Tax & Accounting

Professional and
Client Services

CCH® ProSystem *fx*® Engagement

Training & Consulting Courses

Wolters Kluwer

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Timeline

Our Professional and Client Services department will be ready to get you up and running with our solutions. You can expect the following:

- You will be assigned a team of professionals that will work with you throughout the process to meet all implementation objectives
- A full implementation plan will be developed with milestones and tracking

Illustration is intended to provide general guidance; actual implementation time is dependent on many factors, primarily staff availability and the number, size, and complexity of the firm's industries.

Figure 1 – Engagement Implementation Timeline

It is recommended you work with your Solutions Consultant to determine the optimal plan for your office.

Role-Based Training

Most of our training is role based; this means that training is provided in the context of a specific role, including what it takes to perform that role. For example, administrators will need to learn how to perform different functions in the solution than end users. So, consider which staff members need to learn how to perform that role in the solution when looking at a course.

We've divided the training and consulting courses into these roles:

- Champions Team
- A&A User
- Tax User
- IT Administrator

Course Delivery Methods

The Delivery Method is the way course content is conveyed from software consultant to students.

One-on-One Onsite

Our One-on-One Onsite sessions provide an opportunity for a software consultant to come to your office and work in-person with your staff. There is something valuable in having a consultant come to your office. Onsite training requires two consecutive days minimum per product. We will bill you for the consultant's travel costs.

One-on-One Web

With One-on-One Web, your staff interacts with a software consultant online, covering course material and following along as the consultant shares their screen. This is a best value if you need four or more staff trained on a course.

Webinar

In a webinar, you and staff from other offices are together in a live Consultant-led course held in a web meeting room. Webinars are scheduled on a pre-set day and time. These are also known as MTS sessions.

Self-Study (eLearning)

Self-Study is self-paced, online training that uses electronic media such as audio and video to connect your staff to course content on the internet. Staff have access to the Self-Study course for one year and can review the material repeatedly.

Best Practice Consulting (Standard)

This Standard session is day one of our full Best Practices consultation, which is structured as a 2-day course. Designed to ensure a smooth implementation, a knowledgeable consultant will discuss the critical implementation issues you may encounter when implementing Engagement. This preparation will provide the time to prepare, correct, or avoid common issues of implementing CCH® ProSystem *fx*® Engagement.

Course Objectives

- Assess your firm's goals
- Understand your business environment, including departmental relationships
- Improve electronic processes
- Develop an implementation plan utilizing our Implementation Checklist
- Build a customized Firm Policies and Procedures guide for implementation and conversion to CCH® ProSystem *fx*® Engagement's electronic workpaper environment
- Develop a standard binder template

Delivery Methods and CPE

- One-on-One Onsite: Accounting – 8 credit hours
- One-on-One Web: Accounting – 8 credit hours

Who Should Attend?

- Implementation leaders (Partners, Manager, Senior/Staff), Administrative staff and IT
- Role: Champions Team

Program Information

- Program Level: Basic
- Prerequisites: Training I (A&A) or Training I (Tax)
- Advanced Preparation: None

Best Practice Consulting (Premium)

This Premium session is day two of our full Best Practices consultation, which is structured as a 2-day course. Adding to the Standard Best Practices course, our Premium Best Practices session focuses on engagement management and workpaper management best practices. A knowledgeable consultant will guide your organization in completing a customized best practices/policies and procedures document to suit your business's workflow and organizational structure. Additional time will also be available to discuss more complex technical, procedural and functional implementation issues.

Course Objectives

- Ensure an in-depth understanding of the Implementation Checklist and related best practices
- Build a customized Firm Policies and Procedures guide for engagement management and workpaper management in CCH® ProSystem *fx*® Engagement's electronic workpaper environment
- Develop additional firm standard binder templates

Delivery Methods and CPE

- One-on-One Onsite: Accounting – 8 credit hours
- One-on-One Web: Accounting – 8 credit hours

Who Should Attend?

