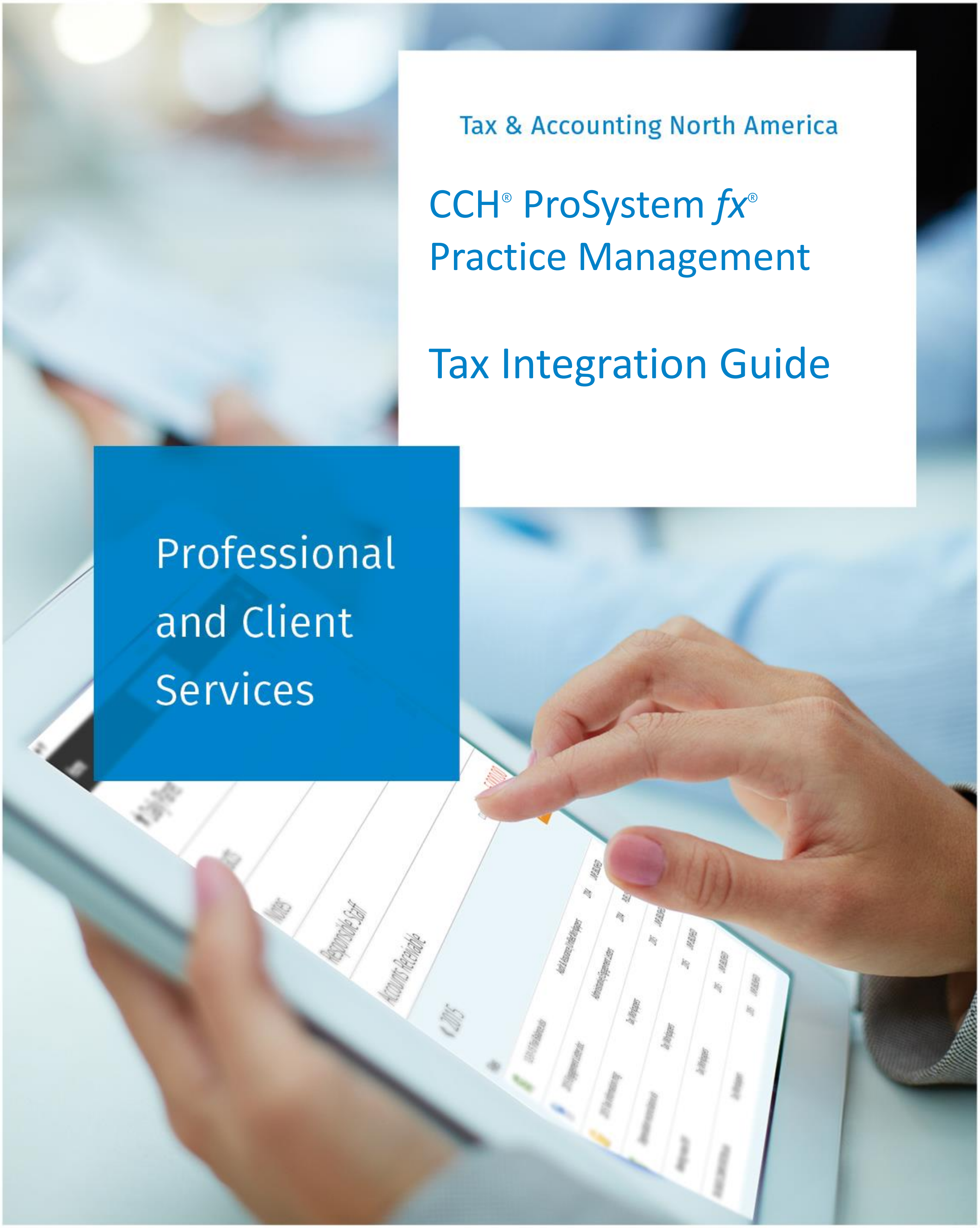
Wolters Kluwer

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*® Practice Management (Practice Management) and CCH® ProSystem *fx*® 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

Icon Legend

Keys	Quick reference to the key aspects of a particular function
Tip	Best practice tips and shortcuts
Notes	Informational notes about functions
Write	Steps or information to write down
Caution	Important warnings about a function
Movie	Video clips with additional training tips

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.

Table of Contents

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**.

