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Introduction

Overview

ProSystem fx® Engagement provides powerful tools to help you prepare audit and tax workpapers and reports in the programs that you use most: Microsoft Word and Excel. It extends the capabilities of these Microsoft Office applications and provides powerful tools for organizing and managing your engagement files electronically.

The core of the Engagement system is the trial balance. You can use the Engagement extensions in Word and Excel to integrate trial balance data into your workpapers. Changes that you make to the trial balance are updated in your workpapers.

The Engagement Administrator and Workpaper Management modules also provide powerful tools for organizing, reviewing, and sharing workpapers.

This chapter describes the main elements in the ProSystem fx Engagement system and shows you how they work. Instructions on setting up and using these functions are found in subsequent chapters.

What’s New for ProSystem fx Engagement Version 6.0

The following features are new for Engagement 6.0:

- Full Integration with Knowledge Coach, CCH’s new audit planning and workflow tool. ProSystem fx Knowledge Coach streamlines audit processes through the use of intelligent engagement tailoring, dynamic linking of risks to audit programs, extensive diagnostics, and automated flow of information across workpapers. Knowledge Coach leverages many of Engagement’s paperless workflow features such as central and local file room management, document sharing, sign-offs and others.

- Conversion of Knowledge Tools Workpapers to Knowledge Coach is provided in Engagement so that Knowledge Tools customers can take advantage of the dynamic Knowledge Coach content. See the Knowledge Coach help for more information.

- Trial Balances are now organized using a Microsoft SQL Database, rather than the Microsoft Access database method used prior to 6.0.

  **Note:** Trial balances created with a version of Engagement prior to 6.0 must be converted to Microsoft SQL Server database files. Select Start/Programs/Engagement /Utilities, click Trial Balance Conversion Wizard, and follow the instructions.

- Engagement now uses separate databases to store your binders, trial balances, and Knowledge Coach workpapers (if Knowledge Coach is licensed).
Trial Balance Overview

The trial balance stores and manages all account balances and journal entries for an engagement. You can have several trial balances in an engagement.

The trial balance provides a centralized data source for all the workpapers in the engagement. Although the trial balance displays as an Excel spreadsheet, data is stored in a database. Because the system has a centralized database, changes made to the trial balance are also applied throughout the workpapers.

For more information about trial balances, see Chapter 7, Using the Trial Balance.

Trial Balance Setup Features

Trial balance meets your needs for any type of engagement. When setting up a trial balance, you can use one of the trial balance templates provided, or you can use a trial balance template as a starting point and customize it to serve your needs.

Use the features described in this section to customize the trial balance.

Flexible Column Setup

You can select columns for calculating the variances between columns, add different types of journal entries, and store actual and budgeted balances from current and prior periods. Trial balance columns are divided among current and comparative headings. Workpaper reference columns can be displayed to the left, to the right, or on both sides of any amount column.

The available custom views contain current columns, comparative columns, or whatever combination best serves your firm. All views can be configured to display variance information based on any balance column within the view.

Account Groupings

You can assign trial balance accounts to groups and subgroups for various purposes, such as leadsheets, financial statement classifications, or tax return lines. ProSystem fx Engagement can use these groupings to generate reports and financial statements or to export to tax preparation software.

The default ProSystem fx Engagement grouping lists provide for most situations, and you may add your own grouping lists if necessary. You can assign two types of classifications to groups and subgroups: account classifications and ratio classifications.

Account classifications indicate the type of account used as an asset, liability, equity, etc. Ratio classifications further define the account classification by providing a level of detail that is useful for ratio calculations or other formulas.
Journal Entries

You can create journal entries from the Binder window, in the trial balance, and in Excel and Word workpapers. The journal entry windows in ProSystem fx Engagement make it easy to assign accounts to a journal entry and verify the debit and credit balances before you post them to the trial balance. The journal entry windows also allow you to select the type of journal entry, which trial balance you want the journal entry posted to, and if the journal entry recurs or reverses in the next period. You can also enter proposed journal entries that do not affect balances in the trial balance.

With ProSystem fx Engagement, you can make temporary or permanent journal entries to accounts grouped to ProSystem fx C Corporation, S Corporation, or Partnership Grouping Lists that have been selected for M-3 enhancement. These journal entries are transferred to the tax return as either temporary (T) or permanent (P) differences in the appropriate column in the tax return.

**Note:** A Federal balance must be transferred for an M-3 enhanced grouping.

Trial Balance Snapshot

Important diagnostic information for all of the trial balances in a binder is available in the Trial Balance Snapshot view. QuickView displays balance information broken down by assets, liabilities and equity, revenue, expenses, and net (income) loss. Trial Balance Diagnostics displays detailed information regarding out-of-balance columns in the trial balance. You can also open any of the trial balances directly from the Trial Balance Snapshot.

Reports

Reports can be generated from the trial balance or from Excel workpapers. This feature gives you flexibility in formatting reports and performing analysis.

Trial balance reports are based on account numbers or account groups and subgroups you set up. For example, if you want to create leadsheets, you set up account groupings for leadsheets categories. You can include any trial balance columns in a report and create additional columns for showing percentage or dollar amount variances. You can choose to report the information in summary or with detail.

Classified reports can be generated when groups and subgroups have been assigned to an account classification. These reports define and organize assets, liabilities, equity, revenue expenses, and net income for the trial balance.

Sharing Trial Balance Data with Other Programs

ProSystem fx Engagement can easily import trial balance data files that are generated in electronic format from most accounting systems, as well as convert trial balance data from other trial balance software packages.

In addition, you can export a trial balance to several tax preparation programs. See Chapter 7, *Using the Trial Balance*, for further information.
Excel and Word Workpapers

In ProSystem fx Engagement, you create workpapers using the tools you already know, Microsoft Excel and Word. Workpapers can be linked to data in the trial balance and used with other Engagement features. You can create workpapers from your existing Excel and Word files or use the templates that come with Engagement. You can also create new templates by saving Engagement workpapers as templates to use in future engagements.

**Note:** You can create workpapers from any type of file (e.g. JPG, GIF, PDF).

For more information about workpapers, see the following chapters:
- Chapter 8, *Managing Workpapers*, for information on creating and using workpapers.
- Chapter 9, *Using Excel*, for features specific to Excel.
- Chapter 10, *Using Word*, for features specific to Word.

Evaluation Workpaper and Binder Templates

ProSystem fx Engagement provides an evaluation version of the integrated CCH workpaper and binder templates. This evaluation contains many useful Word audit programs, reports, checklists, and correspondence, as well as Excel workpaper templates.

For a description of the workpaper and work program content, see the topic titled *CCH Evaluation Integrated Engagement Workpaper Content* in the Engagement Help file.

Organizational Tools

With ProSystem fx Engagement, managing and organizing client information is easy. You can use binder templates and the Roll Forward feature to save time in preparing new engagement files.

Levels of Organization

Information is organized into the following levels:
- Office Servers
- Local and Central File Rooms
- Client Folders
- Binders
- Workpaper Tabs
- Workpapers

**Office Servers**

Every office must create a main office server. This main server is the Administration module, which stores staff, licensing, team, client groups, etc. Secondary office servers are optional and may be created as needed. If needed, a secondary office server can be promoted to be the main office server.

An office server that does not have a connection to other office servers can be designated as disabled for Admin synchronization. You can synchronize with this server by creating and receiving an Admin package. See Chapter 3, *Engagement Administrator*, for more information.
Local and Central File Rooms

Local file rooms allow multiple users working on the same or different engagements to work in the office or out in the field independently of one another. You can store local copies of work done by other users without conflicting with their work. Local file rooms can also be shared, allowing multiple users to access and work with the same binder simultaneously.

While in the field, you can update engagement information among local file rooms so all users are kept up to date. In the office, all local file rooms can synchronize their information to the central file rooms. Office servers manage and organize all your client and engagement information. You can create as many central file rooms as you like to organize your client data.

Client Folders

You can set up an unlimited number of clients to store your binders. You can enter and keep track of client data in the Contact form. Within each client folder, you enter information about the client, including name and entity type. Additionally, you can create Client Groups to organize and filter client folders.

Binders

The New Binder Wizard guides you through the creation and setup of binders for each client engagement. These binders go inside the client folders. For each binder you create, you can specify the engagement type, period beginning and ending dates, and fiscal year end. This information is then used in the trial balances and workpapers of that particular binder.

Workpaper Tabs

You can use workpaper tabs to organize workpapers inside the binder. You can also nest tabs within tabs. These dividers typically mirror the dividers used in physical engagement files.

Workpapers

You can insert any electronic file into an engagement binder. These documents are referred to as workpapers. They can be created from a template or from an existing file.

You can create workpapers from any type of file (e.g. JPG, GIF, PDF). You can also insert scanned images. This is helpful for electronically storing information obtained from the client or third-party vendors.
Tools in the Workpaper Management Module

The main ProSystem fx Engagement program contains the following windows that enable you to access and use these different levels of workpaper organization.

File Room Window

The File Room is the first window that displays when you start ProSystem fx Engagement. It contains the local file room, central file rooms, remote file rooms, client folders, and binders that you have set up.

The File Room window is organized similarly to the Windows Explorer folder tree. The upper-left pane of the Client Index displays your local file room and client folders while the pane on the right displays the contents of the local file room or client binder. The lower-left pane is the Remote File Room that contains up to three tabs, depending on whether you logged in to an Office or Field location.

The three tabs are as follows:

- **CFR.** Displays central file room connections if your user login location is Office.
- **Staff.** Displays a list of all staff members if your user login location is Office or Field.
- **Buddy list.** Displays a custom list of staff members you select to use to expedite field synchronization when your login location is Office or Field.

You can also switch to the Engagement Today view, which displays diagnostic information about binders in the local file room.

An example of the File Room window is shown below. For more information, see Chapter 5, *Using the File Room.*
Engagement Today View

The Engagement Today view displays as an alternate view of the File Room window. Engagement Today displays diagnostic information regarding binders in your local file room. For more information, see Chapter 5, *Using the File Room.*

**Note:** The Engagement Today view is not available if you are viewing a shared file room.

Binder Index Window

When you open a binder from the File Room window, the *Binder Index* window displays.

The Binder window contains the workpaper tabs and workpapers for a single binder. This window allows you to open workpapers and contains a Shortcut bar that allows you to quickly access many Engagement functions, ProSystem fx Tax (if installed), and guidance options.
You can open multiple binders within ProSystem fx Engagement. These binders can be minimized, restored, or maximized using the normal Windows commands. You can even copy a workpaper from one binder to another by dragging it from one binder to another binder or by using the Copy and Paste functions.

For more information about using this window, see Chapter 6, *Creating and Using Binders*.

**Binder Snapshot**

The Binder Snapshot view allows you to review key diagnostic information for binders in the Binder view. The Binder Snapshot summary page provides important status information regarding workpapers, workpaper counts, Notes, and Sign Off Status. For more information, see Chapter 6, *Creating and Using Binders*.

**Trial Balance Snapshot**

The Trial Balance Snapshot window displays a snapshot of the trial balances in the binder. The Trial Balance Snapshot window includes a list of trial balances and the selected trial balance’s QuickView and diagnostics. TB Diagnostics displays detailed information regarding out-of-balance columns in the trial balance.
Binder Templates

ProSystem fx Engagement provides binder templates that automate the setup process for first-year engagements. Binder templates contain the tab structure, trial balance(s), and workpapers typically used in your engagements.

You can also create an unlimited number of custom binder templates. You may want certain templates for various engagement types for different industries. For example, each of your engagements may have the same, or similar, tab structure, account groups and subgroups, leadsheets and trial balance reports, journal entry summaries, and financial statements. You would create a binder template with all of these items included and use that to automate each of your subsequent first-year engagements.

Staff Member Assignments

You assign staff members or teams access to each Engagement binder. Access rights are assigned to staff groups in Engagement Administrator. Then each staff member is assigned to a staff group so you can manage and control the tasks they can perform. (See Chapter 3, Engagement Administrator, for additional information.)

Roll Forward Capability

At the end of a period, you can roll forward a binder and use it as a template for the following period. ProSystem fx Engagement automates your workpapers so the content of the workpapers and financial statements reflect the date and balance information of the following periods.

When you choose to roll forward a binder, the Roll Forward Binder Wizard walks you through the process. During the roll forward, you can select which workpapers you want to roll forward, unlock workpapers, and select which workpapers to replace with workpaper templates. You also have the option of saving journal entries and team assignments. Assuming you have automated your workpapers with the tools ProSystem fx Engagement provides, the content of the workpapers and financial statements are rolled forward as well.

For more information about the Roll Forward capability, see Chapter 6, Creating and Using Binders.

Reviewing Workpapers and Workpaper Tabs

ProSystem fx Engagement provides all the tools you need to review an engagement electronically. You can write, respond to, and clear notes for an individual workpaper or workpaper tab. You can also view existing notes sorted by the note type, open/cleared status, dates, and other criteria. Diagnostic tools (e.g., Engagement Today, Binder Snapshot, and Trial Balance Snapshot) provide detailed Engagement summary information. To show that you agree with the contents and conclusions, you can sign off as preparer, reviewer, or second-level reviewer. Multiple preparer and reviewer signatures are possible. You can view a summary list, which is sorted by workpapers in process, ready for review, reviewed, and 2nd reviewed.
Sharing and Distribution Tools

Your workpapers can be electronically distributed to—and simultaneously shared by—all engagement staff members. Data integrity is ensured by maintaining a single definitive version of each document for editing.

Additional information about these features can be found in Chapter 8, Managing Workpapers.

Sharing Workpapers

You can share workpapers in several ways. If you are on a network, a central file room is used to automatically point you to the engagement binder with which you need to synchronize. If you are on a network, you can also use the Buddy List to expedite the synchronization process. If you are connected in a peer-to-peer network, you can synchronize directly to another team member’s local file room. In a peer-to-peer network you can also synchronize using the Shared File Room feature, which allows multiple users to work directly on the same binder at the same time.

If you are not on a network, you share workpapers by packaging the entire binder, or specific workpapers within the binder, into a single file. You can then send the binder package by saving it to a floppy disk or another removable media device, or by attaching the file to an email message.

When you attach the file to an email, Engagement opens a new email message and adds the package as an attachment. This feature requires a MAPI-compliant email system.

If Microsoft Outlook is installed and running on your local machine, you can use the Engagement interface in Outlook to receive email binder package attachments directly into a binder or to send messages and workpapers from a binder.

You can also hand off workpapers to another team member by using the Assign To feature. The Current Editor of the workpaper can assign the workpaper to another team member. The next time both staff members synchronize to the central file room, the workpaper shows the other team member as the Current Editor. This eliminates the need to check a workpaper in or out.

Publishing Workpapers

Many of your ProSystem fx Engagement Word and Excel workpapers will have links to a trial balance. To share these workpapers with someone who does not have access to the trial balance, you must publish the workpaper to convert the links to values. After a copy of the original workpaper is created in the Published Workpapers tab, you can distribute the copy as needed.
Protecting Document Integrity

To protect data integrity, a single copy of a workpaper is maintained as the definitive version for editing. The staff member assigned as Current Editor of the workpaper can edit the workpaper. If the workpaper is unassigned or assigned to another staff member, you have read-only rights to the workpaper.

If the workpaper is in a shared local file room, and the file room Host is the Current Editor, then anyone who logs in to the shared file room can open the workpaper and become the "Live Editor." In a shared file room, only the Live Editor can edit a workpaper.

Documentation

Before using ProSystem fx Engagement, you should review this section to familiarize yourself with the documentation provided. This documentation contains a number of features to help you learn to use the product more efficiently. You can access additional information at the ProSystem fx Web site at http://Tax.CCHGroup.com.

Prerequisite Knowledge

This manual was written for accountants in public practice who have experience with Microsoft Windows, Microsoft Word, and Microsoft Excel.

To use ProSystem fx Engagement, you should be familiar with at least the following basic features of Word and Excel as displayed in the table on the following page. If you plan to customize templates, you may need experience in additional areas.

<table>
<thead>
<tr>
<th>Program</th>
<th>Basic Operations</th>
<th>Customization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td>Basic editing and formatting.</td>
<td>Creating and managing styles and templates.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recording and using macros.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visual Basic for Applications and advanced customization.</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>Basic data entry and formatting.</td>
<td>Creating sophisticated formulas.</td>
</tr>
<tr>
<td></td>
<td>Inserting simple formulas.</td>
<td>Recording and using macros.</td>
</tr>
<tr>
<td></td>
<td>Arranging worksheets and cells within worksheets.</td>
<td>Visual Basic for Applications and advanced customization.</td>
</tr>
</tbody>
</table>
ProSystem fx Engagement Documentation

The table below lists the ProSystem fx Engagement documentation, with an explanation of what each document contains and when to use it.

<table>
<thead>
<tr>
<th>Document</th>
<th>What It Includes</th>
<th>When to Use It</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Guide</td>
<td>Installation instructions. Concepts and detailed procedures for product functions.</td>
<td>When installing and setting up the product. When learning to use the product.</td>
</tr>
<tr>
<td>Help</td>
<td>Descriptions of concepts and usage. Summaries of procedures.</td>
<td>When becoming acquainted with broad concepts concerning various areas of the program. When reminding yourself how to perform common commands.</td>
</tr>
<tr>
<td>Tip of the Day</td>
<td>Suggestions for using the program most efficiently.</td>
<td>When using Engagement Today, TB Snapshot, or Binder Snapshot.</td>
</tr>
<tr>
<td>Release Bulletin</td>
<td>Latest changes to the product.</td>
<td>After you have installed the product.</td>
</tr>
</tbody>
</table>

Help

The Help file includes descriptions of dialogs and commands, and explanations of frequently used procedures. You can use this information as a reminder when performing tasks or as a reference when the user guide is unavailable. It also contains references to ProSystem fx Engagement fields and formulas used in Excel and Word.

You can view Help by doing any of the following:

- Press F1 at a dialog or menu command.
- Select the Help icon on dialogs where it displays.
- Select Help Topics from the Help menu. You can then select the Contents, Index, or Search tabs. A Favorites tab is also included so you can build a list of help items you review on a regular basis.

Tip of the Day

The Tip of the Day feature is viewable in Engagement Today, Binder Snapshot, and TB Snapshot views. If you do not want to display the Tip of the Day in these views, you have the option to hide them for each view.

Note: You can customize the Tip of the Day items to show tips that are specific to your firm’s operations. Select Tools/Tip of the Day in the Main Office Server Administrator module to add, edit, and delete the Tip of the Day. Updated Tip of the Day items synchronize to Secondary Office Servers and users’ local machines. See Chapter 3, Engagement Administrator, for more details.
Notations Used in the Documentation

This section describes special notations and formatting used in the documentation. There are also additional formats used in describing fields and formulas. You can see the following special formats and notations:

<table>
<thead>
<tr>
<th>Notation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tip</td>
<td>A suggestion that can help you use the product more efficiently.</td>
</tr>
<tr>
<td>Note</td>
<td>Additional information to help you understand a procedure or step.</td>
</tr>
<tr>
<td>Important</td>
<td>Important information that can help prevent unintended or invalid results or loss of data.</td>
</tr>
</tbody>
</table>

Related Documentation

You may find the following additional manuals helpful in using ProSystem fx Engagement:

- Microsoft Word, Excel, and Outlook manuals and Help.

Web Site

Visit the CCH Web site at http://Tax.CCHGroup.com for additional information. You can link to information about product announcements, support, and frequently asked questions (FAQs). You can also go to the Web site directly from ProSystem fx Engagement. Select Help/ProSystem fx on the Web.

Using the Engagement Toolbars

The ProSystem fx Engagement toolbar buttons provide quick access to the most frequently used functions in the Engagement program. You can turn the toolbar on and off from View/Toolbar. You can also read a description of a toolbar button by positioning the mouse pointer over it.
Administrator Toolbar Commands

The ProSystem fx Engagement Administrator toolbar contains the most frequently used functions in Administrator. You can select View/Toolbars to toggle the toolbar on or off.

The ProSystem fx Engagement Administrator Standard and Client Groups toolbars include the following buttons:

<table>
<thead>
<tr>
<th>Toolbar Icon</th>
<th>Command</th>
<th>Description</th>
<th>Menu</th>
<th>Right-Click Menu</th>
<th>Access Key</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Client Groups</td>
<td>Opens a dialog that allows an administrator to create client groups.</td>
<td>File Rooms</td>
<td>No</td>
<td>Alt + R/G</td>
</tr>
<tr>
<td></td>
<td>Assign Clients to Groups</td>
<td>Opens a dialog that allows clients to be assigned to groups.</td>
<td>File Rooms</td>
<td>No</td>
<td>Alt + R/A</td>
</tr>
<tr>
<td></td>
<td>Assign Binder Staff</td>
<td>Allows a user to assign staff members to a binder.</td>
<td>Staff</td>
<td>Yes</td>
<td>Alt + S/B</td>
</tr>
<tr>
<td></td>
<td>Teams</td>
<td>Opens the Teams dialog for a selected team.</td>
<td>Staff</td>
<td>No</td>
<td>Alt + S/T</td>
</tr>
<tr>
<td></td>
<td>Team Member Assignment</td>
<td>Allows a user to assign staff members to a team.</td>
<td>Staff</td>
<td>No</td>
<td>Alt + S/M</td>
</tr>
<tr>
<td></td>
<td>New Staff</td>
<td>Allows the creation of New Staff for a selected staff group.</td>
<td>Staff</td>
<td>Yes</td>
<td>Alt + S/S</td>
</tr>
<tr>
<td></td>
<td>New Staff Group</td>
<td>Opens the Create New Staff Group dialog.</td>
<td>Staff</td>
<td>Yes</td>
<td>Alt + S/G</td>
</tr>
<tr>
<td></td>
<td>Properties</td>
<td>Displays properties for a selected object (Staff Group, Staff, Office server, Central File Room, Client or Binder).</td>
<td>File</td>
<td>Yes</td>
<td>Alt + F/P</td>
</tr>
<tr>
<td></td>
<td>Delete</td>
<td>Deletes a selected object (Staff Group, Staff, Office server, Central File Room, Client or Binder).</td>
<td>Edit</td>
<td>Yes</td>
<td>Ctrl + D</td>
</tr>
<tr>
<td></td>
<td>Cut</td>
<td>Cuts the selected item to the Windows Clipboard for pasting to another location.</td>
<td>Edit</td>
<td>Yes</td>
<td>Alt + E/T or Ctrl + X</td>
</tr>
<tr>
<td>Toolbar Icon</td>
<td>Command</td>
<td>Description</td>
<td>Menu</td>
<td>Right-Click Menu</td>
<td>Access Key</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
<td>-------------</td>
<td>------</td>
<td>-----------------</td>
<td>------------</td>
</tr>
<tr>
<td><img src="image" alt="Paste Icon" /></td>
<td>Paste</td>
<td>Pastes the selected item that was copied to the Clipboard to the selected locations.</td>
<td>Edit</td>
<td>Yes</td>
<td>Alt + E/P or Ctrl + V</td>
</tr>
<tr>
<td><img src="image" alt="Refresh Icon" /></td>
<td>Refresh</td>
<td>Refreshes the Admin Frame.</td>
<td>View</td>
<td>No</td>
<td>F5 or Alt + V/F</td>
</tr>
<tr>
<td><img src="image" alt="Create Central File Room Icon" /></td>
<td>Create Central File Room</td>
<td>Opens the <em>Central File Room Properties</em> dialog.</td>
<td>File Rooms</td>
<td>Yes</td>
<td>Alt + R/F</td>
</tr>
<tr>
<td><img src="image" alt="New Client Icon" /></td>
<td>New Client</td>
<td>Opens the <em>Create New Client</em> dialog.</td>
<td>File Rooms</td>
<td>Yes</td>
<td>Alt + R/C</td>
</tr>
<tr>
<td><img src="image" alt="Archive Finalized Binder Icon" /></td>
<td>Archive Finalized Binder</td>
<td>Opens the <em>Archive Finalized Binder</em> dialog.</td>
<td>File Rooms</td>
<td>Yes</td>
<td>Alt + R/R</td>
</tr>
<tr>
<td><img src="image" alt="Unarchive Binder Icon" /></td>
<td>Unarchive Binder</td>
<td>Allows you to open an archived binder.</td>
<td>File Rooms</td>
<td>No</td>
<td>Alt + R/N</td>
</tr>
<tr>
<td><img src="image" alt="Unfinalize Binder Icon" /></td>
<td>Unfinalize Binder</td>
<td>Allows you to unfinalize a binder.</td>
<td>File Rooms</td>
<td>Yes</td>
<td>Alt + R/U</td>
</tr>
<tr>
<td><img src="image" alt="Manual Synchronization Icon" /></td>
<td>Manual Synchronization</td>
<td>Launches the manual Admin synchronization function.</td>
<td>Tools</td>
<td>No</td>
<td>Alt + T/M</td>
</tr>
<tr>
<td><img src="image" alt="Client Inquiry Icon" /></td>
<td>Client Inquiry</td>
<td>Opens the Inquiry Module of ProSystem fx Practice, if you have installed version 7.0 or higher.</td>
<td>File Rooms/ Pfx Practice Interface</td>
<td>Yes</td>
<td>Alt + R/I/I</td>
</tr>
<tr>
<td><img src="image" alt="Expand All Icon" /></td>
<td>Expand All</td>
<td>Expands the entire tree.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/A</td>
</tr>
<tr>
<td><img src="image" alt="Collapse All Icon" /></td>
<td>Collapse All</td>
<td>Collapses the entire tree.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/L</td>
</tr>
<tr>
<td><img src="image" alt="Help Topics Icon" /></td>
<td>Help Topics</td>
<td>Opens the Engagement Help topics.</td>
<td>Help</td>
<td>No</td>
<td>Alt + H/H</td>
</tr>
</tbody>
</table>
Engagement File Room Toolbar Commands

The Engagement File Room toolbars contain the most frequently used functions in Workpaper Management. You can select View/Toolbar to toggle the toolbars on or off.

The File Room toolbar includes the following Engagement and Client Groups buttons:

<table>
<thead>
<tr>
<th>Toolbar Icon</th>
<th>Command</th>
<th>Description</th>
<th>Menu</th>
<th>Right-Click Menu</th>
<th>Access Key</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New Client</td>
<td>Allows users to create new clients.</td>
<td>File</td>
<td>Yes</td>
<td>Alt + F/C</td>
</tr>
<tr>
<td></td>
<td>New Binder Wizard</td>
<td>Opens the New Binder Wizard.</td>
<td>File</td>
<td>Yes</td>
<td>Alt + F/Z</td>
</tr>
<tr>
<td></td>
<td>Assign Binder Staff</td>
<td>Allows users to assign staff members to a binder.</td>
<td>Tools</td>
<td>No</td>
<td>Alt + T/A</td>
</tr>
<tr>
<td></td>
<td>Open</td>
<td>Opens or expands the selected item.</td>
<td>File</td>
<td>Yes</td>
<td>Alt + F/O or Ctrl + O</td>
</tr>
<tr>
<td></td>
<td>Open Trial Balance</td>
<td>Opens the trial balance in the binder or displays the Open Trial Balance dialog.</td>
<td>File</td>
<td>Yes</td>
<td>Alt + F/T</td>
</tr>
<tr>
<td></td>
<td>Cut</td>
<td>Cuts the selected binder to the Windows Clipboard for pasting to another location.</td>
<td>Edit</td>
<td>Yes</td>
<td>Alt + E/T or Ctrl + X</td>
</tr>
<tr>
<td></td>
<td>Copy</td>
<td>Copies the selected item to the Windows Clipboard for pasting later.</td>
<td>Edit</td>
<td>Yes</td>
<td>Alt + E/C or Ctrl + C</td>
</tr>
<tr>
<td></td>
<td>Paste</td>
<td>Pastes the last item copied to the Clipboard to the selected location.</td>
<td>Edit</td>
<td>Yes</td>
<td>Alt + E/P or Ctrl + V</td>
</tr>
<tr>
<td></td>
<td>Expand All</td>
<td>Expands the entire tree.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/A</td>
</tr>
<tr>
<td></td>
<td>Collapse All</td>
<td>Collapses the entire tree.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/L</td>
</tr>
<tr>
<td></td>
<td>Properties</td>
<td>Displays the properties of the selected item.</td>
<td>File</td>
<td>Yes</td>
<td>Alt + F/P</td>
</tr>
<tr>
<td></td>
<td>Refresh</td>
<td>Refreshes the contents of the list.</td>
<td>View</td>
<td>Yes</td>
<td>Alt + V/H or F5</td>
</tr>
<tr>
<td>Toolbar Icon</td>
<td>Command</td>
<td>Description</td>
<td>Menu</td>
<td>Right-Click Menu</td>
<td>Access Key</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Create Binder Package</td>
<td>Allows a user to create a binder package.</td>
<td>Tools</td>
<td>Yes</td>
<td>Alt + T/P</td>
<td></td>
</tr>
<tr>
<td>Receive Binder Package</td>
<td>Allows a user to receive a binder package.</td>
<td>Tools</td>
<td>Yes</td>
<td>Alt + T/V</td>
<td></td>
</tr>
<tr>
<td>Synchronize Binder</td>
<td>Allows authorized users to open the Synchronize Binder Wizard.</td>
<td>Tools</td>
<td>Yes</td>
<td>Alt + T/S</td>
<td></td>
</tr>
<tr>
<td>Express Synchronization</td>
<td>Allows authorized users to launch the Synchronize Job Queue.</td>
<td>Tools</td>
<td>Yes</td>
<td>Alt + T/E</td>
<td></td>
</tr>
<tr>
<td>Tax Software Interface</td>
<td>Allows a user to export trial balance data to tax software.</td>
<td>Tools</td>
<td>No</td>
<td>Alt + T/X</td>
<td></td>
</tr>
<tr>
<td>Finalize Binder</td>
<td>Allows a user to open the Finalize Binder Wizard.</td>
<td>Tools</td>
<td>Yes</td>
<td>Alt + T/Z</td>
<td></td>
</tr>
<tr>
<td>Roll Forward Binder</td>
<td>Allows users to use the Roll Forward Binder Wizard.</td>
<td>Tools</td>
<td>Yes</td>
<td>Alt + T/F</td>
<td></td>
</tr>
<tr>
<td>Client Inquiry</td>
<td>Opens the Inquiry Module of ProSystem fx Practice, if you have installed version 7.0 or higher.</td>
<td>Tools/Pfx Practice Interface</td>
<td>Yes</td>
<td></td>
<td>Alt + T/I/I</td>
</tr>
<tr>
<td>Engagement Today</td>
<td>Allows users to toggle the view to display Engagement Today.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/G/E</td>
<td></td>
</tr>
<tr>
<td>Client Index</td>
<td>Allows users to toggle the screen to display the Local File Room Client Index view.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/G/I</td>
<td></td>
</tr>
<tr>
<td>Client Groups</td>
<td>Allows users to use a drop-down list to pick a client group to filter the client folders in the file room.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/P</td>
<td></td>
</tr>
</tbody>
</table>
## Engagement Binder Index Toolbar Commands

The Engagement toolbars for the Binder Index contain the most frequently used functions. Select **View/View Toolbar** to toggle the toolbars on or off. The Binder Index toolbar includes the following Engagement and Client Groups buttons:

<table>
<thead>
<tr>
<th>Toolbar Icon</th>
<th>Command</th>
<th>Description</th>
<th>Menu</th>
<th>Right-Click Menu</th>
<th>Access Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Image]</td>
<td>New Tab</td>
<td>Creates new tabs in a binder.</td>
<td>File/New</td>
<td>Yes</td>
<td>Alt + F/N/T or Ctrl + T</td>
</tr>
<tr>
<td>![Image]</td>
<td>New Workpaper from Template</td>
<td>Creates a new workpaper from a template.</td>
<td>File/New</td>
<td>Yes</td>
<td>Alt + F/N/W or Ctrl + W</td>
</tr>
<tr>
<td>![Image]</td>
<td>New Workpaper from File</td>
<td>Creates a new workpaper from an existing file.</td>
<td>File/New</td>
<td>Yes</td>
<td>Alt + F/N/F or Ctrl + Shift + W</td>
</tr>
<tr>
<td>![Image]</td>
<td>New Trial Balance</td>
<td>Creates a new trial balance.</td>
<td>File/New</td>
<td>Yes</td>
<td>Alt + F/N/B or Ctrl + B</td>
</tr>
<tr>
<td>![Image]</td>
<td>New Manual Workpaper</td>
<td>Creates a new manual workpaper.</td>
<td>File/New</td>
<td>Yes</td>
<td>Alt + F/N/N</td>
</tr>
<tr>
<td>![Image]</td>
<td>New Placeholder</td>
<td>Inserts a placeholder at the selected location.</td>
<td>File/New</td>
<td>Yes</td>
<td>Alt + F/N/L</td>
</tr>
<tr>
<td>![Image]</td>
<td>New Knowledge Tools Workpaper</td>
<td>Creates a new Knowledge Tools workpaper.</td>
<td>File/New</td>
<td>Yes</td>
<td>Alt + F/N/K</td>
</tr>
<tr>
<td>![Image]</td>
<td>New Knowledge Coach Workpaper</td>
<td>Inserts a new Knowledge Coach Workpaper (if installed)</td>
<td>File/New</td>
<td>Yes</td>
<td>Alt + F/N/O</td>
</tr>
<tr>
<td>![Image]</td>
<td>New CCH Workpaper</td>
<td>Creates a new CCH workpaper.</td>
<td>File/New</td>
<td>Yes</td>
<td>Alt + F/N/M</td>
</tr>
<tr>
<td>![Image]</td>
<td>New Workpaper from Scanner</td>
<td>Creates a new workpaper from a TWAIN compliant scanner.</td>
<td>File/New</td>
<td>Yes</td>
<td>Alt + F/N/S</td>
</tr>
<tr>
<td>![Image]</td>
<td>Open</td>
<td>Opens the selected workpaper.</td>
<td>File</td>
<td>No</td>
<td>Alt + F/O or Ctrl + O</td>
</tr>
<tr>
<td>![Image]</td>
<td>Open Trial Balance</td>
<td>Opens the selected trial balance.</td>
<td>File</td>
<td>No</td>
<td>Alt + F/T</td>
</tr>
<tr>
<td>![Image]</td>
<td>Print</td>
<td>Prints the selected workpaper(s).</td>
<td>File</td>
<td>Yes</td>
<td>Alt + F/P or Ctrl + P</td>
</tr>
<tr>
<td>![Image]</td>
<td>Cut</td>
<td>Removes and places the selected binder to the Windows Clipboard.</td>
<td>Edit</td>
<td>Yes</td>
<td>Alt + E/T or Ctrl + X</td>
</tr>
<tr>
<td>![Image]</td>
<td>Copy</td>
<td>Copies the selected item to the Clipboard.</td>
<td>Edit</td>
<td>Yes</td>
<td>Alt + E or Ctrl + C</td>
</tr>
<tr>
<td>Toolbar Icon</td>
<td>Command</td>
<td>Description</td>
<td>Menu</td>
<td>Right-Click Menu</td>
<td>Access Key</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
<td>-----------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td><img src="image.png" alt="Paste Icon" /></td>
<td>Paste</td>
<td>Pastes the last item that was copied to the Clipboard.</td>
<td>Edit</td>
<td>Yes</td>
<td>Alt + E/P or Ctrl + V</td>
</tr>
<tr>
<td><img src="image.png" alt="Properties Icon" /></td>
<td>Properties</td>
<td>Displays the properties of the selected item.</td>
<td>File</td>
<td>Yes</td>
<td>Alt + F/I</td>
</tr>
<tr>
<td><img src="image.png" alt="Expand All Icon" /></td>
<td>Expand All</td>
<td>Expands the entire tree.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/A</td>
</tr>
<tr>
<td><img src="image.png" alt="Collapse All Icon" /></td>
<td>Collapse All</td>
<td>Collapses the entire tree.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/L</td>
</tr>
<tr>
<td><img src="image.png" alt="Refresh Icon" /></td>
<td>Refresh</td>
<td>Refreshes the content of the list.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/F</td>
</tr>
<tr>
<td><img src="image.png" alt="Publish Workpaper Icon" /></td>
<td>Publish Workpaper</td>
<td>Publishes the selected workpaper(s).</td>
<td>Workpaper</td>
<td>Yes</td>
<td>Alt + K/P</td>
</tr>
<tr>
<td><img src="image.png" alt="Lock Workpaper Icon" /></td>
<td>Lock Workpaper</td>
<td>Locks the selected Excel and Word workpaper(s).</td>
<td>Workpaper</td>
<td>Yes</td>
<td>Alt + K/K</td>
</tr>
<tr>
<td><img src="image.png" alt="Unlock Workpaper Icon" /></td>
<td>Unlock Workpaper</td>
<td>Unlocks the selected Excel and Word workpaper(s).</td>
<td>Workpaper</td>
<td>Yes</td>
<td>Alt + K/N</td>
</tr>
<tr>
<td><img src="image.png" alt="Freeze Links Icon" /></td>
<td>Freeze Links</td>
<td>Freezes Engagement links in the selected workpaper(s).</td>
<td>Workpaper</td>
<td>Yes</td>
<td>Alt + K/F</td>
</tr>
<tr>
<td><img src="image.png" alt="Unfreeze Links Icon" /></td>
<td>Unfreeze Links</td>
<td>Unfreezes Engagement links in the selected workpaper(s).</td>
<td>Workpaper</td>
<td>Yes</td>
<td>Alt + K/U</td>
</tr>
<tr>
<td><img src="image.png" alt="Create Workpaper Note Icon" /></td>
<td>Create Workpaper Note</td>
<td>Creates a workpaper note for the selected workpaper.</td>
<td>Workpaper</td>
<td>Yes</td>
<td>Alt + K/C</td>
</tr>
<tr>
<td><img src="image.png" alt="Sign Off Workpaper Icon" /></td>
<td>Sign Off Workpaper</td>
<td>Signs off the selected workpaper(s).</td>
<td>Workpaper</td>
<td>Yes</td>
<td>Alt + K/G</td>
</tr>
<tr>
<td><img src="image.png" alt="Tax Software Interface Icon" /></td>
<td>Tax Software Interface</td>
<td>Opens the Tax Software Interface dialog.</td>
<td>Tools</td>
<td>Yes</td>
<td>Alt + T/X</td>
</tr>
<tr>
<td><img src="image.png" alt=" Binder View Icon" /></td>
<td>Binder View</td>
<td>Displays the contents of binders.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/B</td>
</tr>
<tr>
<td><img src="image.png" alt="Notes Summary View Icon" /></td>
<td>Notes Summary View</td>
<td>Displays all notes in a selected binder by note type.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/U</td>
</tr>
<tr>
<td><img src="image.png" alt="Sign Off Summary View Icon" /></td>
<td>Sign Off Summary View</td>
<td>Displays all workpapers for a selected binder by the sign off status.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/O</td>
</tr>
</tbody>
</table>
Customizing the Engagement Interface

You can customize the Engagement graphical interface to your preferences and change the universal appearance of the frames. In Binder Frame and File Room Frame, you can customize the toolbars and the appearance of buttons within the toolbars. For all changes, you must access the Customize dialog.

To change the universal appearance of the frames, do the following:

1. In either Binder Frame or File Room Frame, select Tools/Customize from the Engagement menu. The Customize dialog displays.

   ![Customize dialog](image)

2. In the Customize dialog, select a Visual Style.
   - 2003 is the new style that matches Microsoft Office 2003.
   - Classic is the standard Engagement style.

<table>
<thead>
<tr>
<th>Toolbar Icon</th>
<th>Command</th>
<th>Description</th>
<th>Menu</th>
<th>Right-Click Menu</th>
<th>Access Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>Current Editor View (Non-Shared File Room)</td>
<td>Displays staff members assigned to a binder and lists the workpapers for which they have current editor rights.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/E</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Live Editor View (Shared File Room)</td>
<td>Displays users who are currently editing workpapers in a shared file room and the workpapers they are editing.</td>
<td>View</td>
<td>No</td>
<td>Alt + V/E</td>
</tr>
</tbody>
</table>
Customizing Toolbars

In Binder Frame and File Room Frame, you can customize the toolbars by adding, deleting, or modifying buttons in the following ways:

- **Delete.** Removes the selected button from the toolbar.
- **Button Appearance.** Opens the *Button Appearance* dialog, where you can customize the images and/or text for the button. Alternately, you may also remove a button by dragging it off the toolbar.
  - **Image Only.** Displays the graphical button only.
  - **Image and Text.** Displays the graphical button plus text to the right of it.
- **Put Separator Before.** Puts a line on the left side of the button, separating it from the button on the left.
- **Put Separator After.** Puts a line on the right side of the button, separating it from the button on the right.

To customize a toolbar, do the following:

1. Select **Tools/Customize** from the Engagement menu. In the *Customize* dialog, the directory tree displays the current toolbar settings.
2. Leaving the *Customize* dialog open, right-click the button in the Engagement toolbar.

   **Note:** With the exception of button appearance, changes are applied immediately.

Customizing Button Appearance

In order to customize a button’s appearance, you must first open the *Customize* dialog.

1. From either the Binder Frame or the File Room Frame, select **Tools/Customize** from the Engagement menu. After the dialog opens, you may move and resize it to make customizing the toolbar easier.
2. Right-click the button you want to customize. Select one of the following options:
   - **Delete.** Removes the selected button from the toolbar.
   - **Button Appearance.** Opens the *Button Appearance* dialog, where you can customize the images and text for the button. You may also remove a button by dragging it off the toolbar.
   - **Image Only.** Displays the graphical button only.
   - **Image and Text.** Displays the graphical button plus text to the right of it.
   - **Put Separator Before.** Puts a line on the left side of the button, separating it from the button on the left.
   - **Put Separator After.** Puts a line on the right side of the button, separating it from the button on the right.
3. Select **Button Appearance** from the pull-down menu to open the **Button Appearance** dialog.

![Button Appearance dialog](image)

4. In the **Button Appearance** dialog, choose whether to display **Image Only** or **Image and Text**.

5. If you chose text, type the text into the **Text** field.

6. Select a button image from the **Images** box.

7. Click **OK** to finalize your changes.
Overview

This chapter provides step-by-step instructions for installing the ProSystem fx Engagement Administrator and Workpaper Management modules. The minimum and recommended system requirements are also provided.

Before you begin, refer to the following documents:

- The License Agreement for information and restrictions on installation.
- The Administrator/Office Server Tips document for assistance in determining how you should configure office servers for your firm.

Two ProSystem fx Engagement modules must be installed in order for the application to function. These modules are the Administrator module and the Workpaper Management module.

The Administrator module is an organizational tool designed to provide security and control rights for different staff levels, as well as organize and maintain your office servers and central file rooms. The Administrator module should be installed on a Windows server or a dedicated computer, and it should be on a location that can be accessed by all computers in your firm. If you have multiple offices, you may want to establish secondary office servers, and thus install the Administrator module on the Windows server or dedicated computer for each office. The Administrator module installation must be performed while sitting at the console of the Windows server or the dedicated computer.

The Workpaper Management module relies on the Administrator module to provide login information, central storage, and secured access to all your client data. The Workpaper Management module should be installed on each user’s computer.

Note: If you are installing to a multi-server Citrix farm or to a Windows Terminal Services environment, install ProSystem fx Engagement Administrator in the standard manner, and then see Terminal Services Installation on page 2-12.
## Engagement 6.0 Requirements

The following two tables detail the requirements for the Engagement Administrator and Workpaper Management modules.

### Administrator Module

<table>
<thead>
<tr>
<th>System Requirements</th>
<th>Recommended</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microprocessor</strong></td>
<td>32-Bit</td>
<td>32-Bit</td>
</tr>
<tr>
<td></td>
<td>Pentium 4 processor, 2.8 GHz or faster</td>
<td>Pentium 4 processor, 2 GHz</td>
</tr>
<tr>
<td></td>
<td>64-Bit</td>
<td>64-Bit</td>
</tr>
<tr>
<td></td>
<td>Pentium 4 single-core processor, 3.2 GHz, or any multi-core processor</td>
<td>Pentium 4 processor, 3.2 GHz, or any multi-core processor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supported Operating Systems</strong></td>
<td>For SQL 2005</td>
<td>AMD Athlon 64, Intel Pentium 4 with Intel EM 64T support</td>
</tr>
<tr>
<td></td>
<td>Windows Vista (Business, Enterprise, and Ultimate: 32 bit and 64 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows XP Professional with Service Pack 2 (32 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows XP Professional with Service Pack 1 (64 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows Server 2003 Service Pack 1 (Standard and Enterprise: 32 bit and 64 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows Server 2008 (Standard and Enterprise: 32 bit and 64 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For SQL 2008</td>
<td>Windows Server 2003 Service Pack 2 (32 bit and 64 bit)</td>
</tr>
<tr>
<td></td>
<td>Windows Vista (Business, Enterprise, and Ultimate: 32 bit and 64 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows XP Professional with Service Pack 2 (32 bit and 64 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows Server 2003 Service Pack 2 (Standard and Enterprise: 32 bit and 64 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows Server 2008 (Standard and Enterprise: 32 bit and 64 bit)</td>
<td></td>
</tr>
<tr>
<td><strong>Terminal Server and Citrix</strong></td>
<td>Windows Server 2003 with Service Pack 1 (32 bit and 64 bit) with Terminal Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows 2008 Server (32 bit and 64 bit) with Terminal Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Citrix Presentation Server 4.5 or higher</td>
<td></td>
</tr>
</tbody>
</table>
## System Requirements

<table>
<thead>
<tr>
<th></th>
<th>Recommended</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Memory</td>
<td>2 GB RAM</td>
<td>32 Bit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 GB RAM for Windows XP Professional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 GB RAM for Vista and server-class operating systems</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>64 Bit</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 GB RAM</td>
</tr>
</tbody>
</table>

Additional memory improves performance and may be required to run additional applications simultaneously.

<table>
<thead>
<tr>
<th>Drive Space</th>
<th>Administrator requires 500 MB of drive space when installed with the CD image files, 200 MB of drive space in the Temp folder, and additional space required for data.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Video</th>
<th>Super VGA at 32 bit color quality with a resolution of 1024 x 768.</th>
<th>Super VGA at 16 bit color quality with a resolution of 800 x 600.</th>
</tr>
</thead>
</table>

ProSystem /x Engagement does not support large fonts.

## Network Environment

- **Microsoft**
  - Client for Microsoft Networks and Microsoft TCP/IP.

## Other Software

### SQL

**SQL 2005 Supported Editions:**
- SQL Server 2005 Service Pack 2 Standard Edition (32 bit and 64 bit)
- SQL Server 2005 Service Pack 2 Enterprise Edition (32 bit and 64 bit)
- SQL Express Service Pack 2 (32 bit)

**SQL 2008 Supported Editions**
- SQL Server 2008 Standard Edition (32 bit)
- SQL Server 2008 Enterprise Edition (32 bit)
- SQL Server 2008 Express (32 bit)

**Note:** SQL Server 2008 64 bit is not supported

### Data Access Components

The following items are installed automatically with ProSystem /x Engagement:
- Microsoft Jet Database Engine 4.0 with Service Pack 6
- Soap Toolkit 3.0
- MSXML 4.0 Service Pack 2 parser
- SQLXML 3.0 Service Pack 3
- Microsoft Visual C++ 2008 Redistributable vcredistsp1_x86.exe - 9.0.30729.17
- Microsoft Visual C++ 2008 Redistributable vcredist_x86.exe - 9.030729.4148
### System Requirements

<table>
<thead>
<tr>
<th>Data Access Components (cont)</th>
<th>Recommended</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The following items are installed automatically with ProSystem fx Engagement if an SQL 2005 instance is found:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Microsoft SQL Server 2008 Management Object (32 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Microsoft SQL Server 2008 Native Client (32 bit or 64 bit, according to operating system)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ SQL Server System CLR Types (32 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The following items are installed automatically with ProSystem fx Engagement if SQL 2008 32bit is found on a 64 bit operating system:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Microsoft SQL Server 2008 Management Object (32 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ SQL Server System CLR Types (32 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MDAC 2.8 Service Pack 1 is required by SQL Server 2005 Express.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows Installer 3.1 is required by SQL Server 2005 Express.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows Installer 4.5 is required by SQL Server 2008 Express.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Microsoft .NET Framework 2.0 is required by SQL 2005 and Admin Workstation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Microsoft .NET Framework 3.5 SP1 is required by SQL 2008.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adobe Reader 7.0 or higher is optional.</td>
<td></td>
</tr>
<tr>
<td>Web Browser</td>
<td>Internet Explorer 6.0 with Service Pack 1 or higher</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Microsoft Mail, Microsoft Exchange, GroupWise, Internet SMTP/POP3, or other MAPI compliant messaging software to use network or Internet email</td>
<td>None</td>
</tr>
<tr>
<td>Other Hardware</td>
<td>Any internal or external DVD compatible drive for reading the installation media. The installation media is distributed on DVD, and can be copied to other machines or locations as needed.</td>
<td></td>
</tr>
</tbody>
</table>
## Workpaper Management Module

<table>
<thead>
<tr>
<th>System Requirements</th>
<th>Recommended</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microprocessor</strong></td>
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<tr>
<td></td>
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<td></td>
<td>64-Bit</td>
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<tr>
<td></td>
<td>Pentium 4 single-core processor, 3.2 GHz (or any multi-core processor)</td>
<td>Pentium 4 processor, 3.2 GHz (or any multi-core processor)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supported Operating Systems</strong></td>
<td><strong>For SQL 2005</strong></td>
<td><strong>For SQL 2008</strong></td>
</tr>
<tr>
<td></td>
<td>Windows Vista with Service Pack 1 (Business, Enterprise, and Ultimate: 32 bit and 64 bit)</td>
<td>Windows Vista (Business, Enterprise, and Ultimate: 32 bit and 64 bit)</td>
</tr>
<tr>
<td></td>
<td>Windows XP Professional with Service Pack 2 (32 bit)</td>
<td>Windows XP Professional with Service Pack 2 (32 bit and 64 bit)</td>
</tr>
<tr>
<td></td>
<td>Windows XP Professional with Service Pack 1 (64 bit)</td>
<td></td>
</tr>
<tr>
<td><strong>Terminal Server and Citrix</strong></td>
<td>Windows Server 2003 with SP 1 (32 bit and 64 bit) with Terminal Services</td>
<td>Windows Server 2003 with SP 1 (32 bit and 64 bit) with Terminal Services</td>
</tr>
<tr>
<td></td>
<td>Windows Server 2008 (32 bit and 64 bit) with Terminal Services</td>
<td>Citrix Presentation Server 4.5 or higher</td>
</tr>
<tr>
<td><strong>System Memory</strong></td>
<td>32-Bit</td>
<td>32-Bit</td>
</tr>
<tr>
<td></td>
<td>2 GB RAM</td>
<td>1 GB RAM for Windows XP Professional</td>
</tr>
<tr>
<td></td>
<td>64-bit</td>
<td>2 GB RAM for Vista and Server class operating systems</td>
</tr>
<tr>
<td></td>
<td>4 GB RAM</td>
<td>4 GB RAM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drive Space</strong></td>
<td>Workpaper Management requires 250 MB of drive space, 200 MB of free space for the Temp folder during installation, and additional space required for data.</td>
<td></td>
</tr>
<tr>
<td><strong>Video</strong></td>
<td>Super VGA at 32 bit color quality with a resolution of 1024 x 768.</td>
<td>Super VGA at 16 bit color quality with a resolution of 800 x 600.</td>
</tr>
<tr>
<td></td>
<td>ProSystem fx Engagement does not support large fonts.</td>
<td></td>
</tr>
<tr>
<td>System Requirements</td>
<td>Recommended</td>
<td>Minimum</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| Knowledge Coach     | - Microsoft Vista with Service Pack 2  
- Office 2007  
- Visual Studio Tools for Office (VSTO)  
- Microsoft .NET Framework 3.5 Service Pack 1 | - Office 2007, Office 2003 with Service Pack 1, or Office XP with Service Pack 2 is required for ProSystem fx Engagement  
- Office 2007 is required for ProSystem fx Knowledge Coach  
- Office 2007 or Office 2003 Professional with Service Pack 2 is required for ProSystem fx Knowledge Tools |
| Other Software      | - Microsoft Office  
Office 2003 with Service Pack 2 or higher | - Office 2007, Office 2003 with Service Pack 1, or Office XP with Service Pack 2 is required for ProSystem fx Engagement  
- Office 2007 is required for ProSystem fx Knowledge Coach  
- Office 2007 or Office 2003 Professional with Service Pack 2 is required for ProSystem fx Knowledge Tools |
| SQL                 | **SQL 2005 Supported Editions**  
- SQL Server 2005 Service Pack 2 Standard Edition (32 bit)  
- SQL Server 2005 Service Pack 2 Enterprise Edition (32 bit)  
- SQL Express Service Pack 2 (32 bit) | **SQL 2008 Supported Editions**  
- SQL Server 2008 Standard Edition (32 bit)  
- SQL Server 2008 Enterprise Edition (32 bit)  
- SQL Server 2008 Express (32 bit)  
**Note:** SQL Server 2008 64 bit is not supported. |
| Data Access Components | - The following items are installed automatically with ProSystem fx Engagement:  
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  - Soap Toolkit 3.0  
  - MSXML 4.0 Service Pack 2 parser  
  - SQLXML 3.0 Service Pack 3  
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  - Microsoft SQL Server 2008 Native Client (32 bit or 64 bit, according to operating system)  
- SQL Server System CLR Types (32 bit) |
### System Requirements

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<tr>
<th>Data Access Components</th>
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<th>Minimum</th>
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<tbody>
<tr>
<td></td>
<td>The following items are installed automatically with ProSystem fx Engagement if SQL 2008 32bit is found on a 64 bit operating system:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Microsoft SQL Server 2008 Management Object (32 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- SQL Server System CLR Types (32 bit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MDAC 2.8 Service Pack 1 is required by SQL Server 2005 Express.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows Installer 3.1 is required by SQL Server 2005 Express.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows Installer 4.5 is required by SQL Server 2008 Express.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Microsoft .NET Framework 2.0 is required by SQL 2005.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Microsoft .NET Framework 3.5 SP1 is required by SQL 2008, Workpaper Management, and Knowledge Coach.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Office 2007 is installed, Office 2007 Primary Interop Assemblies (PIA) and Visual Studio Tools for the Office Runtime version 3.0 will be installed automatically.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Office 2003 Professional SP2 is installed and Knowledge Tools is selected for installation, Office 2003 Primary Interop Assemblies (PIA) and Visual Studio 2005 Tools for Office Runtime 2.0 (VSTOR) will be installed automatically.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visual Studio Tools for Office (VSTO) is required for Knowledge Coach.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adobe Reader 7.0 or higher is optional.</td>
<td></td>
</tr>
<tr>
<td>Web Browser</td>
<td>Internet Explorer 6.0 with Service Pack 1 or higher.</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Microsoft Mail, Microsoft Exchange, GroupWise, Internet SMTP/POP3, or other MAPI compliant messaging software to use network or Internet email.</td>
<td>None.</td>
</tr>
<tr>
<td>Other Hardware</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal or External DVD drive</td>
<td>Any internal or external DVD compatible drive for reading the installation media. The installation media is distributed on DVD, and can be copied to other machines or locations as needed.</td>
<td></td>
</tr>
</tbody>
</table>

### Installation Considerations

**Important:**

- If you are using MSI Push, please see *MSI Push Installation Guide* located in the document folder for more information.
- You must first install SQL manually if you are installing Engagement Administrator and/or Engagement Workpaper Management for the first time to a server or workstation that does not have a C: drive.

We recommend that you update your video card driver to the latest driver available and install Microsoft Direct X 9.x or higher.
Compressed Folders

The requirement of uncompressed drives is outlined in SQL Server 2005 Books Online (see http://msdn2.microsoft.com/en-us/library/ms143719.aspx). If you are upgrading a current installation of Engagement, this should not be an issue. Otherwise, it is important to identify and uncompress any compressed folders and files that may exist in locations where Engagement or Microsoft SQL Server/Express databases exist. The new SQL Instance installation detects any compressed files and exits with an error message if they are found.

If compressed files are found, it is recommended that you uncompress the drive containing SQL and Engagement.

To uncompress the drive, do the following:

1. In My Computer, right-click the drive that will contain Engagement and select Properties.
2. Uncheck the option Compress this drive to save disk space.
3. Click Apply and then OK to uncompress the drive.

If the SQL Instance installation still detects compressed files, then please call Technical Support for assistance. If you are upgrading Engagement, then you should not have to do anything regarding compressed drives.

Networking Best Practices

For in-depth networking instructions on ProSystem fx Engagement, please see the ProSystem fx Engagement Networking Best Practices document located in the Documents folder of the installation CD. This document covers the following network issues:

- Windows, Novell, and Linux servers
- LAN, WAN, and VPN topologies
- Port configuration
- SQL configuration
- Communication across networks and subnets
- Static versus dynamic IP addresses on office servers

The ProSystem fx Engagement Networking Best Practices document also addresses the following topics in detail:

- Long file names must be enabled on the server(s) where the ProSystem fx Engagement Administrator is located.
- ProSystem fx Engagement utilizes Microsoft SQL server 2005 Express and Microsoft SQL server 2008 Express.

The server must be a Windows computer with any of the following operating systems installed: Windows XP Professional with Service Pack 2, Windows 2003 Server with Service Pack 1 (Service Pack 2 required for SQL Server 2008), Windows XP Professional with Service Pack 1 (64 Bit, Service Pack 2 for SQL Server 2008), Windows 2003 Server with Service Pack 1 (64 bit, Service Pack 2 for SQL Server 2008), Windows 2008 Server (32 bit or 64 bit), or Windows Vista (Enterprise, Ultimate, or Business). The databases cannot reside on a Novell or Linux server.

- SQL Server 2005 is a memory intensive program. Steps can be taken to optimize these programs for improved program and server performance.
ProSystem fx Engagement allows users to use their workpapers on a different server than where the binder database is located (Office Server). In these cases, the ProSystem fx Engagement Synchronization service needs to be configured to run under an account with rights to the location where the workpapers are being stored. The workpapers can reside on a non-Windows server.

Time synchronization plays an important part in ProSystem fx Engagement. All servers and workstations running Engagement (in the office and out in the field) should maintain time clock synchronization to ensure that you do not lose data and to ensure that the latest changes to data and server are properly synchronized.

Changing the names for any workstation or server is not recommended after ProSystem fx Engagement has been installed. This is due to the installation of SQL.

For additional information or for the latest update on any of these items, please contact ProSystem fx Technical Support at 1-800-739-9998.

**ProSystem fx Engagement Administrator Considerations**

Engagement Administrator is an organizational tool designed to provide security and control rights for different staff levels and to organize and maintain your office servers and central file rooms. Workpaper Management relies on Administrator to provide login information, central storage, and secured access to all your client data.

Administrator should be installed and configured on a Windows server or a dedicated computer with Windows 2003 Server with Service Pack 1 or higher. If you plan to maintain multiple office servers, the Administrator module should be installed and configured on a Windows server or a dedicated computer for each office. (For more information on office servers, please refer to *Setting up the Administrator Environment* on page 3-24.)

Engagement Administrator must be installed to a location accessible by all computers running ProSystem fx Engagement Workpaper Management. Administrator installation must be performed at the console of the Windows server or the dedicated computer. It cannot be installed by pushing the install from another computer to the Windows server or dedicated computer.

The Administrator Workstation setup allows you to remotely access the Administrator module. The Administrator Workstation can be installed to any workstation that needs to remotely access the Administrator module.

**Important:** Engagement Administrator should **not** be installed on every computer in your firm.
Pre-Installation Checklist

For detailed installation and configuration instructions, please see the *ProSystem fx Engagement Networking Best Practices* document.

Before beginning the installation, verify that all of the following tasks are completed:

- If you are upgrading to ProSystem fx Engagement 6.0 from a prior version, do the following:
  - **Important:** All machines running Engagement in a network environment must be upgraded to version 6.0 in order for users to access the software. It is not possible to run different versions of Engagement within the same office.
  - **Upgrade the main office server first.** We recommend that you upgrade the main office server first, then upgrade the workstations in order of priority to begin using the software.
  - **Back up the central databases.** Back up all central admin and bin databases prior to upgrading. For detailed instructions on using the backup restore utility, refer to the *Database and Restore Instructions v6.0.pdf* file in the Documents folder of the installation DVD.
  - **Back up the workpapers.** Back up all workpapers before upgrading. To ensure that this backup contains the latest versions of all files, users should synchronize all binders to the Central File Room prior to the backup.
  - **Back up templates.** Back up all centrally located templates prior to upgrading to allow for a full rollback if necessary.

- Close Microsoft Word, Excel, and Outlook.
- We strongly recommend that you close any additional programs.
- Disable virus-checking programs.
- If you are installing on a computer that currently has another application using SQL, stop that instance. For instructions on how to stop and start services, see the *ProSystem fx Engagement Networking Best Practices* document.
- If you install ProSystem fx Engagement to a server that is running Microsoft SQL Server 2005 or 2008 Enterprise or Standard Edition, we recommend that you use the SQL Server 2005 or 2008 Enterprise or Standard Edition instead of SQLExpress 2005 or 2008. This allows ProSystem fx Engagement to run optimally.
  - If you use the Standard or Enterprise Editions, you must do the following:
    - Configure a named instance of SQL Server for ProSystem fx Engagement prior to installation. Detailed instructions for how to setup and configure SQL Server are included on the CD in the *ProSystem fx Engagement Networking Best Practices* document.
    - Have appropriate licensing on the SQL server.
- Ensure that the operating system, Microsoft Internet Explorer, and Microsoft Office are all installed with the required service packs (see page 2-2, *Engagement 6.0 Requirements*, for details).
General Installation Instructions

This section provides standard installation procedures for the ProSystem fx Engagement Administrator module and Workpaper Management module.

Notes to Citrix Users:

- Follow these instructions if you are installing to a single-server Citrix or Windows Terminal Services environment.
- Do not follow these instructions if you are installing to a multi-server Citrix or Windows Terminal Services (Load Balanced) farm. Instead, refer to Terminal Services Installation on page 2-16.

Caution: Publishing installation Group Policy Objects through Active Directory is not recommended due to possible conflicts among versions (e.g., Canadian Engagement Administrator and United States Engagement Workpaper Management on the same workstation).

To install ProSystem fx Engagement, do the following:

1. Complete all tasks in the Pre-Installation Checklist on page 2-10.
2. Insert the Engagement CD.

Notes:

- If you do not have Adobe Reader version 7.0 or later, you are given the opportunity to install it. You need Adobe Reader to view the Installation Guide or Release Bulletin in step 11 of this procedure. You also need Adobe Reader to view the ProSystem fx Engagement User Guide via Help/User Guide. Click Yes to continue installing ProSystem fx Engagement without Adobe Reader. Click No to cancel the installation and install Adobe Reader 7.0 or later. Adobe Reader 8.0 is included on the Engagement Installation Disk.
- The splash screen can be customized. Please contact Technical Support for additional information.

3. If an Engagement SQL Instance is already installed, skip to step 8.
   If an Engagement SQL Instance is not already installed, do one of the following:
   - Install Microsoft SQL Server 2005 Standard or Enterprise edition (32 bit or 64 bit) or SQL Server 2008 (32 bit) as explained in the ProSystem fx Engagement Networking Best Practices document, and then skip to step 8.
   - Install Microsoft SQL Express 2005 or 2008 that are included on the Engagement disc. To install SQL Express 2005 or SQL Express 2008, continue to step 4.

