

CorpSystem[®] Workpaper Manager

Field Guide

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Overview

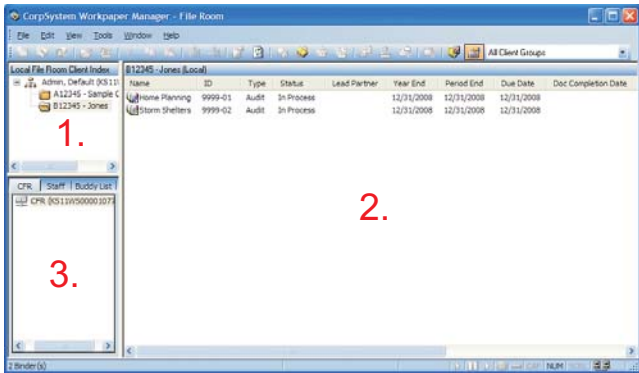
The Field Guide is designed to be used as a quick reference for experienced users of CorpSystem Workpaper Manager. This Field Guide is ideal to use as a supplement to our training courses. It describes the most common way to perform tasks.

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

Local File Room

There are two views for the local file room: Client Index 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**

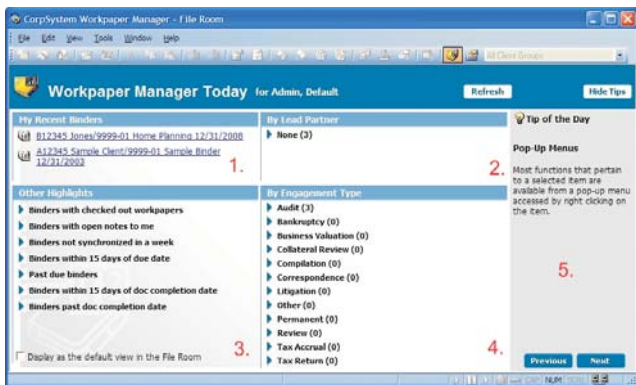
This area displays the contents of the selected item in the Client Index Pane. These could be client folders or binders. You can sort items shown in this pane by clicking the column headers.
- 3 Remote File Rooms Pane**

This area contains three tabs: *CFR* (Central File Room), *Staff*, and *Buddy List*. If you have logged in from the Field, you will not see the *CFR* tab. The *CFR* tab contains a list of all CFRs set up for the firm. The *Staff* tab lists all staff members, and the *Buddy List* shows the staff members you have added to your Buddy List.

Workpaper Manager Today View

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

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.



The Workpaper Manager Today view displays five panes:

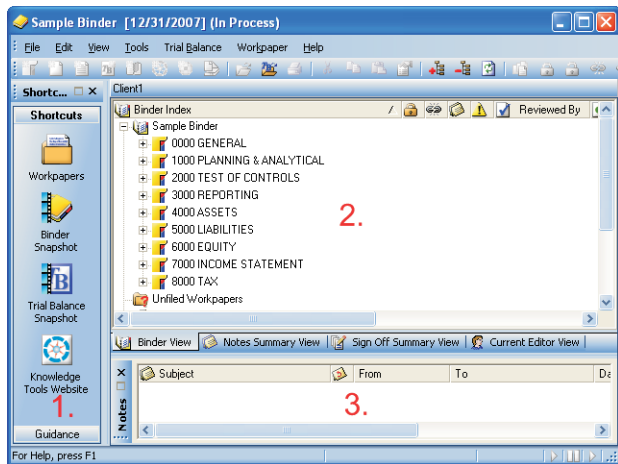
- 1 My Recent Binders**
Displays links to the last four binders used.
- 2 By Lead Partner**
Displays a list of binder links sorted by lead partner from the binder properties.
- 3 Other Highlights**
Displays a list of binder links sorted by specific criteria.
- 4 By Engagement Type**
Displays a list of 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.

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*, and *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.