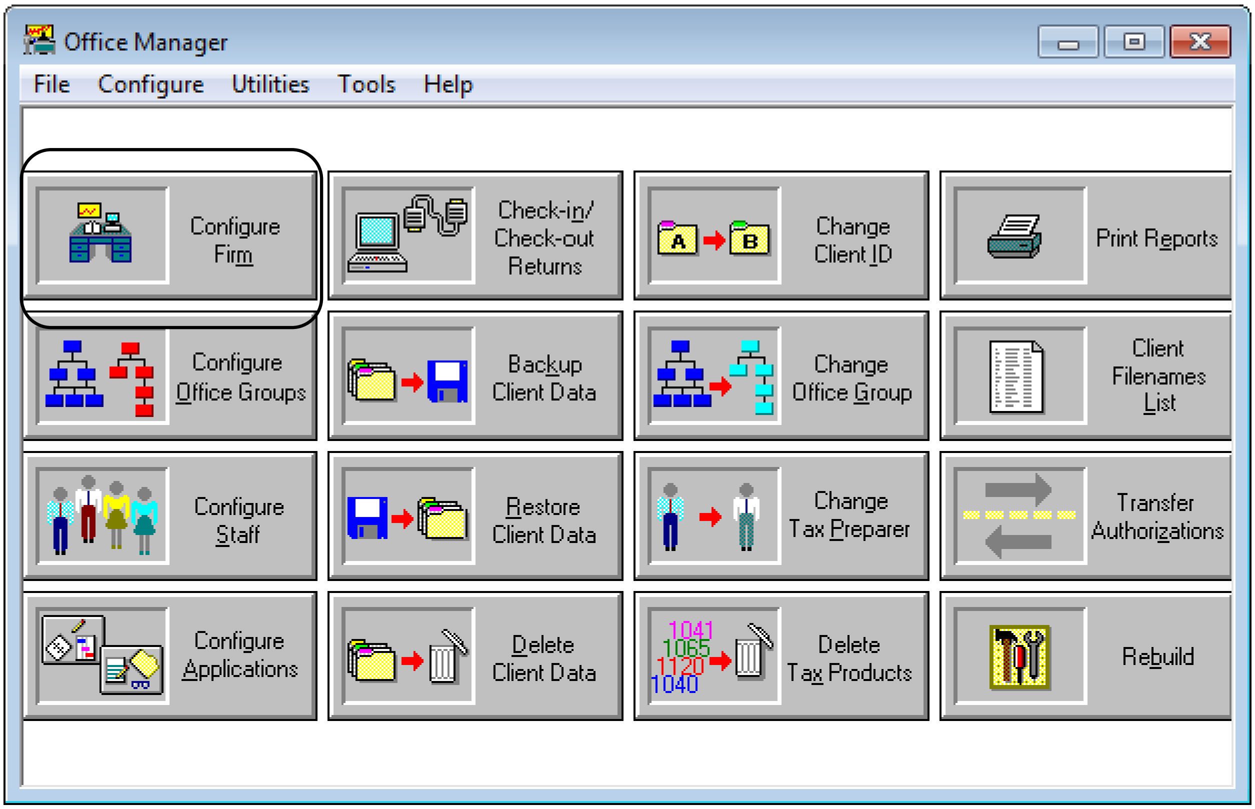


Figure 1

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

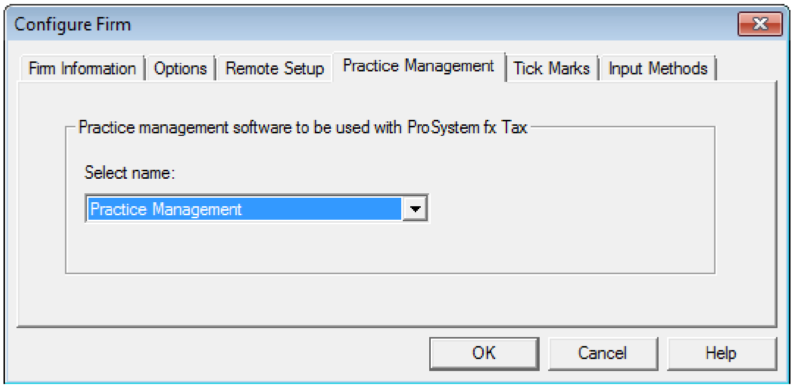


Figure 2

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**.

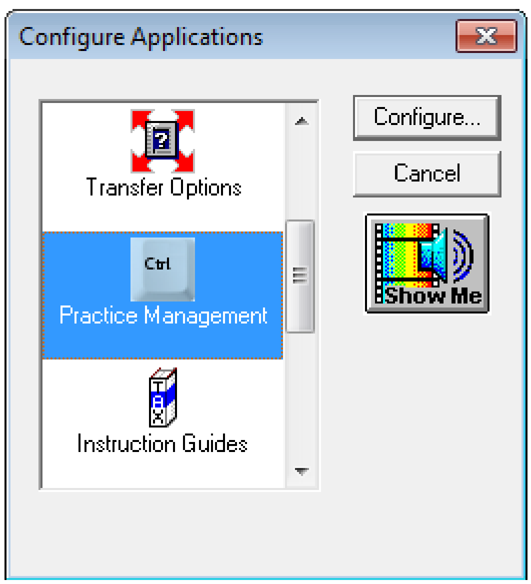


Figure 3

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

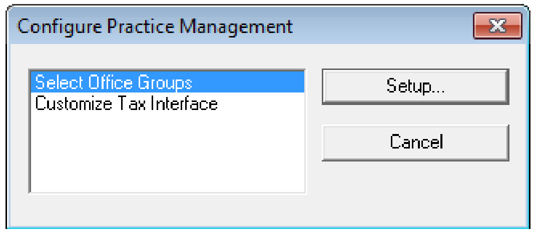


Figure 4

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**.