4. If autorun is enabled, click Install SQL Express 2005 or Install SQL Express 2008.
   If Autorun is not enabled, select Start/Run. In the Open field, enter X:\ProSystem fx SQL 2005 Instance Installer.msi or X:\ProSystem fx SQL 2008 Instance Installer.msi (Vista or Server 2008 users enter ProSystem fx SQL 2005 Instance Installer.exe or ProSystem fx SQL 2008 Instance Installer.exe), where X represents your CD-ROM drive letter, and click OK. The SQL 2005 Instance Installer wizard displays.
5. Click Next. The Ready to Install the Program page displays.

6. Click Install. Several status screens display as the SQL Instance is installed.

7. Click Finish.

8. If Autorun is enabled, the Engagement splash screen displays. Click Install ProSystem fx Engagement.

   If Autorun is not enabled, the Run dialog displays. In the Open field, enter X:\ProSystem fx Engagement.msi (Vista or Server 2008 users enter X:\PfxEngSetup.exe), where X represents your CD-ROM drive letter, and click OK. The Welcome dialog displays.

9. Click Next. The License Agreement dialog displays.

10. Read the license agreement. If you agree to the terms, select I accept the terms in the license agreement and click Next. The Install Guide and Release Bulletin dialog displays.


12. Click Next. The Custom Setup page displays.

13. Select the module or modules to install. Click the appropriate icon and select This feature will be installed on local hard drive to install the module or This feature, and all subfeatures, will be installed on local hard drive to install the module and all subfeatures (e.g., Engagement CD Image for Administrator, or Templates and Sample Binder for Workpaper Management).

   - Workpaper Management. Workpaper Management should be installed on computers that will be accessed by Engagement staff members.

   Note: Microsoft Office 2003 Professional with Service Pack 2 or a later version of Microsoft Office is required in order to install ProSystem fx Knowledge Tools. For new installations of Engagement, the Professional edition is required. If you are upgrading from a prior Engagement version, then another edition of Office 2003 (such as Standard) is allowed if it is already installed. If a prior version of Office is detected, the Knowledge Tools subfeature of Workpaper Management is not available for installation.
- **Administrator.** The Administrator module should be installed on a dedicated computer that is designated as the main office server. Computers with the Workpaper Management module installed need access to this main office server computer.

**Notes:**

- If you plan to create a secondary office server or servers, install the ProSystem fx Engagement Administrator module on a separate dedicated computer. When more than one office server exists, workstations with Workpaper Management installed do not necessarily need a network connection to both office servers. Some can connect to the main office server while others connect to a secondary office server.

- It is not mandatory to have a network connection between the main and secondary office servers. Data can be passed between the two using Create and Receive Admin Packages. (For more information, see Creating an Admin Package on page 3-27 and Receiving an Admin Package on page 3-28.)

- **Administrator Workstation.** The Administrator Workstation setup allows you to access the Administrator module remotely.

14. If you selected Administrator in step 13 (with or without Workpaper Management) the Administrator Bin Database Path dialog displays. The system creates the database in the default folder on your local computer unless you click Browse and specify a different location.

15. Click Next. The Ready to Install dialog displays.

**Notes:**

- If you attempt to install conflicting applications, such as Administrator and Administrator Workstation, InstallShield displays a conflict message specifying the conflicting applications. Click Back to make the necessary changes.

- If your system does not meet the requirements for the application you are installing, InstallShield displays a message listing the missing components. Click Cancel to install the necessary components. Click Back to install a different application. For detailed information about the new bin structure of the Engagement database, see Managing Bins, page 3-56.

16. Click Install. InstallShield displays several progress screens as the necessary programs and features are installed.

**Note:** If ProSystem fx Knowledge Tools is selected for installation and Microsoft Office 2003 or Office 2007 Primary Interop Assemblies (PIA) and Visual Studio 2005 Tools for Office Runtime (VSTOR) are not installed on your computer, the respective progress for these components display.

17. If you are installing Administrator, read the information on the Backup Information dialog and select I have read the above warning, then click Next. The InstallShield Wizard Completed dialog displays.

18. Click Finish, then complete any applicable tasks in the Post-Installation Checklist on page 2-14.
Post-Installation Checklist

After completing the installation, you should perform the following tasks, as applicable:

☐ If you are upgrading from a prior version of Engagement, convert all trial balances to the Microsoft SQL database format. To do this, select Start/Programs/ProSystem fx Engagement/Utilities/ProSystem fx Engagement Trial Balance Conversion Wizard, and then follow the instructions in the wizard.

☐ Verify that all administrative users have full access to the Admin Share folder on the office server. This folder, which is created during the installation, is shared by default, but the network administrator needs to ensure that all Engagement administrative users have full rights to that location. For additional information, see the ProSystem fx Engagement Networking Best Practices document.

☐ Windows XP and Windows Server 2003 have built-in security that, by default, does not enable full rights to newly created folders. If installing ProSystem fx Engagement to a Windows XP workstation, the network administrator or person installing the program needs to ensure that full rights are given to the installation location of any installed Engagement module. This is especially important if the program is being installed to the Program Files folder. For additional information, see the ProSystem fx Engagement Networking Best Practices document.

Altering a Current Install of Engagement

ProSystem fx Engagement Program Maintenance allows you to modify, repair, or remove the current installation.

Modifying a Current Install

To add new program features or remove currently installed features, do the following:

1. Close all programs on your computer.

2. Select Add or Remove Programs (or Programs and Features in Windows Vista and Windows Server 2008) from your computer’s Control Panel.

3. Select ProSystem fx Engagement from the list and click Change to open the Welcome dialog.
4. Click **Next** to display the *Program Maintenance* dialog.

5. Select **Modify** and then click **Next**. The *Custom Setup* dialog displays.

6. Select applications to install and deselect applications to remove. Click the plus sign (+), where available, to select individual options to install or remove. The *Custom Setup* dialog displays the amount of space required for installation.

7. Click **Next** to display the *Ready to Modify* dialog.

8. Click **Install** to begin the update process. The *InstallShield Wizard Completed* dialog displays when the process is finished.

9. Click **Finish** to exit the installation.

**Repair a Current Install**

To repair program features from a previous installation, do the following:

1. Close all programs on your computer.

2. Select **Add or Remove Programs** (or **Programs and Features** in Windows Vista and Windows Server 2008) from your computer’s Control Panel.

3. Select **ProSystem fx Engagement** from the list and click **Change** to open the *Welcome* dialog.

4. Click **Next**. The *Program Maintenance* dialog displays.

5. Select **Repair** and then click **Next**. The *Ready to Repair* dialog displays.

6. Click **Install**. The *Installing ProSystem fx Engagement* status bar displays while InstallShield repairs the installation(s). Once the repair process is finished, the *InstallShield Wizard Completed* dialog displays.

7. Click **Finish**.
Removing ProSystem fx Engagement

To remove all installed features, do the following:

1. Close all programs on your computer.
2. Select Add or Remove Programs (or Programs and Features in Windows Vista and Windows Server 2008) from your computer’s Control Panel.
3. Select ProSystem fx Engagement from the list and click Remove to display the Welcome dialog.
4. Click Yes on the confirmation dialog. Windows removes all ProSystem fx Engagement applications.

CCH Workpaper Downloads

For detailed instructions on downloading and installing a CCH (formerly Miller) Integrated Engagement Guide, please refer to the release bulletin for each integrated title.

You can download the release bulletin from the CCH Web site at http://tax.cchgroup.com. A release bulletin will also be mailed to you when you purchase an integrated CCH Title.

Knowledge Tools Content

For instructions on downloading and installing Knowledge Tools content, please refer to the Knowledge Tools User Guide, available on the Engagement Installation CD.

For more information about Knowledge Tools, or to download Knowledge Tools titles, go to http://tax.cchgroup.com/knowledgetools.

Knowledge Coach Content

For instructions on downloading and installing Knowledge Coach content, please refer to the Getting Started with Knowledge Coach section of the Knowledge Coach Help file.

Terminal Services Installation

Follow these instructions if you are installing to a multi-server Citrix or Windows Terminal Services (Load Balanced) farm.

Important: If you are installing Engagement to a single (or stand-alone) Citrix or Windows Terminal server, do not follow these instructions. Instead, install Workpaper Management using the general installation instructions starting on page 2-9.

The installation of ProSystem fx Engagement Workpaper Management can vary based on the Terminal Services and Citrix MetaFrame software setup. For this reason, we strongly suggest that you consult with your network administrator prior to installing Engagement. We also advise contacting Technical Support prior to installation to address any questions you may encounter with the installation.
Important: The following instructions outline the preferred steps for installing ProSystem fx Engagement Terminal Services Client; however, your configuration may require additional or alternate steps. For additional assistance, please contact Technical Support at 1-800-739-9998.

Before beginning, install ProSystem fx Engagement Administrator. Refer to the general installation instructions starting on page 2-11 for detailed instructions.

The following section contains instructions for installing the ProSystem fx Engagement Terminal Services Client (Workpaper Management for Terminal Services), ProSystem fx Engagement Terminal Services Database, and ProSystem fx Engagement Administrator Workstation.

**Installation Considerations for Terminal Services Database**

Keep the following in mind when installing Terminal Services Database:

- The Terminal Services Database should be installed to a static location that is accessible for all of the load balanced servers. This location should be a dedicated Windows 2003 or 2008 server with enough space to store data being created in the Terminal Services Client module.

- The recommended location is the main office server where the ProSystem fx Engagement Administrator is installed. The Terminal Services Database installation must be performed at the server console of the computer it is to reside on.

**Terminal Services Installations**

This section provides installation instructions for ProSystem fx Engagement Terminal Services Database, Terminal Services Client, or Administrator Workstation on a Windows Terminal Services enabled server.

1. Complete all tasks in the *Pre-Installation Checklist* on page 2-10.

2. Determine that no one is accessing the Terminal Services server.

3. Insert the ProSystem fx Engagement CD.

4. Open Control Panel and select *Add/Remove Programs\Add New Programs* on Server 2003.

5. Click **CD or Floppy**, and then click **Next**. The *Install Program from Floppy Disk or CD-ROM* dialog displays.

6. Click **Next**. The *Run Installation Program* dialog displays.

7. If an Engagement SQL Instance is already installed, skip to step 15.

   If an Engagement SQL Instance is not already installed, do one of the following:

   - Install Microsoft SQL Server 2005 or 2008 Standard or Enterprise edition as explained in the *ProSystem fx Engagement Networking Best Practices* document, and then skip to step 15.

   - Install Microsoft SQL Express 2005 or Microsoft SQL Express 2008, which are included on the Engagement disc. To install SQL Express 2005 or 2008, continue to step 8.
8. Click Browse and locate the **ProSystem fx SQL 2005 Instance Installer.msi** (Vista or Server 2008 users locate **ProSystem fx SQL 2005 Instance Installer.exe** or **ProSystem fx SQL 2008 Instance Installer.exe**).

9. Click **Finish**. The SQL 2005 or SQL 2008 Instance Installer wizard displays.

10. Click **Next**. The **Ready to Install the Program** page displays.

11. Click **Install**. Several status screens display as the SQL Instance is installed.

12. Click **Finish**.

13. Click **CD or Floppy**, and then click **Next**. The **Install Program from Floppy Disk or CD-ROM** dialog displays.

14. Click **Next**. The **Run Installation Program** dialog displays.

15. Click **Browse** and locate the **PfxEngSetup.exe** file.

16. Click **Finish**. The **Welcome** dialog displays.

   **Note:** If you do not have Adobe Reader version 7.0 or later, you are given the opportunity to install it. You need Adobe Reader to view the **Installation Guide** or **Release Bulletin** in step 19 of this procedure. You also need Adobe Reader to view the **ProSystem fx Engagement User Guide** via Help/User Guide. Click **Yes** to continue installing ProSystem fx Engagement without Adobe Reader. Click **No** to cancel the installation and install Adobe Reader 7.0 or later. Adobe Reader 8.0 is included on the Engagement Installation Disk.

17. Click **Next**. The **License Agreement** dialog displays.

18. Read the license agreement. If you agree to the terms, select **I accept the terms in the license agreement** and click **Next**. The **Install Guide and Release Bulletin** dialog displays.


20. Click **Next**. The **Custom Setup** dialog displays.

21. Select the program feature to install: Terminal Services Database, Terminal Services Client, or Administrator Workstation. Click the **plus sign** (+) to select or deselect subfeatures to install, or choose **This feature, and all subfeatures, will be installed on local hard drive**. Deselect Workpaper Management, which is selected by default.

   **Note:** Microsoft Office 2003 Professional with Service Pack 2 or a later version of Microsoft Office is required in order to install ProSystem fx Knowledge Tools. For new installations of Engagement, the Professional edition is required. If you are upgrading from a prior Engagement version, then another edition of Office 2003 (such as Standard) is allowed if it is already installed. If a prior version of Office is detected, the Knowledge Tools subfeature of Terminal Services Client is not available for installation.

22. If you are installing Terminal Services Client, click **Next** to display the **Terminal Services Database Location** dialog. Enter the name of the server where the database is installed.
23. Click **Next**. The *Ready to Install* screen displays.

**Notes:**

- If you attempt to install conflicting applications, InstallShield displays a message specifying the conflicting applications. Click **Back** to make the necessary changes.

- If your system does not meet the requirements for the application you are installing, InstallShield displays the *Requirements* dialog, listing the necessary components. Click **Cancel** to install the necessary components, or click **Back** to change the application to install.

24. Click **Install**. The *Installing ProSystem fx Engagement* status bar displays as InstallShield completes the installation. The *InstallShield Wizard Completed* dialog displays.

**Note:** If you are installing Terminal Services Client with ProSystem fx Knowledge Tools selected, and Microsoft Office 2003 or Office 2007 Primary Interop Assemblies (PIA) and Visual Studio 2005 Tools for Office Runtime (VSTOR) are not installed on your computer, the respective progress bars for these components display.

25. Click **Finish**, then complete any applicable tasks in the *Post-Installation Checklist* on page 2-14.
This chapter shows you how to set up the ProSystem fx Engagement Administrator module. When accessing the Administrator module for the first time, the administrator must designate a main office server. The main office server manages firm, licensing, staff, and central file room information. An optional secondary office server can be created and promoted to main office server in the event an administrator at the secondary office server needs to perform functions limited to the main office server.

Secondary office servers can be configured and connected to the main office server or maintained as disabled for synchronization. The secondary office server shares pertinent staff, firm, and central file room information with the main office server. Firm, team, client group, and staff information can be viewed, but not changed, from a secondary office server.

You must use the Administrator module to set up staff members in your firm before they can begin to use the ProSystem fx Engagement program.

Each staff member is assigned to a staff group. Each group is given specific group rights to various functions within ProSystem fx Engagement. You can also create staff teams to streamline the binder assignment process. This allows you to control and manage the electronic engagement process.

In the Administrator module, you can do the following:

- Add ProSystem fx Engagement, CCH Title, and Knowledge Tools licenses
- Add staff groups and assign the appropriate rights to those groups
- Add staff members and assign them to staff groups
- Manage staff profiles
- Assign staff members to a home office server
- Assign licenses to staff members
- Add teams and assign staff members to teams
- Add clients to be used in the ProSystem fx Engagement program
- Add client groups and assign clients to the groups
- Assign staff members and teams to client engagement binders
- Archive binders that have been finalized
Unarchive and unfinalize binders

Create a main office server to store firm, staff, licensing, team, client group, and central file room information

Create secondary office servers to store additional central file rooms with client and binder information, if applicable

Create central file rooms to store and organize binders

Synchronize main and secondary office server information

Move binders from one central file room to another

Edit Binder properties in a central file room

Create, edit, and delete custom binder types and binder statuses

Import staff and staff groups

Import staff via Active Directory

Manage Binder database information by storing binders in bins

Edit ProSystem fx Practice projects and clients, and launch the ProSystem fx Practice Client Inquiry module

Manage Tip of the Day

Using the ProSystem fx Engagement Administrator

From the Windows Start menu, select the program group where you installed the ProSystem fx Engagement Administrator. Select ProSystem fx Engagement Administrator, or double-click the Administrator icon on your desktop. The ProSystem fx Engagement Admin Login dialog displays.

Initial Login to the Engagement Administrator

Only staff assigned to the Administrator Staff Group can log in to the Administrator. The program provides one default staff member in the Administrator Staff Group. You can modify the password and staff information for the default user, but you cannot change the Login Name or delete this staff member. There is no limit to the number of licensed staff you can assign as administrators.

Note: If you want other workstations to access the Administrator module, install Administrator Workstation to those workstations. See Chapter 2, Installation, for details.

The first time you log in, do the following:

1. In the Login Name field, enter ADMIN. Leave the Password field blank.

2. Click OK. The ProSystem fx Engagement Administrator program detects that a main office server has not been set up and displays a message that the computer must be configured as an office server before you can log in.

3. Click Yes. The Provide Office Server Information dialog displays.
4. Enter a label of up to 32 characters for the main office server in the Label field. The label is required and is used as the office server's name.

5. The Server name field defaults to the name of the computer to which you are logged in.

6. Enter a description for the server of up to 60 characters in the Description field. The description is optional.

7. Click Next. The Determine the office server designation dialog displays.

8. Select Main office server to establish this as the main office server.

9. If the Firm has more than one office server and this office server does not have a physical connection with the other office server(s), check the Disable Admin Synchronization check box.

10. Click OK. The Firm Properties dialog displays.

11. Enter the firm information and click Next. The Configure Office Server Summary Report displays.

12. Do any of the following:
   - Click Print to print the summary report.
   - Click Save As to save the report as an HTML file.
   - Click Back to make changes to your settings.
   - Click Cancel to discard your work and exit the Configure Office Server Wizard.
   - Click Finish to save your settings and open Engagement Administrator.

Once you are in the program, you can change the administrator’s password and add more staff to the Admin group, if needed. See Adding New Staff Members on page 3-11.

**Note:** For instructions on creating a secondary server, see page 3-24.

**Entering Information about Your Firm**

The upper-most icon in the left pane represents your firm. Using this feature, you can change the properties of the firm and enter your firm name and information.

To change firm information, click the icon and perform one of the following actions:

- Select File/Properties.
- Right-click and select Properties from the pop-up menu.
- Click the Properties button on the toolbar.
The Firm Properties dialog displays.

Complete the information in the dialog. When you are finished, click OK. The caption for the File Room icon changes to the name entered in the mandatory Firm Name field. You can use the Properties command to change firm information. The information entered in this dialog is available for linking to your Word and Excel workpapers. See Chapter 9, Using Excel, and Chapter 10, Using Word, for further information.

Using Your Active Directory in ProSystem fx Engagement

Administrators can leverage the time and effort spent building up the Active Directory on the firm’s network.

ProSystem fx Engagement allows administrators to import and map existing users in the ProSystem fx Engagement staff table. This can be done manually or scheduled via Scheduled Tasks to be done during off hours.

Mapping Your Active Directory to Engagement Staff

Use this procedure to map existing users in your Active Directory to existing users in the ProSystem fx Engagement staff.

1. From the ProSystem fx Engagement Administrator main menu, select Staff/Import from Active Directory/Configure Mapping. The Domain Login dialog displays.
2. Log in to the domain. The Configure Mapping dialog displays.

3. Select the Users tab.

4. Select the appropriate directory from the Active Directory from which to import field. The default is Engagement. Once you make this selection, the Users section is populated with Active Directory users and Engagement staff. (If the Active Directory prompt from which to import field is not editable, configure the Active Directory group first, then return to this task.)

5. Click Auto-map Users to automatically map Active Directory users to Engagement staff via name-matching. The mapping displays in the Engagement staff section, showing the Active Directory user nested under the Engagement staff.

6. Check the Show only unmapped staff box to display unmapped Engagement staff members.

7. Manually map unmapped staff, if necessary, by first highlighting the correlating names in the Active Directory and the Engagement staff. Then either click the right arrow to map the person from the Active Directory to the Engagement staff or click the left arrow to unmap the person from the Engagement staff to the Active Directory.

8. Click OK to finalize the mapping and exit the Configure Mapping dialog.

Manually Updating Staff

You can run a manual import from Active Directory to the main office server but not the secondary office server. This is because you can modify staff properties on the main office server only.

To manually update staff, do the following:

1. Select Active Directory/Manual Import/Update/Staff/Import. If you have not logged in to a domain yet, the Domain Login dialog displays. Once you are logged in, the Import/Update Staff Progress dialog displays throughout the import process. If any errors occur, the Errors tab displays when import is complete.

2. Click the Tasks tab to see a list of all the attempted tasks and whether their status is Completed or Failed.
3. Click **View Import Log** to see the cumulative diagnostic report for all imports. The most recent import inserts at the top of the report.

   - You can print the import log from your Internet browser.
   - An electronic copy is stored at X:\Pfx\Engagement\Admin\Admin Share directory (where X represents the drive where Engagement Administrator is installed).

   **We Recommend**: Schedule nightly updates, even if you routinely do manual updates after every staff change. (See *Scheduling an Import from the Active Directory* on page 3-6.)

**Viewing the Active Directory Import Log**

The Active Directory Import Log keeps a history of all imports from Active Directory for the firm, with the most recent import inserted at the top of the document. The log opens in your Internet browser as a printable HTM file. The log is stored in the X:\Pfx\Engagement\Admin\Admin Share directory (where X represents the drive where Engagement Administrator is installed).

Use one of the following methods to view the Active Directory import log:

- Select **Staff/Import from Active Directory/View Import Log** from the main menu.
- Initiate a manual update by selecting **Staff/Import from Active Directory/Manual Import/Update**. When the update is completed, click **View Import Log** in the **Import/Update Staff Progress** dialog.

**Scheduling an Import from Active Directory**

You can schedule the import from Active Directory to take place automatically on the date and time you select. You can review the schedule, retry if an import fails, and view the import log of the office servers involved in the import.

You can schedule an import from Active Directory to the main office server but not to a secondary office server. This is because you can modify staff properties on the main office server only.

To schedule an import of staff information from Active Directory, do the following:

1. Select **Tools/Scheduled Tasks** from the ProSystem fx Engagement Administrator main menu. The **Scheduled Tasks** dialog displays.

2. Select **Import staff information from Active Directory** and click **Edit**. The Scheduled Tasks opens, displaying **Admin Active Directory Import** in its title bar.
3. Select the **Task** tab.

4. In the *Run* field on the **Task** tab, the path to the import defaults to X:\Pfx Engagement\ADImport.exe (where X represents the drive where the ProSystem fx Engagement Administrator program was installed). You can also browse to another location.

5. The *Run as* field should display the Windows user name of the person logged on to the computer. Click **Set Password** to enter and confirm the user’s Windows password. The scheduled task will not run without this information. Click **OK** to exit the **Set Password** dialog.

6. Check the **Enabled (scheduled task runs at specified time)** box.

7. Click the **Schedule** tab and select how often the task is to be run from the **Schedule Task** drop-down list.

8. Use the arrows to specify the time that the synchronization is to start. You may also click **Advanced** to specify start and end dates and details on when to repeat the task. Click **OK** to exit the **Advanced Schedule Options** dialog.

9. Use the *Every* field in the **Schedule Task Daily** section to specify if you want to repeat the import every day, every two days, etc.

10. Check the **Show multiple schedules** box to change or delete schedules. Click the **New** button to create a new schedule for the task, which will run after the last schedule is completed. Click **Delete** to delete a highlighted schedule.

11. Click the **Settings** tab to specify the following:

   - Whether to delete the task if it is not scheduled to run again.
   - Whether to stop the task if it runs beyond a time you specify.
   - To start the task only if the computer has been idle for a specified time or to stop the task if the computer becomes active.
   - Whether to start the task if the computer is running on batteries, stop the task if battery mode starts, and wake the computer to run the task.

12. Click **OK** to save your schedule and exit Scheduled Tasks.

13. Click **Close** to exit the **Scheduled Tasks** dialog.

   **Note:** The first time the scheduler is run, you must input the password for the current Windows user.

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### Setting Up Staff Groups and Staff

In the ProSystem fx Engagement Administrator module, you add the staff members that you want to access ProSystem fx Engagement. You assign each staff member to a staff group. Staff groups are assigned rights to various functions within the program, and these rights transfer to the staff members that you assign to the group. This allows you to control and manage the electronic engagement process.
Staff Groups

You can customize staff groups to represent the different levels and roles of your firm’s staff. At each staff group level, you select which rights in the ProSystem fx Engagement program you want to enable. Once staff members are assigned to the appropriate staff group, they receive the rights of that staff group when they log in to the program.

Default Staff Groups

The Administrator module provides five default staff groups:

- Admin
- Manager
- Partner
- Senior
- Staff

You may customize staff groups by adding, deleting, or modifying groups.

One staff member, Default Admin, has already been added to the Admin staff group. This staff person cannot be deleted, but you can modify the staff information with the Staff Properties dialog. For example, you may want to change the password to prevent others from accessing the ProSystem fx Engagement Administrator module. You can also add additional staff members to the Admin group.

Adding a New Staff Group

To add a new staff group, do the following:

1. Click the Staff Groups icon in the left pane of the Administrator screen and do one of the following:
   - Select Staff/New Staff Group.
   - Right-click the Staff Groups icon and select New Staff Group.
   - Click the New Staff Group button on the toolbar.

The Create New Staff Group dialog displays.
2. Complete the Name and Description fields. The Name field is required.

The rights available to a staff group are found on the following tabs:

- LFR
- Client
- Binder
- Workpaper
- Notes
- Sign Off

These rights are discussed in more detail in the Assigning Staff Group Rights section below.

3. Click OK to close the dialog.

Assigning Staff Group Rights

To assign or modify staff group rights, do the following:

1. Select from the tabs listed below on the Create New Staff Group dialog:

   - LFR. This tab allows you to select whether sharing of local file rooms is allowed.

   - Client. These rights are associated with the tasks involved with creating, modifying, and deleting clients.

   - Binder. These rights allow staff members to create binders, modify binder properties and staff assignments, override document completion dates, override binder retention periods, and roll forward, finalize, synchronize, back up, and restore binders.

   You can also allow staff members to create, modify, and delete binder tabs, empty all workpapers from the trash, empty Current Editor workpapers from the trash, interface with tax software, create and receive binder packages, and save binders as templates.

   **Note:** Override document completion date and Override binder retention period are inactive until Modify binder properties/staff assignment is selected.

   - Workpaper. The Workpaper tab contains rights associated with workpapers within the engagement binders. These rights include creating, deleting/restoring, moving, taking over, and assigning/unassigning workpapers, as well as deleting workpapers after the document completion date. This tab also establishes rights for saving workpapers as templates, locking workpapers, unlocking workpapers, freezing and unfreezing engagement links, publishing workpapers, and printing workpapers.

   In the Trial Balance section of the Workpaper tab, you can also grant rights to create new trial balances, and save trial balances as templates on this tab.
- **Roll forward.** These rights allow staff members to select how workpapers are handled when the binder is rolled over.

In the *All Workpaper* section, you can grant group members the right to determine whether a workpaper should or should not be included when the binder is rolled forward.

In the *Knowledge Tools* section of the *Roll forward* tab, you can grant group members the right to choose to accept/reject changes in Knowledge Tools workpapers that are rolled forward, and/or to keep answers and comments when a Knowledge Tools workpaper is rolled over. This section displays only if Knowledge Tools is installed.

In the *Knowledge Coach* section of the *Roll forward* tab, you can grant group members the right to override the roll forward settings that have been applied to individual responses, and to accept/reject changes to the Knowledge Coach content. This section displays only if Knowledge Coach is licensed.

- **Notes/Diagnostics.** Notes rights include creating/clearing notes, deleting the staff member’s own notes, deleting cleared notes belonging to other members, deleting uncleared notes belonging to other members, clearing other staff members’ notes, and printing a notes report.

  Diagnostics rights allow users to delete Knowledge Coach diagnostics.

- **Sign Off.** The rights on the *Sign Off* tab include signing off as preparer, signing off as a first or second reviewer, adjusting sign off dates, and changing the password.

  **Note:** *Sign Off as Reviewer* and is dependent on *Sign Off as Preparer.* In order to be able to sign off as reviewer, you must first be able to sign off as preparer.

  If Knowledge Coach is licensed, this tab also allows you to grant users the right to maintain the program step sign off when creating new workpapers from existing workpapers.

- **Content.** Displays if Knowledge Coach is licensed. These rights include adding and removing Knowledge Coach titles, releasing titles to staff, and inserting Knowledge Coach workpapers from unreleased titles.

2. For existing staff groups, select the applicable group and perform one of the following options:

   - Select *File/Properties.*
   - Right-click and select *Properties* from the pop-up menu.
   - Select the *Properties* button.

   **Note:** The Admin group defaults to all rights selected. This cannot be modified.

3. When you are finished, click **OK.** The staff group caption is taken from the *Name* field. You can use the *Properties* command to change staff group information, if required.

  **Note:** Modifications to the rights of a user do not take effect until the user logs in to or synchronizes to the office server.
Deleting a Staff Group

To delete a staff group, click the staff group in the left pane and perform one of the following actions:

- Select Edit/Delete.
- Right-click the staff group icon and select Delete Staff Group.
- Click the Delete button on the toolbar.

You cannot delete the Admin staff group. This group is required for access to the ProSystem fx Engagement Administrator module. Also, you cannot delete staff groups with staff members assigned. You must delete or move the staff before deleting the staff group.

Adding Staff Members

After the trial period for using ProSystem fx Engagement expires, you are required to have a license for each staff member set up in the Administrator module. See Licensing on page 3-19 for information on adding licenses.

Important: Verify that you have the required number of licenses before creating users.

Adding New Staff Members

1. Click the staff group to which you want to assign the staff member in the left pane and perform one of the following actions:

- Select Staff/New Staff.
- Right-click the staff group icon and select New Staff.
- Click the New Staff button on the toolbar.

The Staff Properties dialog displays with the Staff Profile tab selected.

![Staff Properties dialog]

**Staff Profile**

- **Account Information**
  - Login name:
  - Password:
  - Confirm password:

- **Staff Information**
  - Title:
  - First name:
  - Middle name:
  - Last name:
  - Work Email:
  - Default Locators:
  - Home Office Server:

*Required fields*

- [Save] [Close] [Help]
2. In the Account information section, enter a Login name of up to 16 characters. This field is required.

3. Enter a Password of up to 16 characters in the Password field, and then enter it a second time in the Confirm password field.

Check the Inactive box to mark the staff member as inactive.

**Note:** An inactive staff member cannot log in to the Workpaper Management or Administrator modules. In addition, binder synchronization cannot be performed with the inactive staff member. Marking a staff member as inactive removes any license assignment you have made for the staff member.

4. In the Staff information section, enter the First name, Initials, and Last name. These fields are required.

5. In the Default location field, enter the name of the computer the staff member uses when accessing Engagement, or click Browse to choose the computer. This is the default computer associated with this staff member for peer-to-peer synchronization.

6. From the Home Office Server drop-down list, select the default office server that contains the central file rooms and client folders the staff member would normally use. You can change the home office server and default computer location when logging in to Workpaper Management.

7. Select the Other Info tab.

You can use the drop-down list to assign a staff member to an alternate staff group. When assigning a staff member to a binder, you are able to choose between the default or alternate staff group assignment. The staff member acquires the rights of either the default or alternate staff group for that binder assignment.
8. If the staff member has access to the CCH Tax Research NetWork (TRN) or to Accounting Research Manager (ARM), enter the login information on this tab.

Enter the staff member’s login name and password in the appropriate fields. This allows the staff to access the TRN or ARM without having to enter their login name and password.

