CorpSystem® Workpaper Manager

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Welcome to CorpSystem Workpaper Manager!

This bulletin provides important information relating to CorpSystem Workpaper Manager version 5.7. Please review this bulletin carefully prior to installation, and if you have any questions, call Technical Support at **1-866-531-CORP**.

Release Bulletin

NEW IN THIS RELEASE
The following features are available in this release:

Improved Synchronization Technology has been implemented to reduce the number of open sockets. Previously, the synch process opened multiple sockets. Now two sockets are required for the synch process. This will allow for improved synchronization performance and additional details in synchronization messages.

Knowledge Tools Roll Forward Properties can be defined when multiple workpapers are selected in the binder frame or when rolling forward the binder. Note: If the trial balance is selected in the group of workpapers, you will not be able to define the roll forward properties. Be sure to exclude the trial balance from your selection.

Installation User Interface has been improved to separate the installation of SQL from the installation of CorpSystem Workpaper Manager.

Installation of Patches and Service Packs to SQL 2005 instances of Workpaper Manager has been improved where assistance from Technical Support should be limited.

Speed of Opening Binders has been improved when the "All Firm" staff group is assigned as binder staff for the binder.

Windows Server 2008 is supported.

Adobe Acrobat 9.0 is supported.

Workpaper Properties Utility is provided for preparing Caseware workpapers or Word, Excel and PowerPoint documents for insertion in Workpaper Manager binders. The workpaper index, workpaper name and tab location can be defined in the utility and saved in the workpapers.

Print Group for Multiple PDF Files to a combined pdf is now possible with an updated PDF print driver. Note: Password protected pdf files must be unprotected prior to being included in the combined pdf file.

Import From Workpaper Manager TB has been improved for the time required when importing a large number of accounts.

Workpaper History transactions are corrected to address the retention of an incorrect date when an Excel workpaper is opened and closed without saving any changes as seen in release v. 5.5. Workpaper history transactions will no longer be retained when workpapers are saved.

Insert Workpaper Wizard has been corrected to allow workpapers to be inserted in non-finalized binders when a finalized binder is located in the same client folder of the user's local file room.

CorpSystem Workpaper Manager Now Shipped on DVD – This change of media is due to the increased size of the components and supporting files. If you require CD media, please contact Customer Service for a CD containing the installation and supporting files.

IMPORTANT NOTES

TB Repair Utility for Shared File Room

The TB Repair Utility for Shared File Room will be available for download later this year. This will allow host and remote users to repair trial balances in a Shared File Room where the host is the current editor of the trial balance.

2008 Tax Updates

The 2008 Tax Grouping Update Wizard will be available for download later this year to include the 2008 tax account groupings. The 2008 Tax Grouping Update Wizard will be available with Shared File Rooms, Remote Desktop, and Citrix within Workpaper Management. Until then, these options are disabled.

Installation

For detailed information regarding the installation and configuration of CorpSystem Workpaper Manager, please refer to the Installation Guide and Networking Best Practices document. These documents and others can be found in the Documents folder on the Workpaper Manager DVD. Additionally, they are available for download from the Workpaper Manager Support Web site located at:

https://prosystemfxsupport.tax.cchgroup.com/corpsystem/engagement/default.asp

Installation of ProSystem *fx* Engagement v. 4.9 or higher or CorpSystem Workpaper Manager v. 5.0 is required for upgrades to Workpaper Manager v. 5.7. Installation of v. 5.7 requires that all Workpaper Manager office servers and workstations be upgraded. If you are currently using a version of ProSystem *fx* Engagement prior to v. 4.9 and require assistance upgrading, please contact Technical Support at 1-866-531-CORP.

Workpaper Manager allows for mass deployment/installation by way of pushing the install to computers. Installs using an MSI file vary depending on what deployment tool is used. For instructions on how to complete the installation with an MSI package using Active Directory, please refer to the Administrator's Guide to Pushing Workpaper Manager MSI Installation. If you are using a deployment tool other than Active Directory, please consult your deployment application documentation for more instructions on how to push the install with an MSI package.

The minimum system memory for Workpaper Manager Administrator or Workpaper Management modules on a 32-bit computer is 512 MB. CorpSystem Workpaper Manager requires MDAC 2.8 SP1 or higher on each workstation. If the program detects a lower MDAC version, you will receive a prompt during the installation to upgrade your MDAC version.

ATTENTION: Ensure that a current backup is completed before and after converting to v. 5.7. Additional information about the CorpSystem Workpaper Manager Database Backup & Restore utility can be found on the Workpaper Manager DVD.

IMPORTANT: When upgrading the CorpSystem Workpaper Manager Admin module from ProSystem *fx* Engagement v. 4.9 or higher, users that have changed the logon account for the PFXSYNPFTService to allow workpapers to reside on a remote server will be required to reset this user name and password after the installation of v. 5.7. Failure to do this will result in synchronization attempts being locked.

During the installation of the CorpSystem Workpaper Manager Administrator module, the creation of the bin databases for storing binder information will default to the installation directory (x:\Pfx Engagement\Admin\Data). If you prefer the bin to be created in a location other than the Admin installation directory, you **must** change the bin directory path on the *Choose Bin Database Path* dialog during the installation. Please refer to the Installation Guide for additional information.