Shortcut Bar

1 The Shortcut Bar provides quick access to many Workpaper Manager functions, including workpapers, the Binder Snapshot, the Trial Balance Snapshot, ProSystem fx Tax (if installed), CCH Research, and FAQs.

Binder Index Pane

2 The Binder Index Pane includes the following folders:

- **Binder.** The Binder name displays beside one of the following images, based on the Document Completion Date:
 -  The Document Completion Date is not approaching and is not past due.
 -  The Document Completion Date is approaching.
 -  The Document Completion Date is past due.
 -  **Note:** If you are Current Editor of a binder, a current editor designation arrow displays on top of the appropriate binder icon above.



- **Unfiled Workpapers.** This folder stores workpapers that have not been filed yet. Reports generated by Workpaper Manager 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 workpapers where the formulas (e.g., trial balance links) have been automatically converted to values.



- **Trash.** This folder contains the workpapers you delete in 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 alphanumerical index number is optional. The name is required, and it describes the content of the workpaper.

Binder Window



- **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.



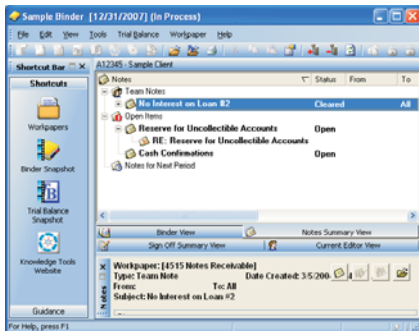
- **Assigned To.** The team member who the current editor has assigned the workpaper to prior to synchronizing. (Does not display in shared file rooms.)

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.

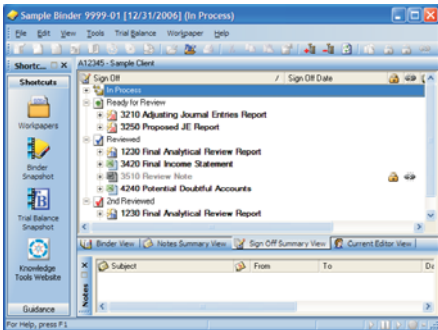
Notes Summary View

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, and Notes for Next Period.



Sign Off Summary View

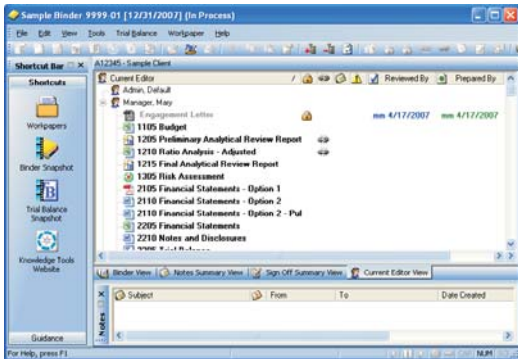
The Sign Off Summary View displays the level of review for all of the workpapers that exist in the binder. The level of review is broken down into three stages: In Process, Ready for Review, and Reviewed. Team members that have signed workpapers off are listed, with the sign off date, under each workpaper.



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.



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.

All Client Groups

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

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, 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 Knowledge Tools Workpaper. Creates a new workpaper from the Knowledge Tools Workpaper Templates. Requires installation of Knowledge Tools titles.



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.

Workpaper Manager Toolbars in Office



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. Signs off the selected workpaper.



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.

Workpaper Manager Toolbars in Office

Workpaper Manager in Office 2007

Workpaper Manager takes advantage of the new Ribbon interface in Excel and Word 2007. 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 Toolbar – Excel

The Microsoft Excel toolbar consists of the following buttons:

Name Functions ▾

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

Date Functions ▾

Date Functions. Inserts links to Current and Prior date information.



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



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



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



Insert TB Link. Creates a link from the trial balance without opening the trial balance.



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



Create TB Report. Creates reports based on your trial balance data. See APPENDIX A for sample report settings.



JE Summary. Displays current journal entries by type. You can add, modify, or delete journal entries from this window.