Access the TRN by selecting Help/ProSystem fx on the Web, and access the ARM by selecting Help/Accounting Research Manager on the Web in ProSystem fx Engagement. TRN and ARM can also be accessed from the Guidance items in the Binder window.

9. When you have finished entering information for a staff member, you can do one of the following:

- Click Save and then New to save the new staff and create another staff member.
- Click Save and Close to create the new staff member and exit the dialog.
- Click Close to exit the dialog. If you have entered any information, you are asked if you want to save it. Select Yes to create the new staff member or No to close the dialog without creating the new staff.

Notes:

- If you want to reassign a staff member’s role in your firm, drag the staff member from one staff group to another.
- The All Firm Staff team automatically updates to include the new staff created. Binders with the All Firm Staff team assigned are also updated. If the All Firm Staff team is assigned to several binders, the processing time to update may be lengthy. To avoid delays, import the staff prior to adding the All Firm Staff team to existing binders.

Modifying Staff Properties

Use the Properties command in the Admin module to change staff information. Highlight the staff member and select File/Properties or right-click and select Properties. Staff members can change their passwords by selecting Tools/User Profile in the Engagement File Room.

If you must delete a staff member instead of making them inactive, follow these steps:

1. In the Firm and Staff pane, click the staff group to which the staff member belongs.

2. Do one of the following in the Staff Members pane:
   - Highlight the staff member and select Edit/Delete.
   - Highlight the staff member and click the Delete icon on the toolbar.
   - Right-click the staff member and select Delete Staff from the pop-up menu.

3. Click Yes to confirm deletion.

Notes:

- You cannot delete the Admin Default or the user that is logged in to Administrator.
- The All Firm Staff team automatically updates when staff are deleted. Binders with the All Firm Staff team assigned are also updated. If the All Firm Staff team is assigned to several binders, the processing time to update may be lengthy.
Using the Global Profile Manager

The Global Profile Manager in Engagement Administrator allows you to manage all staff profiles across all of your office servers. You can view summary information about staff members, disable staff profiles, and scan selected staff to view checked out and assigned workpapers.

Viewing Profile Information

To view summarized profile information, do the following:

1. In Engagement Administrator, select **Staff/Profiles**. The *Global Profile Manager* window displays.

2. The *Active Profiles* tab is selected by default. The following information is provided:
   - Staff Name
   - Staff Initials
   - Login Name
   - Staff Status
   - Machine Name
   - Home Office Server
   - Profile ID
   - Staff ID

3. Select the *Disabled Profiles* tab to view profiles that have been disabled. The following information is provided:
   - Staff Name
   - Staff Initials
   - Login Name
   - Staff Status
   - Machine Name
   - Home Office Server
   - Profile ID
   - Staff ID

4. Click **Save Report** to save a report of the active tab. The *Save Report as a CSV file* dialog opens. Enter a file name and click **Save**.
Scanning Active Profiles for Workpapers

To scan selected Active Profiles for checked out and assigned workpapers, do the following:

1. In Engagement Administrator, select Staff/Profiles. The Global Profile Manager window displays.

2. Select the staff member(s) to scan by checking the check box(es) on the left.

3. Click Scan. The Scan for Workpapers Disclaimer notification displays, informing you that the scan applies only to the current server.

4. Click OK. The Checked Out/Assigned Workpapers dialog displays. Any workpapers checked out by or assigned to the selected staff member(s) display, organized by Profile, Office Server, File Room, Client, and Binder. Click the minus sign (-) to collapse any of these levels.

5. Click Save Report to open the Save Report as a CSV file dialog. The default location for reports is X:Pfx Engagement/Admin/Archive (where X represents the drive where ProSystem fx Engagement is installed). Keep the default location or select a different location. The extension must be CSV. Enter a file name and click Save.

6. Click Close to close the Checked Out/Assigned Workpapers dialog.

Disabling a Profile

If a computer or server becomes unavailable, the Global Profile Manager can be used to disable profiles on that machine. Any workpapers or other information associated with that profile remain on the machine.

Note: Once a profile has been disabled, it cannot be reactivated from the Global Profile Manager. If the computer or server becomes available once again, the user can log in to Workpaper Management on that machine and establish the profile again.

To disable a profile, do the following:

1. In Engagement Administrator, select Staff/Profiles. The Global Profile Manager window displays.

2. Select the staff member(s) to disable by checking the box(es) on the left.
3. Click **Disable Profile**. The *Disable Profile Confirmation* dialog displays.

4. Click **Scan** to scan for checked out or assigned workpapers before disabling the profile. The *Scan for Workpapers Disclaimer* notification displays, informing you that the scan applies only to the current server.

5. Click **OK**. The *Checked Out/Assigned Workpapers* dialog displays. Any workpapers checked out by or assigned to the selected staff member(s) display, organized by Profile, Office Server, File Room, Client, and Binder. Click the minus sign (−) to collapse any of these levels.

6. Click **Save Report** to open the *Save Report as a CSV file* dialog. The default location for reports is X:Pfx Engagement/Admin/Archive (where X represents the drive where ProSystem fx Engagement is installed). Keep the default location or select a different location. The extension must be CSV. Enter a file name and click **Save**.

7. Click **Close** to return to the *Disable Profile Confirmation* dialog.

8. Click **Yes** to disable the profile. The profile is removed from the *Active Profiles* tab.

### Setting Up Teams

Teams provide a quick and easy way to organize staff members for assignment to ProSystem fx Engagement binders. Teams are set up so that multiple staff members can be added to a binder at the same time. The staff members added to or removed from the team in the Administrator module are added to or removed from the binder team. A staff member can be assigned to more than one team, and a team may have many members. To create a new team or edit staff teams, the administrator must be logged in to the main office server.

**Note:** The system defined All Firm Staff team can be used to automatically assign all staff members to binders.
Managing Teams

The **Teams** dialog displays the names and descriptions of existing teams on the main office server and allows you to assign the teams to new binders. It allows you to create new teams or edit and delete existing teams. This option is a view-only feature on a secondary office server.

To set up a team, do the following:

1. Perform one of the following actions to open the **Teams** dialog:
   - Select **Staff/Teams**.
   - Select the **Teams** icon on the Toolbar.

2. The following options are available on the main office server only.
   - **New**. Creates a new team. Enter a unique name of up to 50 characters in the **Name** field on the **New Team** dialog. This is a required entry. Enter a description for the team. There is an option to automatically assign the team to binders created in the New Binder and Roll Forward wizards.
   - **Edit**. Allows you to edit the highlighted team’s name and/or description on the **Edit Team** dialog. The option to automatically assign the team to binders created in the New Binder and Roll Forward wizard can also be edited.
     
     **Note**: The team name for the system-defined All Firm Staff team cannot be edited.
   - **Delete**. Deletes the highlighted team.
     
     **Note**: The system-defined All Firm Staff team cannot be deleted.

3. Click **OK**.

   **Note**: Changes made to existing teams do not affect team assignments. Deleted staff members are automatically unassigned. See the following section, **Assigning Staff to a Team**, for additional instructions.

Assigning Staff to a Team

The **Team Member Assignment** dialog allows you to assign staff members to teams. To assign staff members to a team, follow the steps below:

1. Perform one of the following actions:
   - Select **Staff/Team Member Assignment**.
   - Select the **Team Member Assignment** icon on the toolbar.
The Team Member Assignment dialog displays.

2. Select a team from the drop-down list. The description provided for the selected team displays in the Description field. If this team is automatically assigned in the New Binder and Roll Forward wizards, this option is checked. To change this option, go to Staff/Teams, select the team, and click Edit.

Note: The staff assigned to the All Firm Staff team cannot be modified. This team always includes all active and inactive staff of the firm.

3. All existing staff members not already assigned to the selected team display in the Available Staff list.

To filter the list of staff, you can enter a name or partial name, the asterisk wild card (*), or the placeholder (?) in the field above Staff Name. To change the way the staff is sorted, click the Staff Name column header.

4. To assign staff members to a team, do either of the following:
   - Click the Assign All button to move all staff members to the Assigned team members box.
   - Highlight specific staff members and click the Assign button to move the selected staff to the Assigned team members box.

5. The Assigned team members box displays staff members assigned to the team. To change the way the team members are sorted, click the Staff Name column header.

6. To filter the list of staff, enter a name or partial name, the asterisk wild card (*), or the placeholder (?) in the field above Staff Name.

To remove team members from a team, do either of the following:
   - Click the Unassign All button to move all team members to the Available staff box.
   - Highlight specific team members and click the Unassign button to move the selected team members to the Available staff box.
7. Click one of the following when you have finished assigning staff members to teams:
   - Click OK to save staff selections and close the dialog.
   - Click Cancel to close the dialog without saving your changes.
   - Click Apply to save staff selections for the selected team and select another team.

**Notes:**
- If your firm has more than one office server, an Admin Synchronization should be performed on all office servers to update the servers with the changes made to the teams. See *Manually Running an Admin Synchronization* on page 3-30 for instructions.
- When you exit the Team Member Assignment dialog, binders where teams were modified are updated. If the teams that were modified are assigned to numerous binders, there may be a lengthy processing time.

**Licensing**

You can purchase licenses for the following:
- ProSystem fx Engagement — Workpaper Management
- ProSystem fx Engagement — Trial Balance
- ProSystem fx Knowledge Tools
- CCH Integrated Engagement Guides

Once you have set up your staff members, assign the license information for each specific staff member so they can access the programs. See *Setting Up Staff Groups and Staff* on page 3-7.

**Adding Licenses**

Your license key information unlocks the number of licenses purchased for each program. Once you have purchased your licenses, you can either download the permission key files or receive a diskette with the files.

**Notes:**
- A license for ProSystem fx Engagement Workpaper Management is required for every active staff member. If there are more active staff members than available licenses, a dialog displays prompting the administrator to make applicable staff members inactive. Staff members can be set to inactive status on the Staff Properties dialog.
- If the number of licenses for any other module added is less than the number of licenses currently assigned, a message displays in Workpaper Management indicating that the administrator must unassign licenses.

**Internet Download**

To download your Engagement permission key files, do the following:

1. Select Staff/Add/Update License. The Add/Update License dialog displays. Internet Download is selected by default.
2. Click OK. The Global fx Login screen displays.
3. Enter your User ID and Password to log in to Configure Staff. Based on your account information, the application automatically downloads the appropriate permission key and installs the licenses. A message displays when the licenses have been added successfully.

4. Click OK.

**Diskette**

To add or update your licenses using a permission key on a diskette, do the following:

1. Insert your permission diskette and select **Staff/Add/Update License**. The **Add/Update License** dialog displays.

2. Select the **Permission key disk drive path** radio button.

3. Click **Browse** to select the drive and folder where the perm key files reside. Click **OK**. A message displays stating that the licenses have been added to the application.

4. Click **OK**.

**Note:** If you are upgrading your version of Engagement, a dialog asks if you are upgrading from a previous version of Engagement. You may choose from these three options:

- **Yes. I would like to convert 2.x staff and staff groups now.** Choose this option to begin converting your 2.x staff and staff groups immediately.

- **Yes. Remind me to convert 2.x staff and staff groups next time I log in.** Choose this option and the next time you log in to Engagement you will be reminded to convert your 2.x staff and staff groups to the upgraded version of Engagement.

- **No. Do not ask me again.** Choose this option if you are adding licenses for the first time.

**Assigning Licenses**

After the license information has been added, you must assign licenses to staff members who access the programs. You can assign, unassign, and review staff license assignments using one of the following views:

- **View by Staff**, which is the default, displays available product licenses and the number of licenses available for assignment. The **Available staff** box on the right displays staff groups and staff members and their license assignments.

- **View by Product** displays the **Available staff** box on the left, which displays the staff members and their group assignments. The **Available licenses** box displays a list of products, the number of available licenses, and current staff assigned to the product.

**Note:** Be sure you have enough licenses for the staff using the program. If you purchase fewer licenses than the number of staff you create during your trial period, the unlicensed staff members must be inactive. Also, the default staff members provided with the trial program are deleted.
Assigning Licenses Using View by Staff

To assign license information using the Staff view, do the following:

1. Select Staff/Assign License. The License Assignment dialog displays.

On the left side of the dialog, the Available licenses box displays the following information:

- **Products.** A description of the application, the CCH Integrated Engagement Guide (formerly Miller Integrated Engagement Guides) purchased, or the McGladrey & Pullen Integrated Work Program purchased.

- **Total.** The total number of licenses purchased for the product.

- **Available.** The number of licenses available for staff assignment.

On the right side of the dialog, the Available staff box displays the following information:

- **Staff Groups.** Lists the established staff groups.

- **Staff Members.** The staff to whom you are assigning licenses. Click the plus sign beside a staff group to display the staff members belonging to the group.

  **Note:** Admin Default does not display beneath the Admin group because you cannot assign licenses to the Admin Default.

- **Licensed Products.** Assigned products are listed under the user’s name. Once a license is assigned, the staff member can access the product.

  **Note:** Miller titles purchased previously display with the original titles.
2. You can assign the licenses available on the left side of the dialog to the appropriate staff member listed on the right side of the dialog by doing one of the following:

- Click the product on the left, click the staff member on the right, and then click the **Assign** button pointing to the right.

- Click the product on the left and drag it to the target staff on the right.

- Right-click a staff member and click the **Transfer Licenses** option. Highlight an unlicensed staff member to which you want to transfer the licenses and click **Paste Licenses**. All licenses except the Workpaper Management license are removed from the first staff member and assigned to the second staff member.

- Right-click the staff member that has the licenses you want to copy and click the **Copy Licenses** option. Click the unlicensed staff member to which you want the licenses copied and click **Paste Licenses**. The second staff member now has the same licenses as the first staff member.

**Note:** You must have licenses available in order to copy and paste from one staff member to another.

As you match licenses to staff members, the number of available licenses decreases. You do not have to assign all the available products at one time. You can return to this dialog and assign licenses at a later time.

**Note:** When licenses are added and a new staff member is added to a staff group, the ProSystem fx Engagement Workpaper Management license is automatically assigned to the staff member. You must have a Workpaper Management license to log in to ProSystem fx Engagement.

3. Click **OK** to save settings and close the dialog.

**Assigning Licenses Using View by Product**

To assign licenses using the product view, do the following:

1. Select **Staff/Assign License**. The **License Assignment** dialog displays.

2. Select the **View by Product** tab.
On the left side of the dialog, the Available staff information displays the following information:

- **Staff.** Lists all staff members available for license assignments.
- **Group.** Lists the group to which the staff members are assigned.

On the right side of the dialog, the Available licenses information displays the following information:

- **Available Licenses.** Lists all available products. The total number of licenses available for assignment displays in brackets next to each product.
- **Staff Members Assigned.** Clicking the plus sign beside a product displays staff members who have been assigned a license for this product. Once a license is assigned, the staff member can access the product.

3. You can modify or assign the licenses available on the right side of the dialog to the appropriate staff members listed on the left side of the dialog by doing one of the following:

- Click the staff member on the left, click the product on the right, and then click the **Assign** arrow pointing to the right.
- Drag the staff member’s name from the left column to the appropriate product on the right.
- Right-click a staff member and click the **Transfer Licenses** button. Highlight an unlicensed staff member to which you want to transfer the licenses and click **Paste Licenses.** All licenses except the Workpaper Management license are removed from the first staff member and assigned to the second staff member.
- Right-click the staff member that has the licenses you want to copy, and click the **Copy Licenses** button. Click the unlicensed staff member to which you want the licenses copied to and click **Paste Licenses.** The second staff member now has the same licenses as the first staff member.

As you match up staff members to licenses, the number of licenses in the Available licenses column on the right decreases.

**Note:** When licenses are added and a new staff member is added to a staff group, the ProSystem fx Engagement Workpaper Management license is automatically assigned to the staff member because you must have the Workpaper Management license to log in to ProSystem fx Engagement.

You do not have to assign all the available products at one time. You can return to this dialog and assign licenses at a later time.

4. Click **OK** to save and close the dialog.
Setting up the Administrator Environment

This section provides instructions on setting up office servers that can manage one or more central file rooms and your client engagement work. You can create multiple office servers. One office server must be designated as the main office server upon the initial log in to Administrator. For more details on configuring the main office server, see *Initial Log In to the Engagement Administrator* on page 3-2.

The main office server contains firm, licensing, staff, staff group, team, client, client group, and central file room information.

You may want to create one or more secondary office servers if you have more than one office or more than one network server.

In the event you have to take the main office server down or you want the administrator at the secondary office server to perform functions limited to the main office server, you can designate a secondary office server as the main office server.

You can create secondary office servers that are disabled for Admin synchronization and send Admin Packages created on the main office server to synchronize the admin information.

Secondary office servers and the main office server should be synchronized either manually or automatically on a regular basis to ensure that information on all servers remains current.

Client folders may be set up in the central file rooms in the Engagement Administrator or in Workpaper Management. When staff members log in to the servers in the office, they can synchronize client engagement binders with central file rooms.

This facilitates the collaboration of multiple staff members working on the same electronic engagement binder simultaneously and from remote sites. The client engagement binders must be created in the local file room and then synchronized to the central file room. You cannot create a client engagement binder in the central file room.

You may want only your firm’s administrator to set up client folders so you can control the process. Or you may permit some or all of the staff to set up client folders in the Engagement program by utilizing the Staff Group rights in Administrator.

**Note:** If the administrator sets up the client folder in the Administrator module, the New Binder Wizard must be used to create a binder for the client in ProSystem fx Engagement. See Chapter 6, *Creating and Using Binders*, for information on the New Binder Wizard.

Creating a Secondary Office Server

You can create secondary office servers, which are optional, to organize your central file rooms and client information. During the creation process, the main office server information (i.e. server properties, staff properties, central file room properties, client properties, and client group data) is passed to the secondary office server.

Secondary office servers can also be configured and then connected to the main office server. Firm, team, client group, and staff information can be viewed, but not changed, from a secondary office server. Data on main and secondary office servers should be synchronized frequently. You can set up an automatic synchronization schedule or manually synchronize the servers.
We recommend that you close all dialogs on the main office server when creating a secondary office server. If a dialog is open, it is possible that the main office server will not recognize the secondary office server after it has been created.

An office server can be disabled for Admin Synchronization. This office server does not have a connection with other office servers. In this case, an Admin Package needs to be created on the main office server and received on the secondary server to transfer Admin data.

If it becomes necessary to disable the main office server or the administrator of a secondary office server needs to perform functions limited to the main office server, you can promote a secondary office server to be the main office server by passing the main office server token to the secondary server. (See Changing the Main Office Server on page 3-26 for instructions.)

If you are setting up a secondary server with synchronization disabled, create an Admin Package on the main office server before beginning this process, because you need to receive the Admin Package as part of setup. (See Creating an Admin Package on page 3-27 for detailed instructions.)

**Note:** In a multi-office server environment, all office servers need to be installed on computers that have static IP addresses.

To set up a secondary server, do the following:

1. Log in to ProSystem fx Engagement Administrator on a computer that has Administrator installed but does not have an office server associated with it. The Configure Office Server dialog displays.
2. Click Next. The Provide office server information dialog displays.
3. Enter a label of up to 64 characters for the secondary office server in the Label field.
4. The Server name field defaults to the name of the computer you are logged in to. This field cannot be edited.
5. Enter a description of up to 64 characters in the Description field. The description is optional.
6. Click Next. The Determine the office server designation dialog displays.
7. Select Secondary office server to establish this as the secondary office server. The Connect to main office server field becomes active.
8. Enter the name of the computer where the main office server is located, or click Browse to select the computer name from a list.
9. Check the Disable Admin synchronization box, if applicable.
10. On the Browse for Admin Package dialog, click the Browse button and choose the location of the Admin Package (file extension AZA).
11. Click OK. The Admin Package is received on the secondary office server.
Disabling/Enabling Admin Synchronization for an Office Server

To disable/enable Admin Synchronization for an office server, do the following:

1. In the Central File Rooms pane, click the Office Servers icon.
2. Right-click the office server in the List pane.
4. Check the Disable Admin synchronization box. If the office server is disabled, it becomes enabled. If the office server is enabled, it becomes disabled. If an office server is disabled and later enabled, synchronize it with the main office server.

   Note: If an office server is disabled because maintenance work is needed, disable the local file room to central file room synchronization in the central file room properties of the central file rooms on the office server. Once maintenance is complete, modify both the office server and CFR properties to allow for synchronization.

Changing the Main Office Server

Designating a secondary office server as the main office server can be accomplished by passing the main office server token to a secondary office server. If synchronization is disabled on the secondary office server, the system creates an Admin Package as part of the process of changing servers.

To change the main office server, do the following:

1. Log in to the main office server.
2. Select Tools/Pass Main Office Server Token to open the Select New Main Office Server dialog.
3. Use the drop-down list to select the secondary office server you want to make the new main office server and click OK.
4. A message confirming the change of the main office server appears. Click Yes to continue.
5. If the secondary office server has disabled synchronization, continue with step 6. If the secondary office server is enabled for synchronization, the Manual Admin Sync dialog displays as the system activates the secondary office server as the main office server. The office server’s icon changes to that of the main office server.

   Note: Be sure to perform an Admin synchronization between the new main office server and all other secondary office servers to notify them of the change in main office server.
6. If the secondary office server is disabled for synchronization, the Create Admin Package dialog displays when you select Yes to continue. Choose Save package to a file or Send package via email. See the following section on Creating an Admin Package.

7. Follow the directions under Receiving an Admin Package on page 3-28. After the Admin Package is received, the system activates the secondary office server as the main office server. The office server’s icon changes to that of the main office server.

**Note:** Be sure to exchange an Admin Package from the new main office server to any secondary office servers to notify them of the new main office server.

### Creating an Admin Package

The Create Admin Package function creates a package containing office server information that can be used to synchronize data between any two office servers.

Create Admin Package can be used to pass information to and from office servers that are disabled for synchronization. It is also used to pass main office server information to a secondary office server that is going to be disabled for synchronization. The following information is included in an Admin Package: staff, licensing, teams, staff groups, client groups, office server properties, central file room properties, and client and binder properties.

When you create an Admin Package file, you can do one of two things:

- Save the file to the hard disk
- Attach the file to an email

After you create the file, it can be applied to the other office server using the Receive Admin Package function.

### Saving the Admin Package to a Hard Drive

1. Select Tools/Create Admin Package.

2. Choose Save package to a file.

3. Either enter a drive, directory, and file name, or click the Browse button and select a drive, directory, and file name in the Save As dialog and then click Save. The file extension is AZA. The drive and directory default to X:\Pfx Engagement\ADMIN\Admin Packages\<office server name> (where X represents the drive where the Administrator module is installed).

4. Click OK to create the file and store it in the location specified.

**Notes:**

- You can use only alphanumeric characters (letters and numbers) in the Admin Package file name.
- If you have already saved an Admin Package file with the same name to the specified location, you are given the option of overwriting the existing file or changing the file name.
Attaching the Admin Package to an E-mail

1. Select Tools/Create Admin Package.
2. Enter a file name for the package in the file name field. The file extension must be AZA.
3. Choose Send package via e-mail.
4. Click OK to create the file.
5. Your email application opens with the file attached so you can send the package to the appropriate person.

**Note:** You cannot use the following characters in the Admin Package file name:

/ : * ? “ < > | \n
Receiving an Admin Package

Admin Packages are created on the main office server or any secondary office server and are used to download and synchronize data between office servers when at least one of the office servers is disabled for synchronization.

To receive an Admin Package, do the following:

1. Log in to the office server that is going to receive the Admin Package.
4. Select the AZA Admin Package file.
5. Click OK.
Scheduling Admin Synchronization

Admin Synchronization can be scheduled and run only from the main office server.

Synchronization needs to be maintained between the main office server and secondary office servers so that updated information on the main office server regarding staff, licensing, teams, staff groups, and client groups is passed to the secondary office servers. Also, synchronization ensures that changes to office server properties, central file room properties, client folder properties, and binder properties are updated on every server.

A secondary office server must be set up and visible on the main office server before the Scheduled Task option becomes available. If the secondary office server is not recognized by the main office server, you need to run a manual admin synchronization on the secondary office server. See Manually Running an Admin Synchronization on page 3-30.

Both servers must be enabled for synchronization for an automatic Admin Synchronization to take place. If a secondary office server is disabled, an Admin Package must be created on the main office server and received on the secondary office server. See Creating an Admin Package, page 3-27, and Receiving an Admin Package, page 3-28, for instructions.

You can schedule synchronization to take place automatically on the date and time you select. During synchronization a progress marker displays. You can view the schedule, retry if a synchronization fails, and view the synchronization history of the office servers involved in the synchronization.

Note: The first time the scheduler is run, you need to input the user name and password for the user who will be logged in to Windows at the time the synchronization takes place.

To schedule Admin Synchronization, do the following:

1. Log in to the main office server.
2. Select Tools/Scheduled Tasks.
3. Select Main office server synchronization with secondary office servers and click Edit.
4. In the Run field on the Task tab, the path to the synchronization EXE file defaults to \Pfx Engagement\ADMIN\CFRSynch.exe (where X represents the drive where the Administrator program was installed).
5. The Run as field should show the Windows user name of the user logged on to the computer. Click Set Password to enter and confirm that user’s Windows password. The scheduled task does not run without this information.

  Note: The user name should be the user who will be logged in to the computer when the task is run.

6. Click the Enabled (Scheduled task runs at specified time) box. The synchronization does not run if Enabled is not checked.

  Note: Only a Windows administrator can successfully launch the scheduled task.

7. Click the Schedule tab and select how often the task is to be run from the Schedule Task drop-down list.
8. Use the arrows to specify the time the synchronization is to start. You can click **Advanced** to specify start and end dates and details on when to repeat the task. Click **OK** to exit the **Advanced Schedule Options** dialog.

9. Use the **Every** field in the Schedule Task Daily section to specify if you want to repeat the synchronization every day, every two days, etc.

10. Check the **Show multiple schedules** box to change or delete schedules. Click **New** to create a new schedule for the task that will run after the last schedule is completed. Click **Delete** to delete a highlighted schedule.

11. Click the **Settings** tab to specify the following:
   - To delete the task if it is not scheduled to run again. This option is **not** recommended, as you would have to recreate the task.
   - To stop the task if it runs beyond a time you specify.
   - To start the task only if the computer has been idle for a specified time or to stop the task if the computer stops being idle.
   - To start the task if the computer is running on batteries, stop the task if battery mode starts, or wake the computer to run the task.

12. Click **Apply** to save your schedule and then **OK** to exit the scheduler.

13. Click **Close** to exit the **Scheduled Task** dialog.

### Manually Running an Admin Synchronization

The time required for the manual Admin Synchronization depends on the office servers involved. You can run a manual Admin Synchronization from either a main or a secondary office server.

**Note:** Run a manual Admin Synchronization if the main office server does not recognize a secondary office server. In this case, run the synchronization from the secondary office server.

To run a manual Admin Synchronization, do the following:

1. Log in to the appropriate office server.

2. Select **Tools/Manual Admin Synchronization**.

3. The system starts the synchronization either from the main office server or the secondary office server, depending on the server you are logged in to.

4. The **Admin Synchronization Status** dialog displays during the synchronization process. You can perform the following procedures on this dialog:
   - Click **Retry** to have the system attempt the synchronization again if an office server has a status of failed.
   - Click **View Synchronization History** to view the synchronization record for the server you are logged in to.
   - Click **View Schedule** to view the schedule for the synchronization.
Viewing Admin Synchronization History

Admin Synchronization needs to be maintained between the main office server and secondary office servers. You can view an office server’s synchronization history to resolve synchronization issues and provide detailed data to Technical Support personnel, if required.

A synchronization history displays the following information:
- Person currently logged in to the computer
- Computer name
- Operating system
- ProSystem fx Engagement version number
- Office server name and if it is a main or secondary server
- Office server ID

The synchronization history also displays a list of all synchronization for the server.

To view synchronization history, do the following:
1. Log in to the office server.
2. Highlight the office server in the Central File Room pane.
3. Select File/Properties.
4. Click View Synchronization History. You can save or print the log.

Viewing the Admin Activity Log

The Admin Activity Log records actions taken within the ProSystem fx Engagement Administrator module. This log file lists the date, action taken, result, user, computer, office server, and, if necessary, the reason an activity fails.

To view the log file, follow these steps:

2. Click one of the following options:
   - Details. Displays detail of a log entry.
   - Print. Prints the Admin Activity log.
   - Save as. Saves the Admin Activity log to a file.
   - Clear. Deletes the contents of the log.

3. Click Close when you are finished viewing the file.
Setting Firm Options

The Firm Options feature in Administrator allows you to set firm-wide administrative options.

To set firm options, do the following:

1. Select **Tools/Firm Options** to open the *Firm Options* dialog.

2. Select the applicable options as described below. Firm options can be set only on the main office server and are firm-wide. They are synchronized to local file rooms.

   **General tab**
   - **Shared Local File Room.** Select this option to allow users to collaborate on binders through directly accessing shared local file rooms.
   - **Trash.** When a binder is closed, Engagement will keep the items in the trash, prompt the user to empty the trash, or automatically empty the trash, depending on your selection here.
   - **Prompt when/for.** By default, a warning message displays when a binder that is set to monitor the Document Completion Date is opened during the assembly period. If you clear this check box, the warning message does not display.

   **Sign off tab**
   - **Sign off options**
     - **Skip Binder Staff Sign Off Analysis page in Finalize Binder Wizard.** In the Finalize Binder Wizard, a page with analysis of staff sign off for the binder displays by default. Checking this box prevents this page from displaying during the finalizing process.
     - **Skip Clear Workpaper Sign Off Dates and Times page in Finalize Binder Wizard.** In the Finalize Binder Wizard, a page can display that gives you the opportunity to clear the workpaper sign off dates and times. By default, ProSystem fx Engagement skips this step. If you want to be able to clear the workpaper sign off dates and times, then uncheck this item.
     - **Retain workpaper sign off history upon binder finalization.** Select this option to retain all workpaper sign off information after binder finalization. When this option is selected, the option *Skip Clear Workpaper Sign Off Dates and Times page in Finalize Binder Wizard* is automatically checked and cannot be deselected. If this option is not selected, only the final sign off for preparer and the final sign off for reviewer are retained.
     - **Display indicator when workpapers are modified after reviewed.** Select this option if you want the Modified After Review icon to display for workpapers that have been modified after review. If you clear this box, the icon does not display.
Knowledge Tools Program step sign off options

- **Show current date when program step is signed off with initials.** When signing off a Knowledge Tools workpaper with initials, shows the current date.
- **When program step is marked as N/A show [ ]**. Select either **Initials** or **Current Date** to display when the program step is marked as N/A.

**Note:** Knowledge Tools Program step sign off options apply only if you have purchased Knowledge Tools licenses and are using Knowledge Tools workpapers.

**Engagement Today** tab

Engagement today will display binders in the diagnostics area based on your selections:

- **Document completion date is past due or within <X> days of current date.** Binders will display in Engagement Today diagnostics if the document completion date is past due or within the specified number of days from the current date. Enter a number or use the spin boxes to select a number of days. The default is 15.

- **Due date is within <X> days of current date.** Binders will display in Engagement Today diagnostics if the due date is within the specified number of days from the current date. Enter a number or use the spin boxes to select a number of days. The default is 15.

3. Click **OK** to exit the dialog.

**Setting Admin Synch Options**

1. Select **Tools/Admin Synch Options** to display the **Admin Synch Options** dialog.

2. If a secondary office server has been created, then when Engagement Administrator is closed, a message asks if you want immediate synchronization. This message does not appear if you select either of the two following options:

   - **Automatically synchronize when closing.** Any changes to the main office server information are automatically synchronized to existing secondary office servers, when the Administrator is closed. Any changes made to a secondary office server automatically synchronize to the main office server when the secondary Administrator is closed.