- Implementation leaders (Partners, Manager, Senior/Staff), Administrative staff and IT
- Role: Champions Team

Program Information

- Program Level: Basic
- Prerequisites: Training I (A&A) or Training I (Tax), Best Practices Consulting (Standard)
- Advanced Preparation: None

Best Practices Consulting (Half Day)

This Half Day session is designed to ensure a smooth implementation where a knowledgeable consultant will discuss the critical implementation issues you may encounter when implementing CCH® ProSystem *fx*® Engagement. This preparation will provide the time to prepare, correct, or avoid common issues of implementing CCH® ProSystem *fx*® Engagement.

Course Objectives

- Assess your firm's current procedures and long-term goals
- Understand your business environment, including departmental relationships
- Improve electronic processes
- Develop an implementation plan utilizing our Implementation Checklist
- Build a customized Firm Policies and Procedures guide for implementation and conversion to CCH® ProSystem *fx*® Engagement's electronic workpaper environment
- Discuss the development of a standard binder template

Delivery Methods and CPE

- One-on-One Onsite: Accounting – 4 credit hours
- One-on-One Web: Accounting – 4 credit hours

Who Should Attend?

- Implementation leaders (Partners, Manager, Senior/Staff), Administrative staff and IT
- Role Champions Team

Program Information

- Program Level: Basic
- Prerequisites: Training I (A&A) or Training I (Tax)
- Advanced preparation: None

Training I (A&A)

Establish the foundation of knowledge required to efficiently and effectively utilize CCH® ProSystem *fx*® Engagement for the most common accounting and audit functions with the Training I (Accounting and Audit) course. Combined, Training I (Accounting and Audit), Training II (Advanced Trial Balance), and Training II (Financial Statements) represent the complete accounting and audit user curriculum. All courses provide detailed instruction, presented in a realistic workflow, and are entirely hands on.

Course Objectives

- Import and convert data into a trial balance
- Customize financial statement groupings
- Group accounts and book journal entries
- Generate trial balance reports
- Create analytical reports
- Link and automate workpapers and financial statements
- Use tickmarks and workpaper referencing
- Create and manage workpaper notes
- Collaborate and share documents with users from the office or remotely
- Electronically review and sign off workpapers and financial statements

Delivery Methods and CPE

- One-on-One Onsite: Accounting – 8 credit hours
- One-on-One Web: Accounting – 8 credit hours
- Webinar: Accounting – 8 credit hours

Who Should Attend?

- Individuals who prepare financial statements and need to prepare and manage workpapers in an electronic environment
- Role: A&A User

Program Information

- Program Level: Basic
- Prerequisites: Basic knowledge of Microsoft Word, Excel, and Windows
- Advanced Preparation: None

Training II (Advanced Trial Balance)

Designed to provide participants with the knowledge and tools necessary to using the advanced functions and features with CCH® ProSystem *fx*® Engagement. Course includes hands on computer training.

Course Objectives

- Navigate the Engagement user interface through advanced template, workpaper management, and user options
- Customize the trial balance views and grouping lists for nontraditional engagements
- Create binders for various engagements, including divisional, consolidated, and interim engagements
- Utilize Engagement's diagnostic tools and various workpaper management functions

Delivery Methods and CPE

- One-on-One Onsite: Accounting – 4 credit hours
- One-on-One Web: Accounting – 4 credit hours
- Webinar: Accounting – 4 credit hours

Who Should Attend?

- Users who perform advanced trial balance and workpaper management functions
- Role: A&A User

Program Information

- Program Level: Basic
- Prerequisites: Training I (A&A) or Training I (Tax)
- Advanced Preparation: None

Training II (Financial Statements)

Designed to provide participants with the necessary tools needed to help increase their efficiency when creating and using CCH® ProSystem *fx*® Engagement financial statements. Course includes hands on computer training.

