launcher, a Practice Project Tracking plug in, a Practice Task Timer or a CCH ProSystem *fx* Client Link plug in. In the **Default Practice Tray** list, choose the feature you want to use when you when double click the **PMTray** icon.



Select Client Link to turn on or turn off the client link at any time when you double click the **PMTray**.

6. If you select the CCH ProSystem *fx* Client Link, select Client Link in the Navigation Pane to set Client Link Preferences. Select the Use Mixed Case Format checkbox to transfer client data in mixed case format. Select the Disable Client Linking checkbox to disable the Client Linking feature.



The **PMTray** runs independently of Practice Management. You do not have to log into Practice Management to use the **PMTray** functions.

Enabling the Link from ProSystem fx Tax

You can also create the client link from the Tax program.

Steps to create the client link:

1. Save the tax return. If the tax return is not linked with the Practice Management client, a **Tax Client** Link screen appears.

Description			Value			
Client Name			Daily Planet			
Sort Name			Daily Planet			:
Address			350 Concord Lane			
City			Metropolis			
State			IL			
Zip			05236			
Federal Tax Id			05-0253202			
Phone						
Fmail						
search field Search field Search value		lient Number		•		Search
Search field Search value rosystem fx Practic	C e Management se Engagement	lient Number earch results		•	-otity	Search
search field Search value rosystem fx Practic Client Number	C e Management se Engagement	lient Number earch results Sort Nar	me	•	Entity	Search
search field Search field Search value rosystem fx Practic Client Number	C e Management se Engagement	earch results	me	• E	Entity	Search
search field Search field Search value rosystem fx Practic Client Number	C e Management se Engagement	lient Number earch results Sort Nar	me	F	Entity	Search
search field Search value rosystem fx Practic Client Number	C e Management se Engagement	ient Number earch results Sort Nar	me	•	Entity	Search
search field Search value rosystem fx Practic Client Number	C e Management se Engagement	arch results	me	•	Entity	Search
search field Search value rosystem fx Practic Client Number	C e Management se Engagement	arch results	me	F	Entity	Search
search field Search value rosystem fx Practic Client Number	C e Management se Engagement	arch results	me	• E	Ēntity	Search
search field Search value rosystem fx Practic Client Number	C e Management se Engagement	arch results	me		Entity	Search



- On the Tax Client Link screen, click Create Practice Management Link to link to an existing Practice Management client, or click Add Practice Management Client to create a new Practice Management client using the information in Tax.
 - a. To create a link to an existing Practice Management client, select the **Search field**, enter the *Search Value*, and click **Search**. Select the Practice Management client from the *CCH ProSystem fx Practice Management search results*, and click **Create Practice Management Link**.
 - b. To create a new client in Practice Management, click Add Practice Management Client. Enter or edit the *Client number*, *Engagement*, and *Client name* on the Tax Client Link screen, and click Add.

Using the Tax Timer

Once you link the Tax client and Practice Management client, you can start a timer *from* the tax return. By default, if you link a Tax client and a Practice Management client, the timer starts automatically. If you want to control when the timer starts, you need to change your user preferences.

Steps to change the timer user preferences:

- 1. In Tax, select **Options/Interface Options/Practice Management**.
- 2. In the **Practice Management Interface** dialog box, **Start the time clock** defaults to *Automatically when a tax return is opened or created*. If you want to control when the timer starts in the tax program, choose *Manually*.



Figure 15

Steps to manually start a timer in Tax:

- In the bottom right hand corner of the tax return, there are 5 timer icons. To start the timer, click the green triangle ▶. When you start the timer, other timer options become available.
 OR
- 2. Select **Manage/Time Clock/Start** to start the timer. The same options become available when you start the timer.

Once the timer has been stopped, the user must Show Timers from the Tray and Edit the entry to add the remaining information. For linked clients, the client name should populate automatically.