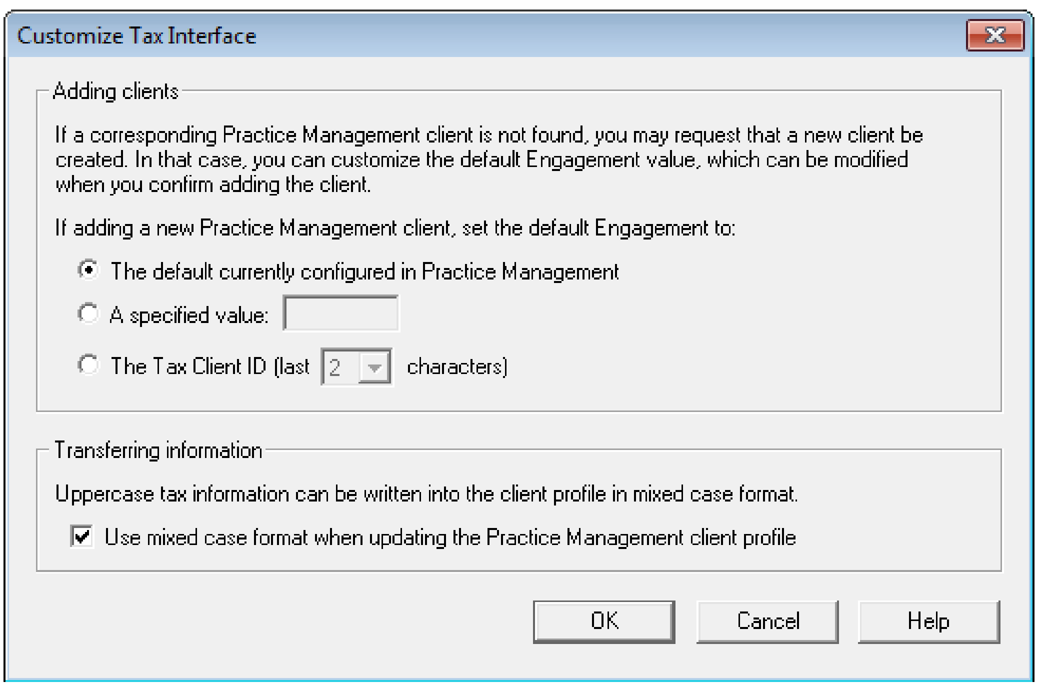


Figure 5

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**.

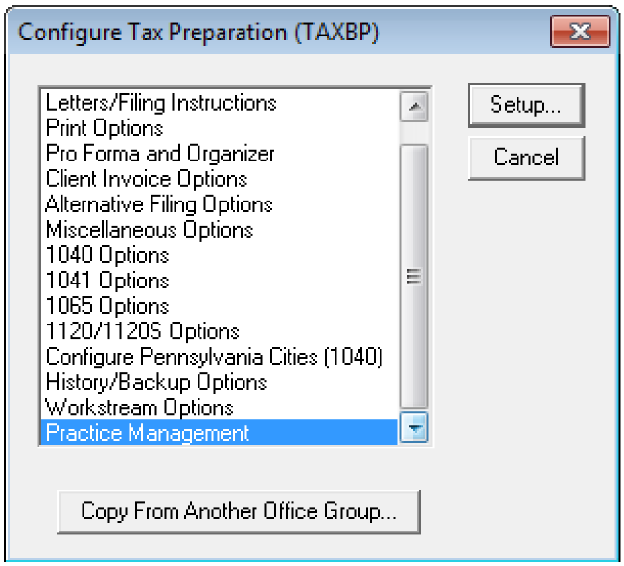


Figure 6

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

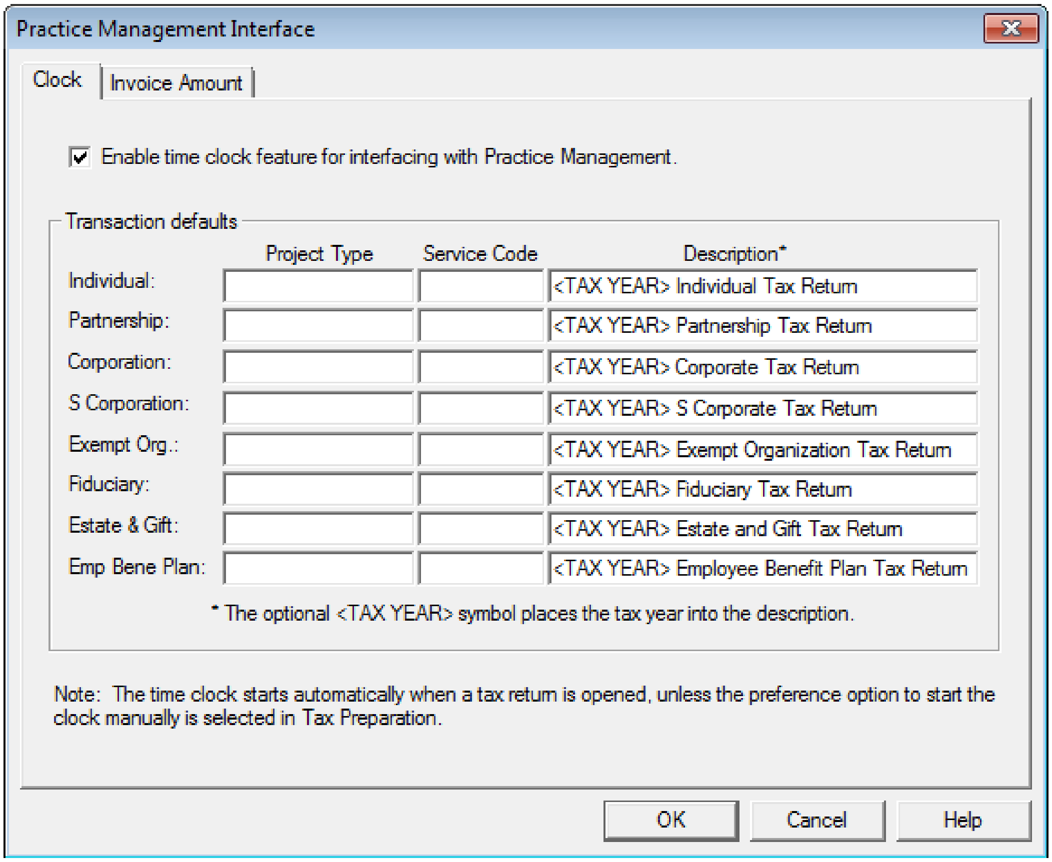


Figure 7

5. 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*.