Course Objectives

- Create and customize grouping lists to assist in linking financial statements and supporting schedules
- Gain an understanding of the Trial Balance database and links from the Trial Balance database to aid in performing more efficient financial statement linking
- Utilize advanced CCH® ProSystem *fx*® Engagement functions in conjunction with Microsoft® Office® Word and Excel® functions to enhance the overall efficiency in preparing financial statements and supporting schedules

Delivery Methods and CPE

- One-on-One Onsite: Accounting – 4 credit hours
- One-on-One Web: Accounting – 4 credit hours
- Webinar: Accounting – 4 credit hours

Who Should Attend?

- Users who perform financial statement preparation
- Role: A&A User

Program Information

- Program Level: Basic
- Prerequisites: Training I (A&A) or Training I (Tax)
- Advanced Preparation: None

Training I (Tax)

Establish the foundation of knowledge required to efficiently and effectively utilize CCH® ProSystem *fx*® Engagement for the most common tax preparation functions with the Training I course. In tandem, Training I (Tax) and Training II (Tax Integration) represent the complete tax preparation user curriculum. Both courses provide detailed instruction, presented in a realistic workflow, and are entirely hands on.

Course Objectives

- Import and convert data into a trial balance
- Customize tax groupings
- Group accounts and book journal entries
- Generate tax-specific reports
- Automate tax workpapers
- Use general tax templates
- Understand the tax export window
- Create and manage workpaper notes
- Collaborate and share documents with users from the office
- Electronically view and sign off workpapers

Delivery Methods and CPE

- One-on-One Onsite: Taxes – 8 credit hours
- One-on-One Web: Taxes – 8 credit hours
- Webinar: Taxes – 8 credit hours

Who Should Attend?

- Users who perform tax services without financial statement preparation
- Role: Tax User

Program Information

- Program Level: Basic
- Prerequisites: Basic knowledge of Microsoft Word, Excel, and Windows
- Advanced Preparation: None

Training II (Tax Integration)

Designed to provide participants with the knowledge and tools necessary to optimize the CCH® ProSystem *fx*® Engagement tax binder, and its integration with CCH® ProSystem *fx*® Tax or CCH Axcess™ Tax. Course includes hands on computer training.

Course Objectives

- Import trial balance information using various methods
- Utilize subgroups, M-3 Detail groupings, Send to Tax options, M-1 and M-3 groupings, and tax grouping utilities effectively to get the most out of your Engagement tax groupings
- Create and manage tax journal entries that facilitate the preparation of Schedules M-1 and M-3
- Demonstrate an enhanced understanding of the CCH® ProSystem *fx*® Tax or CCH Axcess™ Tax Dynalink and all of its features and options
- Employ various other Engagement utilities, diagnostic tools, functions, tips, and shortcuts

Delivery Methods and CPE

- One-on-One Onsite: Taxes – 4 credit hours
- One-on-One Web: Taxes – 4 credit hours
- Webinar: Taxes – 4 credit hours

Who Should Attend?

- Users who perform tax prep using CCH® ProSystem *fx*® Tax or CCH Axcess™ Tax
- Role: Tax User

Program Information

- Program Level: Basic
- Prerequisites: Training I (A&A) or Training I (Tax)
- Advanced Preparation: None

Workshop

Reinforcing concepts from the Training I course, gain suggestions and recommended solutions from a knowledgeable consultant on how to set up and prepare engagements and workpapers, using your firm's own engagements, which incorporate your firm's standards. Since this course is spent with your real client data, you can structure them to be partially billable, which will reduce your overall training cost. Course includes hands on computer training.

Course Objectives

- Convert actual data into your company's templates
- Connect binder grouping lists with prior period financial statements
- Create critical reports based on binder type
- Automate balances using financial statement links
- Prepare data for tax export (if applicable)

Delivery Methods and CPE

- One-on-One Onsite: Accounting – 8 credit hours
- One-on-One Web: Accounting – 8 credit hours

Who Should Attend?