   - **Don’t prompt me regarding synchronize when closing.** Changes are not automatically synchronized and the message regarding synchronization does not display.

3. Click **OK** to exit the dialog.
Using the Document Completion Date Report

The Document Completion Date Report displays all binders with document completion dates that fall within the date range you specify. This report provides the following information about each binder:

- Office Server
- CFR (Central File Room)
- Binder Name
- Binder ID
- Client Name
- Client ID
- Binder Type
- Binder Status
- Lead Partner
- Client Group
- Period End Date
- Report Date
- Report Release Date
- Doc Completion Date
- Finalized Date
- Retention Period End

To use the Document Completion Date Report, do the following:

1. Select **Tools/Doc Completion Date Report**. The *Document Completion Date Report* dialog displays.

2. Select **Run central file room report** to update the central file room report. Select **View report from last scheduled task** to view the most recent report.

3. If you selected **Run central file room report**, do the following:
   a. Select **Include only binder types set to monitor document completion date** to include only binder types that have been set to be monitored for the document completion date.
   b. Select **Include finalized binders** to include finalized binders in the report.
   c. You can filter your results to binders that have a Document Completion Date, Year End, Period End, or Retention Period within a certain date range. Select the criterion from the *Date range* drop-down list, or select **No Date Range**.
   d. Select the appropriate beginning date in the *Start* field. Either enter the date or click the down arrow to use the calendar. The default setting is the current date.
   e. Select the final date for the report range in the *End* field. Either enter the date or click the down arrow to use the calendar. The default setting is two months from the current date.

4. Click **Update Report**. The report displays the binders that fall within the range you selected. Click a column heading to sort by that heading. Drag column headings to reorder the columns.

5. Click **Export to Excel** to open an Excel spreadsheet of the report data.

6. Click **Close** to exit the report.
Scheduling the Document Completion Date Report

You can schedule a Document Completion Date report to be generated automatically on a specified date and time. You can schedule the Generate Document Completion Date Report task on either the main office server or a secondary office server.

To schedule the Document Completion Date Report to run as a scheduled task, do the following:

1. From the ProSystem fx Engagement Administrator main menu, select Tools/Scheduled Tasks. The Scheduled Tasks dialog displays.
2. Select Document Completion Date Report and click Task Properties. The Windows scheduler opens, displaying the name of the task in the title bar.
3. Select the Task tab if it is not already selected.
4. In the Run field on the Task tab, the path to the import defaults to X:\Pfx Engagement\Admin\DCDScheduledReport.exe (where X is the drive where Administrator was installed). You can also browse to another location if that is necessary.
5. The Run as field should show the Windows user name of the person logged on to the computer. Click Set Password to enter and confirm that user’s Windows password. The scheduled task will not run without this information. Click OK to exit the Set Password dialog.
6. Check the Enabled (scheduled task runs at specified time) box.
7. Click the Schedule tab and select how often the task is to be run from the Schedule Task drop-down list.
8. Use the arrows to specify the time the report should run.

Tip: We recommend that you schedule the Generate Document Completion Date Report task to run after the Admin Synch task. This will help to ensure that the Document Completion Date report is as accurate as possible.

9. Click Advanced to specify start and end dates and when to repeat the task.

Note: The Document Completion Date report can be generated only once every 24 hours.

10. Click OK to exit the Advanced Schedule Options dialog.
11. Use the Every field in the Schedule Task Daily section to specify if you want to repeat the task every day, every two days, etc.
12. Check the Show multiple schedules box to change or delete schedules. Click the New button to create a new schedule for the task, which will run after the last schedule is completed. Click Delete to delete a highlighted schedule.
13. Click the **Settings** tab to specify the following:
   - Whether to delete the task if it is not scheduled to run again
   - Whether to stop the task if it runs beyond a time you specify
   - To only start the task if the computer has been idle for a specified time or to stop the task if the computer becomes active
   - Whether to start the task if the computer is running on batteries, stop the task if battery mode starts, and wake the computer to run the task

14. Click **OK** to save your schedule and exit the Windows scheduler.

15. Click **Settings** to display the *Document Completion Date Report* dialog and select the appropriate settings.

16. Click **Close** to exit the *Scheduled Tasks* dialog.

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### Creating a Central File Room

You can create central file rooms on the main office server or a secondary office server, depending on the server you are logged in to. A central file room is used to store client folders, which can be created in the Administrator module or in Workpaper Management. A client’s binders can only be created in the client folder in a local file room in Workpaper Management and must be synchronized with the central file room to copy the binder information to the central file room.

**Note:** If a secondary office server has been disabled for synchronization, an Admin Package needs to be created on the main office server and then received by the secondary office server for the central file room to display in the secondary office server.

You can create as many central file rooms as you need.

To create a central file room, do the following:

1. In the Central File Rooms pane, select the office server where you want to create the central file room. If you are logged in to the main office server, you can select it or any secondary office server. If you are logged in to a secondary office server, you can create only central file rooms on that server.

2. In the lower left pane, do one of the following to open the *Central File Room Properties* dialog:
   - Select **File Rooms/Create Central File Room**.
   - Right-click an office server and then select **Create Central File Room**.
3. The *Name* field is mandatory. Enter a name of up to 64 characters for the central file room. This name displays with its own icon under the respective office server icon. You may also enter a description.

4. Enter the path where the central file room workpapers are to be located or use the *Browse* button to select a drive and directory. Choose any drive or directory on the computer or available network connection except directories already used by other central file rooms. The default is X:\Pfx Engagement\ADMIN\Workpapers, where X is the drive where the Administrator module is installed.

   You can click *New Folder* to create a new folder for the workpapers.

5. To disable synchronization, check the *Disable LFR to CFR synchronization* box. Binders cannot be synchronized with the central file room when synchronization is disabled.

6. Click *OK* to save the information and close the dialog.

### Disabling/Enabling Synchronization on a Central File Room

**Notes:**

- You may disable synchronization of binders from local file rooms to the central file room when maintenance is performed on the server with the central file room.

- If a central file room is disabled for synchronization, binders are locked and cannot be synchronized with the central file room.

- If a central file room is enabled for synchronization, local file rooms can synchronize binders with the central file room.

To disable or enable the synchronization of a central file room, do the following:

1. In the Central File Room pane, right-click the file room you want to disable or enable.

2. Select *Properties* from the pop-up menu.

3. Check the *Disable LFR to CFR synchronization* box to disable synchronization of binders to the central file room. Remove the check mark to enable the central file room for binder synchronization.
Setting Up Client Folders

New clients can be added in the Administrator module, but you must use the Workpaper Management program to add client binders for new clients.

To add a new client in a central file room, do the following:

1. To display the Create New Client dialog, click the central file room in which you want to add a client and perform one of the following actions:
   - Select File Rooms/New Client.
   - Right-click the Central File Room icon and select New Client.
   - Click the New Client button on the toolbar.

2. Enter the client information on the Profile tab. An entry in the Client name 1 field (Last name field if you select Individual as the Entity type) is required and can contain up to 64 characters. The name you enter becomes the client folder name.

3. If you want to add the client to one or more client groups, select the Group tab and check the box next to the group or groups you want to add the client to. You can also do this at a later time using the File Rooms/Assign Clients to Groups option. See Creating a New Client Group on page 3-45 for setting up the client groups.

4. Select the Contacts tab.

5. Click New and enter the information as desired. An entry in the Last Name field is required. To continue entering contacts for the client, click Save and New. You can use the left and right arrow buttons to move to the previous or next contact entered.

6. When you have finished entering contact information and have saved all the data, click OK to exit the dialog.

You can use the Properties command to change client information entered earlier. The profile information entered in this dialog is available for linking into Excel and Word workpapers. See Chapter 9, Using Excel, and Chapter 10, Using Word, for information on linking these fields.
Deleting a Client

To delete a client, click the client folder in the left pane and then do one of the following:

- Select **Edit/Delete**.
- Right-click the **Client Folder** and select **Delete Client**.
- Click the **Delete** button on the toolbar.

When the confirmation dialog displays, click **Yes** to delete or **No** to cancel the deletion.

**Notes:**

- You must remove all binders from the client folder before it can be deleted.
- To delete a client on a secondary office server when logged in to the main office server, there must be a connection between the servers, and they must be enabled for Admin Synchronization.

Deleting a Central File Room

To delete a central file room, click the icon of the file room to delete and do one of the following:

- Select **Edit/Delete**.
- Right-click and select **Delete CFR** from the pop-up menu.
- Click the **Delete** button on the toolbar.

When the confirmation prompt displays, click **Yes** to permanently delete the central file room. This deletes the central file room from Engagement Administrator.

**Notes:**

- The CFR to be deleted must not contain any client folders or binders.
- When logged in to the main office server to delete a central file room on a secondary office server, there must be a connection between the servers and they must be enabled for synchronization.

Deleting a Secondary Office Server

You cannot delete a secondary office server if it contains any central file rooms. You must first move the client binders in the central file rooms to a different central file room(s) on a different server. After removing the binders, you must delete the central file rooms. (See the sections on moving binders to a different central file room beginning on page 3-51.)

To delete the secondary office server, do the following:

1. In the Central File Room pane, highlight the secondary office server to delete and do one of the following:
   - Select **Edit/Delete**.
   - Right-click and select **Delete Server**.
   - Click the **Delete** button on the toolbar.

2. Click **Yes** to delete the office server.

If more than one secondary office server has been configured, run a manual Admin Synchronization to update the other secondary office servers. See *Manually Running an Admin Synchronization* on page 3-30.
Deleting the Secondary Office Server Program

To completely delete a secondary office server, you also need to manually remove the program from the computer where the secondary office server was located. Once you have removed the three programs listed below, you can use Microsoft Explorer to delete the Pfx Engagement directory on the local drive of the computer.

To manually remove the secondary office server program, do the following:

1. Right-click My Computer on your Windows desktop and select Manage. The Computer Management window displays.
2. Select Services under Services and Applications.
3. In the list of services in the right-hand pane, right-click SQL Server (PROFXENGAGEMENT) and select Stop.
4. Select File/Exit to close the Computer Management window.
5. Select Start/Control Panel, and then double-click Add or Remove Programs. The Add or Remove Programs window displays.
6. Remove the following programs:
   - ProSystem fx Engagement
   - Microsoft SQL Server 2005

   Note: When removing Microsoft SQL Server 2005, select only the PROFXENGAGEMENT: Database Engine instance in the Component Selection section.

Managing Binder Types

Like paper-based engagement binders, ProSystem fx Engagement binders store and organize client workpapers for any type of engagement, such as a tax return or an audit. Binder types allow you to specify completion date calculations and retention period calculations for binders used for different purposes. You can view, create, edit, and delete types of binders from the Engagement Administrator module.

Creating a New Binder Type

To create a new binder type, do the following:

1. Select File Rooms/Binder Types. The Binder Types dialog displays.
2. Click **New**. The *New Binder Type* dialog displays.

3. Enter a name for the new binder type in the *Name* field. This field is required. Once the *Name* field is filled, the OK and New buttons become active.

   **Note:** Duplicate binder type names are not allowed.

4. Select *Date of Report* or *Report Release Date* in the *Beginning of assembly period* drop-down list to set the date from which Engagement calculates the document completion date. Select *N/A* if you do not want Engagement to calculate the document completion date.

5. Enter the appropriate information in the *Length of assembly period* field. The entry may be between 1 and 365 days.

6. Select *Date of Report*, *Report Release Date*, or *Document Completion Date* in the *Start of retention period* drop-down list to set the date from which Engagement calculates the End of Retention Period. Select *N/A* if you do not want Engagement to calculate the retention period.

7. Use the spin box or type the appropriate information in the *Duration of retention period* field. The entry may be between 1 and 10 years.

8. Click **New** to save the binder type and begin creating another. Click **OK** to save the binder type and close the *New Binder Type* dialog.

### Editing an Active Binder Type

To edit an active binder type, do the following:

1. Select *File Rooms/Binder Types*. The *Binder Types* dialog displays.

2. Select the binder type to edit and click **Edit**. The *Edit Binder Type* dialog displays.

3. If this is a binder type you have created, you can edit the *Name* field. Edit the information in the *Document Completion Date Calculation* and *Retention Period Calculation* sections as necessary.

   **Note:** You cannot edit the name of a standard binder type.

4. Click **OK** to close the *Edit Binder Type* dialog.
5. Click **Save** on the *Binder Types* dialog to save your changes and exit the dialog. Click **Cancel** to discard your changes and exit the *Binder Types* dialog.

### Deleting a Binder Type

**Note:** You cannot delete standard binder types.

If a Central File Room or Manual Admin Synchronization has not occurred since you created the binder type, you can perform a "hard delete." The binder type is permanently deleted.

If a Central File Room or Manual Admin Synchronization has occurred since you created the binder type, you can perform a "soft delete." The deleted binder type no longer appear as an option in the *Type* drop-down list, but any binders of that type already created remains.

### Deleting a Binder Type before Synchronization

To hard delete a binder type you have created, do the following:

**Notes:**

- This process applies if a Central File Room or Manual Admin Synchronization has not occurred.
- You can delete only binder types that you have created. You cannot delete standard binder types. When a standard binder type is selected, the Delete button becomes inactive.

1. Select **File Rooms/Binder Types**. The *Binder Types* dialog displays.
2. Select the binder type to delete and click **Delete**. A confirmation box asks you to confirm the deletion.
3. Click **Yes** to delete the binder type. Click **No** to cancel the deletion.
4. Click **Save** on the *Binder Types* dialog to save your changes and exit the dialog. Click **Cancel** to discard your changes and exit the *Binder Types* dialog.

**Caution:** If you delete a binder type, you can view and edit it by checking the **Show deleted binder types** box on the *Binder Types* dialog. However, once you click **Save**, the binder type is permanently deleted.

### Deleting a Binder Type after Synchronization

To soft delete a binder type you have created, do the following:

**Notes:**

- This process applies if a Central File Room or Manual Admin Synchronization has occurred.
- You can delete only binder types that you have created. You cannot delete standard binder types. When a standard binder type is selected, the Delete button becomes inactive.

1. Select **File Rooms/Binder Types**. The *Binder Types* dialog displays.
2. Select the binder type to delete and click **Delete**. A confirmation box asks you to confirm the deletion.
3. Click OK to delete the binder type.

4. Click Save on the Binder Types dialog to save your changes and exit the dialog. Click Cancel to discard your changes and exit the Binder Types dialog.

Caution: If you delete a binder type, you can view and edit it by checking the Show deleted binder types box on the Binder Types dialog. However, once you click Save, the binder type is permanently deleted.

**Editing a Deleted Binder Type**

To edit a binder that has been deleted, do the following:

1. Select File Rooms/Binder Types. The Binder Types dialog displays.
2. Check the Show deleted binder types box. Binder types you have deleted since the last save display in red print.
   
   **Note:** If you have saved changes to the Binder Types dialog since deleting the binder type, it does not appear. You must create the binder type again.
3. Select the deleted binder type to edit and click Edit. The Edit Binder Type dialog displays with all fields inactive.
4. Check the Activate Binder Type box. All fields become active.
5. Edit the information in the Document Completion Date Calculation and Retention Period Calculation sections as necessary.
6. Click OK to save your changes.
7. Click Save on the Binder Types dialog to save your changes and exit the dialog. Click Cancel to discard your changes and exit the Binder Types dialog.

**Managing Binder Statuses**

In Administrator you can view binder statuses and create, edit, and delete custom binder statuses.

**Creating a new Binder Status**

To create a new binder status, do the following:

1. Select File Rooms/Binder Statuses. The Binder Statuses dialog displays.
2. Click New. The New Binder Status dialog displays.
3. Enter the name of the new binder status.
4. Click New to save the new binder status and create another binder status. Click OK when you are finished creating new binder statuses.
Editing an Active Binder Status

To edit the name of a binder status, do the following:

1. Select File Rooms/Binder Statuses. The Binder Statuses dialog displays.
2. Select the binder status to edit.
3. Click Edit. The Edit Binder Status dialog displays.
4. Change the name of the binder status.
5. Click OK.

Note: Only custom binder statuses can be edited. The system-defined statuses (In Process, Finalized, and Archived) cannot be edited.

Deleting a Binder Status

If you create a binder status and choose to delete it before the binder statuses have synchronized to Engagement Workpaper Management, you can perform a "hard delete." The binder status is permanently deleted.

If the binder statuses have synchronized after you created the binder status, you can perform a "soft delete." The deleted binder status no longer appears as an option in the Status drop-down list of the Binder Properties dialog. However, any binders with this status already assigned will remain. A soft delete occurs in any of the following situations:

- The custom binder status has been saved in the Binder Statuses dialog and a user has opened Engagement Workpaper Manager, which causes the binder statuses to synchronize.
- The custom binder status has been saved in the Binder Statuses dialog and an Admin Synch has been performed.
- The custom binder status has been saved in the Binder Statuses dialog and the custom binder status was previously saved as the status of a binder in the Administrator binder properties.
- The custom binder status has been saved in the Binder Statuses dialog and any binder has been archived or unarchived in Administrator.

Note: Only custom binder statuses can be deleted. The system-defined statuses (In Process, Finalized, and Archived) cannot be deleted.

To delete a binder status, do the following:

1. Select File Rooms/Binder Statuses. The Binder Statuses dialog displays.
2. Select the binder status to delete.
3. Click Delete.
4. Click Save.
Editing an Inactive Binder Status

To activate and edit a binder status that has been soft-deleted, do the following:

1. Select **File Rooms/Binder Statuses**. The **Binder Statuses** dialog displays.

2. Check the **Show deleted binder statuses** box. Binder statuses you have deleted since the last save display in red.

   **Note:** If you have saved changes to the **Binder Statuses** dialog since deleting the binder status, it does not appear. You must create the binder status again.

3. Select a deleted binder status and click **Edit**. The **Edit Binder Status** dialog displays.

4. Check the **Activate Binder Status** box. The **Binder status name** field becomes active.

5. Edit the binder status name if necessary.

6. Click **OK** to save your changes.

7. Click **Save** on the **Binder Statuses** dialog to save your changes and exit the dialog.

Managing Client Binders

Individual client binders are created in the ProSystem fx Engagement Workpaper Management program. Once they are created and synchronized to the main or secondary office server, you can perform certain actions with the binders from the Administrator module, including the following:

- Creating, editing, and deleting client groups
- Assigning clients to client groups
- Assigning staff and teams to binders
- Archiving binders that are finalized
- Unarchiving binders, if necessary
- Unfinalizing binders, if necessary

Creating a New Client Group

Client Groups allow you to organize processing for your firm by grouping clients with common requirements. Clients can be assigned to multiple client groups. Client Groups are created within the Admin module on the main office server.

1. Select one of the following to add a new Client Group.
   - **File Rooms/Client Groups**.
   - Click the **Client Groups** button on the toolbar.
The **Client Groups (Main Office Server)** dialog displays.

2. Click **New**. The **New Client Group** dialog displays.

3. Complete the information in the following fields:
   - **Name**. Enter the name of the new client group. This field is required.
   - **Description**. Enter a description of the new client group.

4. Click **OK** to save.

**Editing a Client Group**

1. Select **File Room/Client Groups** or click the **Client Groups** button on the toolbar.

2. Highlight a Client Group, click **Edit**, and the **Edit Client Group** dialog displays.

3. Edit the applicable information in the **Name** and **Description** fields and click **OK** to save.

**Deleting a Client Group**

1. Select **File Room/Client Groups** or click the **Client Groups** button on the toolbar.

2. Highlight the client group you want to delete and click **Delete**.

3. When the confirmation message box displays, click **Yes** to delete or **No** to cancel the deletion.

**Note:** Clients that are assigned to deleted client groups will be unassigned. The client properties for clients in that group no longer reflect that the client is assigned to that group.

**Assigning Clients to Client Groups**

To assign clients to Client Groups on the Office Server, follow these steps:

1. Do one of the following:
   - Select **File Rooms/Assign Clients to Groups**.
   - Click the **Assign Clients to Groups** button.
The *Assign Clients to Groups* dialog displays.

![Assign Clients to Groups dialog](image)

2. Select a client group from the drop-down list. The client group’s description displays in the *Description* field.

   - **Available clients.** Lists clients not previously assigned to the selected client group. You can enter text, wildcards (*), and placeholders (?) in any of the filter fields to filter the various columns listed below.
     - **Client Name.** Lists the client name.
     - **ID.** Lists the client ID.
     - **Entity Type.** Use the drop-down list to change the filter to one of the following: None, Entity Type, or Industry Type.

   - **Assigned clients.** Lists clients previously assigned to the selected client group. You can enter text, wildcards (*), and placeholders (?) in any of the filter fields to filter the various columns.
     - **Client Name.** Lists the client name.
     - **ID.** Lists the client ID.
     - **Entity Type.** Use the drop-down list to change the filter to one of the following: None, Entity Type, or Industry Type.

3. You can select one or more clients from the Available client box and click the **Assign** button. The selected client(s) now display on the right side of the dialog. You can unassign clients by highlighting the client(s) and clicking the **Unassign** button. The selected client(s) now display on the left side of the dialog.

4. Click **Apply** to save the changes and continue to assign clients, if necessary.

5. Click **OK** to save the changes and close the dialog.
Assigning Staff Members to Binders

The staff that works on an engagement binder are called staff members. Staff members can be assigned to binders in either Administrator or Workpaper Management. You must be a binder staff member in order to open and use the binder.

To assign staff members to binders in the Admin module, do the following:

1. Click the binder where you want to assign the Staff members and do one of the following:
   - Select **Staff/Assign Binder Staff**.
   - Select **File/Properties**. Select the **Binder Staff** tab and click **Assign**.
   - Right-click the binder in the right pane and select **Assign Binder Staff**.
   - Right-click the binder and select **Properties**. Select the **Binder Staff** tab and click **Assign**.
   - Click the **Properties** toolbar button. Select the **Binder Staff** tab and then click **Assign**.

   The **Assign Binder Staff** dialog displays.

2. In the **Available teams or staff** list, select one of the following options:
   - **View: All**. Lists all teams and staff members that are not assigned to this binder.
   - **View: By team**. Lists the teams, if any, that were set up in the Admin module that are not assigned to this binder.
   - **View: By staff**. Lists all staff members that are not assigned to this binder.

3. Click the staff member’s name or team’s name, then click the **Assign** button. The selected staff members now display on the right side of the dialog as **Assigned binder teams and staff**.

   You can select multiple staff or teams by holding down the **CTRL** or **SHIFT** keys.

   **Note:** When staff members are added to or removed from the team in the Admin module, the staff members are automatically added to or removed from the team assigned to the binder.
4. Click **OK** to accept the assignments.

The next time the binder is synchronized from the central file room to the local file room, the binder staff assignments will be active.

**Archiving a Binder**

Binders that have been finalized in ProSystem fx Engagement can be archived in Administrator. The Archive feature compresses the binder into one file, making it easy for you to store on your network or on a backup system. If you need to restore an archived binder, see the section *Unarchiving a Binder* on page 3-50.

To archive a binder, follow these instructions:

1. Click the binder you want to archive and do one of the following:
   - Select **File Rooms/Archive Finalized Binder**.
   - Right-click the binder and select **Archive Finalized Binder**.
   - Click the **Archive Finalized Binder** button on the toolbar.

   The **Archive Finalized Binder** dialog displays.

   ![Archive Finalized Binder Dialog](image)

   The **Archive Finalized Binder** dialog displays a default file name consisting of the client folder ID and name, binder ID and name, and binder current period end date.

2. Click **Browse** to open a dialog where you can select the drive and directory where you want to store the archived file. The path defaults to X:\Pfx Engagement\ADMIN\Archive, where X is the drive where ProSystem fx Engagement Administrator is installed.

3. You can change the default file name or the default path by entering the pathway or the file name for the archived binder in the **Destination Path** field. The file extension defaults to EAB.

4. Click **OK** to archive the binder. The binder is compressed into one file and stored in the chosen destination path. Archived binders listed in the central file room are identified by the icon to the left.

5. Click **OK** on *The selected binder was successfully archived* dialog or click **View Log** to see a log of archived/unarchived binders. To view the log at a later time, navigate to X:\Pfx Engagement\Admin\Admin Share\archive log, where X is the drive where the Administrator module is installed.
Unarchiving a Binder

If you need to retrieve an archived binder, you can use the Unarchive Binder feature.

1. Click the binder you want to unarchive and do one of the following:
   - Select File Rooms/Unarchive Binder.
   - Right-click the binder and select Unarchive Binder.
   - Click the Unarchive Binder button on the toolbar.

2. The binder is unarchived automatically.

3. On the confirmation message, click OK to close the dialog or click View Log to view a log of the unarchived binders.

If the archived binder to unarchive is not in the central file room, follow these directions:

1. Do one of the following:
   - Select File Rooms/Unarchive Binder.
   - Click the Unarchive Binder button on the toolbar.

2. Use the Look in field to locate the archived file. The default path is X:\Pfx Engagement\ADMIN\Archive, where X represents the drive where ProSystem fx Engagement is installed. The file type is Binder Archive File (EAB).

3. Highlight the archived file and click Open.

4. On The selected binder was successfully unarchived dialog, click OK to close the dialog or click View Log to view a log of the archived/unarchived binders.

5. The archived file is uncompressed and restored in the central file room.

Unfinalizing a Binder

Binders that have been finalized in ProSystem fx Engagement can be unfinalized in the Administrator module, allowing binder staff members to access the binder and make any necessary changes. The read-only restriction is removed; however, any team or open item notes, workpaper history, or sign-off dates and times are not restored.

For detailed instructions, see Finalizing Binders on page 6-52.

To unfinalize a binder, do the following:

1. Highlight the finalized binder and perform one of the following actions:
   - Select File Rooms/Unfinalize Binder.
   - Right-click the finalized binder and select Unfinalize Binder.
   - Click the Unfinalize Binder button on the toolbar.

2. Click Yes to confirm the action to unfinalize the selected binder.

The binder is unfinalized, and the next time the binder is synchronized from the central file room to the local file room, binder staff members can modify the binder as required.
Moving Binders

You can move binders from one central file room to another central file room. In addition, you can move binders from one client to another client within the same central file room.

Moving Binder(s) to Another Client Folder in the Same CFR

In the Admin module, you can move binder(s) from one client folder to another in the same central file room. Binders that are finalized, archived, or in use by another binder staff member cannot be moved to a different client folder.

You can move a binder using either of the following methods:

Moving a Binder Using Drag and Drop

1. Click the binder you want to move.
2. Drag the binder from the List pane to the new client folder on the same central file room in the Central File Rooms pane. The binder is moved to the new client folder and deleted from the original client folder.

Moving a Binder Using Cut and Paste

1. Click the binder you want to move and select Edit/Cut.
2. Click the client folder on the same central file room where you want to move the binder.
3. Select Edit/Paste. The binder is moved to the new client folder and deleted from the original client folder.

Note: You can move multiple binders using the Ctrl or Shift keys.

Moving Binders to a Different CFR on the Same Office Server

Binders must have been synchronized to the central file room. Archived binders and binders that are in use by another binder staff member cannot be moved.

To move binders, do the following:

1. To move all binders assigned to a client folder, click the folder. To move a single binder, click the binder. To move multiple binders assigned to a client folder, use the Ctrl or Shift key to select the binders.
2. Drag the client folder or binder(s) from the List pane to the new central file room in the Central File Room pane.
3. Select Yes on the confirmation message to move the folder or binder. Select No to cancel the process.

The binder(s) are associated with the new central file room. If the client folder associated with the binder(s) does not already exist in the new central file room, the client folder is copied there. The client folder in the original central file room is not deleted.
Moving Binders to a CFR on a Different Office Server

Binders can be moved from a central file room on the main office server to a central file room on a secondary office server. You cannot move binders from a secondary office server to another office server.

To move a binder, do the following:

1. To move all the binders assigned to a client folder, click the client folder. To move a single binder, click the binder. To move multiple binders assigned to a client folder, use the Ctrl or Shift key to select the binders.

2. Drag the client folder or binder(s) from the List pane to the new central file room in the Central File Room pane.

3. If both office servers are enabled for synchronization, a confirmation message displays. Select Yes to move the binder(s) or select No to cancel the process.

The binder(s) in the original central file room display with an "in-transition binder" icon. While a binder is in transition, the following cannot be done:

- Binder staff members cannot synchronize the binder(s) from the local file room to the original central file room.
- An administrator cannot change the binder properties of the binder(s) in the original central file room.
- An administrator cannot delete the binder(s) in the original central file room.
- An administrator cannot modify the client properties for the client associated with the binder(s).

If both office servers are enabled for synchronization, the binder(s) are copied to the new central file room. The client folder in the original central file room is not deleted.

Moving Binders to a CFR on a Disabled Office Server

Binders can be moved from a central file room on the main office server to a central file room on a disabled secondary office server. See step 4 of the procedure above, Moving Binders to a CFR on a Different Office Server, for more information.

To move binders, do the following:

1. To move all the binders assigned to a client folder, click the client folder. To move a single binder, click the binder. To move multiple binders, use Ctrl and Shift.

2. Drag the client folder or binder(s) from the Contents pane to the new central file room in the Central File Room pane.

3. If only one binder is being moved, the Create Transition Binder Package dialog displays. Choose one of these options:

   - Save package to a file. The File name field displays the default path and file name for the transition binder package. You can enter a different path and/or file name or click Browse to open the Save As dialog and select a different path.

   - Send package via email. Your email application opens with the binder package attached.
If multiple binder packages are being moved, the Location to Save Transition Binder Packages dialog displays. Select the drive and directory where you want to save the packages. You can click New Folder to create a new directory. Click OK.

4. A confirmation dialog displays when the transition binder package(s) have been successfully created. You can do one of the following:
   - Select Print to print a report listing the transition binder packages and location of the transition binder package file.
   - Select Save As to save the report to a file.

5. After the transition binder package(s) is created on the main office server, an administrator at the secondary office server must receive the transition binder package. The binder displays in the central file room on the secondary office server.

6. To delete the in-transition binder on the main office server, an Admin Package must be created by an administrator on the secondary office server and received by an administrator on the main office server. See Creating an Admin Package on page 3-27 and Receiving an Admin Package on page 3-28 for instructions.

**Receiving Transition Binder Packages**

Transition binder packages are created when binders are being moved from a central file room on one office server to another office server that is not connected to the network.

To receive a transition binder package, do the following:

1. Log in to the office server that is going to receive the Transition Binder Packages.
3. On the Receive Transition Binder Package dialog, select the folder containing the package(s).
4. Select the AZB transition binder package file and click OK. The binders display in the central file room of the secondary office server.

   To remove the in-transition binder from the Central file Room on the main office server, an administrator on the secondary office server must create an Admin Package to be received by an administrator on the main office server.

**Deleting a Binder**

**Important:** If you delete a binder, you **permanently** remove the binder and all its contents.

To delete a binder, do the following:

1. Click the binder you want to delete.
2. Select Edit/Delete, click the Delete button, or right-click the binder and select Delete Binder from the pop-up menu.
3. A message box prompts you to confirm the delete. To delete the binder, click Yes. To cancel the deletion, click No.
Using the ProSystem fx Practice Interface

ProSystem fx Engagement Administrator now interfaces with ProSystem fx Practice version 7.0 or higher, allowing access to valuable features in Practice. These include the following:

- Inquiry Module, which allows you to quickly look up or edit client information.
- The ability to link projects and clients so that edits made in ProSystem fx Engagement are automatically updated in ProSystem fx Practice.

Linking and Editing Projects

A binder in ProSystem fx Engagement correlates to a project in ProSystem fx Practice. You cannot tell by looking at binders whether they are already linked or not. However, the system automatically produces the correct dialog. If you need to link, the Select Project to Link dialog displays. If the project is already linked, the Edit Project dialog displays.