Please refer to the Networking Best Practices document on the Workpaper Manager DVD for specific user rights requirements.

ATTENTION WINDOWS 2000 AND OFFICE 2000 USERS

Support for Microsoft Windows 2000 Server, Microsoft Windows 2000 Professional, and Microsoft Office 2000 has been discontinued in CorpSystem Workpaper Manager v. 5.7.

ATTENTION WINDOWS Server 2008 USERS

Although v. 5.7 is supported with Windows Server 2008, upgrading to CorpSystem Workpaper Manager v. 5.7 from any previous Workpaper Manager or ProSystem _fx_ Engagement versions already installed on Windows Server 2008 is not supported. If a prior version is installed on Windows Server 2008, it may be necessary to migrate that installation to a supported Windows version in order to ensure a successful upgrade.

ATTENTION NOVELL NETWORK USERS

CorpSystem Workpaper Manager v. 5.x utilizes Microsoft SQL database architecture; however, Workpaper Manager is fully compatible with Novell networks with one additional requirement. The SQL databases must reside on a computer with a Windows-based operating system (Windows XP Professional, Windows Vista, Windows 2003 or Windows 2008) and must be visible to the Novell network. All workpapers can be maintained and stored on the Novell file server. For more information, please refer to the Networking Best Practices document.

SQL Express / SQL Upgrade

SQL Express is a free database management tool that may be run in conjunction with Workpaper Manager. If firms choose to purchase SQL Server 2005, there may be additional licensing costs associated. Please refer to http://www.microsoft.com/sql/howtobuy/default.mspx for detailed licensing options for SQL Server 2005.

IMPORTANT: Version 5.7 supports SQL Express 2005 and SQL Server 2005 as its database management tool. MSDE and SQL Server 2000 are no longer supported.

SQL Server 2008 and CorpSystem Workpaper Manager Compatibility

Workpaper Manager v. 5.7 will remain compatible with Microsoft SQL Server 2005 Standard, Enterprise, and Express editions. SQL Server 2008 was released by Microsoft in 3rd Quarter of 2008. In order to facilitate a quality timely release, compatibility with SQL Server 2008 is not included with Workpaper Manager v. 5.7. Compatibility with SQL Server 2008 is planned for a future release.

Conversion

When upgrading, the Workpaper Manager databases will be converted during the installation process. All binder templates must be converted from the Workpaper Management module after installing version 5.7. Binder templates created in v. 4.0 or later may be converted directly to v. 5.7.
Binder template conversion must be run on a machine with a local installation of Workpaper Manager Workpaper Management; users in a Citrix or Terminal Services environment should convert the binder templates in a non-Citrix or non-Terminal Services environment. The binder templates can then be copied to the Citrix or Terminal Server.

IMPORTANT: Prior to installation, ensure there is a successful backup of the Workpaper Manager databases, workpapers, and templates. For additional information, please refer to the CorpSystem Workpaper Manager Database Backup & Restore Instructions located on the CorpSystem Workpaper Manager DVD or the Support Web site.

Binder packages created in v. 4.0 or higher will automatically be converted to v. 5.7 when received into a local file room. Binders archived in v. 4.0 or higher may be unarchived with v. 5.7. Binder backups created in v. 4.0 or higher can be restored into v. 5.7.

Database Backup and Restore

CRITICAL: Regular nightly backups of Workpaper Manager databases, workpapers, and templates will enable you to restore them in the event of a hardware failure or other disaster. If you require assistance in setting up a scheduled nightly backup or ensuring your current backup is capturing all necessary files, please contact Technical Support at 1-866-531-CORP, option 2, option 2.

During the installation of the v. 5.7 Workpaper Manager Administrator module, the Database Backup and Restore utility will automatically be installed to the x:\Pfx Engagement\Admin\Utilities\Backup Restore directory.

IMPORTANT: If you are currently using a third party backup software to backup the Workpaper Manager databases, you will not be able to restore a single binder to the central file room. The CorpSystem Workpaper Manager Database Backup and Restore utility allows the restoration of a single binder or an entire central file room.

For additional information about the Database Backup and Restore utility or instructions on setting up a scheduled task for the nightly backup, please refer to the CorpSystem Workpaper Manager Database Backup and Restore Instructions located on the Workpaper Manager DVD. Additionally, the Database Backup and Restore Instructions are available for download from the CorpSystem Workpaper Manager Support Web site.

Microsoft Windows Vista

When running the CorpSystem Workpaper Manager Configuration Utility in a Windows Vista environment with User Account Control (UAC) enabled, the Interactive Services Detection service must be running. The recommended best practice is to configure the Interactive Services Detection service to start automatically.