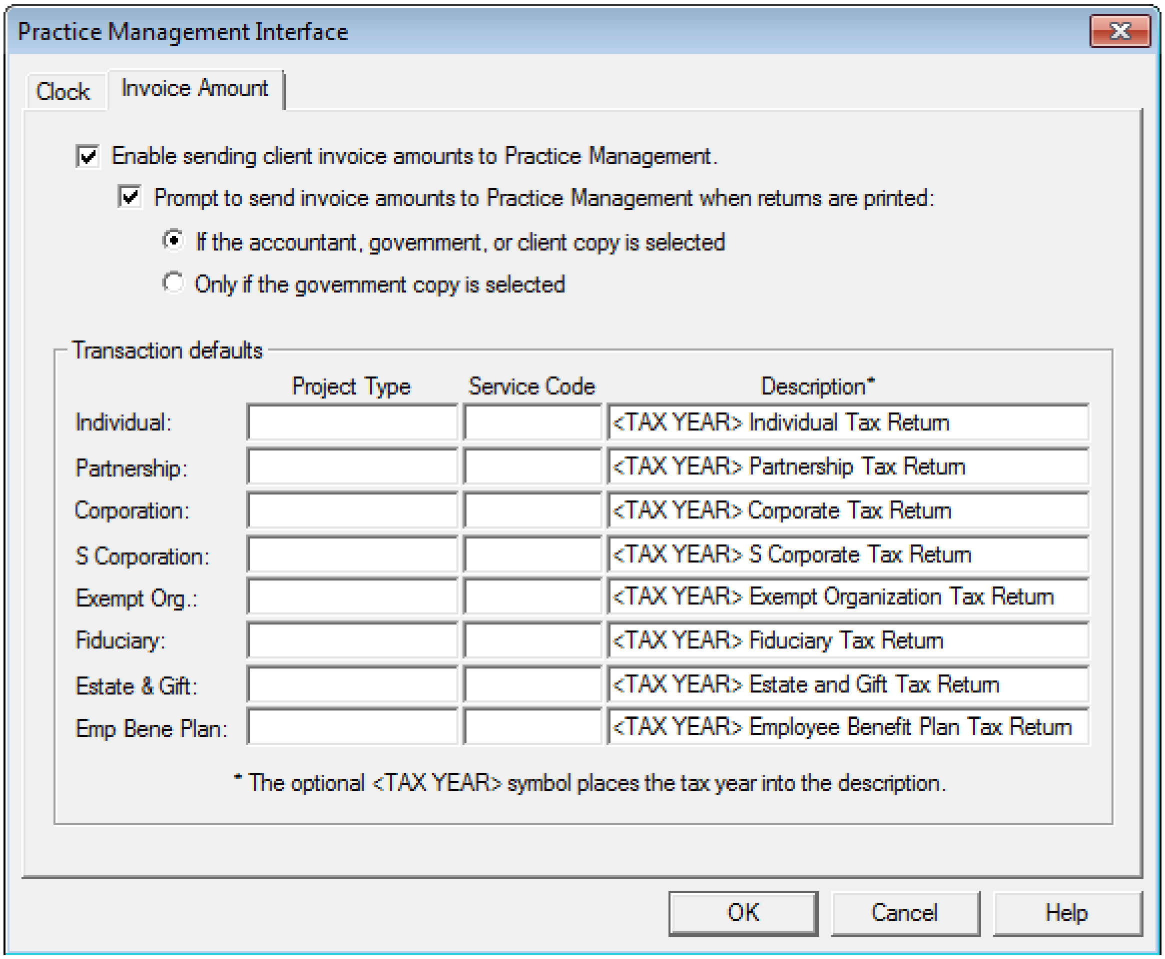


Figure 8

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.