To link a project, do the following:

1. Highlight the binder.
2. Select File Rooms/Pfx Practice Interface/Edit Linked Project, or right-click the highlighted binder and select Edit Linked Project from the pop-up menu. If the project is not yet linked, the Select Project to Link dialog displays so that you can link the project. (If ProSystem fx Practice is not already running, you must log in first, then the Select Project to Link dialog displays.)
3. Specify the ProSystem fx Practice Client and Engagement ID. The display area displays the ProSystem fx Practice projects that are associated with that client.
4. If you do not see the project you want, check the Include projects already linked box.
5. Highlight the project to which you want to link.
6. Click Link.

To edit linked projects, do the following:

1. Highlight the binder and right-click to open the pop-up menu.
2. Select Edit Linked Project. If the project is already linked, the ProSystem fx Practice Edit Project dialog displays. (If ProSystem fx Practice is not already running, you must log in first, then the Edit Project dialog displays.)
3. Edit as directed by ProSystem fx Practice Help.
Linking and Editing Clients

You can link a ProSystem fx Engagement client to the same client in ProSystem fx Practice. You cannot tell by looking at ProSystem fx Engagement clients whether they are already linked or not. However, the system automatically produces the correct dialog. If you need to link, the Select Client to Link dialog displays. If the client is already linked, the Client Properties dialog displays.

To link a client, do the following:

1. Highlight the client.
2. Select File Rooms/Pfx Practice Interface/Edit Linked Client or right-click the highlighted client and select Edit Linked Client from the pop-up menu. If the client is not yet linked, the Select Client to Link dialog displays so that you can link the client. (If ProSystem fx Practice is not already running, you must log in first, then the Select Client to Link dialog displays.)
3. Specify the ProSystem fx Practice Client and Engagement ID. (Only unlinked ProSystem fx Practice clients are available for selection.)
4. Click Link.

To edit linked clients, do the following:

1. Highlight the client.
2. Select File Rooms/Pfx Practice Interface/Edit Linked Client or right-click the highlighted client and select Edit Linked Client from the pop-up menu. If the client is already linked, the ProSystem fx Practice Client Properties dialog box displays. (If ProSystem fx Practice is not already running, you must log in first, then the Client Properties dialog displays.)
3. Edit as directed by ProSystem fx Practice Help.

Accessing the ProSystem fx Practice Inquiry Module

You can use the Inquiry Module from ProSystem fx Practice to look up information about your clients that are linked to ProSystem fx Practice, just as you have been doing in ProSystem fx Practice.

To access the Inquiry Module, do the following:

1. From the Engagement Administrator main menu, select File Rooms/Pfx Practice Interface/Client Inquiry. The Inquiry Module displays. If the Inquiry Module is not already running, you must log in first, then the Inquiry Module displays.
   - If a linked client is selected, the Inquiry Module defaults to the linked client in ProSystem fx Practice.
   - If an unlinked client is selected, or if a non-client object is selected, the Inquiry Module displays without a pre-selected client.
2. For further instructions, open the ProSystem fx Practice Help and locate the Inquiry book in the table of contents.
Managing Bins

Engagement has an efficient database structure, in which each database is divided into bins and a binder’s database information can be stored in any bin. Once the space in a bin is maximized, a new bin is created, and the database information for new binders is placed in the new bin. Administrators can also create additional bins and set them up to be used in other ways, such as organizing the binders’ database information.

The Bin Manager Utility allows administrators to view and manage bins. Bins can be viewed in a list or in a graphical view, which provides color coded bar charts that notify the administrator when a binder is approaching capacity. Using the Bin Manager Utility, administrators manage bins in the following ways:

- Create bins
- Name bins
- Delete bins
- Designate one bin as the primary bin (where new binders are assigned)
- Move binders from bin to bin
- Specify the default path for creating new bins
- Specify the start time for database maintenance tasks

Launching the Bin Manager Utility

To launch the Bin Manager Utility, you must know which computer you want to log in to.

1. From the Engagement Administrator main menu, select Tools/Manage Bins. The Bin Manager Login dialog displays.

2. Select whether you want to manage bins containing trial balances, binders, or Knowledge Coach content.

   **Note:** Trial Balance and Knowledge Coach appear only if your firm has licenses for these products.

3. Choose the location to log in to.

   - **Currently logged in office server** is pre-selected unless you are logged in to the main office server and a secondary office server is selected in the Administrator frame.

   - **Another office server** is pre-selected when you are logged in to the main office server and a secondary office server is selected in the Administrator frame.
Terminal services database should be chosen if you need to manage bins for an office server located in a terminal services environment.

Note: If you are logged in to a secondary office server, you cannot manage the bins on another office server.

3. Specify the path where the login computer can be found, in the Select the computer to log in to field.

   ▪ If you choose Currently logged in office server, the path defaults to that of the current office server and is not editable.
   ▪ If you choose Another office server, with a secondary office server selected in the Administrator frame, the path defaults to that of the secondary office server and is editable. If no secondary office server was selected in the Administrator frame, the field remains blank.
   ▪ If you choose Terminal services database, the field remains blank.

4. If the field is editable and you want to change the path, type in the field, or click Browse to open the Browse for computer dialog and to navigate to a remote computer.

5. Click OK to exit the dialog and log in to the specified computer.

Bin Manager Utility Main Window

The main window of the Bin Manager Utility is divided into a left frame and a right frame. The left frame displays the office server and the bins within that office server. The right frame can display either a list view or a graphical view.

List View

The list view is the default view. The list view is a table listing all the current bins attached to this office server. You can double-click a bin to show the binders within the bin in the frame on the right.

The right pane of the list view provides the following information when an office server is selected:

   ▪ Name. The name of the bin.
   ▪ Primary. Whether each bin is the primary bin (Yes or No). Only one bin can be designated as the primary bin.
   ▪ Capacity. Whether the bin capacity is at the Full level (more than 2.5 GB for a primary bin or more than 3.75 GB for a non-primary bin) or Within Limit (less than 2.5 GB for a primary bin or less than 3.75 GB for a non-primary bin).
   ▪ Space Used (MB). The exact space used for the bin, in megabytes.
   ▪ Binders. The total number of binders contained within this bin.
   ▪ Database Name. The name of the database that contains the bins.
   ▪ Location. The path to the location of each bin.
The right pane displays the following information when a bin is selected:

- **Trial Balance Name.** The name of the trial balance. Displays only for Trial Balance bins.
- **Trial Balance Index.** The trial balance index number. Displays only for Trial Balance bins.
- **Binder Name.** The name of the binder.
- **Binder ID.** The binder’s index number.
- **Profile.** The staff profile the binder belongs to. Displays only for binders in terminal services databases.
- **Status.** Whether the binder is in process, in transition, or finalized.
- **Type.** The type of binder.
- **Year End.** The year end as designated in the binder properties.
- **Period End.** The period end as designated in the binder properties.
- **Client ID.** The ID of the client the binder is assigned to.
- **Client Name.** The name of the client the binder is assigned to.

### Graphical View

To open the graphical view from the Bin Manager Utility, select View/Graphical View from the main menu. To return to list view from graphical view, select View/List View. The graphical view is a color-coded bar chart that notifies you when bins are reaching capacity.

- For a primary bin, capacity is 2.5 GB. During daily scheduled tasks, the system automatically creates a new primary bin if the existing one has reached the 2.5 GB capacity.
- For a non-primary bin, the warning level capacity is 3.75 GB. However, the bin is not maximized until it reaches 4.0 GB. A red warning zone indicates when the non-primary bin is in this zone. Binders cannot be synchronized to this bin.

### Creating a Bin

In most cases, it is not necessary to create a new primary bin in the Bin Manager Utility. The daily scheduled task that calculates the space used by each bin automatically creates a new primary bin when the existing primary bin reaches 2.5 GB of space used. However, you can create a new bin manually whenever you want a new primary bin or when you want to organize binders by bin.

When new bins are created, the default bin size is 4 MB for binders, 6 MB for trial balances, and 2 MB for Knowledge Coach content.

1. In Administrator, select Tools/Manage Bins. The Bin Manager Login dialog displays.
2. Select the type of bin you want to create.
3. Select the location to log in to.
4. Click OK. The Bin Manager Utility displays.
5. Highlight the name of the bin in the left pane of the Bin Manager Utility.
6. Select Bins/Create Bin from the Bin Manager main menu. The Create Bin dialog displays.

7. In the Bin name field, type a unique name for the new bin.

8. In the Bin database path field, type the path to the location where the bin should be created or click Browse to open the Browse dialog and navigate to the location.

9. If the new bin is to be a primary bin for assigning new binders, check the Primary bin box.

10. Click OK to exit the dialog and create the new bin.

Deleting a Bin

A bin can be deleted only under the following conditions:

- The bin is not designated as the primary bin.
- The bin is empty.
- A connection can be made with the office server/terminal services database.

To delete a bin, do the following:

1. In the Bin Manager Utility, highlight the office server and the bin that you want to delete.

2. From the Bin Manager Utility main menu, select Bins/Delete Bin. A warning message asks you if you are sure you want to delete the bin.

3. Click Yes. The bin is deleted.

Scheduling Daily Tasks

The daily tasks consist of both calculating the disk space used for each bin and updating the bin statistics. You must tell the system when you want these tasks to be performed. It is recommended that you run these tasks during the night when normal ProSystem fx Engagement processing is not occurring.

1. From the Bin Manager Utility main menu, select Bins/Global Settings. The Global Bin Settings dialog displays.

2. Specify the Start time by clicking the spinner arrows to move to the time you want or type the time in the field.

3. Click OK to finalize the schedule and exit the Global Bin Settings dialog.

Updating Bin Statistics Manually

You do not have to wait for the daily scheduled tasks to be executed to update bin statistics. If ProSystem fx Engagement users are experiencing performance issues, you may want to manually initiate a bin statistics update. However, the process may take longer during the daytime when other processes are also functioning.

1. In the Bin Manager Utility, highlight the office server whose bin statistics you want to update.

2. From the Bin Manager Utility main menu, select Bins/Update All Bin Statistics. As the bin statistics are updated, an hourglass displays. This may take a few minutes.

3. When the bin statistics are updated, a message displays. Click OK.
Moving Binders

You can move binder database information from one bin to another. You can move binders singly or in multiples by selecting one or more binders at a time. One purpose for moving binders is to keep the capacity of bins less than the warning level of 3.0 GB.

A binder can be moved only under the following conditions:
- The target bin must be different than the source bin.
- Capacity of the target bin must be less than the warning level of 3.0 GB.
- A connection can be made with the office server/terminal services database.

To move binders, do the following:
1. In the Bin Manager Utility, highlight the office server and the bin that contain the binder(s) you want to move.
2. Select the binder(s) to be moved by using the \texttt{c167} or \texttt{b} keys.
3. Either drag the binders to the target bin or use the Cut and Paste functions to move the binders. A warning message asks you if you are sure you want to move the binder(s).
4. Click Yes. The \textit{Move Binder Job Queue} dialog opens, displaying the status of each binder as it is moved.

Viewing Binder Properties

Administrators occasionally need to view the statistical properties of binders assigned to a bin. Archived binders are not included in the bins.

To view binder properties, do the following:
1. In the Bin Manager Utility, highlight the office server and the bin that contain the binder whose statistical properties you want to view.
2. Highlight the binder whose statistical properties you want to view.
3. From the Bin Manager Utility main menu, select File/Properties. The read-only Binder Properties window displays the following information about the binder:
   - Name. Displays the name of the binder.
   - ID. Displays the ID of the binder.
   - Status. Displays the status of binder:
     - Finalized. Binder’s engagement is complete and the binder successfully finalized.
     - In Transition. Binder is being moved to another office server or central file room.
     - In Process. Binder’s engagement is in process.
     - <Custom>. A custom binder status that has been created in Administrator.
   - Type. Displays the type of engagement.
   - Workpapers. Tallies the total number of workpapers within this binder.
   - Notes. Tallies the total number of notes within this binder.
   - History Records. Tallies the total number of history records within this binder.
4. When you are finished viewing the statistical properties of the binder, click **Close** to exit the Binder Properties window.

**Viewing and Interpreting the Bin Diagnostic Report**

If there is a diagnostic result to report, the Bin Diagnostic Report automatically displays when you log in to the Engagement Administrator. A result means one of the following conditions exists:

- A new primary bin was automatically created when the former primary bin reached 2.5 GB.
- A non-primary bin has reached the warning level of 3.0 GB, meaning that new binders can no longer be synchronized to this bin.
- It has been over 24 hours since performance of the daily scheduled tasks (i.e., either calculating the disk space used for each bin or updating the bin statistics).

The Bin Diagnostic Report is especially helpful because, in addition to reporting diagnostic facts, it also explains exactly what action should be taken for each scenario.

**Note:** The Bin Diagnostic Report does not display upon log in to a terminal services database (a Citrix local file room).

The following items display on the Bin Diagnostic Report:

- **Bin Diagnostic Report.** Displays the office server, office server name, and computer name being reported.
- **Bin Created for New Binders.** Displays the name and path of the new primary bin, if one was created.
- **At Warning Capacity Level.** Displays the bin name and path of bins that have exceeded the warning capacity of 3.0 GB.
- **Failed Disk Space Usage Check.** In the event that the scheduled task to calculate disk space failed, displays the date and time of the attempt. If a failure occurred, a message advises what corrective action you should take.
- **Status of Scheduled Bin Disk Space Usage Check.** In the event that the scheduled task to calculate disk space failed, displays the status of the schedule for calculating disk space. For example, the scheduled task to calculate bin disk space may have been disabled or deleted or, even though the daily task was properly scheduled, the calculation of disk space did not run as scheduled. A message advises what corrective action you should take for each scenario.
- **Failed Updated Bin Statistics Report.** In the event that the scheduled task to update the bin statistics failed, displays the date and time of the attempt. If a failure occurred, a message advises what corrective action you should take.
- **Status of Scheduled Update Bin Statistics Check.** In the event that the scheduled task to update the bin statistics failed, displays the status of the schedule for updating bin statistics. For example, the scheduled task to update the bin statistics may have been disabled or deleted, or even though the daily task was properly scheduled, the updating of bin statistics did not run as scheduled. A message advises what corrective action you should take for each scenario.
Managing the Tip of the Day

The Tip of the Day feature displays the Tip of the Day in Engagement Today, Binder Snapshot, and Trial Balance Snapshot in Workpaper Management. You can customize the Tip of the Day items to show tips that are specific to your firm’s operations in each of the categories listed above. Using your administrator login, you can add, edit, or delete tips for Tip of the Day in the main office server. The updated Tip of the Day items synchronize to secondary office servers and users’ local machines.

To create, edit, or delete a Tip of the Day, do the following:

1. Select **Tools/Tip of the Day** in the Administrator module on the main office server. The **Tip of the Day** dialog displays.

2. Select one of the following Tip of the Day categories to edit. The default selection is **Engagement Today**.
   - **Engagement Today**
   - **Binder Snapshot**
   - **Trial Balance Snapshot**

3. Select one of the following:
   - **New**. Click **New** to open the **New Tip of the Day** dialog. Enter the title in the **Title** field and then enter the body of the tip in the **Description** field.
   - **Edit**. Highlight a Tip of the Day item and click **Edit**. On the **Edit Tip of the Day** dialog you can edit the tip title and or description.
   - **Delete**. Highlight a Tip of the Day and click **Delete**. Engagement prompts you for confirmation and then deletes the tip.

The updated Tip of the Day items carry to secondary office servers and users’ local machines after the next synchronization.
Workpaper Management

Overview

This chapter shows you how to configure ProSystem fx Engagement Workpaper Management and describes tasks that you should perform on a periodic basis.

Before you begin, refer to Chapter 2, Installation, for system requirements and other related information you need to set up ProSystem fx Engagement.

When you start ProSystem fx Engagement, select a login option that indicates whether or not you are connected to your server(s). Depending on your selection of Field, Office, or Shared File Room, different items display in your local file room to allow you to collaborate with other team members.

Starting ProSystem fx Engagement

The initial login screen prompts you to define your home office server, which provides Engagement license and staff rights information. You are also prompted to create a Location Profile for your computer.

Logging In To Engagement

Only staff who are set up in the Administrator module can log in to ProSystem fx Engagement.

1. Double-click the ProSystem fx Engagement icon on your desktop, or go to Start/All Programs/ProSystem fx Engagement/ProSystem fx Engagement.

   The ProSystem fx Engagement Login dialog displays.

2. Enter a valid user name. This is the user name that was set up in the ProSystem fx Engagement Administrator module.

3. Enter the corresponding password that was set up in Administrator.
4. In the Select location field, select one of the following options:
   - Field. If you are in the field and connected to other computers with a peer-to-peer network, this connection allows you to synchronize directly with other team members. You can also use this option when you do not want to connect with a network or another staff member.
   - Office. If you are connected to the network in the office, this option allows you to synchronize with the central file rooms set up in Administrator.
   - Shared File Room. If shared file rooms are enabled in Administrator, this connection allows you to connect directly to another user’s local file room. See Using a Shared Local File Room on page 6-38 for more information.

5. Click OK.

6. If you are logging in for the first time, you are prompted by the Choose Office Server dialog to define an office server. Do the following:
   a. To select an office server to obtain licensing and staff rights information, enter a computer name in the Computer Name field or click Browse to select a server.

   ![Choose Office Server dialog]

   **Note:** You cannot use an IP address for the computer name.

   If you select Browse, the Browse for Computer dialog displays.

   ![Browse for Computer dialog]
Enter a valid office server computer name in the Computer Name field, or select an office server from the list of available servers.

If a recently installed server is not available for selection, you may need to select Refresh to update the list of servers. Click OK to close the Browse for Computer dialog.

b. If you leave the Home office server box checked, the computer name is saved as the home office server in the staff properties in the Admin module.

If you clear the check box, you must select a home office server again the next time you log in.

c. A message box displays asking if you would like to create a profile.
   - If you click Yes, the system prompts you to make this computer your default profile. Click Yes to save the setting as the default location in the staff properties in the Admin module.
   - If you click No, the message closes without creating a profile.

   **Note:** Staff members who share a computer are prompted to create individual Engagement profiles on the computer.

d. You are asked if you would like to create a sample binder at this time. Select Yes to receive a binder package with the sample client binder and to have the binder set up for you. Select No to cancel the sample binder installation.

7. If you are logging in to a shared local file room, the Select Shared Profile dialog displays. Do the following:

   a. The Computer name field displays the computer that was previously selected, if any. If no computer has been selected during a previous login, or if you need to connect to a different computer, click Browse and select the appropriate computer.

   b. Select the appropriate staff name from the Staff name drop-down list.

   c. Click OK.

8. If you are assigned to a binder with a document completion date that has passed or is approaching, the Binders with Doc Completion Dates Approaching or Past Due warning displays. This window provides information about each binder that is approaching or past its completion date. One of the following icons appears beside the binder name:

   - **Document Completion Date Approaching.** This icon displays if the completion date is within the time period specified in Firm Options.

   - **Document Completion Date Past Due.** This icon displays if the completion date has already passed.

Click Export to Excel to open an Excel spreadsheet with the report data. Click Close to exit the window and continue to ProSystem fx Engagement.

For more information about document completion dates, see Viewing and Editing Binder Properties starting on page 6-15.
9. The Engagement module launches to display the **File Room**. The items that display depend on the location you selected during login.

- **Office.** If you selected Office, your local file room and all the central file rooms set up in ProSystem fx Engagement Administrator display. In Office, you can synchronize to the central file rooms.

- **Field.** If you selected Field, your local file room and all staff members created in Administrator display. You can synchronize directly with other team members to whom you are connected in a peer-to-peer network.

- **Shared File Room.** If you selected Shared File Room, the Host’s local file room displays. You can open any binder and work directly with any workpaper the Host has Current Editor rights for.

See Chapter 6, *Creating and Using Binders*, for procedures on synchronizing Engagement binders to central file rooms or directly to other staff members in a peer-to-peer environment.

### Configuring ProSystem fx Engagement

Once you have logged in to ProSystem fx Engagement, you can customize several options in the program before you begin to work.

#### Individual Engagement Profiles

Engagement creates a profile for each user who logs in to a computer. This allows more than one user to use a single computer and maintain separate local file rooms (LFRs).

Each profile has its own binder record for each binder in the LFR. Only binder staff and binder prior period records are shared across profiles. For example, User A and User B each has a profile on the same computer, and both users have synchronized the same binder to their LFRs. If user A changes a binder staff assignment or prior period information, user B sees the changes without having to synchronize the binder. This automatic update of binder staff assignments and prior period information only occurs when both users have the binder in their LFRs and are using the same computer. It does not automatically update on other computers that have a copy of the binder in a LFR.
Changing and Viewing User Profile Information

Staff members are added in ProSystem fx Engagement Administrator. When logged in to the Office in ProSystem fx Engagement, you can change a user’s password, default location, home office server, Tax Research NetWork user ID and password, and Accounting Research Manager user ID and password. The other user profile information can be viewed, but not edited.

To create a new password, do the following:


![Staff Properties dialog]

2. Enter the new password in the Password field. You may use up to 16 characters.

3. Confirm the new password by entering it again.

4. Click OK to save the new password.

Removing a User Profile

To delete profiles from a computer, you must exit Engagement and go to the Utilities located within the Pfx Engagement Start menu folder.

To remove a profile on a computer with ProSystem fx Engagement installed, do the following:

1. Exit ProSystem fx Engagement.

2. From the Windows Start menu, select All Programs\ProSystem fx Engagement\Utilities\ProSystem fx Engagement Profile Manager. The Profile Manager dialog displays.

3. Highlight the profile you want to remove and click Remove. A message informs you that deleting the profile deletes the user’s local file room data on this computer.

4. Click Yes to continue. Click No to cancel the process.

5. Either enter the password associated with the login name of the profile to be removed, or, if you are an administrator, enter the login name and password.

6. Click OK to remove the profile and its local file room data from the computer.
Setting ProSystem fx Engagement Options

The tabs on the ProSystem fx Engagement Options dialog customize certain program features, establish default paths for templates, data, and CCH and McGladrey & Pullen data locations, and set or change firm properties.

Changing General Options

To change the ProSystem fx Engagement options, do the following:

1. Select Tools/Options to open the Engagement Options dialog.

2. Make any necessary changes to the following options on the General tab:
   - **General.** Check the applicable boxes to enable the options listed below. Clear the check mark to disable the option.
     - **Auto express synchronize binder on open.** After you have initially run the Synchronize Binder Wizard for a binder, this option automatically synchronizes changes from the local file room and central file room when you open a binder without having to run the Synchronize Binder Wizard again.
     - **Auto express synchronize binder on close.** After you have initially run the Synchronize Binder Wizard for a binder, this option automatically synchronizes changes from the local file room and central file room when you close a binder without having to run the Synchronize Binder Wizard again.
     - **Auto refresh workpapers and trial balances.** Automatically refreshes open Excel workpapers when changes are made to the trial balance. This also refreshes the open trial balance if a change is made to a trial balance function from within an open Excel workpaper (e.g., a journal entry is created when viewing the Accounts Payable TB report). Open Word workpapers must be manually refreshed when any changes are made to the trial balance.
— **Auto refresh workpapers and trial balances before printing.** Automatically refreshes workpapers and trial balances before they are printed so all changes are incorporated.

— **Auto open last used binder.** Automatically opens the last binder used in Engagement before Engagement was exited.

— **Double-click opens workpaper outside.** When a workpaper is double-clicked, it opens in the file type’s default application. If this option is disabled, double-clicking a workpaper opens it in a Workpaper Management window. Note that this does not apply to trial balances, which always open outside.

— **Restore window positions.** Opens windows to the size they were when ProSystem fx Engagement was exited.

— **Launch separate instances of Excel (Dual monitors).** Allows you to open multiple Excel workpapers for viewing in two monitors.

— **Launch separate instances of Adobe Acrobat (Dual monitors).** Allows you to open multiple PDF workpapers for viewing in two monitors.

**Display.** Select the items you want to display by default.

— **Engagement Today as default view in File Room.** Displays the Engagement Today window rather than the File Room window when you open Workpaper Management. The Engagement Today window lets you see your binders in three different panes: most recently worked on, lead partner assignment, and engagement type. A fourth pane lists binders by other criteria, such as past due status and binders with new notes addressed to the current user or the entire team, etc.

— **Binder Snapshot on binder open.** Displays a snapshot of the last binder you worked on when you open a binder. The binder snapshot is divided into four panes that show workpapers assigned to you, workpaper counts, workpaper notes, and sign off status.

— **TB Snapshot on binder open.** Displays a snapshot of the trial balances in the binder most recently used when you open a binder. The Trial Balance Snapshot window includes a list of trial balances and the selected trial balance’s QuickView and diagnostics. You can open a trial balance from the snapshot.

Check the following options to open the *Welcome* dialog when starting the wizards specified below:

— New Binder Wizard
— Roll Forward Wizard
— Synchronize Binder Wizard
— Finalize Binder Wizard

**Prompt when/for.** If you check the following options, the system prompts you for confirmation before completing the specified action:

— Notification of data changes from related workpaper
— Insert Knowledge Tools workpaper
— Document completion date warning
— Moving items to the Trash
— Deleting items from the Trash
— Restoring items from the Trash
— Posting out-of-balance journal entry
— Locking workpapers upon Reviewer sign off
— Freezing Engagement links upon Reviewer sign off
— Workpaper will be saved when links are frozen or unfrozen
— Dynalink configuration confirmation
— Workpaper is read only
— Workpaper cannot be refreshed
— Auto refresh before printing is not selected
— TB Link formula contains over 540 characters
— Link binder to Pfx Practice project after creation

Notes:

■ Insert Knowledge Tools workpaper displays only if you have ProSystem fx Knowledge Tools installed.
■ Notification of data changes from related workpaper displays only if you have ProSystem fx Knowledge Coach installed.

3. When you are finished, click OK. You can edit options at any time.

Changing Default Paths for Templates

Within the ProSystem fx Engagement Options dialog, use the Templates tab to set default paths for Engagement templates.

To set the default paths for ProSystem fx Engagement templates, do the following:

1. Select Tools/Options.
2. Select the Templates tab.
3. The following options are available in the *Templates* tab:

- **Binder Templates.** Indicates where your binder templates are located. The default path is `C:\Pfx Engagement\WM\Binder Templates`, where C is the installation drive.

- **Trial Balance Templates.** Indicates where your trial balance templates are located. The default path is `C:\Pfx Engagement\WM\Trial Balance Templates`, where C is the installation drive.

- **Workpaper Templates.** Indicates where your workpaper templates are stored. The default path is `C:\Pfx Engagement\WM\Workpaper Templates`, where C is the installation drive.

- **Account Grouping Templates.** Indicates where your account grouping templates are stored. The default path is `C:\Pfx Engagement\WM\Account Grouping Templates`, where C is the installation drive.

  **Tip:** If you are in a network environment, you can share templates by configuring all team members’ paths to point to the same network directory.

4. To change a default, click **Browse** next to its directory and select the appropriate folder on the *Select Folder* dialog. When you are finished, click **OK** to apply the new settings.

5. You are returned to the *ProSystem fx Engagement Options* dialog. When you have finished changing the directories, click **OK**.

### Changing Default Paths for Data

1. Select **Tools/Options**.

2. Select the **Data** tab.
3. The following options are available on the *Data* tab:

- **Profile name.** Displays current user’s profile name and the computer where the profile exists.

- **Local file room location.** Displays the location of the local data on your computer (client folders, binders, and workpapers). This directory cannot be changed, as you need the data on your local system. The default path is C:\Pfx Engagement\WM\Workpapers\Staff Guid.

  **Note:** Please contact technical support for assistance if you want to change the local file room location.

- **Home office server.** Displays the name of the office server where administrative data for the current user (licensing, rights, staff groups, etc.) are stored.

- **Print groups location.** Displays the location of the pre-defined system print groups and any print groups you create. You may share these print groups with other staff members. The default path is C:\Pfx Engagement\WM\Print Groups, where C is the installation drive.

- **Tickmarks location.** Displays the location where tickmark definitions are stored. The default path is C:\Pfx Engagement\WM\Tickmark, where C is the installation drive.

- **Create binder package location.** Displays the drive and directory where binder packages created for disabled central file rooms and remote local file rooms are stored. The default path is C:\Pfx Engagement\WM\Binder Packages, where C is the installation drive.

- **Backup binder and restore binder location.** Displays the location where binder backups are stored. The default path is C:\Pfx Engagement\WM\Binder Backups, where C is the installation drive.

- **Scheduled task document completion date report location.** This is the location where document completion date reports are stored when run as a scheduled task. The default is \\<servername>\Admin Share, where <servername> is the server where ProSystem fx Engagement Administrator is installed.

4. To change a default, click **Browse** next to the path you are changing and select the new folder. When you are finished, click **OK** to apply the new settings.

5. When you are finished making changes, click **OK**. You can edit options at any time.
Changing Default Paths for Practice Aids

To set the default paths for CCH Workpaper Templates, CCH Footnotes, McGladrey & Pullen Work Programs, and Knowledge Tools Workpaper Templates, follow these steps:

1. Select Tools/Options.

2. Click the Practice Aids tab.

3. The following options are available on the Practice Aids tab:
   - **CCH Workpaper Templates Path.** When you purchase any CCH (formerly Miller) Integrated Engagement Guides that are part of the Engagement workpaper management system, the templates are stored here. The default path is C:\Pfx Engagement\WM\CCH Workpaper Templates, where C is the installation drive.
   - **CCH Footnotes Path.** When you purchase the CCH GAAP Financial Statement Disclosures Manual that includes footnotes, the workpaper templates are stored here. The default path is C:\Pfx Engagement\WM\CCH Footnotes, where C is the installation drive.
   - **McGladrey & Pullen Work Programs Path.** When you purchase any of the McGladrey & Pullen Integrated Work Programs, the workpaper templates are stored here. The default path is C:\Pfx Engagement\WM\McGladrey and Pullen Work Programs, where C is the installation drive.
   - **Knowledge Tools Workpaper Template Path.** When you purchase Knowledge Tools Workpaper Templates, those templates are stored here. The default path is C:\Pfx Engagement\WM\Knowledge Tools Templates, where C is the installation drive.

4. To change the default, click Browse next to the directory you are changing.

5. On the Select Folder dialog, select the appropriate folder. When you are finished, click OK to apply the new settings. You are then returned to the ProSystem fx Engagement Options dialog.

6. When you are finished making changes, click OK. You can edit options at any time.
Entering and Changing Firm Properties

To enter or change Firm Properties, do the following:

1. Select **Tools/Options**.

2. Select the **Firm Properties** tab.

If firm information was entered in the Administrator module, it displays in this dialog. You can make changes to information in this dialog, and the edits will not affect the information in the Engagement Administrator module.

If, after editing Firm Properties, you want to restore the original information from the Administrator module, click **Reset**.

3. When you are finished entering information, click **OK**.

The information entered here is available for linking to your Word and Excel workpapers. See Chapter 9, *Using Excel*, and Chapter 10, *Using Word*, for further information on linking these fields.

**Note:** Any changes made on this dialog are not transferred to the Administrator module or to other staff profiles. The changes remain local.

Backing Up ProSystem fx Engagement Binders

We recommend that you back up your ProSystem fx Engagement binders frequently. Backing up binders allows you to do the following:

- Preserve previous versions of binders so that you can restore them in case of a problem or an error.
- Copy an entire set of ProSystem fx Engagement databases so that you can restore them on another system.

You can use your backup software to back up the binders in your data folder. The default location is C:\Pfx Engagement\WM\Binder Backup, where C is the installation drive. You may also manually copy this folder to another location for a backup.

**Note:** See Chapter 6, *Creating and Using Binders*, for procedures on backing up individual engagement binders.
Using the File Room

Overview

The ProSystem fx Engagement File Room is similar to your paper-based file room. It provides a means to organize client folders and their engagement binders. It allows you to switch between the Local File Room Client Index and Engagement Today views.