Account Groupings. Opens the Account Groupings window.



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



Paste TB Import. Imports data directly from Excel into the trial balance.



TB Edit Mode. When toggled on, allows you to make changes to the trial balance directly.



Write Up Journal Entry. Organizes the transaction data in journals.



Consolidate. Consolidates data from single company trial balances into one trial balance.



Tickmark Toolbar. Displays the tickmark toolbar.



Insert Workpaper Reference. Inserts a reference link to another workpaper in the binder.



Open Workpaper Reference. Opens the referenced workpaper.



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



Unfreeze Links. Unfreezes Workpaper Manager links for the workpaper.



Create Workpaper Note. Creates a note for the workpaper.



QuikLink. Performs a Quiklink with ProSystem fx Tax.



New Comments. Adds comments in a worksheet.



Show/Hide All Comments. Toggles between showing and hiding all comments in a worksheet.



Edit Comment. Allows you to edit the selected comment.



Delete Comments. Removes comments from a worksheet.



Check Source TB for Changes. Checks a source trial balance for changes, if you have imported data from a source Workpaper Manager trial balance to a target Workpaper Manager trial balance.

Workpaper Manager Toolbar – Word

The Microsoft Word toolbar consists of the following buttons:

Name Functions ▾

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

Date Functions ▾

Date Functions. Inserts Current and Prior date links.



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



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



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



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



JE Summary. Enables you to add, modify, or delete journal entries.



Account Groupings. Opens the Account Groupings window, where you group your accounts.



TB Column Setup. Opens the TB Column Setup window where you can modify the columns displayed in your trial balance. You can set up Budget, Tax, and Variance columns and more.



Write Up Journal Entry. Organizes the transaction data in journals.



Consolidate. Consolidates data from single company trial balances into a consolidated trial balance.



Tickmark Toolbar. Displays the tickmark toolbar.



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



Open Workpaper Reference. Opens the referenced workpaper.



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



Unfreeze Links. Unfreezes Workpaper Manager links for the workpaper.



Create Workpaper Note. Creates a note for the workpaper.



Insert CCH Footnote. Inserts a CCH footnote.



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

Adding Items – File Room

New Client Folder



1. Click the **New Client** toolbar button.
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 the **New Binder Wizard** toolbar button.
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.
9. Click **Finish**. Review the New Binder Summary Report and click **Create** to create the binder.

Adding Items – Binder Window

New Tab

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 #**. Click **OK**.

New Workpaper

1. Right-click the tab where you want the new workpaper.
2. Select the item to insert:

- **New Workpaper from Template**

- a. Select the tab containing the template.
- b. Select the template to use and click **OK**.
- c. Enter the **Name** (required) and **Index #**. Click **OK**.

- **New Workpaper from File**

- a. Choose the location in the *Look in* field.
- b. Select the file to insert and click **OK**.
- c. Enter the **Name** (required) and **Index #**. Click **OK**.

- **New Trial Balance**

- a. Select the tab containing the template.
- b. Select the template to use and click **OK**.
- c. Enter the **Name** (required) and **Index #**. Click **OK**.

- **New Manual Workpaper**
 - Enter the **Name** (required) and **Index #**. Click **OK**.
- **New Placeholder**
 - Enter a **Name** (required) and **Index #**. Click **OK**.
- **New CCH Workpaper or New M & P (McGladrey & Pullen) Workpaper**
 - a. Select the title to use from the *Type* drop-down list.
 - b. Select the tab containing the template.
 - c. Select the template to use and click **OK**.
 - d. Enter the **Name** (required) and **Index #**. Click **OK**.
- **New Workpaper from Scanner**
 - a. Select your scanner from the *Scanner* drop-down menu and click **Scan**.
 - b. Adjust any settings, and begin the scan according to your scanner's user guide.
 - c. Review a thumbnail image of each scanned page and click **Scan More** or **Finish**.
 - d. Enter the **Name** (required) and **Index #**. Click **OK**.