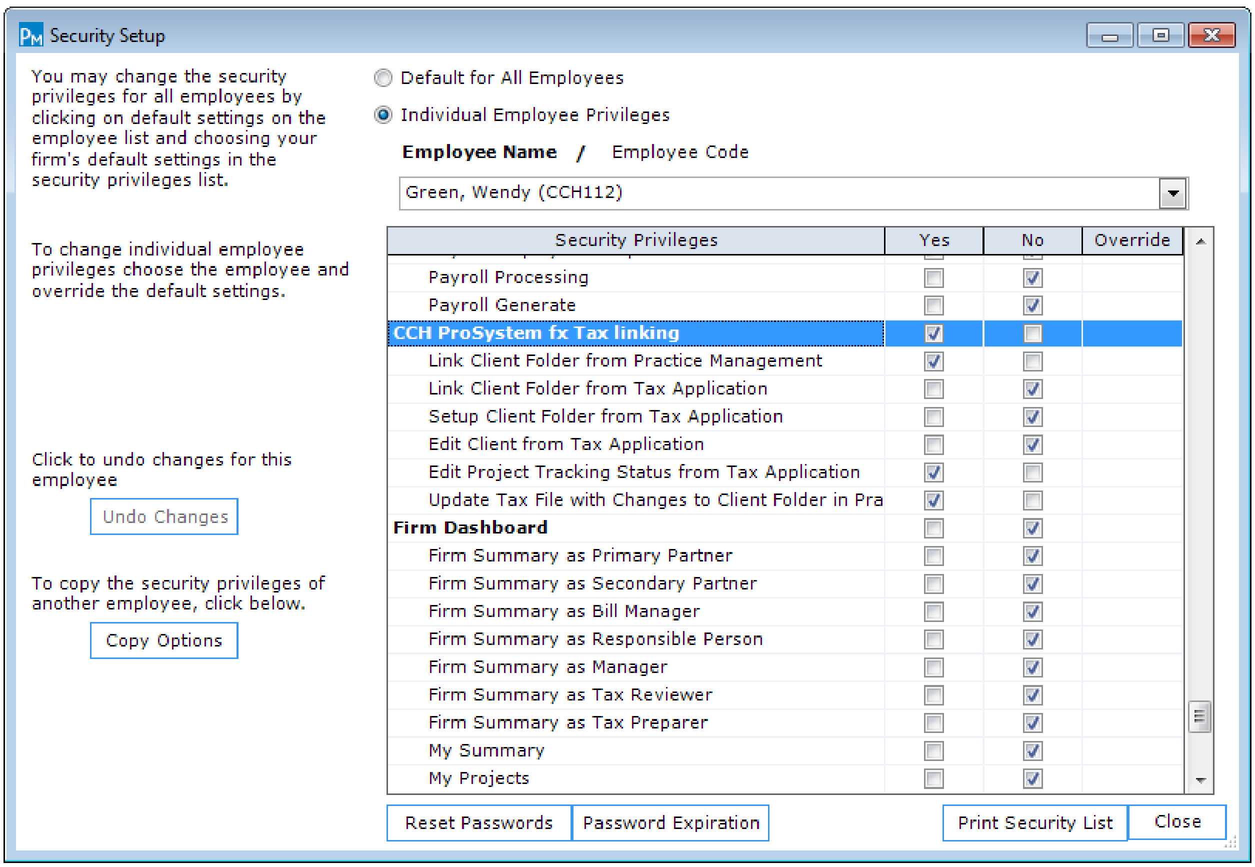


Figure 9

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**.