This chapter shows you how to set up and use the File Room and how to set up clients.

Using the File Room

The Client Index view allows you to organize client folders and their engagement binders in your local file room and remote rooms. See Using the Client Index View on page 5-2 for more details.

An alternate view to the Client Index view is the Engagement Today view, which is a powerful diagnostic tool you can use to sort and summarize key local file room binder information. The Engagement Today view may be accessed using one of the following options:

- Select View/Go To/Engagement Today.
- Click the Engagement Today toolbar icon.

See Using the Engagement Today View on page 5-5 for more details.

Note: If staff members must share a computer, each staff member must have a separate Engagement profile on the computer. Computer profiles are created when you use the Office login location, or when you use the Field login location if a Local Administrator has been established. If you log in to a computer on which you have not set up a profile, a message box informs you that you do not have an Engagement Profile on the computer and asks if you would like to create one. Select Yes to create the Engagement profile.

Using the Client Index View

The Client Index view is organized like Windows Explorer, with expanding and collapsing client folders in the left pane of the window and the contents of the selected file room or client folder in the right pane. The Client Index view comprises the local file room, central file rooms, remote staff file rooms, client folders, and binders.
Binder Icons

The following icons are used to represent binders. Each icon represents a binder that meets certain criteria.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td><strong>Standard Binder.</strong> The user is not the Current Editor of any workpapers in the binder, and the document completion date is not approaching or past due.</td>
</tr>
<tr>
<td>![Icon]</td>
<td><strong>Current Editor.</strong> The user is the Current Editor of at least one workpaper in the binder, and the document completion date is not approaching or past due.</td>
</tr>
<tr>
<td>![Icon]</td>
<td><strong>Document Completion Date Approaching.</strong> The user is not the Current Editor of any workpapers in the binder, and the document completion date is within the specified number of days (i.e., 45 or 60 days) from the current date.</td>
</tr>
<tr>
<td>![Icon]</td>
<td><strong>Document Completion Date Approaching and Current Editor.</strong> The user is the Current Editor of at least one workpaper in the binder, and the document completion date is within the specified number of days (i.e., 45 or 60 days) from the current date.</td>
</tr>
<tr>
<td>![Icon]</td>
<td><strong>Document Completion Date Past Due.</strong> The user is not the Current Editor of any workpapers in the binder, and the document completion date set for the binder is past due, so all changes made to the binder must be documented.</td>
</tr>
<tr>
<td>![Icon]</td>
<td><strong>Document Completion Date Past Due and Current Editor.</strong> The user is the Current Editor of at least one workpaper in the binder, and the document completion date set for the binder is past due, so all changes made to the binder must be documented.</td>
</tr>
</tbody>
</table>

Client Index View Panes

There are three panes in the Client Index view.

- **Client Index pane.** The upper left side of the window displays the file room and client folders in your local file room.

- **Remote File Room pane.** The bottom left pane has up to three tabs, depending on the type of login connection. The pane displays the following tabs:
  - **CFR.** This tab displays a list of central file room (CFR) connections and can display a list of binders for each CFR that can be selected for synchronization to your local file room when you log in from the office.
  - **Staff.** This tab displays a list of all active staff members. When you connect to a remote staff member’s file room, you can view all clients and binders in that file room.
  - **Buddy List.** This tab displays a custom list of staff members you select to expedite field synchronization.

- **Content pane.** Depending on what is selected on the left side, the right side of the window displays either the client folders in the local file room, the client folders in the Central or Remote File Room, or the binders in the client folders to which you have access.
Switching Between Panes

Press to move between the panes in the Client Index window. If you selected an item in a previous pane, it is highlighted when you switch back to that pane.

Refreshing the Window

Changes you make should be reflected in the Client Index window as you make them. If you do not see changes that you have made, you can refresh the current/active window by selecting View/Refresh or clicking the Refresh toolbar button.

Sorting with Client Groups

The Client Groups drop-down list on the toolbar allows you to organize processing for your firm by sorting clients using client groups. Clients can be assigned to client groups that are created within the Administrator module on the main office server. See Creating a New Client Group on page 3-45 and Assigning Clients to Client Groups on page 3-46 for detailed information.

Sorting Client Index Contents

You can sort the information in the Contents pane by any of the columns in ascending or descending order.

If you are viewing client folders, you can sort them by the following criteria:

- Name
- ID
- Entity Type
- Industry type

If you are viewing binders, you can sort them by the following criteria:

- Name
- ID
- Type
- Status
- Lead Partner
- Year End
- Period End
- Due Date
- Document Completion Date
- Finalized by
- Finalized Date
- Retention Period End Date

To use the sort option, do the following:

1. Click the local file room or client folder. For Central or Remote File Rooms, double-click the CFR or staff name.

2. Select View/Sort By. A menu displays listing the columns you can sort by. The list changes depending on the items you are viewing. A check displays next to the current sort.

3. In the Contents pane, click the gray column bar to sort by that column. Click the gray column bar again to toggle between ascending and descending order.
Finding Clients and Binders

You can use the Find command to search for client folders and binders in the File Room window. You can then open the client or binder from the Find dialog.

Note: The Find command works differently in a Binder window than it does in the File Room window. When a Binder window is active, the Find command searches for workpapers in the binder. See Chapter 8, Managing Workpapers, for an explanation. If the Find command does not work as demonstrated in the following section, make sure you are in the File Room window and not the Binder window.

To perform a search in the local file room, do the following:

1. Open the Find dialog by doing one of the following:
   - Select Edit/Find.
   - Right-click the local file room and select Find from the pop-up menu.
   - Press \text{CTRL} + F.

2. In the Name field, type the name of the client or binder. You can type a complete or partial name. The program matches all the items with names that contain the text you type. For example, if you type “eng” in the Name field, the program could find all of the following:
   - Engagement.
   - Pacific Engineering.
   - Avenger Products

   Note: The search is not case sensitive.

3. In the Type section, select the type of items you are searching for. If you select Find Binders for Client, select the client folder where you want to search.

4. Click Find Now. The search results are displayed in the lower half of the dialog.

5. To select the client folder you were looking for in the local file room window, or to open the binder you were looking for, double-click the client folder or binder.

Managing the Buddy List

The Buddy List tab in the Remote pane allows you to maintain a custom list of staff members to quickly initiate field synchronization in the local file room.

1. To open the Manage Buddy List dialog, use one of the following options:
   - Select Tools/Manage Buddy List.
   - Use the right-click menu and select Manage Buddy List.

The Manage Buddy List dialog displays the following information:

- Available staff. Lists all firm staff members not previously assigned to the Buddy List.
- Buddy list. Lists all firm staff members assigned to the Buddy List.
2. To assign/unassign staff to the Buddy List, you can do one of the following:
   - Select staff member(s) from the **Available staff** list, then click the **Assign** button to add the staff to the Buddy List.
   - Select the staff member(s) from the Buddy List, then click the **Unassign** button to remove staff from the Buddy List.
   - Click the **Assign All** button to add all staff members to the Buddy List.
   - Click the **Unassign All** button to remove all staff members from the Buddy List.

3. Click **OK** to save settings and close.

### Using the Engagement Today View

The Engagement Today view displays user-level diagnostic information that summarizes key statistics regarding the binders in your local file room. The Engagement Today view also displays the Tip of the Day.

To switch to the Engagement Today view, select **View/Go To/Engagement Today** or click the **Engagement Today** icon.

**Note**: Engagement Today View is not available when working in a shared local file room.

**The Engagement Today Panes**

The following panes display in Engagement Today:

- **My Recent Binders**. Displays links to the last four binders used.
- **By Lead Partner**. Displays a list of binder links sorted by lead partner from the binder properties.
- **Other Highlights**. Displays a list of binder links sorted by the categories listed below.
  - Binders with checked out workpapers
  - Binders with open notes to me
  - Binders not synchronized in a week
  - Past due binders
  - Binders within X days of due date (where X represents the number of days specified in **Firm Options**)
  - Binders within X days of document completion date (where X represents the number of days specified in **Firm Options**)
  - Binders past completion date

**Note**: Finalized binders are not listed in these categories.

- **By Engagement Type**. Displays a list of binder links sorted by one of the following Engagement types:
  - Audit
  - Bankruptcy
  - Business Valuation
— Collateral Review
— Compilation
— Correspondence
— Litigation
— Other
— Permanent
— Review
— Tax Accrual
— Tax Return

**Note:** Clicking the triangle next to a topic in the Lead Partner, Other Highlights, or Engagement Type pane causes a list of binders that have the selected topic incorporated to display. Clicking a binder link opens the binder in Binder view.

- **Tip of the Day.** Displays suggestions for using the program more efficiently. You can hide the Tip of the Day by clicking **Hide Tips**. The **Previous** and **Next** buttons allow you to navigate the tips. To restart Tip of the Day, select **Show Tips**.

**Note:** You can customize the Tip of the Day items to show tips that are specific to your firm’s operations. See *Managing the Tip of the Day* on page 3-62 for more details.

**Refreshing the Engagement Today Window**

Refresh the Engagement Today options by selecting the **Refresh** button on the top-right corner of the Engagement Today window.

**Displaying Engagement Today as the Default Window**

To display Engagement Today as the default window, select one of the following options:

- Select the **Display as the default view in the File Room** box on the Engagement Today window.

- Select **Tools/Options** and **Engagement Today as default view in File Room**.

**Adding and Editing Client Folders**

You can create an unlimited number of client folders. The folders are located in the local file room.

For each client folder, you enter information about the client, including the client’s name and company entity type. You then create engagement binders inside each client folder.

You can create new client folders in the following ways:

- By entering and saving the client’s company information in a new folder.
- By copying an existing folder.

When you name client folders, you must use a unique client ID and name combination.

This section describes how to set up client folders using methods listed above. Once you have set up folders, see Chapter 6, *Creating and Using Binders*, to create the binders that go into the client folders.
Creating New Client Folders

To create new client folders, do the following:

**Entering Client Profile Information**

1. In the Client Index view, click the local file room to place the new folder at its root.
2. Do one of the following:
   - Select File/New Client.
   - Right-click the Local File Room icon and select New Client.
   - Click the New Client toolbar button.

The Create New Client dialog displays.

3. Select the Profile tab.
4. Enter the name of the client in the Client name 1 field (Last name field if you select Individual as the Entity type). This is a required field.
5. The remaining fields on this tab are optional. However, all of the information entered is available for linking to your Word and Excel workpapers. See Chapter 9, Using Excel, and Chapter 10, Using Word, for information on linking these fields.

**Note:** The Entity Type you choose in this dialog does not impact how you export to your tax software. Also, it does not impact the conversion of tax grouping codes from other software. See Chapter 7, Using the Trial Balance, for more information on interfacing with tax software and converting from other software packages.
Adding New Clients to Client Groups

1. In the Client Index view, click the Local File Room to place the new folder at its root.

2. Perform one of the following actions to display the Create New Client dialog:
   - Select File/New Client.
   - Right-click the Local File Room icon and select New Client.
   - Click the New Client toolbar button.

3. Enter information on the Profile tab, if necessary.

4. Select the Group tab. The Group tab displays existing client groups so that you can add the client to one or more groups. Clients in the File Room can be filtered by client group. There is no limit to the number of groups to which a client can belong.

5. To add a client to a client group, check the box next to the client group. To remove a client from a group, remove the check from the group box.

See Managing Client Binders, starting on 3-45, for more details regarding Client Groups.

Entering Contacts for the Client

1. In the Client Index view, click the Local File Room to place the new folder at its root.

2. Perform one of the following actions to display the Create New Client dialog:
   - Select File/New Client.
   - Right-click the Local File Room icon and select New Client.
   - Click the New Client toolbar button.

3. Enter information on the Profile tab. The Last Name field is required before entering contacts.

4. Select the Contacts tab.

5. Click New. The fields on the Contacts tab become available for data entry.
6. Type the information for the contact. The Last Name field is required. Once the Last Name field is completed, the Save button becomes enabled. The other fields are optional.

7. Click Save. Once you have saved a contact, you can do any of the following:
   - Click New to enter information for another contact.
   - Review the contacts you have created for the client by clicking the left arrow ( <| ) and right arrow ( >| ) buttons next to the Last Name field. You can scroll through the contact list in last-name order.
   - Select a contact by last name by clicking the drop-down arrow next to the Last Name field.
   - Change a contact's information by selecting the contact and then positioning your cursor in the field to be changed. The Save button becomes enabled once you make a change.
   - Delete a contact by selecting the contact and clicking Delete. You are prompted to confirm the delete.

Saving Client Information

When you have entered all the client information, click OK to create a new client folder in the local file room.

Creating a New Client Folder by Copying

You can also create a new client folder by making a copy of another client folder. Use this method if a new client folder has information similar to that in an existing client folder or if you are creating a number of similar companies with similar information, such as subsidiaries of a parent company. Copying a client folder copies only the client folder. Workpapers and binders are not copied.

To create a new client folder by copying, do the following:

1. Right-click the folder you want to copy and select Copy from the pop-up menu.
2. Right-click the Local File Room icon and select Paste from the pop-up menu. A new client folder is created with the same ID and name as the original with the words Copy of appended at the beginning. Follow the instructions in the next section to change the name and related properties of the new folder.

Note: Avoid using duplicate IDs and client names, as this creates problems when binders are archived.
Changing and Viewing Client Properties

You can view and change client information on the Client Properties dialog. To open the Client Properties dialog, click the client folder and do one of the following:

- Select File/Properties.
- Right-click the client name from the Client Index pane and select Properties from the pop-up menu.
- Click the Properties toolbar button.

You can edit or view client information on the Profile tab, client group assignments on the Group tab, and contact information on the Contacts tab.

Deleting Clients

Important: Deleting a client is irreversible if the client is removed from the central file room and all local file rooms. Once you delete a client from all file rooms, you cannot retrieve that information, including any ProSystem fx Engagement binders associated with the deleted client. We recommend that you verify that all binders associated with the client have been synchronized to the central file room prior to deleting the client from your local file room.

To delete a client, do the following:

1. Select the client from the Client Index view.
2. Do one of the following:
   - Select Edit/Delete.
   - Press <DEL>.
   - Right-click and select Delete from the pop-up menu.
3. On the confirmation prompt, click Yes to complete the delete or No to cancel the deletion.
Creating and Using Binders

Overview

You can create as many binders for a client as you need. Like paper-based engagement binders, ProSystem fx Engagement binders store and organize client workpapers for any type of engagement, such as a tax return or an audit. Because binders are electronic, each staff member assigned to an engagement can have his or her own copy.

Binders are created using the New Binder Wizard. Items within your binders can have the same name if the index numbers of the items are different.

The Binder Snapshot view allows you to review key diagnostic information in binders. The Binder Snapshot Summary page provides important status information regarding workpapers, workpaper counts, notes, and sign-off status. The Binder Snapshot also displays the Tip of the Day. See Using the Binder Snapshot on page 6-33 for detailed information.

This chapter shows you how to create and use binders, including how to share and distribute binders, view the workpapers inside a binder, and change information about a binder.

Sources for Creating Binders

You can use one of the following options when creating binders in the New Binder Wizard:

- Create binders from templates
- Create blank binders
- Create binders from an existing binder in your local file room

These options are described in the following sections.

Notes:

- When you roll forward a binder to the next period, a new binder is created during the process. See Rolling Forward Binders on page 6-54 for more information.

- Binders can only be created in the local file room. You can synchronize the binder to a central file room, as needed. See Office Network Environment - Central File Room on page 6-40 for more information.
Creating a Binder from a Template

You can use the ProSystem fx Engagement Sample Binder template to create binders for your clients. The Sample Binder template contains a trial balance, workpapers, and the tab structure for different types of engagements.

You can create binders using the CCH (formerly Miller), McGladrey & Pullen binder templates, if licensed and installed. All CCH and McGladrey & Pullen binder templates are automatically set up with a tab structure following the CCH or McGladrey & Pullen organization.

You can also create binders using the ProSystem fx Knowledge Tools or Knowledge Coach templates, if licensed and installed. In addition, you have the ability to create your own binder templates from the binders you already have. You can create as many templates as you need.

Creating a Binder from a Blank Binder

This option creates an empty binder without workpapers and tabs. Use this option to create a new binder from scratch or if you need a custom binder that does not conform to any of the templates or existing binders.

You may want to start with a blank binder when creating templates for the various engagements you perform. See Saving Binders as Templates on page 6-12 for instructions.

Creating a Binder from an Existing Binder

You can create a new binder based on an existing binder. This option is useful when the contents and organization of an existing binder closely match that of the one to be created. If you use the chart of accounts or journal entries options, the account IDs and descriptions are maintained, but balances are cleared.

Notes:

- If you need to maintain account balances, use the Copy option.
- Do not use this feature to create a binder for a new fiscal year for the same client. Instead, use the roll forward feature that automatically rolls the dates forward and moves the balances to the prior periods. See Rolling Forward Binders on page 6-54.

Using the New Binder Wizard

Using the New Binder Wizard to create a new binder is a three-step process, or a four-step process for Knowledge Tools and Knowledge Coach binders. The steps include the following:

- Creating a new binder
- Setting Knowledge Coach options (if applicable)
- Defining binder properties
- Assigning staff to binders

These steps are described in more detail in the sections that follow.
Creating a New Binder

Creating a new binder is the first step in the New Binder Wizard process.

To create a new binder, do the following:

1. Select the local file room user name or client folder and do one of the following:
   - Select File/New Binder Wizard.
   - Click the New Binder Wizard toolbar button.

   **Note:** If you do not want to show the Welcome dialog the next time you use the New Binder Wizard, check the Do not show this welcome page again box. You can also select Tools/Options and uncheck the New Binder Wizard - Welcome screen box in the Display section.

2. Click Next to open the New Binder Wizard - Select Client folder dialog.

3. Select the client folder where the binder will be added.
   - Select from a local file room if the client folder is in your local file room. The new binder is created and placed in the client folder.
   - Select from a central file room if you are using the Office login and the client folder is in a central file room. A client folder is automatically created in the local file room and the new binder is created and placed in the client folder in the local file room.
4. Click **Next**. The *New Binder Wizard - Designate a Central File Room* dialog displays.

![New Binder Wizard - Designate a Central File Room](image)

**Note:** The new binder is created in the local file room, not in the central file room. You can synchronize the binder from the local file room to a central file room afterwards. See *Office Network Environment - Central File Room* on page 6-40.

5. Use the drop-down list to select the central file room you want to synchronize the binder to when performing the initial binder synchronization.

6. Click **Next**. The *New Binder Wizard - Select Source for the Binder* dialog displays.

![New Binder Wizard - Select Source for the Binder](image)
7. Select one of the following methods for creating the binder:

- **Create binder from template.** Select Create binder from template and then select the appropriate tab to use the ProSystem fx Engagement Sample Binder template, CCH (formerly Miller) binder template, Knowledge Tools binder template, Knowledge Coach binder template, or any binder templates you have created. See Saving Binders as Templates on page 6-12 for instructions on creating binder templates. The Sample Binder template contains a trial balance, workpapers, and the tab structure for different types of engagements.

  The CCH (formerly Miller), Knowledge Tools, and Knowledge Coach binder templates are automatically set up with a tab structure that follows each product’s organization.

  **Note:** You must have licensed and installed the CCH (formerly Miller) Integrated content or Knowledge Coach content to use these binder templates.

- **Create blank binder.** The blank binder is created with no workpapers or tabs. Use a blank binder to create a new binder from scratch.

- **Create binder from existing binder in your Local File Room.** Use this option to create a binder based on an existing binder. Open the client folder containing the binder you want to use and highlight the binder. You can use or clear the chart of accounts in the new binder. If you use the chart of accounts from the existing binder, the account IDs and descriptions are maintained; account balances are cleared. You can also save journal entries from the existing binder. Journal entry amounts are not saved. If the original binder includes Knowledge Tools workpapers, Knowledge Tools sign offs and answers are cleared.

  **Notes:**

  — To maintain account balances, create a new binder by duplicating the binder using the Copy feature.

  — To create a binder for a client for a new period, use the Roll Forward feature explained on page 6-54.

8. Click Next to continue to the next page of the New Binder Wizard.

**Defining Binder Properties**

After creating a new binder (see Creating a New Binder on page 6-3), define the new binder properties. Defining binder properties is the second step in the process of creating binders with the New Binder Wizard.

**Note:** The binder Name, Binder ID, Year-end date, and period number must be a unique combination within the client folder.
To define binder properties, do the following:

1. In the New Binder Wizard - General Properties dialog, complete the information as follows:
   - The Name field is required. Type the name of the binder. The name can be up to 64 characters. The ID can be up to ten characters.
   - The Due Date field is required. The default date is either 12/31/YYYY of the current year or the due date of the binder that the new binder is being created from.

The remaining fields are optional.

Note: The Name, ID, Type, and Lead Partner fields can be used to sort binders in the File Room Window.

2. Click Next. The New Binder Wizard - Enter Period Information dialog displays. You can define beginning and ending dates for the current and prior periods.
- **Year-end date.** Enter the year-end date or select the date from the drop-down calendar.

  **Note:** If you enter a year-end date other than a calendar month-end date, you may need to select the prior periods button to modify the prior periods dates.

- **Period sequence.** The length of the engagement. If you change the period sequence after changing a default date on the *Prior Periods* dialog, you may need to edit the prior period dates.

- **Period.** The period number as defined by the period sequence of the current period. If you change the period after changing any of the default dates on the *Prior Periods* dialog, you may need to make changes to the prior periods.

- **Beginning date.** Beginning date of the current period. Must be on or before the year-end date.

- **Ending date.** Ending date of the current period. Must be on or after the current period beginning date and on or before the year-end date.

3. Click *Prior Periods* to modify prior period dates if the year-end date is other than a calendar month-end date or if you need to define prior periods other than calendar month-end dates.

For example, if you are doing a review for the quarter ending September 30, 2005, for a fiscal year ending June 30, 2006, you complete the fields as follows:

- **Year-end date:** 6/30/06
- **Period sequence:** Quarterly
- **Period:** 1
- **Beginning date:** 7/1/05
- **Ending date:** 9/30/05

To enter a date, you can either type the date in the date format shown in the field or click the arrow at the end of the field and select the date from the calendar.

The example shown above displays the prior period information (36 periods for 36 years) for an annual client with a current period ending date of 12/31/2006.
The **Beginning Date** and **Ending Date** fields, which initially display dates calculated by the system based on the current period dates, can be changed. To change the dates, either type the date in the date format shown in the fields or click the date field and use the arrow at the end of a field to open a calendar. Then select the date from the calendar.

The Beginning Date and Ending Date cannot overlap in one or more periods. In addition, the Beginning Date cannot occur after the Ending Date in the same period.

4. Click **OK** to save the new period information and exit the **Prior Periods** dialog.

   **Note:** If you change the year-end date, period sequence, or period after saving the information, you may need to change the prior period dates.

5. Do one of the following:
   - Click **Finish** to accept the current settings and create the binder.
   - Click **Next** to assign staff members to the binder.

### Setting Knowledge Coach Options (If Applicable)

If you are creating a Knowledge Coach binder, the **Knowledge Coach Options** page of the **New Binder Wizard** displays.

To set options for Knowledge Coach content, do the following:

1. Select how the
   - **Keep the same version of Knowledge Coach Workpapers as in the source binder.** The workpaper will be included in the new binder. If the workpaper uses links to Date functions or links to the trial balance, the formulas will be updated with the next period’s information.
   - **Replace Knowledge Coach workpapers with the latest content version.** The Knowledge Coach workpaper will be replaced by the most up-to-date template when the workpaper is opened in the new rolled-forward binder.

2. Select the data retention options for the Knowledge Coach content:
   - **Keep program step sign-off.** The program step sign-off information for the workpaper will be maintained in the new binder.
   - **Responses.** Select one of the following:
     - **Use response roll forward setting.** The Knowledge Coach workpaper will roll forward each response according to the setting for that response.
     - **Keep all responses.** The Knowledge Coach workpaper will retain the current responses when the new binder is created.
     - **Reset all responses.** The Knowledge Coach workpaper will reset all field cell values in the new binder.
3. If you select to replace the workpaper in the roll forward with the latest Knowledge Coach content in step 1, you can select any of the following customizations to be included when the content is updated:

- **Merge row customizations.** The Knowledge Coach workpaper will merge the prior year’s additions, deletions, and text changes to rows when the new binder is created. This option is available only when Replace in the roll forward with latest Knowledge Coach template is selected.

- **Audit programs populated with program steps.** Added program steps will be kept in Knowledge Coach audit workpapers. If you select this option, the following options become available:
  - **Custom program steps.** Program steps you have created and added to audit workpapers will be kept in the new binder.
  - **Modified program steps.** Modifications you have made to added program steps in audit workpapers will be kept in the new binder.

### Assigning Staff to Binders

After defining the binder properties and setting Knowledge Coach options (if applicable), assign staff to the new binder.

To assign staff to the new binder, do the following:

1. Click **Next** and the *New Binder Wizard - Verify Binder Staff Assignment* dialog displays. To open an engagement binder, you must be assigned to that binder.

2. The *Available teams or staff* box displays a list of staff members or teams available for assignment to the new binder. The user who creates the binder is automatically assigned to the binder. Use the following *View* radio buttons to modify how teams and staff display.
   - **All.** Displays a list of all teams and staff members set up in the Admin module.
   - **By team.** Displays a list of staff teams set up in the Admin module.
   - **By staff.** Displays a list of available staff members set up in the Admin module.
3. To assign staff members in the New Binder Wizard, select the applicable staff members or team and click the Assign arrow that points to the right. You can select multiple teams or staff members by holding down the Shift or Ctrl keys.

To assign all teams or staff members to the binder, click the Assign All double arrows that point to the right.

**Note:** If the Firm option in the Admin module is set to automatically assign the team to new binders, the team is assigned to the binder.

4. The Assigned binder teams and staff box displays staff members assigned to the binder.
   - To unassign a team or staff member, select the staff member and then click the left arrow.
   - To unassign all teams and staff members, click the left-pointing double arrows.

**Note:** When you unassign all teams and staff members, you receive the following message: "At least one staff member must be assigned to the binder. Therefore, you will not be unassigned from the binder staff."

5. If a staff member is assigned to an alternate staff group in the Administrator module, the staff group assignment can be changed for this binder. Click the staff member in the Assigned binder teams and staff box, then click Change Group. The Change Group dialog displays.

6. Select a group in the Group for this binder drop-down list and click OK.

**Note:** The staff member inherits the security rights of the new group, except for those related to clients, binder packages, and binder backup/restore. The staff member retains the defaults for those rights.

7. To review the properties of staff members and teams, use one of the following options:
   - Select the staff member and click Properties. The Staff Properties dialog displays the following information:
     - Account Information
     - Staff information
     - Staff groups
     - Tax Research NetWork (TRN) login information
     - Accounting Research Manager (ARM) login information

To change staff properties, see Chapter 3, Engagement Administrator.
Select the team name and click **Properties**. The **Team Properties** dialog displays the following information:

- Team name
- Team description
- Team members
- Whether to assign the team to new binders.

To change Team information, see Chapter 3, *Engagement Administrator*.

8. Click **Finish**. The **Completing the New Binder Wizard** dialog displays.

The dialog summarizes the properties of the new binder. It contains the New Binder Summary Report, which displays the following information:

- **General Properties**. Displays the following items:
  - Client folder name and File Room location
  - Source type and template or existing binder, if any
  - Binder name
  - Binder ID
  - Description
  - Type
  - Due date
  - Charge code
  - Lead partner

- **Period Properties**. Displays the following items:
  - Year-end date
  - Period sequence
  - Period
  - Beginning date
  - Ending date
9. The following options can be selected on the Completing the New Binder Wizard dialog:

- **Print.** Prints the New Binder Summary report.
- **Save As.** Allows you to save the report to a file in a user-specified location. The file extension is HTM.
- **Open the binder automatically when this wizard closes.** When this item is checked, the new binder automatically opens when the wizard closes.

10. Click **Create** to save the settings and create the new binder.

**Note:** Once the required information has been entered on the **General Properties** dialog of the Wizard, the **Finish** button becomes available. You can select **Finish** on any page to accept the default information without displaying subsequent dialogs of the Wizard.

### Saving Binders as Templates

Binder templates are generic starting points for subsequent engagements. You can save a binder as a template if you want to use the information and format of a binder again for a similar engagement. The binder template does not include workpaper sign offs, notes, published workpapers, trash items, and workpaper history information.

**Note:** To organize your binder templates (e.g., by industry or entity type) use Windows Explorer to create folders within the Pfx Engagement\WM\Binder Templates path. Save your binders within the appropriate folders. When new binder templates are stored in this manner, the folder names display as tabs on the **Save Binder as Template** dialog.

To save a binder as a template, do the following:

1. Verify that the binder is closed.
2. In the local file room’s right pane, click the binder that you want to save as a template and do one of the following:
   - Select **File/Save Binder as Template.**
   - Right-click and select **Save Binder as Template** from the pop-up menu.

The **Save Binder As Template** dialog displays.

The file name defaults to the name of the binder from which the template was created. To change the default name, type a new name. Do not include the extension. It is added automatically.
The default path of the binder template depends on the type of binder, as follows:

- CCH (Formerly Miller) binder templates default to Pfx Engagement:WM:Binder Templates\CCH (Formerly Miller).
- Knowledge Tools binder templates are saved to Pfx Engagement:WM:Binder Templates\Knowledge Tools.
- Knowledge Coach binder templates are saved to Pfx Engagement:WM:Binder Templates\Knowledge Coach.
- All other binder templates default to Pfx Engagement:WM:Binder Templates.

3. To clear the chart of accounts in the binder, check the **Clear chart of accounts** box.

   **Note:** If you choose to use the chart of accounts, only the account IDs and descriptions are maintained. The account balances are cleared.

4. To unlock any workpapers that may be locked, check the **Unlock all locked workpapers in the binder template**.

   **Note:** If any workpapers contain frozen links, the links remain frozen in the binder template and in any resulting new binder created from the template. You can select **Workpaper/Unfreeze Engagement links** to unfreeze the links in workpapers created in the new binders.

5. Click **Save** to create the binder template.

### Copying a Binder

You can copy a binder if you are assigned to the binder and belong to a staff group with rights to create a new binder. You can copy binders only to client folders within your local file room. When you copy a binder to a new client folder, all workpapers and tabs are copied, but the synchronization history is not. Workpapers in the new binder keep a record of the last modification made to workpapers in the copied binder.

To copy a binder to a different folder, do the following:

1. Click a binder in the **List pane** of the local file room to select it. To copy multiple binders, use **CTRL** or **SHIFT**.

2. Click the **Copy** button on the toolbar.

3. Select the client folder to which you want to copy the binder.

4. Click the **Paste** button. The **Paste Binder Options** dialog displays for each binder you are copying to another folder.
5. On the *General* tab, choose from the following:

- **Trash content.** The contents of the trash folder are copied to the new binder.
- **Binder History.** The report date, report release date, calculation and/or override for the document completion date, and end of retention period are copied.
- **Staff assignment.** Select to copy any of all of the following settings: workpaper notes, sign off information, and Current Editor status information. You have Current Editor rights; however, any workpapers owned by another staff member are assigned to that person.

6. On the *Trial balance* tab, choose from the following:

- **Chart of accounts.** The chart of accounts is copied to the new binder.
- **Journal entries.** Journal entries are copied to the new binder.

7. The *Knowledge Coach* tab displays if ProSystem *fx* Knowledge Coach content is included in the binder. Choose from the following:

- Select whether to keep the Knowledge Coach workpapers as they exist in the original binder, or to replace the Knowledge Coach workpapers with the latest content.
- **Data retention options for entered data.** Select Keep program step sign-off to retain all program step sign-off information in Knowledge Coach workpapers.