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 three types of trial balances are as follows:



Standard single company trial balance



Consolidated trial balance



Write up trial balance

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

Opening a Trial Balance



Click the **Open Trial Balance** toolbar button 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 one and click **OK**.

Parts of a Trial Balance

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 page 21, *Setting Up Trial Balance Views*.



- **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.

Group: Financial Statements ▼

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 page 28, *Account Groupings*, 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.

Using Trial Balance Functions

Setting up Trial Balance Views

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.

Using Trial Balance Functions

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.

Converting & 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 ProSystem fx Write-Up or 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 and click **Next**.
3. Select the Workpaper Manager trial balance you want to transfer the data into from the *Select Trial Balance* drop-down list.
4. Select the ProSystem fx Trial Balance or Write-Up file from the *Select export file* drop-down list. If applicable, the default file or file extension is displayed to assist you.
5. Select the appropriate current period information, tax information, chart of accounts settings, and lead classifications options, as necessary.
6. Click **Finish**.

Converting Trial Balance Data from ATB for Windows, GoSystem Audit, or 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 and click **Next**.
3. Select the Workpaper Manager trial balance you want to transfer the data into from the *Select Trial Balance* drop-down list.
4. Select the source file for import.
5. Select the number of prior periods.
6. If importing from an ASCII Text file, select whether the source file is comma delimited or tab delimited.
7. If importing from GoSystem Audit, select the balance type to convert.
8. Click **Next**.
9. If importing from GoSystem Audit, do the following:
 - a. Select whether to convert all groupings, convert all and map to one Workpaper Manager grouping, or map to one Workpaper Manager grouping.
 - b. If you are mapping groupings, select the GoSystem Audit grouping to map from on the left, and select the Workpaper Manager grouping to map to on the right.
 - c. Select the appropriate options for converting tax codes, if necessary.
 - d. Click **Next**.
10. 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.

Using Trial Balance Functions

11. Select whether to append or overwrite the data in the existing trial balance.
12. Select the appropriate rounding options as necessary.
13. Click **Next**, then **Yes**, and then **OK** to begin the conversion. The Summary screen displays.
14. 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 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 whether to convert all groupings, convert all and map to one Workpaper Manager grouping, or 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 Workpaper Manager grouping to map to on the right.
11. Click **Finish**.

Importing TB Data From an Excel File

1. Open the trial balance.
2. Open the Excel file containing your trial balance data.
3. 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 the **Paste TB Import** toolbar button.
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.
8. Choose **Append** or **Overwrite**. 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.

Using Trial Balance Functions

11. Click **Next**, then **Yes**, and then **OK** to continue.
12. 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.
7. 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. 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, do the following:

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**.
3. 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

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. Select the balance type from the lower field of the *Period and Balance type* group.
3. To add an account to a trial balance, click **Add Account** and enter information for each new account.
4. To modify account information, click in the cell you want to modify and enter the change.
5. To delete an account, click the account row and then click **Delete Account**.

Notes:

- Added accounts need to be grouped.
- Deleted accounts remove the prior year information.

TB Edit Mode



Click the **TB Edit Mode** toolbar button when the trial balance is open to enter information directly into the database. Use TB Edit Mode to manually enter current period balances or to modify prior period amounts. Toggle this on or off by clicking the toolbar button.

Account Groupings

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. You may also add groups or sub-groups by clicking **Advanced** below the window. Click **Close** when finished.
5. 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.

6. 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*.
7. 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**. Click **Close** when you are finished administering your Grouping Lists.
8. Click **Close** when you are finished grouping accounts.

Journal Entries

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. You can create accounts that are not in the Chart of Accounts by clicking **Add Account**. Click **Remove JE Line** to take the selected account out of the journal entry field.

Using Trial Balance Functions

7. Enter the amounts in the cells and click **Save and New** to record another entry, or **Save and Close** to return to the *Journal Entry Summary* screen.
8. 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 done.