- Training I attendees
- Role: A&A User

Program Information

- Program Level: Basic
- Prerequisites: Training I (A&A) or Training I (Tax) and Best Practices Consulting
- Advanced Preparation: None

Reviewer

Provide a thorough understanding of how to review workpapers using CCH® ProSystem *fx*® Engagement. Course includes hands on computer training.

Course Objectives

- Navigate Engagement (including diagnostics)
- Send and receive documents through synchronization
- Use workpaper notes and sign-off tools
- Review with drill down TB link and quickview
- Use tickmarks and workpaper references
- Determine when to use locking and freeze
- Complete binders using the finalization wizard

Delivery Methods and CPE

- One-on-One Onsite: Accounting – 4 credit hours
- One-on-One Web: Accounting – 4 credit hours

Who Should Attend?

- Senior management personnel who only review workpapers
- Role: End User

Program Information

- Program Level: Basic
- Prerequisites: Basic knowledge of Microsoft Word, Excel and Windows
- Advanced Preparation: None

Fund Reporting

Learn how to setup and manage Governmental and Not-for-Profit trial balance data and financial statements. Course includes hands-on computer training.

Course Objectives

- Manage multiple funds for Governmental and Not-for-Profit entities
- Create and customize a Fund Trial Balance database
- Import fund and trial balance data
- Create and modify trial balance links within the Fund Financial Statements
- Create and modify Fund Journal Entry and Trial Balance Reports
- Understand the inter-relation of workpapers in the template

Delivery Methods and CPE

- One-on-One Onsite: Accounting – 6 credit hours
- One-on-One Web: Accounting – 6 credit hours

Who Should Attend?

- Those individuals involved in the preparation of Governmental and Not-for-Profit financial statements using CCH® ProSystem *fx*® Engagement
- Role: A&A User

Program Information

- Program Level: Basic
- Prerequisites: Training I (A&A)
- Advanced Preparation: None

Post Implementation Best Practices Consulting

Get the CCH® ProSystem *fx*® Engagement guidance and recommendations that you need to resolve issues and improve efficiencies after implementing the software.

Course Objectives

- Clearly understand the best practices for working in Engagement
- Determine if your current workflow and processes are efficient and consistent with Engagement best practices
- Determine if other Wolters Kluwer products or training is necessary in order to become more efficient

Delivery Methods and CPE

- One-on-One Onsite: Management and Advisory Services – 2 credit hours
- One-on-One Web: Management and Advisory Services – 2 credit hours

Who Should Attend?

- CCH® ProSystem *fx*® Engagement's Champions Team or experienced staff users

Program Information

- Program Level: Basic
- Prerequisites: Training I (A&A) or Training I (Tax) and Best Practices Consulting
- Advanced Preparation: None

Maximizing Efficiencies with Engagement

Learn tips and shortcuts for using Engagement in order to become more efficient and enhance your understanding of the software. Course includes hands-on computer training.

Course Objectives

- Use Engagement functions and concepts to view, customize, modify and manage data
- Find, manage, share, analyze and use reports to improve efficiencies
- Utilize various Engagement utilities

Delivery Methods and CPE

- One-on-One Onsite: Accounting – 2 credit hours
- One-on-One Web: Accounting – 2 credit hours
- Webinar: Accounting – 2 credit hours

Who Should Attend?

- Users with prior experience in using Engagement

Program Information

- Program Level: Intermediate
- Prerequisites: Training I (A&A) or Training I (Tax)
- Advanced Preparation: None

Questions and Answers (Q&A)

Wolters Kluwer recommends you establish regular implementation meetings after completing your Engagement training. This Q&A course offers you the opportunity to have a qualified Wolters Kluwer consultant answer your questions in person.

Course Objectives

- Distribute business-wide information (policies, new templates, or support tips)
- Engage your peers with questions related to specific binders
- Build staff morale and confidence

Delivery Methods and CPE

- One-on-One Onsite: 1 to 4 hours No CPE
- One-on-One Web: 1 to 4 hours No CPE

Who Should Attend?