PM Edit Practico	e Task Timer - Unnamed	Task 1			—
Client Name					•
Project	No Selection -			- T	racking Status
Service Code					• •
Time Elapsed Reco	0 🔄 hours 0 👘 m orded Time Is Being Ro	ninutes unded Up To T	Rate 0.00 he Nearest 6 Minute	·5.	
Memo					*
Internal					~
		No Client S	Selected		
Record	Record & Reset	Delete	Stop Timer		Close

Figure 16

Invoice Amounts Generated from Tax

If you generate invoices from Tax, you can export the invoice amount to Practice Management. Once you export the invoice amount from the Tax program, you need to post the invoice to the client's accounts receivable account. The invoice amount comes over to Practice Management as a progress bill.

The amount of the invoice is entered in Tax in <u>General > Returns Options > Invoice Options > Tax Preparation</u> <u>Fee</u>.

5	- Invoice Options	\
	* Entry in Office Manager is the default for this item	
	Client statement format options *	
1		×
2	Include processing fee in client fee	
3	Print with border	
4	Suppress custom letterhead	
5	Suppress invoice date	
6	Invoice date adjustment	
7	Print client ID on invoice *	
8	Fee multiplier *	
9	Tax preparation fee	
10	Amount taxpayer prepaid	
11	Computer charge - override	
12	Print taxpayer phone number and email on invoice *	

Figure 17

Steps to export the Tax invoice amount to Practice Management:

- 1. You can export the Tax invoice amount to Practice Management by printing the tax return. To print the tax return, select **File/Print/Entire Return** (not a needed step). This prompts you and asks if you want to export the invoice to Practice Management.
- 2. To export the Tax invoice amount without printing the tax return, select **Manage/Send Invoice Amount to Practice**.



The icon to send the invoice to Practice Management can be added to the toolbar by Customizing the Toolbar under the Options menu in Tax.

Updating Client Information

From Practice Management



The information that links from Practice Management to Tax includes:

- Address Line One
- Six characters of Address Line Two
- City, State and Zip
- Telephone

For the updates to flow to the Tax program, you must be logged in to the **PMTray** the first time you open the Tax program. When you open the tax return, the program prompts you to either **Apply Updates** or **Bypass Updates**.

Updat	e Corporation Tax Return	R
TH Up	ne following fields have been modified in odates to continue. Only checked fields	the client profile. Make any necessary editing changes and click Apply that are applicable to the return type will be copied into the tax return.
	Field	Value
×	Street address	500 Concord Lane
×	ZIP code	05206
×	Telephone	862-555-5555
×	Email address	lane@dailyplanet.com
_		
Note	Editing changes will not be reflected in	the client profile. Apply Updates Bypass Updates Help

Figure 18

If you are not logged in to the **PMTray**, you will not receive the message to **Apply Updates** or **Bypass Updates**.

From Tax



The information that links from Tax to Practice Management includes:

- Client Name
- Address
- Federal Tax Identification
- Mailing Name
- Mailing City, State, and Zip
- Entity

- Sort Name
- City, State, and Zip
- Phone
- Mailing Address
- Email

While logged into the **PMTray**, and you save the return, Tax prompts you to **Apply Updates** or **Bypass Updates**. You can select the *checkbox* to the left of each item you want to update in Practice Management. Tax automatically selects all items that changed during preparation.

0

Apply Updates applies all changes for the listed fields or the fields with a checkmark to the left. Bypass Updates ignores any of the suggested changes.

Client Name	Daily Planet	
Sort Name	Daily Planet	
Address	425 Concord Lane	
City	Metropolis	
State	IL	
Zip	05261	
Federal Tax Id	05-0253202	
Phone	862-555-5553	
Email	Lane@Dailyplanet.Com	
Mailing Name	Daily Planet	
Mailing Address	425 Concord Lane	
Mailing City	Metropolis	
Mailing State	IL .	
Mailing Zip	05261	
Entity	Corporation	

Figure 19



If you are not logged on to the **PMTray**, the changes made in Tax will **NOT** update Practice Management.