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 the **Write Up Journal Entry** button 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.
6. For choices involving dates, reference numbers, or account numbers, click **Options**.
7. Click **Close** to finish entering transactions.

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

Reports

There are four types of reports created by Workpaper Manager: JE, TB, Consolidated, and Write Up.

JE Reports

1. Open the trial balance.

- From the Workpaper Manager menu, select **Create Reports/Journal Entry Reports**.
- Select the trial balance from the *Trial Balance* list.
- Place a check in the box for each type of JE Report to create and 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

- Open the trial balance.



- Click the **Create TB Report** toolbar button.
- Select the trial balance from the *Trial Balance* list.
- Select the *Grouping List* to generate the report from.
- Choose **Include selected** or **Include current and future** 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 **Classified Report** to create a report that is organized by the account and ratio classifications assigned to the groups and sub-groups.

- 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. Select from the following options:
 - Check the boxes to **Hide empty groups and sub-groups** and **Hide accounts with zero balances** if you want them hidden.
 - Check **Print as Black and White** to set the default print settings to black and white.
 - Check **Show W/P Ref Columns** to display workpaper references created in the trial balance.
 - Check **Include sum of account groups** to subtotal the groups within a classified report.
 - Check **Include net income** to show this amount on an unclassified report. Note that net income will always be included on classified reports.
 9. Click **Format** 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.
 10. Click **OK** to save your column setup, then click **OK** to create the reports. The reports are stored in the *Unfiled Workpapers* tab in your Workpaper Manager binder.

Notes:

- See *Appendix A* 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.

Consolidated Reports

1. Open the consolidated trial balance.
2. From the Workpaper Manager menu, select **Create Reports/Consolidated Reports**.
3. Select the report options, as desired. These options are the same as with a regular trial balance.
4. Click **OK** to create the report. The report will be stored in the *Unfiled Workpapers* tab of your Workpaper Manager binder.

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

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 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, then 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.

2. Select the types of journal entries to include in the report. By default, Client Journal Entries and Adjusting Journal Entries are already selected.
3. Click **OK**. The report is stored in the *Unfiled Workpapers* tab of your Workpaper Manager binder.

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

Linking to the Trial Balance

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. The 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. 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 the **Name Functions** or **Date Functions** button on the Workpaper Manager toolbar. A menu of name or date functions will display. Select the name or date option you want to insert.


Linking Trial Balance Data

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 the **Copy TB Link** toolbar button.
3. Switch to the workpaper you want to paste the link(s) to. Select the area you want to paste the links into. 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 the **Paste TB Link** toolbar button.
 - **Word Table.** Highlight the entire table cell and click the **Paste TB Link** toolbar button.
 - **Word Paragraph.** Insert the cursor where you want the data to appear or select the text to replace, and then click the **Paste TB Link** toolbar button.
4. Select the options you want to use from the window that appears. 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 the **Insert TB Link** button on the Workpaper Manager toolbar.

Using Trial Balance Functions

4. Build a formula using the six parameters: *Trial Balance*, *Account Grouping*, *Type*, *Period*, *Balance Type*, and *Account/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 the **Insert** button 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 the **Insert** button.
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 the Toggle Field Codes toolbar button. A Word formula has several formatting parameters, but within this formula you will see the same formula noted in Excel:


TBLink("TB","FINAL[7]","4110","15","1","0")

- **TB** represents the name you gave the trial balance database you linked from.
- **FINAL[7]** represents the trial balance column you linked from. FINAL shows the Abbreviation you defined in the TB Column Setup window. [7] is the column ID assigned by Workpaper Manager.
- **4110** represents the index assigned to an account class, ratio class, account group, account sub-group, or the account number if linked to the Account Detail.
- **15** represents the Grouping List ID number.

- 1 represents the trial balance tab you linked from or the account type you linked: "1" = Group Summary tab, "2" = Sub-Group Summary tab, and "3" = Account Detail tab, "-1" = Account Class, "-2" = Account Type, "0" = Ratio Class.
- 0 is reserved for future use.