Virtualization included in Microsoft Windows Vista limits users' rights to certain directories with User Account Control (UAC) enabled. Due to these limitations, it is recommended that CorpSystem Workpaper Manager not be installed to the C:\Windows, C:\Windows\System 32, or C:\Program Files directories. For additional information refer to Microsoft's Windows Vista Application Development Requirements for User Account Control Compatibility document at http://www.microsoft.com/downloads/details.aspx?FamilyID=BA73B169-A648-49AF-BC5E-A2EEBB74C16B&displaylang=en. Please contact Technical Support for installations of CorpSystem Workpaper Manager v. 5.7 or higher that currently exist in these locations.

Microsoft Office 2007 Compatibility

Newly created Microsoft Office workpapers can be inserted in the binder using the new Office 2007 formats; however, conversion of existing workpapers to the new Office 2007 file formats must be performed outside of the Workpaper Manager binder. Conversion of workpapers to the new Office 2007 formats is not required as files from all versions of Office can co-exist within the binder. Microsoft's Office Compatibility Pack is required when using Office 2007 documents with previous versions of Office.

Microsoft Office 2007 Ribbon

The Workpaper Manager menu items will appear both on the Ribbon and on the Add-Ins tab. It is possible to disable the Workpaper Manager Ribbon functions by going to the Excel/Word Options and choosing Add-Ins. Select Manage COM Add-ins and deselect Pfx.Ribbon.ExcelAddin (for Excel) or Pfx.Ribbon.WordAddin (for Word) from the list of Add-ins available.

Microsoft Office 2007 OLE Linking

Microsoft has confirmed there is an issue with creating OLE links with Microsoft Excel 2007 and Microsoft Word 2007. The new XLSX and DOCX file formats do not maintain the integrity of the links if the files are moved to a new location. This affects workpapers using the new file formats once the binder has been synched and opened on a different user machine. Microsoft identifies the cause of the issue is the change to the open XML format. The XML formats retain a path to the original file location. Moving the file causes the link to be broken due to it not being able to update the new file path location.

Microsoft will be providing a fix for this issue. Microsoft has not established a release date for the fix.

This issue does not affect existing OLE links created with Office 97 through Office 2003 using the .doc or .xls file extensions.

The current workaround is to use Office 97-2003 file formats instead of Office 2007 file formats (.docx and .xlsx).

Existing Office 2007 files that contain OLE links will need to be saved outside of Workpaper Manager using the Office 97-2003 format and then reinserted using New Workpaper from File.

Office Servers / Administrator Module

Changing the computer name after Workpaper Manager is installed is not recommended in v. 5.x. Changing the computer name may cause login failures, synchronization failures, and database errors.

System time clocks must be synchronized across all office servers to ensure proper data flow between servers. Failure to properly ensure that all time clocks are synchronized before performing Administrator module functions may result in data loss.

Static IP addresses are recommended for all Office Servers. Please refer to the Networking Best Practices for more information.

All office servers should be synchronized before adding a new office server or updating to a new version of Workpaper Manager.

All Administrator users must have access and rights to the Admin Share directory on all office servers.

Export to Tax

Consolidated trial balances that are utilizing the M-3 functionality must be exported to ProSystem *fx* Tax using the GL Bridge option.

The GoSystem Tax Schedule M-3 tax codes may be used to produce tax trial balance reports within Workpaper Manager; however, they are not compatible with GoSystem Tax and will not be imported to the GoSystem Tax return.

The "Exempt Org – GoSystem Tax" grouping for 990's may be used to produce tax trial balance reports within Workpaper Manager; however, this grouping is not compatible with GoSystem Tax and will not be imported into the GoSystem Tax return.

Dynalink from Workpaper Manager to Global *fx* Tax through a Citrix session is not supported.

Dynalink to both Global *fx* Tax and the desktop application for a single client is not supported.

When using the Dynalink option to export trial balance data to ProSystem *fx* Tax, the Employer ID # (EIN) used for the Dynalink configuration on the Tax Software Interface dialog in Workpaper Manager must be unique. If you have multiple clients that will be using the same EIN, please add additional characters to the end of the EIN to make each one unique (i.e., 99-9999999-1).

Synchronization

Synchronization utilizes two services for data transfer. The services are PFXSYNPFTService.exe and PfxEngDesktopService.exe. For further information regarding these services and how they function, please refer to the Networking Best Practices document.

You can also refer to the Networking Best Practices document for guidance on configuring workpaper storage on a Novell file server.

Shared File Room

The Add/Remove Tax Grouping and TB Repair utilities are not supported for use with Shared File Room. However, the TB Repair utility compatible with Shared File Room will be provided later this year.

The ProSystem *fx* Knowledge Tools library utilizes Compiled HTML Help (CHM) files. There is a known issue with not being able to access CHM files from a network location. This affects how Knowledge Tools functions with Shared File Room. For the Knowledge Tools CHM files to be accessible in Shared File Room, the machine name of the host machine must be added to the Trusted Sites list within Internet Explorer. Please see the following Microsoft Knowledge Base article on the issue:

http://support.microsoft.com/kb/896054/

General

Workpaper Manager toolbar customizations may be made using a 1024x768 or greater screen resolution. Lower screen resolutions may result in the inability to view additional toolbar buttons added to the Workpaper Manager toolbar.

Large fonts are not supported by CorpSystem Workpaper Manager.