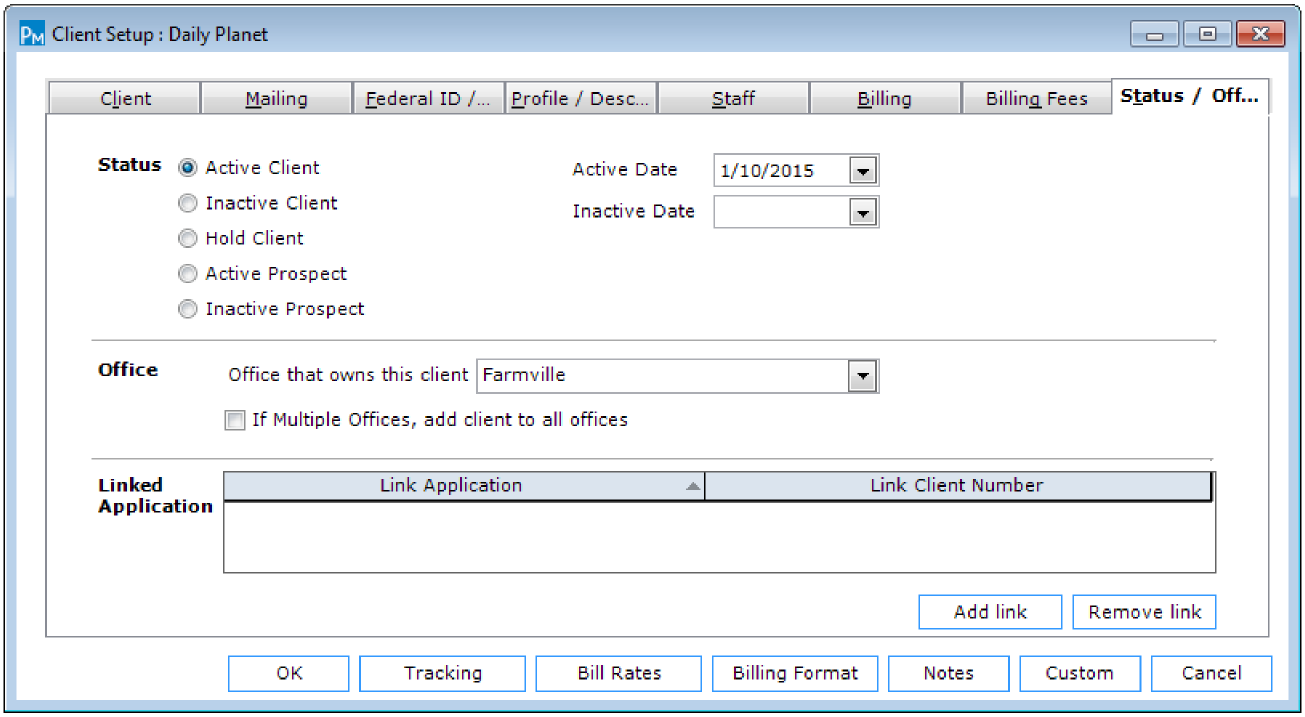


Figure 10

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

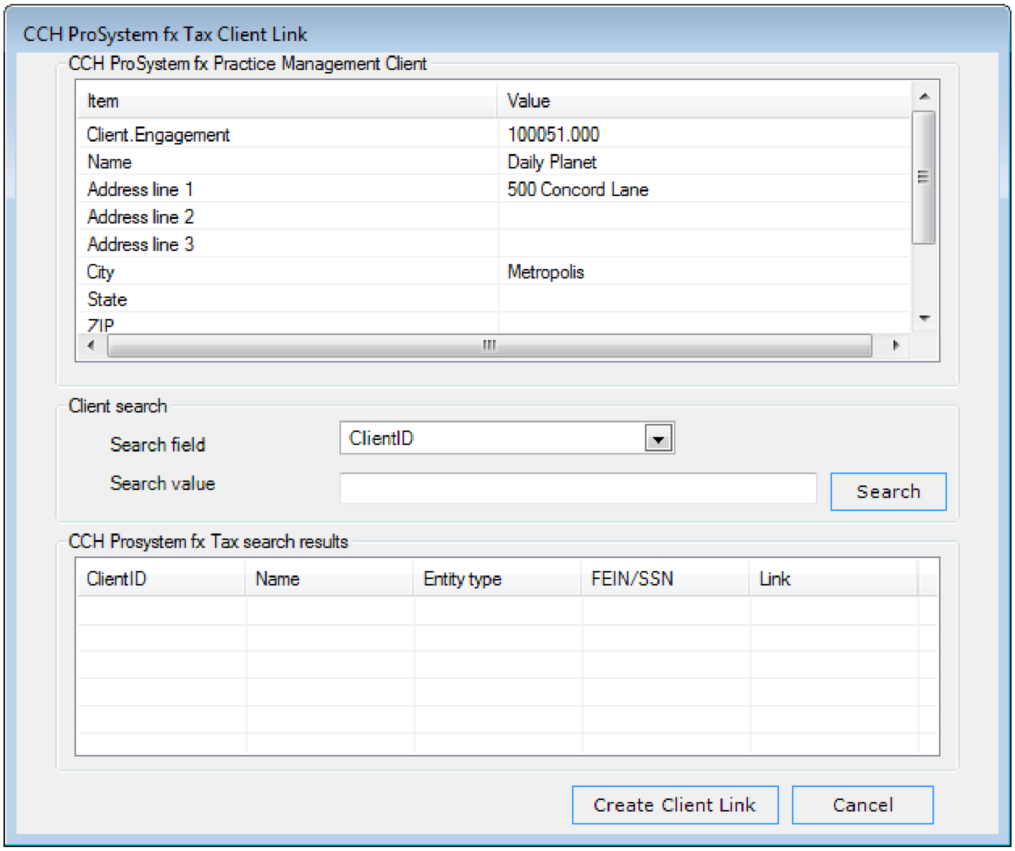


Figure 11

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)**.

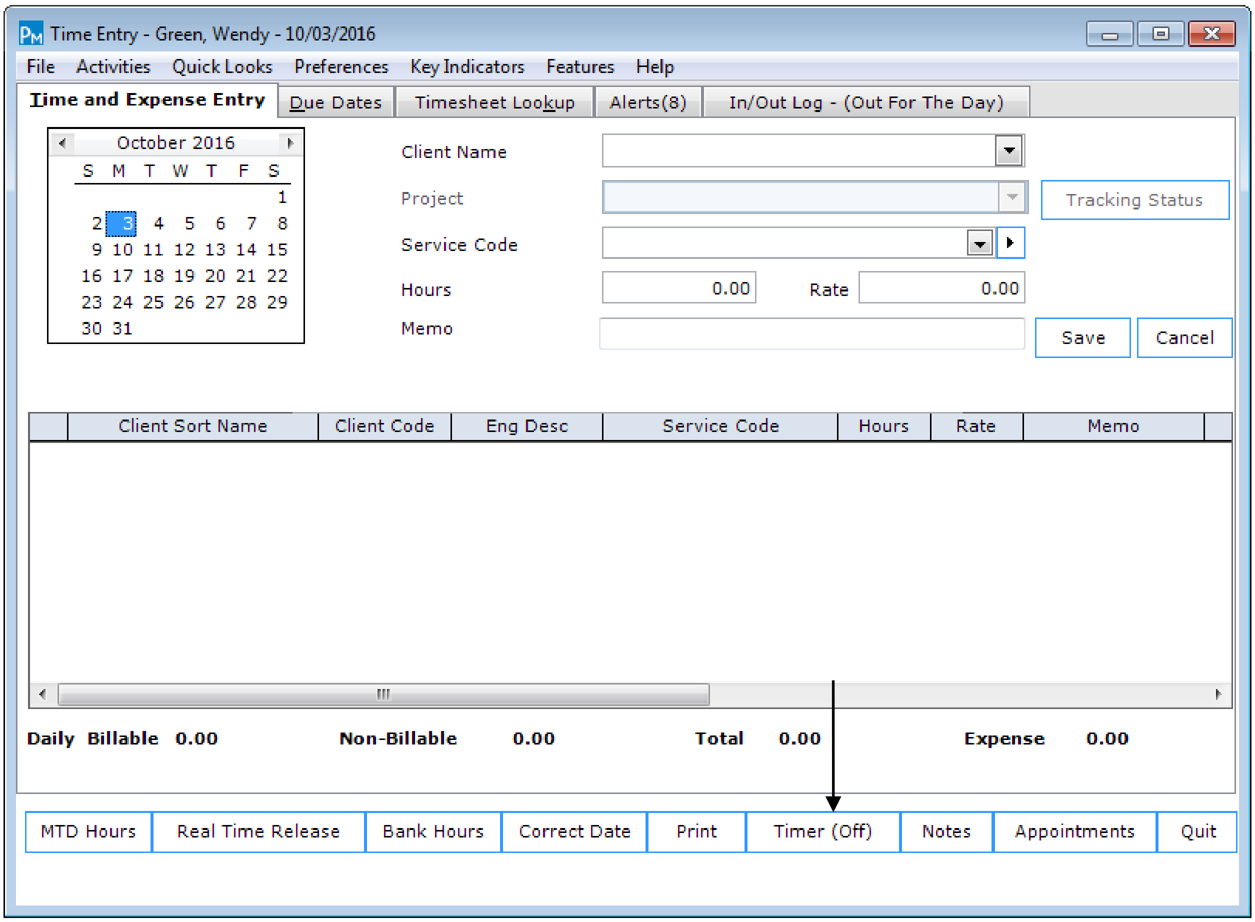


Figure 12

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.