Drill Down to Trial Balance Accounts


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. In Excel, click the cell with the linked formula. In Word, highlight the linked field.
-  2. Click the **Drill Down TB Link** button on the Workpaper Manager toolbar.
3. Click **Close** when finished.

A dvanced Trial Balance Functions


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 the **New Trial Balance** toolbar button from the *Binder* window.
3. Click the **Consolidated** tab and select the **Consolidated Trial Balance – 2 Year** template.
4. Click **OK** and complete the *Index #* and *Name* fields in the *Workpaper Properties* dialog.
5. 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 the **Consolidate** button 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 the **Add** button 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 page 30, *Reports*, for instructions on how to create consolidated reports. See page 29, *Journal Entries*, for instructions on eliminating journal entries.

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.
1.  Click the **New Trial Balance** toolbar button. Click the **Write Up** tab and select the **Write Up** template.
3. Click **OK** to display the *Workpaper Properties* dialog and complete the *Index #* and *Name* fields.
4. 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 page 29, *Journal Entries*. 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 page 30, *Reports*, for information on creating write up Reports.

Exporting to Tax Software

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 page 28, *Account Groupings*, for instructions on grouping accounts. Follow these steps to export the data:

1.  Click on the **Tax Software Interface** toolbar button 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.

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 page 44, *Binder Packages*, for further details.

Shared File Rooms

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, as long as 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

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 and click the **Synchronize Binder** toolbar button.
2. Click **Next** on the *Synchronize Binder Wizard* Welcome screen.

3. 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.
4. Select whether to synchronize the entire binder including all workpapers, or to synchronize only workpapers you select.
5. 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.
6. 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.
7. Click **Next**. The *Completing the Synchronization Wizard* dialog displays.
8. Click **Synchronize**.

Synchronize Individual Workpapers

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

1. Open the binder containing the workpapers to synchronize.

Sharing Workpapers

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

Express Synchronization



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. Select the binder in the *File Room* window and click the **Express Synchronization** toolbar button.

Binder Packages

Creating a Binder Package

1. From the File Room, select the binder you want to package.
2. Click the **Create Binder Package** toolbar button.
3. Select the workpapers to include in the binder package.



4. Select how you want to distribute the binder package. If you want 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. If you want 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 the **Receive Binder Package** toolbar button from the *File Room* window. 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 doesn't 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, you will be warned of this 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. 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.

Reviewing Workpapers

Workpaper Notes

There are three types of workpaper review notes you can use to electronically communicate during an engagement: Open Item, Team Note, and Note for Next Period.

To create a note for a workpaper or workpaper tab, do the following:



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

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 and right-click the note.
 - **Respond to Note** allows you to reply.

- **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.
2. If you selected **Respond to Note**, type your response to the note. Click **OK** to save your text.

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.

Workpaper Sign Off

You can sign off workpapers as the Preparer and/or the Reviewer. A workpaper can have multiple Preparers and Reviewers.

To sign off a workpaper, do the following:



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

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

Lock/Unlock Workpapers

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

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

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. Type 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 lefthand column.
5. Click **Close**.
Note: To delete a tickmark, highlight the tickmark and click the **Delete** button.

Inserting Tickmarks

To insert a tickmark symbol, follow these steps:

1. Open an Excel, Word, or Adobe Acrobat workpaper.
-  2. Click the **Tickmark Toolbar** button.
3. Follow these steps if you are working with Excel or Word:
 - a. Click where you want the tickmark to be placed.
 - b. Click the tickmark symbol in the tickmark toolbar.Follow these steps if you are working with Adobe Acrobat:
 - a. Click the tickmark symbol in the tickmark toolbar.
 - b. Click where you want the tickmark to be placed.

Workpaper Reference Links

Inserting Workpaper Reference Links

1. Open an Excel, Word, or Adobe Acrobat workpaper.

Reviewing Workpapers

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 the **Insert WP Reference** toolbar button.