- CCH® ProSystem *fx*® Engagement users

Program Information

- Program Level: Basic to advanced – based on agenda
- Prerequisites: Training I (A&A) or Training I (Tax)
- Advanced Preparation: Communicate with the assigned consultant in order to develop an agenda

IT Consulting

A well-informed IT department is essential for a successful implementation of CCH® ProSystem *fx*® Engagement. Learn how to properly install, maintain and support this product.

Course Objectives

- Fit Engagement into your network environment
- Understand installation procedures and issues
- Ensure inclusion of hardware and software requirements
- Understand data backup policies and procedures
- Integrate Microsoft Word and Excel, and Adobe Acrobat
- Understand maintenance, support, and back-end support
- Manage SQL Express, SQL Standard or Enterprise
- Understand the database behind CCH® ProSystem *fx*® Engagement
- Understand file storage, file sharing and security requirements (including the Citrix/Terminal Server)

Delivery Methods and CPE

- One-on-One Web: 4 hours No CPE

Who Should Attend?

- IT Personnel
- Role: IT Administrator

Program Information

- Program Level: Basic
- Prerequisites: Network Experience
- Advanced Preparation: None

Server Migration

Maintaining your installation of CCH® ProSystem *fx*® Engagement on a solid, reliable server is an important component of ensuring that Engagement is working properly and efficiently. If your firm has purchased a new server, you want to be diligent and careful as you migrate your instance of Engagement from the old hardware to your new hardware. Let our expert consultants assist you in that process by leveraging their experience to guarantee a smooth transition of your valuable client data.

Course Objectives

- Develop a plan of action for all aspects of the server migration
- Review new server specifications to ensure adherence to system requirements
- Install the CCH® ProSystem *fx*® Engagement Administrator
- Migrate CCH® ProSystem *fx*® Engagement SQL Server Database and Central File Room workpapers
- Validate, conduct end to end testing, and review of data backup policies and procedures

Delivery Methods and CPE

- One-on-One Web: 8 hours No CPE

Who Should Attend?

- IT Personnel
- Role: IT Administrator

Program Information

- Program Level: Basic
- Prerequisites: Network Experience
- Advanced Preparation: New server hardware purchased, deployed, and configured in the firm’s network environment

Version Upgrade

Is your firm on the current version of CCH® ProSystem *fx*® Engagement? If not, you may be missing out on important enhancements and product functionality. If you are more than one version behind the current version of Engagement, the upgrade process can be time consuming and difficult to manage without the proper experience. Let one of our expert consultants take the hassle out of the upgrade process by managing this project for your firm and ensuring that everything goes smoothly while the integrity of your data is treated with care and respect.

Course Objectives

- Review of current CCH® ProSystem *fx*® Engagement installation and needed upgrade path
- Advise on any potential or required environment changes needed
- Execution of CCH® ProSystem *fx*® Engagement Administrator upgrade
- Demonstrate the CCH® ProSystem *fx*® Engagement workstation upgrade process
- Validate, conduct end to end testing, and review data backup policies and procedures

Delivery Methods and CPE

- One-on-One Web: 4, 8, or 12 hours No CPE

Who Should Attend?

- IT Personnel Role:
- IT Administrator

Role: IT Administrator Program Information

- Program Level: Basic
- Prerequisites: Network Experience
- Advanced Preparation: Licensing for the most current version of CCH® ProSystem *fx*® Engagement

Appendix: Course Outlines

For more details on what topics are covered in each course the outline for each course is included in this appendix.