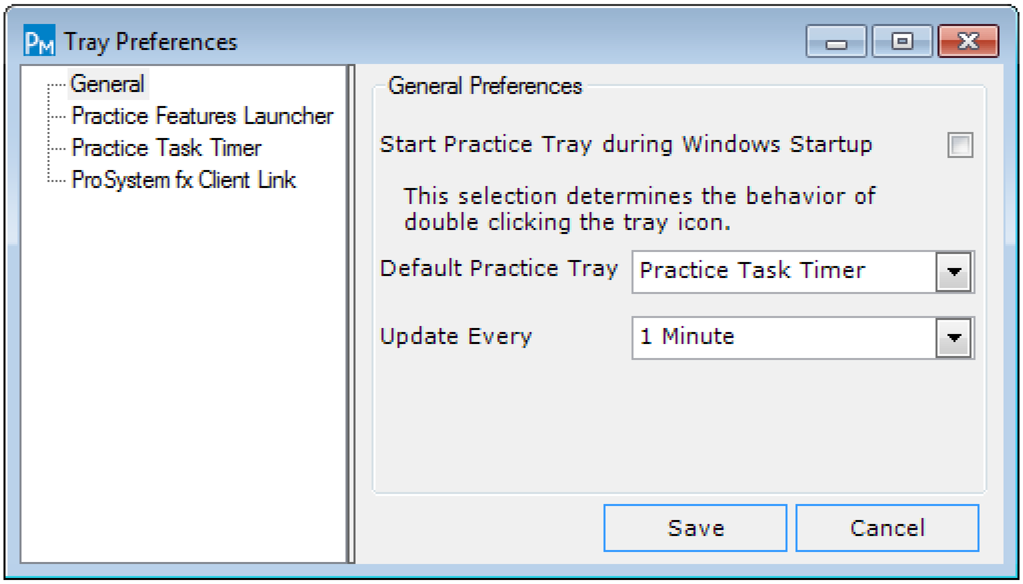


Figure 13

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.

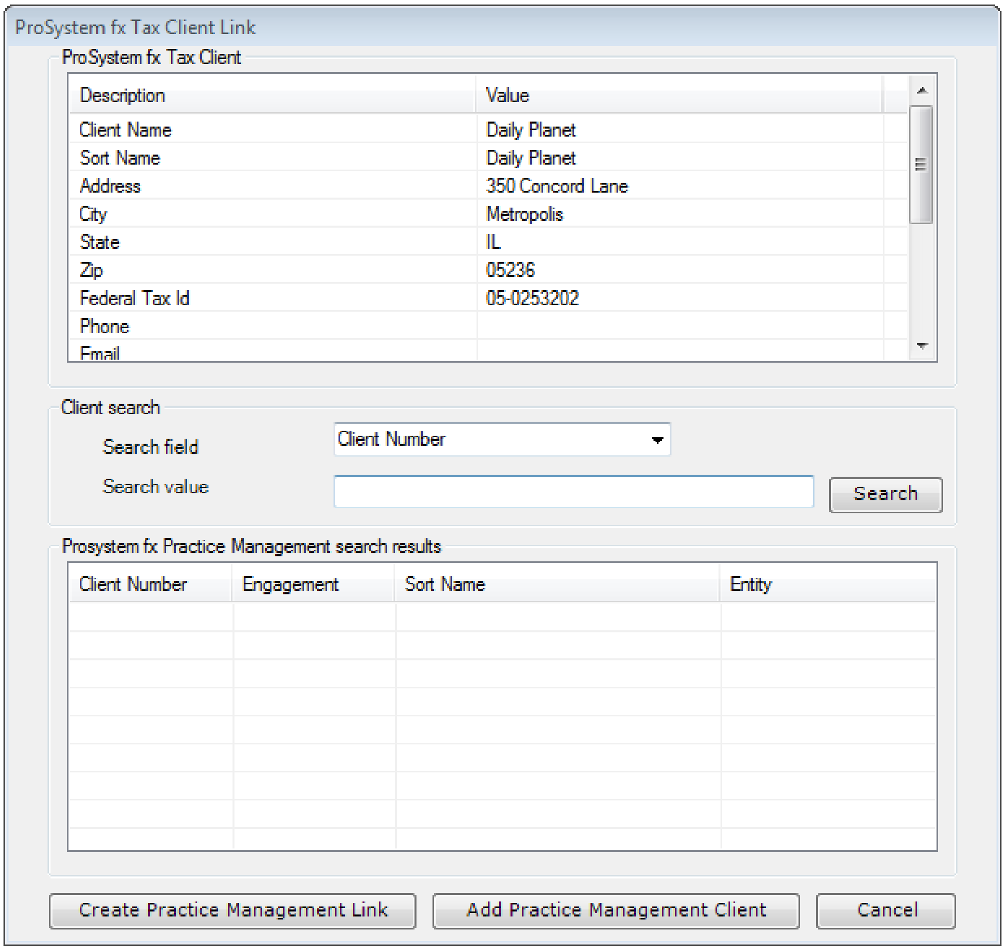


Figure 14

2. 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 *fr*om 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*.

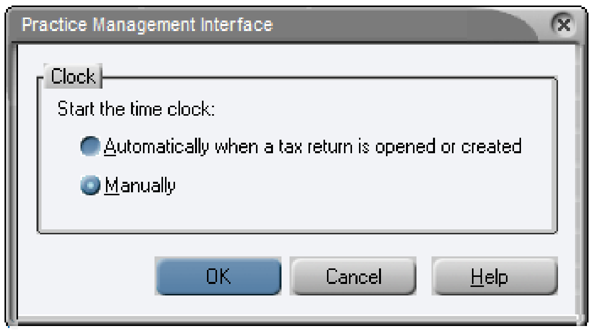


Figure 15

Steps to manually start a timer in Tax:

1. 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.

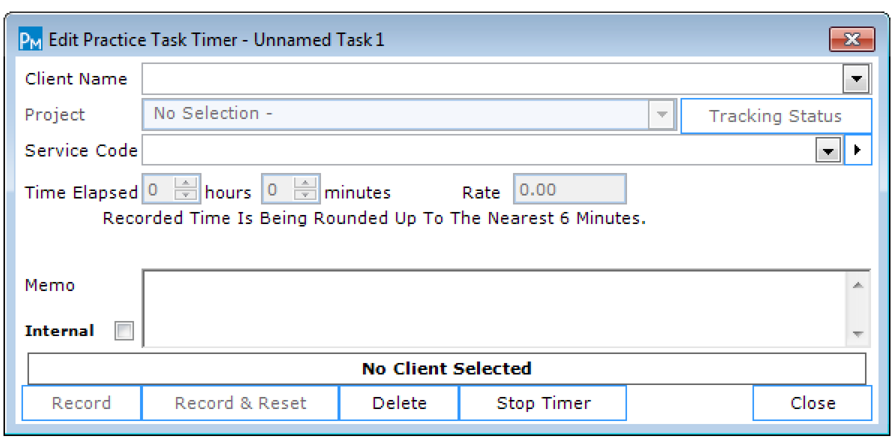


Figure 16

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 General > Returns Options > Invoice Options > *Tax Preparation Fee*.