Follow these steps if you are working with Adobe Acrobat:

- a. Click the **Insert WP Reference** toolbar button.
- b. Click the location in the workpaper where you want the workpaper reference to be placed.

3. Select the workpaper you want to reference and then click **Insert**.
4. 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 the **Open WP Reference** toolbar button.



Publishing Workpapers

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 (i.e., 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 the **Publish Workpaper** toolbar button.

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.

Other Common Features

Creating Templates

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

1. Open the trial balance.
2. Select **Workpaper Manager/Properties**. 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. Click **OK** and close the trial balance.
3. Right-click the trial balance in the *Binder* window and select **Save as Template**.

Other Common Features

4. Select the template folder where you will save the template.
5. Type the file name for the template.
6. Check the **Clear chart of accounts** box if you do not want to save the account numbers and descriptions in the template.
7. Check the **Save journal entries** box to save the journal entries (accounts and amounts) in the template.
8. 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.

- Click **Save** to create the template, and then 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:

- Select **File/Print Group** in the *Binder* window. The *Print Group* dialog displays.
- Select the workpapers in the print group from the left side.
- Click **Save Print Group**.
- Enter a name in the *File name* field and click **Save**.

Tickmark Templates

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

- Open an Excel, Word, or Adobe Acrobat workpaper.
- Select **Workpaper Manager/Tickmark/Tickmark Definition**.
- Click **Export**.
- Browse for the path and click **Save**.

For further information, see page 48, *Using the Tickmark Definition List*.

Saving TB Link Formulas

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



- Build a TB Link formula using the **Insert TB Link** function. See page 34, *Linking to the Trial Balance*.
- In the *Insert TB Link* window, click **Save**.

Other Common Features

3. Type a name and description for your saved TB Link formula.
4. Click **Close**.

Renaming Items

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

Deleting Items

In the File Room: Select the item(s) to delete and press **DEL**. These items are permanently deleted.

In the Binder window: Select the item(s) to delete and press **DEL**. 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.

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://Tax.CCHGroup.com>

CCH INCORPORATED, a Wolters Kluwer business, 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 Workpaper Manager. For more information about Training & Consulting Services, contact our Customer Training department at (310) 802-8310.

Contacting CorpSystem Workpaper Manager

Technical Support

Hours: 6:00 a.m. - 5:00 p.m. U.S. Pacific Time, Monday through Friday
Phone: (800) 739-9998
Fax: (316) 612-3405

Product Updates, FAQs and more

Visit: <http://Tax.CCHGroup.com>

Training & Consulting

Call: Training Coordinator at (310) 802-8310
CCH, a Wolters Kluwer business
Customer Training Department - M/S 21
20101 Hamilton Ave. Suite 200 Torrance, CA 90502
Attention: Workpaper Manager Training Coordinator
Email: training_coordinator@cch.com

Appendix A – 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	<ul style="list-style-type: none"> •PY-Final •CY-Unadjusted •CY-AJE •CY-Final
Working Trial Balance	Include current and future (Classified report)	Detail, Combine Groups	<ul style="list-style-type: none"> •PY-Final •CY-Unadjusted •CY-AJE •CY-Final
Preliminary Analytical Review	Include current and future	Summary by Group or Sub-group (Include Net Income)	<ul style="list-style-type: none"> •PY-Final •CY-Unadjusted •\$-Variance •%-Variance
Final Analytical Review	Include current and future	Summary by Group or Sub-group (Include Net Income)	<ul style="list-style-type: none"> •PY-Final •CY-Final •\$-Variance •%-Variance
Budget-to-Actual	Include selected (Click Select All)	Detail	<ul style="list-style-type: none"> •CY-Budget •CY-Final •\$-Variance •%-Variance
Book-to-Tax	Include current and future (Classified report)	Detail, Combine Groups	<ul style="list-style-type: none"> •CY-Adjusted •CY-FTJE •CY-Tax

Notes