Best Practices Consulting (1 Day) Course Outline

Introduction and Overview
- What is CCH ProSystem *fx* Engagement?
- Importance of Standardization

Understanding the Firm
- History and Status
- Goals and Expectations
- Current Software and Processes
- Work Programs and Content

Planning and Implementation
- The Engagement Champions Team
- Timing of Implementation
- Conversion Plan
- Creating and Maintaining Binder Templates
- Other Engagement Templates
- Binder Conversion
- Train Firm Personnel
- Assess Firm's Technology
- Firm Preferences in the Administrator Module
- User Options in the Workpaper Management Module
- Hardware and Software Security

Engagement Management
- Setting Up Client Folders and Binders
- Importing Trial Balance Data
- Creating Financial Statements
- Setting Up Interim and Consolidated Engagements
- Creating Tax Returns
- Creating the Document Completion Date Report
- Finalizing Binders
- Rolling Forward Binders
- Synchronizing Binders
- Archiving Binders
- Deleting Clients and Binders

Workpaper Management
- Storing Electronic Documents in the Binder
- Using Other Work Programs and Checklists
- Workpaper Documentation
- Reviewing in a Paperless Environment
- Sharing Workpapers in the Office and Field

Best Practices Consulting (2 Day) Course Outline

Introduction and Overview
- What is CCH ProSystem *fx* Engagement?
- Importance of Standardization

Understanding the Firm
- History and Status
- Goals and Expectations
- Current Software and Processes
- Work Programs and Content

Planning and Implementation
- The Engagement Champions Team
- Timing of Implementation
- Conversion Plan
- Creating and Maintaining Binder Templates
- Other Engagement Templates
- Binder Conversion
- Train Firm Personnel
- Assess Firm's Technology
- Firm Preferences in the Administrator Module
- User Options in the Workpaper Management Module

Engagement Management
- Setting Up Client Folders and Binders
- Creating Financial Statements
- Finalizing Binders

Best Practices Consulting (Half Day) Course Outline

Introduction and Overview
- What is CCH ProSystem *fx* Engagement?
- Importance of Standardization

Understanding the Firm
- History and Status
- Goals and Expectations
- Current Software and Processes
- Work Programs and Content

Planning and Implementation
- The Engagement Champions Team
- Timing of Implementation
- Conversion Plan
- Creating and Maintaining Binder Templates
- Other Engagement Templates
- Binder Conversion
- Train Firm Personnel
- Assess Firm's Technology
- Firm Preferences in the Administrator Module
- User Options in the Workpaper Management Module

Engagement Management
- Setting Up Client Folders and Binders
- Creating Financial Statements
- Finalizing Binders

Training I (A&A) Course Outline

Logging into Engagement

Engagement File Room
- Navigating the Engagement File Room
- Create New Client Folder
- Create New Binder

Navigating the Binder View

Inserting New Workpapers
- Insert New Workpaper
- Microsoft® Outlook® Integration

Synchronization
- Synchronize Binder (Office Synchronization)
- Express Synchronization (Office Synchronization)
- Current Editor Analysis
- Binder Packages

Trial Balance Database
- Importing Trial Balance Data from Microsoft® Excel®
- Importing Trial Balance Data from QuickBooks®
- Navigating the Trial Balance Database
- Modifying and Editing the Trial Balance Database
- Account Grouping and Assignment

Linking to the Trial Balance Database
- Name and Date Functions (Links)
- Copy and Paste TB Link
- Insert TB Link

Journal Entries and Journal Entry Reports

Trial Balance Reports

Workpaper Documentation and Review
- Tickmarks
- Workpaper References
- Workpaper Notes
- Workpaper Sign Off

Wrap-Up and Roll Forward
- Document Completion Reporting
- Finalization
- Roll Forward

Help and Support Options

Training II (Advanced Trial Balance) Course Outline

Creating Different Types of Engagements
- Annual vs. Interim Binder

Importing Trial Balance Data
- Paste TB Import
- Import from Engagement TB

Customizing the Trial Balance
- Creating and Customizing Trial Balance Views

Customizing Grouping Lists
- Creating Custom Grouping Lists
- Copying Groups and Subgroups
- Sharing Grouping Lists

Consolidation and Combining Engagements
- Concatenate a Prefix to Chart of Accounts
- Creating a Consolidated Trial Balance Database
- Consolidating Trial Balance Databases
- Eliminating Journal Entries
- Consolidated Reports