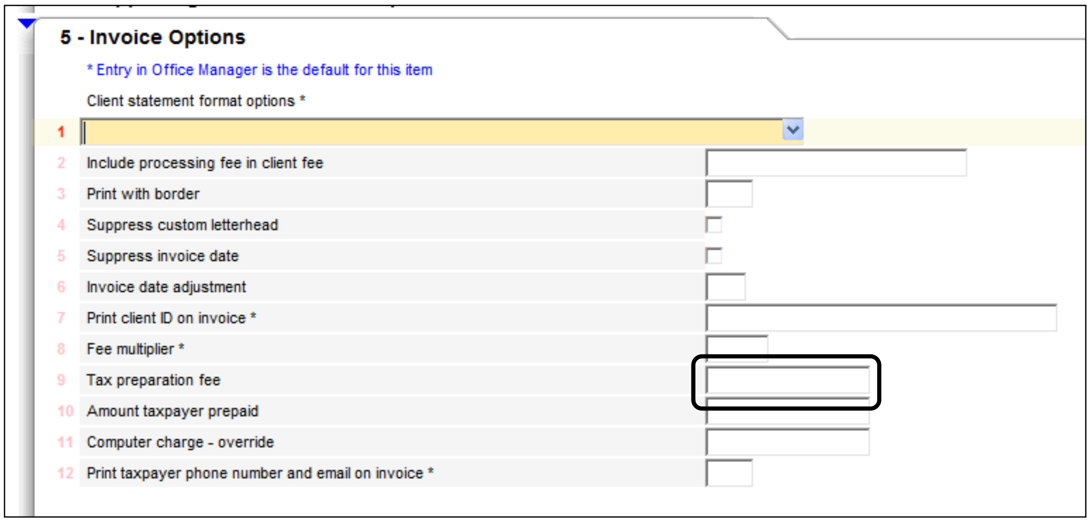


Figure 17

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**.

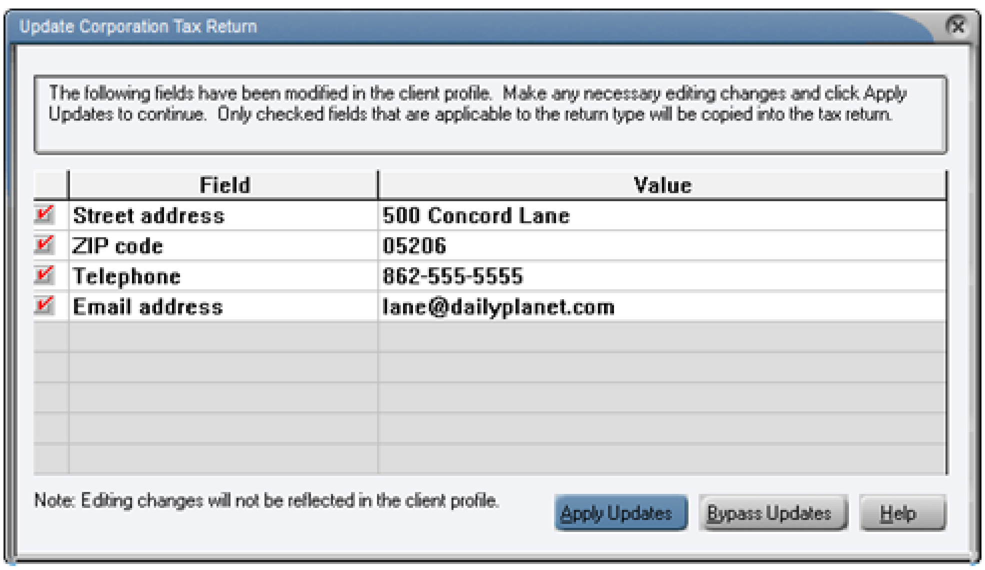


Figure 18

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.

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.

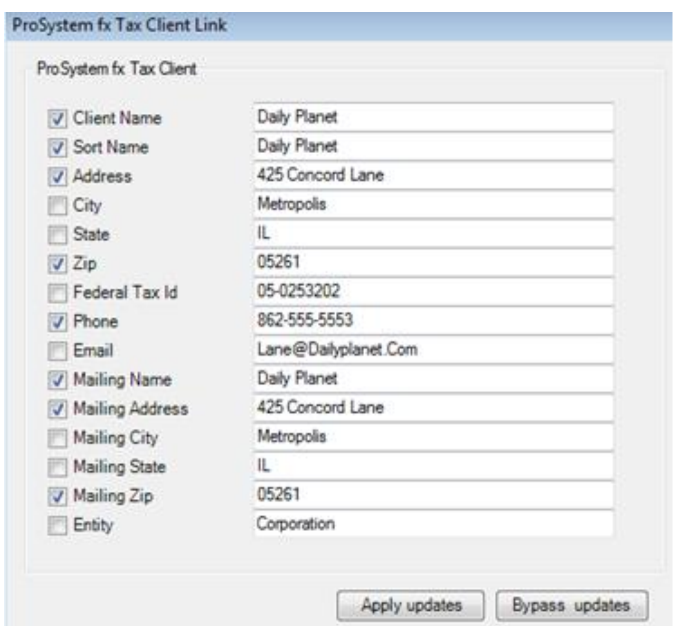


Figure 19

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