Advanced Workpaper Management
- Publish Workpapers
- Lock Workpaper
- Freeze Links
- Print and Print Groups
- Workpaper Properties
- Send To
- Binder Portfolio

Diagnostics and Integration Functions
- Binder Snapshot
- Trial Balance Snapshot
- Other Resources
- Engagement Today

Synchronization
- Check In and Check Out Workpapers

Document Completion Date Reporting and Finalization
- Document Completion Date Reporting
- Finalize Binder Wizard

Interim Engagements
- Customizing the Trial Balance Columns
- Linking Interim Financial Statements

Help and Support Options

Training II (Financial Statements) Course Outline

Creating a New Client and Binder
- Create a New Client
- Create a New Binder

Trial Balance Database
- Importing Data from Microsoft Excel
- Navigating the Trial Balance Database

Managing the Grouping Lists
- Account Grouping and Assignment
- Creating Custom Grouping Lists
- Copying Groups and Subgroups
- Sharing Grouping Lists

Name and Date Links
- Linking Text Using Name Functions
- Linking Dates Using Date Functions

Trial Balance Database Links
- Analyzing Trial Balance Links
- Linking Using Copy/Paste TB Link
- Linking Using Insert TB Link
- Find and Replace
- Advanced Links
- Drill Down TB Link
- Linking Across Worksheets
- Linking Multiple Balances

Linking the Cash Flow Statement (Indirect)
- Using the Cash Flow Worksheet

Linking Divisional Statements or Schedules

Linking the Opinion and Footnotes
- Object Linking and Embedding (OLE)
- Future Dates

Printing Workpapers to PDF

Help and Support Options

Training I (Tax) Course Outline

Logging into Engagement

Engagement File Room
- Navigating the Engagement File Room
- Create New Client Folder
- Create New Binder

Navigating the Binder View

Inserting New Workpapers
- Insert New Workpaper
- Microsoft® Outlook® Integration

Synchronization
- Synchronize Binder (Office Synchronization)
- Express Synchronization (Office Synchronization)
- Current Editor Analysis

Trial Balance Database
- Importing Trial Balance Data from Microsoft® Excel®
- Importing Trial Balance Data from QuickBooks®
- Navigating the Trial Balance Database
- Modifying and Editing the Trial Balance Database
- Account Grouping and Assignment

Tax Software Interface

Journal Entries

Linking to the Trial Balance Database
- Name and Date Functions (Links)
- Copy and Paste TB Link
- Insert TB Link

Journal Entry and Trial Balance Reports

Workpaper Documentation and Review
- Tickmarks
- Workpaper References
- Workpaper Notes
- Workpaper Sign Off

Wrap-Up and Roll Forward
- Finalization
- Roll Forward

Help and Support Options

Training II (Tax Integration) Course Outline

Creating a New Client and Binder
- Create New Client Folder
- Create New Binder

Importing a Trial Balance into the Database
- Using Paste TB Import
- Using Import Excel QuickBooks® Data
- Using Import from Engagement TB

Tax Groupings
- Importing a New Tax Grouping List
- Advanced Account Groupings Window
- Exploring Tax Grouping Setup and Configuration Options

Importing the Engagement Trial Balance into the Tax Return
- Creating the Export File/Preparing the Dynalink in Engagement

Tax Journal Entries
- Using Tax Memo Accounts
- Creating the Tax Journal Entries

Printing the Tax Return Directly to an Engagement Binder

CCH ProSystem *fx* Engagement Dynalink Status
- Quicklink/Desktop Updates Status
- Re-establishing the Dynalink
- Breaking the Dynalink
- Dynalink Tips and Troubleshooting

Tax Grouping Update Wizard

Help and Support Options

Workshop Course Outline

Introduce CCH® ProSystem *fx*® Engagement Champions Team
- Introduce ECT
- Define ECT's Responsibilities

User Settings
- User Options
- Template Paths

Create Client in Engagement
- Create New Client Folder
- Create New Engagement Binder

Insert Workpapers into the Binder

Review Financial Statement Groupings
- Review Financial Statements
- Create or Modify Client Financial Statement Groups and Subgroups

Import Trial Balance Data and Client Groupings
- Import Trial Balance Data and Client Groupings
- Map Client Account Detail to Groups and Subgroups

Link Financial Statements and Workpapers

Tax Return Groupings and Reports
- Create or Import Tax Groupings
- Create Tax Grouping Report

Complete the Conversion
- Create a "To Do" List
- Synchronize Client Binder to Central File Room
- Discuss and Complete Client Conversion Checklist

Wrap Up and Review

Reviewer Course Outline

Engagement File Room

Synchronization (Prior to Review)
- View Binder Contents from Central File Room
- Check OUT Workpapers

Binder Index Window

User Options and Diagnostic Tools
- Dual Monitor Functionality
- Engagement Today
- Binder Snapshot
- Trial Balance Snapshot

Trial Balance Database and Account Groupings
- Navigating the Trial Balance Database
- Account Grouping and Assignment

Reviewing Financial Statements
- Name and Date Functions
- Trial Balance Links
- Drill Down TB Link

Trial Balance Reports

Journal Entries

Microsoft® Office Outlook® Integration

Workflow Tools
- Workpaper References and Tickmarks
- Workpaper Notes
- Notes Summary View
- Workpaper Sign Off
- Sign Off Summary View

Binder Report Types
- Binder Index Report
- Sign Off Summary Report
- Notes Summary Report

Document Completion Reporting

File Room Reports
- Document Completion Date Report
- Workpaper Sign Off History Report

Synchronization (After Review)
- Check IN Workpapers
- Current Editor View

Finalization

Help and Support Options

Fund Reporting Course Outline

Fund Trial Balance Database
- Basic Concepts
- Fund Trial Balance Templates
- Creating a Fund Trial Balance

Importing Fund Data
- Using Paste Funds Import
- Using Funds Setup
- Using Paste TB Import
- Using Grid Filters

Modifying and Grouping Fund Trial Balance Data
- Chart of Accounts
- Account Groupings

Customizing the Fund Trial Balance Database
- Using Select Funds

Linking Fund Financial Statements
- Analyzing Fund TB Link Parameters
- Copy/Paste TB Link
- Insert TB Link
- Modifying Financial Statements

Creating Journal Entry and Trial Balance Reports
- Fund Journal Entry Reports
- Fund Trial Balance Reports

Converting Trial Balance Databases

Help and Support Options

Post Implementation Best Practices Consulting Course Outline

Functionality Discussion
- Overview of CCH Products
- Review Existing Workflow
- Resolving Software Issues

Binder and Workpapers Evaluation
- Discuss Templates Implemented
- Review Converted Client(s)

Consultant Recommendations
- Workflow Modifications
- Other Products and Services
- Ongoing Best Practices Management
- Onboarding
- Software Updates

Maximizing Efficiencies in Engagement Course Outline

- Binder Management Efficiencies
  - Viewing Binders from the Central File Room
  - Engagement Today
  - Finding Workpapers
  - Binder Snapshot
  - Binder Portfolio
- Trial Balance Database Efficiencies
  - Trial Balance Diagnostics
  - Importing Trial Balance Data from QuickBooks®
  - Trial Balance Snapshot
  - Chart of Accounts
  - Using Grid Filters
  - Creating Journal Entry Links from Microsoft® Excel®
  - Drill-Down TB Link
  - Trial Balance Properties
  - Linking Multiple Balances
- Financial Statement Creation Efficiencies
  - Object Linking and Embedding (OLE Linking)
  - Future Date Functionality
  - Print and Save Print Groups
- Workpaper Management Efficiencies
  - Engagement Organizer
  - Sign Off Workpapers
  - Send To
  - Converting Workpapers to the Latest Microsoft® Office Version
- Engagement Utility Efficiencies
  - App Checker Utility
  - Admin Views Utility and Reports
- Help and Support Options