Select one of the following options for dealing with responses in Knowledge Coach workpapers:

- **Use response roll forward settings.** The Knowledge Coach workpaper will roll forward each response according to the setting for that response.
- **Keep all responses.** The Knowledge Coach workpaper will retain the current responses when the new binder is created.
- **Reset all responses.** All Knowledge Coach workpaper responses will be reset when the new binder is created.
- **Keep the following customizations for template updates.** Select whether to merge the prior year’s additions, deletions, and text changes to rows when the new binder is created.

8. The *Knowledge Tools* tab displays if ProSystem *fx* Knowledge Tools workpapers are included in the binder. Choose from the following options:

- Select whether to keep the Knowledge Tools workpapers as they exist in the original binder, or to replace the Knowledge Tools workpapers with the latest template version.
- **Data retention options for entered data.** Select whether to keep the program step sign-off information, all responses, and/or all comments and workpaper references in the pasted binder.
- **Keep the following customizations for template updates.** Select whether to merge the prior year’s additions, deletions, and text changes to rows when the new binder is created.
Notes:

- You cannot copy a binder to another staff member’s local file room.
- If the binder is currently being used by another staff member or if it is locked in the Administrator module, you cannot copy it.
- The system records when the binder was copied and who copied it.

Viewing and Editing Binder Properties

To view and edit the properties of a binder, click the binder you want to change, then do one of the following:

- Select **File/Properties**.
- Right-click the binder and select **Properties** from the pop-up menu.
- Click the **Properties** toolbar button.

The *Binder Properties* dialog displays with the following tabs:

- **General**
- **Periods**
- **Dates**
- **Information**
- **Binder Staff**
- **History**

These tabs are described in more detail in the following sections.

General Tab

The *General* tab displays general information about the binder. If the binder is selected from a central file room on a secondary office server, finalized, archived, or in transition, the information is read-only.

Fields on this tab include the following:

- **Name**. Displays the name assigned to the binder. You can change the name which can be up to 64 characters in length. This field is required.
- **Binder ID**. Displays the ID assigned to the binder. You can change or enter an identification for the binder. This can be any character combination of up to 10 characters based on your ID scheme.
- **Description**. Displays the binder description. If a description has not been entered, enter an identifying description for the binder of up to 32 characters.
- **Type**. Displays the type selected for the binder. Either keep the default (based on the template or existing binder) or use the drop-down list to select a type. The following types are available by default:
  - Audit
  - Bankruptcy
  - Business Valuation
  - Collateral Review
  - Compilation
  - Correspondence

Viewing and Editing Binder Properties
— Litigation
— Other
— Permanent
— Review
— Tax Accrual
— Tax Return

- **Due date.** Displays the due date assigned to the binder. This field is required. The default is 12/31/yyyy or the due date of the binder template that this binder is being created from. Enter a due date or use the drop-down arrow to select a date from the calendar.

- **Charge code.** Displays the charge code assigned to the binder. Change the charge code, or if no code was assigned, enter a code of up to 50 characters. You can also leave the code blank.

- **Lead partner.** Displays the name of the lead partner assigned to the binder, if applicable. Leave the field blank, or select a lead partner from the drop-down list. To find the lead partner you want, type the first few letters of the name, and the system takes you directly to that spot in the list. You must type rapidly for the string of letters to be seen as one unit. For example, if you type “ATL” within half a second, the system advances to the first “ATL” in the list. If you take more than half a second to type “ATL,” the system advances to the first “A,” then to the first “T,” and then to the first “L” in the list. This field can be used to sort binders in the File Room window.

**Periods Tab**

The **Periods** tab allows you to customize the settings for the binder’s periods. If the binder is selected from a central file room on a secondary office server or is finalized, archived, or in transition, the information is read-only. Otherwise, you can change the information in the following fields.

- **Year-end date.** Displays the year-end date. You can enter another date, or use the drop-down arrow to select a date from the calendar.

- **Period sequence.** The length of the engagement period, including the following:
  - Annually
  - Semi-Annually
  - Quarterly
  - Monthly

- **Period.** You can choose the period from the drop-down list.

- **Beginning date.** You can change the beginning date of the engagement period. The beginning date must be before the year-end date and the current period ending date.

- **Ending date.** You can change the ending date of the engagement period. The year-end date must be on or after the current period ending date.

- **Prior Periods.** Click to modify the prior period dates.
Dates Tab

The Dates tab allows you to edit the settings for the document completion period and the binder retention period. If the binder is selected from a central file room on a secondary office server or is finalized, archived, or in transition, the information is read-only. The following fields appear on the Dates tab:

- Date of report. Click the down arrow to choose the report date.
- Report release date. Click the down arrow to choose the report release date.
- Document completion period section
  - Start date. This field is filled automatically according to the settings of the binder type selected on the General tab. If you change the binder type on the General tab, click Refresh at the top of the Dates tab. The Start Date field then reflects the new binder type settings.
  - Duration. This field is filled automatically according to the settings of the binder type selected on the General tab. If you change the binder type on the General tab, click Refresh at the top of the Dates tab. The Duration field then reflects the new binder type settings.
  - Document completion date. This field is calculated automatically when the Date of report or Report release date field is completed, according to the binder type settings.
- Click Override to choose a document completion date independent of the binder type settings. Click Reset to return the field to the automatically calculated document completion date.

- Binder retention period section
  - Start date. This field is filled automatically according to the settings of the binder type selected on the General tab. If you change the binder type on the General tab, click Refresh at the top of the Dates tab. The Start Date field then reflects the new binder type settings.
  - Duration. This field is filled automatically according to the settings of the binder type selected on the General tab. If you change the binder type on the General tab, click Refresh at the top of the Dates tab. The Duration field then reflects the new binder type settings.
  - End of retention period. This field is calculated automatically when the Date of report, Report release date, or Document Completion Date field is completed, according to the binder type settings.
  - Click Override to choose a retention period independent of the binder type settings. Click Reset to return the field to the automatically calculated retention period.

Note: In Admin a clear button is available to clear the Date of report and Report release date, the dates previously entered will be deleted and the respective calculations will be cleared. If the calculation has been overridden it will not be cleared. The user will have to reset the calculation.
Information Tab

The Information tab displays information about the creation and location of the binder, including information from the following fields:

- Status
- Primary Title (if ProSystem fx Knowledge Coach workpapers exist in the binder)
- Created by
- Date created
- Finalized by (if applicable)
- Date finalized (if applicable)
- Workpaper path
- File size
- Central file room

If custom statuses have been added in Administrator and the binder status is not Finalized or Archived, the Status field is enabled. Click the arrow and select a new status from the drop-down list, if necessary.

Click the View Synchronization History button on the Information tab to display the Synchronization History dialog, which records each time the binder is synchronized with the central file room or with another team member and whether the synchronization was successful. Click View Details to open a more detailed synchronization log. Click Save As to save the synchronization history as a text document. Click Print to print the synchronization history.

Binder Staff Tab

The Binder Staff tab lists the staff members assigned to the binder in the Current binder staff box and the binder sign off date for each staff member, when applicable. The following buttons are available:

- Assign. Select to view personnel by staff or by team and to assign/unassign staff members to the binder.
- Sign Off Binder. Select your user name from the Current binder staff box and click Sign Off Binder to sign off the binder. Once you sign off the binder, the current date displays in the Sign Off Date column. If you have already signed off on the binder, the Remove Sign Off button replaces the Sign Off Binder button.

History Tab

The History tab displays a log of critical activities that have occurred within the binder. The activity, a date/time stamp, and the user’s name are recorded when any of the following actions occur:

- Finalize binder
- Unfinalize binder
- Override Document Completion Date
- Reset Document Completion Date
- Override Binder Retention Period
- Reset Binder Retention Period
- Change Binder Type
- Change Binder Status
Using the Document Completion Date Report (Workpaper Management)

The Document Completion Date Report displays all binders with document completion dates that fall within the date range you specify. This section explains how to use the Document Completion Date Report from Engagement Workpaper Management. For instructions on using the Document Completion Date Report from Engagement Administrator, see Using the Document Completion Date Report (Administrator) on page 3-34.

The Document Completion Date Report displays the following items:

- Office Server
- CFR (Central File Room)
- Binder Name
- Binder ID
- Client Name
- Client ID
- Binder Type
- Binder Status
- Lead Partner
- Client Group
- Period End Date
- Report Date
- Report Release Date
- Doc Completion Date
- Finalized Date
- Retention Period End

In addition, one of the following icons may appear if applicable:

- Document Completion Date Approaching. This icon displays if the completion date is within the time period specified in Firm Options.

- Document Completion Date Past Due. This icon displays if the completion date has already passed.

To use the Document Completion Date Report, do the following:


2. Select Run local file room report to run a new report on your local file room, or select View central file room report to view the most recent central file room report run by an administrator.

3. If you selected Run local file room report, do the following:
   a. Select Include only binder types set to monitor document completion date to include only binder types that have been set to be monitored for the document completion date.
   b. Select Include finalized binders to include finalized binders in the report.
c. You can filter your results to binders that have a Document Completion Date, Year End, Period End, Retention Period, or No Date Range within a certain date range. Select the criterion from the Date range drop-down list.

d. Select the appropriate beginning date in the Start field. Either enter the date or click the down arrow to use the calendar. The default setting is the current date.

e. Select the final date for the report range in the End field. Either enter the date or click the down arrow to use the calendar. The default setting is two months from the current date.

4. Click Update Report. The report displays the binders with document completion dates that fall within the range you selected. Click on a column heading to sort by that heading. Drag column headings to reorder the columns.

5. Click Export to Excel to open an Excel spreadsheet of the report data.

6. Click Close to exit the report.

Deleting Binders

Important: If you delete a binder for which you have workpapers checked out, there is the potential for data loss. Be sure to check in all workpapers and synchronize the binder with the central file room prior to deleting the binder from your local file room.

To delete a binder from the local file room, do one of the following:

1. Click the binder you want to delete.

2. Do one of the following:
   - Select Edit/Delete.
   - Right-click the binder and select Delete from the pop-up menu.
   - Press DEL.

3. A message box prompts you to confirm the binder deletion. To delete the binder, click Yes. To cancel the deletion, click No.

Using Client Folders and Binders

Once you have set up a binder, you can view and access its contents. This section describes how to use the features of the Binder window, which is a separate window that enables you to view and edit a binder’s tabs, workpapers, notes, sign offs, diagnostic information, etc.

Viewing Binders for a Client

In the Workpaper Management File Room window, the local file room pane contains the binders you created or currently have checked out from the central file room. In the left pane, click the client folder you want to open. The binders for that client appear in the right pane of the local file room window.
Viewing the Contents of a Binder

To open a binder in a separate window, do one of the following:

- Double-click the binder.
- Click the binder and select File/Open.
- Right-click the binder and select Open from the pop-up menu.
- Click the Open icon on the toolbar.

The Binder window displays.

The Binder window can be displayed in four views: Binder View, Notes Summary View, Sign Off Summary View, and Current Editor View (Live Editor View if you are viewing a shared local file room). These views are described in the sections that follow.

Binder View

Binder View shows the binder contents and the status of the workpapers in the binder.

To select Binder View, do one of the following:

- Click the Binder View tab at the bottom of the Binder window.
- Select View/Binder View from the Menu bar.
- Click the Binder View icon on the toolbar.

Binder content and status information includes the following:

- Tabs that organize workpapers in the binder. You can name tabs according to your individual needs, and you can nest tabs within other tabs.

- Workpapers are Microsoft Word and Excel files created within or outside of ProSystem fx Engagement, other file formats created outside of Engagement, scanned images, etc. The workpaper information displays in columns across the top of the Binder View window. A brief description of these settings is described below. For more information on using these features, see Chapter 8, Managing Workpapers.

  - Binder Index. The alphanumeric index number is optional. It is a unique workpaper identifier used to reference the workpaper and the related workpapers. The workpaper name describes the content inside the workpaper.
— **Locked.** If the workpaper is locked, a padlock icon displays in this column. A locked workpaper is read-only.

**Note:** If the Engagement links are not frozen in a locked workpaper, the links are updated when changes are made to the trial balance and/or the name and date properties. This allows you to prevent formatting changes to the workpaper while maintaining current trial balance, name, and date link information.

— **Frozen.** If the workpaper’s Engagement links are frozen, a broken link icon displays in this column. In a frozen workpaper, changes to the trial balance and/or name and date properties are not carried to documents or reports.

**Note:** Knowledge Coach workpapers cannot be frozen.

— **Note.** If a note has been created for a workpaper, a note icon displays. Select the workpaper with a note attached and view the note information in the Notes Pane at the bottom of the Binder window.

— **Modified after Reviewer Sign Off.** If a workpaper has been modified after a reviewer has signed off the workpaper, then a Modified icon displays in this column. If the workpaper is subsequently reviewed again, then the Modified icon is removed.

**Notes:**

- If the option to flag workpapers that were modified after sign off is not selected in Administrator, the icon will not appear.
- If you view a reviewed workpaper without making any changes, we recommend that you do not save the workpaper when you close it. If the option to flag workpapers modified after sign off is selected in Administrator and you save an unchanged workpaper, the modified icon will display even though you did not make changes.
- The time may be inaccurate in a Shared File Room unless the time settings on the computers are synchronized.

— **Diagnostics.** If ProSystem fx Knowledge Coach is licensed and any diagnostics have not been cleared, such as missing workpapers, unanswered questions, unaddressed risks, etc., the Diagnostics icon displays in this column.

— **Prepared By.** When a preparer signs off a workpaper, the preparer’s initials display. If more than one preparer signs off on the workpaper, the most recent preparer’s initials are displayed. To view all sign offs, use the Sign Off Summary View.

— **Reviewed By.** When a workpaper is signed off by a reviewer, the reviewer’s initials display. If more than one reviewer signs off on the workpaper, the most recent reviewer’s initials display. To view all of the sign offs, use the Sign Off Summary view.

— **2nd Reviewed By.** When a workpaper is signed off by a second reviewer, the reviewer’s initials display. If more than one second reviewer signs off on the workpaper, the most recent second reviewer’s initials display. To view all of the sign offs, use the Sign Off Summary view.
— **File Modified Date.** The date and time the workpaper was last saved.

**Notes:**

- Do not save a workpaper if you have not modified it.
- Select *View/Refresh* to see the date the workpaper was last modified since the last time you opened or refreshed the Binder window.
- The time may be inaccurate in a Shared File Room unless the time settings on the computers are synchronized.

— **Current Editor** (Non-Shared Local File Room). The name of the binder staff who currently has the workpaper checked out displays in this column. The Current Editor can make changes to the workpaper. All other binder staff can only view the workpaper.

— **Live Editor** (Shared Local File Room). The name of the user who is currently editing the workpaper displays in this column. The Live Editor can make changes to the workpaper. All other users can only view the workpaper.

— **Assigned To** (Non-Shared Local File Room). When the Current Editor assigns a workpaper to another staff member, that person’s name displays in this column. The next time both staff members synchronize, the workpaper shows the other staff member as the Current Editor. This eliminates the step of checking in or checking out the workpaper.

**Note:** This column does not display when viewing a shared local file room. Workpaper assignments are unnecessary when working with shared file rooms.

- **Unfiled Workpapers.** This folder stores workpapers that have not been filed. ProSystem *fx* Engagement reports display here when they are generated. 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. This allows you to view the workpaper before filing it. You can compare this workpaper to the local copy of the workpaper in your binder. You can then decide which copy of the workpaper to retain in the binder.

- **Incompatible Workpapers.** This folder stores workpapers that are determined to be incompatible after a content update.

  **Note:** The Incompatible Workpapers folder displays only if Knowledge Coach is licensed.

- **Published Workpapers.** This folder stores workpapers that have been published. A published workpaper is a copy of a workpaper in which the Engagement links have been automatically converted from formulas (e.g., trial balance links) to values. This allows you to share the workpaper with people who do not have access to ProSystem *fx* Engagement or the trial balance database.

- **Trash.** This folder contains deleted workpapers and tabs. If you delete a workpaper by mistake, you can restore it to the appropriate tab.
Notes:

- Knowledge Coach workpapers are not moved to Trash when deleted. When a Knowledge Coach workpaper is deleted, it is removed from the binder.
- You cannot delete or move a workpaper or a tab containing a workpaper if you are not the Current Editor or Live Editor.

For more information about Current Editor rights, please see Chapter 8, *Managing Workpapers*.

Notes Summary View

The Notes Summary View displays all notes that exist in the open binder. To select Notes Summary View, select one of the following:

- Click the **Notes Summary View** tab at the bottom of the Binder.
- Select **View/Notes Summary View**.
- Select the **Notes Summary View** icon on the toolbar.

The **Notes Summary View** displays.

This view segregates the notes and displays the responses nested under each note.

There are three types of notes:

- **Team Note**. A team note can be addressed to all staff members assigned to the binder or to a specific staff member.
- **Open Items**. These workpaper notes are intended to communicate questions or comments.
- **Notes for Next Period**. These notes are not cleared and are carried forward to the next period’s binder during the roll forward process. After the roll forward, the note becomes an open item note.

The following status information for each note displays, if applicable:

- **Status**. Open or Cleared.
- **From**. Author of the note.
- **To**. Staff member to whom the note is directed.
- **Date created**. The date and time the note or response was created.
The notes can be sorted by status to show open, cleared, or all notes. This is done by right-clicking the *Status* column header and selecting the status to display.

For more information about adding and responding to notes, please see Chapter 8, *Managing Workpapers*.

**Sign Off Summary View**

The *Sign Off Summary View* displays a list of all the workpapers in the open binder and their sign-off status. To select the Sign Off Summary View, select one of the following.

- Click the *Sign Off Summary View* tab at the bottom of the Binder window.
- Select the *View/Sign Off Summary View* from the menu.
- Click the *Sign Off Summary View* icon on the toolbar.

The *Binder Window - Sign Off Summary View* window displays.

Each workpaper can be assigned one of four statuses:

- **In Process.** All workpapers that have not yet been signed off.
- **Ready for Review.** All workpapers that have been signed off by a preparer only.
- **Reviewed.** All workpapers that have been signed off by both a preparer and a reviewer.
- **2nd Reviewed.** All workpapers that have been signed off by the 2nd Reviewer.

Under each workpaper, the staff member that signed off is listed with the sign off date. If multiple staff members signed off on the same workpaper, all names are shown in chronological order. The following status information displays for each workpaper, if applicable:

- **Locked.** The locked icon indicates the workpaper is locked. A locked workpaper is read-only.
Frozen. If the workpaper’s Engagement links are frozen, a broken link icon displays in this column. In a frozen workpaper, changes to the trial balance and the name and date properties are not carried to the documents or reports.

Workpaper Note. The note icon indicates that notes are attached to this workpaper.

Modified after Reviewer Sign Off. A modified icon displays if the workpaper has been modified after a reviewer has signed off.

Notes:

— If the option to flag workpapers that were modified after sign off is not selected in Administrator, this column displays but the indicator flag does not.

— If you view a reviewed workpaper without making any changes, we recommend that you do not save the workpaper when you close it. If the option to flag workpapers modified after sign off is selected in Administrator and you save an unchanged workpaper, the modified icon will display even though you did not make changes.

— The time may be inaccurate in a Shared File Room unless the time settings on the computers are synchronized.

Diagnostics. If ProSystem fx Knowledge Coach is licensed and any diagnostics have not been cleared, such as missing workpapers, unanswered questions, unaddressed risks, etc., the Diagnostics icon displays in this column.

File Modified Date. Displays the date and time the workpaper was last saved.

Notes:

— Select View/Refresh to see the date the workpaper was most recently modified since the last time you opened or refreshed the Binder window.

— The time may be inaccurate in a Shared File Room unless the time settings on the computers are synchronized.

Current Editor (Non-Shared Local File Room). Displays the name of the staff member who has Current Editor rights.

Live Editor (Shared Local File Room). Displays the name of the user who is currently editing the workpaper.

Assigned To (Non-shared Local File Room). Displays the name of the staff member to whom the workpaper will be assigned during the next synchronization.

Note: This column does not display when viewing a shared local file room. Workpaper assignments are unnecessary when working with shared file rooms.

For more information about signing off and modifying workpapers after sign off, please see Chapter 8, Managing Workpapers.
Current Editor View (Non-Shared Local File Rooms Only)

The Current Editor View shows all staff members assigned to the binder. Under each staff member’s name, the workpapers they have Current Editor rights to are listed. To select the Current Editor View, do one of the following:

- Click the Current Editor View tab at the bottom of the Binder window.
- Select View/Current Editor View from the menu.
- Click the Current Editor View icon on the toolbar.

The Binder Window - Current Editor View window displays.

Any workpaper not assigned to a staff member appears in the Unassigned section. The following status information for each workpaper displays, if applicable.

- **Locked.** The locked icon indicates a workpaper is locked. A locked workpaper cannot be edited.
- **Frozen.** If the workpaper’s Engagement links are frozen, a broken link icon displays in this column. In a frozen workpaper, changes to the trial balance and the name and date properties are not carried to the documents or reports.
- **Workpaper Note.** The note icon indicates if any notes are attached to this workpaper.
- **Modified after Reviewer Sign Off.** A modified icon displays if the workpaper has been modified after a reviewer has signed off.

**Notes:**

- If the option to flag workpapers that were modified after sign off is not selected in Administrator, this column displays but the indicator flag does not.
- If you view a reviewed workpaper without making any changes, we recommend that you do not save the workpaper when you close it. If the option to flag workpapers modified after sign off is selected in Administrator and you save an unchanged workpaper, the modified icon will display even though you did not make changes.
- The time is inaccurate in a Shared File Room unless the time on the computers are synchronized.
- **Diagnostics.** If ProSystem fx Knowledge Coach is licensed and any diagnostics have not been cleared, such as missing workpapers, unanswered questions, unaddressed risks, etc., the Diagnostics icon displays in this column.

- **Prepared By.** When a workpaper is signed off by a preparer, the preparer’s initials display. If more than one preparer signs off on the workpaper, the most recent preparer’s initials display.

- **Reviewed By.** When a workpaper is signed off by a reviewer, the reviewer’s initials display. If more than one reviewer signs off on the workpaper, then the most recent reviewer’s initials display.

- **2nd Reviewed By.** When a workpaper is signed off by a second reviewer, the reviewer’s initials display. If more than one second reviewer signs off on the workpaper, then the most recent second reviewer’s initials display.

- **File Modified Date.** The date and time the workpaper was last saved.

**Notes:**

- Select **View/Refresh** to see the date a workpapers was most recently modified since the last time you opened or refreshed the Binder window.

- The time is inaccurate in a Shared File Room unless the time on the computers are synchronized.

- **Location.** If a staff member has an Engagement profile on more than one computer, then the computer name where the staff member has the Current Editor copy of the workpaper displays here.

- **Assigned To.** The name of the staff member to whom the workpaper will be assigned during the next synchronization.

For more information about signing off and modifying workpapers after sign off, please see Chapter 8, *Managing Workpapers*.

**Live Editor View (Shared File Rooms Only)**

The Live Editor View shows all users who are currently editing a workpaper in a shared binder, and the workpapers they are editing. To select the Live Editor View, do one of the following:

- Click the **Live Editor View** tab at the bottom of the Binder window.
- Select **View/Live Editor View** from the menu.
- Click the **Live Editor View** icon on the toolbar.
The *Binder Window - Live Editor View* window displays.

Any workpaper not being edited by a staff member appears in the *Available* section if the Host is the Current Editor, or in the *Unavailable* section if the Host is not the Current Editor. The following status information for each workpaper displays, if applicable.

- **Locked.** The locked icon indicates a workpaper is locked. A locked workpaper cannot be edited.

- **Frozen.** If the workpaper’s Engagement links are frozen, a broken link icon displays in this column. In a frozen workpaper, changes to the trial balance and the name and date properties are not carried to the documents or reports.

- **Workpaper Note.** The note icon indicates if any notes are attached to this workpaper.

- **Modified after Reviewer Sign Off.** A modified icon displays if the workpaper has been modified after a reviewer has signed off.

**Notes:**

- If the option to flag workpapers that were modified after sign off is not selected in Administrator, this column displays but the indicator flag does not.

- If you view a reviewed workpaper without making any changes, we recommend that you do not save the workpaper when you close it. If the option to flag workpapers modified after sign off is selected in Administrator and you save an unchanged workpaper, the modified icon will display even though you did not make changes.

- **Prepared By.** When a workpaper is signed off by a preparer, the preparer’s initials display. If more than one preparer signs off on the workpaper, the most recent preparer’s initials display.

- **Reviewed By.** When a workpaper is signed off by a reviewer, the reviewer’s initials display. If more than one reviewer signs off on the workpaper, then the most recent reviewer’s initials display.

- **2nd Reviewed By.** When a workpaper is signed off by a second reviewer, the reviewer’s initials display. If more than one second reviewer signs off on the workpaper, then the most recent second reviewer’s initials display.
File Modified Date. The date and time the workpaper was last saved.

Notes:

— Select View/Refresh to see the date a workpapers was most recently modified since the last time you opened or refreshed the Binder window.
— The time is inaccurate in a Shared File Room unless the time on the computers are synchronized.

Location. If a staff member has an Engagement profile on more than one computer, then the computer name where the staff member has the current copy of the workpaper displays here.

Diagnostics Pane (Knowledge Coach only)

If you have Knowledge Coach installed, the Diagnostics Pane displays below the Binder Pane. The Diagnostics Pane is dockable, so you can click and drag it to any location on your screen.

When a Knowledge Coach workpaper with a diagnostic is selected in the Binder Pane, the diagnostic information displays in the Diagnostics Pane. This information includes the following:

— Diagnostic Type. The type of diagnostic associated with the selected workpaper.
— Diagnostic Description. The description of the diagnostic associated with the selected workpaper.
Notes Pane

Below the Binder Pane is the Notes Pane. The Notes Pane is dockable, so you can click and drag it to any location on your screen.

When a workpaper with a note is selected in the Binder Pane, the note’s information displays in the Notes Pane. Responses are nested below the note. This note information includes the following:

- **Note Type.** The note icon that displays varies depending on the note type. The three note types are as follows:
  - Two people on top (Team Note)
  - An exclamation point on top (Open Item)
  - A clock on top (Note for Next Period)
- **Subject.** The short description of the note.
- **Number of Responses.** The number of responses recorded for each note.
- **From.** Author of the note.
- **To.** Staff member to whom the note is directed.
- **Date Created.** The date and time the note or response was created.
- **Cleared By.** The staff member who cleared the note.
- **Date Cleared.** The date and time the note was cleared.

You can double-click a note to open the *Workpaper Note Detail* dialog. From this dialog you read, respond to, and clear the note. See Chapter 8, *Managing Workpapers*, for more information on this dialog.
Shortcut Bar

The Shortcut bar provides quick access to many Engagement functions. The Shortcut Bar displays to the left of the selected view in the Binder pane.

The Shortcut bar displays by default. It can be re-sized, minimized, or closed. If the Shortcut bar is closed, you can open it by selecting View/Shortcut Bar.

Shortcuts pane

The Shortcuts pane displays shortcuts to commonly used Engagement features and the Knowledge Tools Web site.

- **Workpapers.** Displays the Binder window where you can select the Binder View, Notes Summary View, Sign Off Summary View, or Current Editor View.

- **Binder Snapshot.** Displays diagnostic information for the binder. The Tip of the Day also displays in this view. (See the next section, Using the Binder Snapshot, for additional information).

- **Trial Balance Snapshot.** Displays a diagnostic summary of all the trial balances in a binder. The Tip of the Day also displays in this view. (See Trial Balance Snapshot on page 7-4 for additional information).

- **Knowledge Tools Website.** Links to the Knowledge Tools Web site, where you can download Knowledge Tools content and information.

- **Capital Confirmation.** Links to the Capital Confirmation electronic audit confirmation service.

Tax Pane

If ProSystem fx Tax is installed, the Tax pane allows you to launch up to five installed versions of Tax directly from the Shortcut bar.

**Note:** If ProSystem fx Tax is not installed, the Tax pane does not display.

Guidance pane

The Guidance pane displays links to useful resources on the Internet.

- **IntelliConnect.** Links to the IntelliConnect tax research platform, which gives you unprecedented access to the industry’s best content.

- **CCH Tax Research NetWork.** Links to the CCH Internet Tax Research NetWork, where you can research tax information.

- **Accounting Research Manager.** Links to online analytical accounting, auditing, and SEC information databases.

- **FAQs.** Links to the Frequently Asked Questions about using Engagement.
Using the Binder Snapshot

The Binder Snapshot allows you to view diagnostic information for binders. The Tip of the Day also displays in this view. To switch to the Binder Snapshot view, select one of the following:

- Click the **Binder Snapshot** icon on the Shortcuts bar.
- Select **View/Binder Snapshot**.

The Binder Snapshot view displays the panes described on the next page.

- **My Workpapers**. Lists workpaper links which display alongside workpaper icons, the index, and the name of workpapers of which the user is the Current Editor. You can also use the links to open the workpapers.

- **Workpapers Count**. Displays the number of workpapers in the categories below. You can select the category links to display the particular section of the workpapers in the Binder view.
  - Filed workpapers
  - Unfiled workpapers
  - Workpapers in Conflict section
  - Published workpapers
  - Workpapers in Trash
  - Total Workpapers

- **Notes/Replies**. Displays the number of workpaper notes/replies in each category listed below. You can select the category links to display the particular section of the Notes Summary View in the Binder window.
  - Team notes/replies
  - Open item notes/replies
  - Notes for next period/replies

- **Sign off Status**. Displays the number of workpapers in each category listed below. You can select the category links to display the particular section of the **Sign Off Summary View of the Binder window**.
  - In process
  - Ready for review
  - Reviewed
  - 2nd Reviewed
  - Modified after reviewed

  **Note:** If the option to flag workpapers that were modified after sign off is not selected in Administrator, *Modified after reviewed* does not display.

- **Tip of the Day**. Displays suggestions for using the program more efficiently. The Previous and Next buttons allow you to navigate the tips. You can hide the Tip of the Day by clicking **Hide Tips**. To show the tips again, click **Show Tips**.

  **Note:** You can customize the Tip of the Day items to show tips that are specific to your firm’s operations. See *Managing the Tip of the Day* on page 3-62 for more details.
Refreshing the Binder Snapshot Window

You can refresh the Binder Snapshot panes by clicking the Refresh button on the upper-right corner of the Binder Snapshot window.

Displaying Binder Snapshot as the Default Window

To display the Binder Snapshot as the default window when a binder is opened, select Tools/Options and then, on the General tab, check the Binder Snapshot on binder open box.

Opening Workpapers Inside/Outside

When you open a workpaper inside ProSystem fx Engagement, the workpaper displays either under or to the right of the Binder window. To set the location, select View/Workpaper Preview. You cannot make changes to a workpaper you are viewing inside. This feature is for online review only.

You can view and edit a workpaper in the application used to create it. This is referred to as viewing the workpaper outside ProSystem fx Engagement. For information about opening workpapers inside and outside, see Chapter 8, Managing Workpapers.

Refreshing the Window

Changes you make to the contents of the binder should be reflected in the Binder window as you make them. If you do not see your changes, refresh by doing the following:
- Select View/Refresh.
- Press F5.
- Click the Refresh button on the toolbar.

Opening Multiple Binders

You can open multiple binders. After you have opened one binder, select ProSystem fx Engagement - File Room from the Workpaper menu. Find and open the other binder. You can switch between binders or back to the File Room from the Workpaper menu. The menus and toolbars may change depending on the active binder.

Tip: Clicking the Restore Down button on the active window sizes the window so it does not fill the entire screen. You can now easily drag a workpaper from one binder to another.

Important: Do not drag Trial Balance (TB) Reports or Journal Entry (JE) Reports to other binders, as these types of files are specific to the trial balance.

Note: When you have multiple binders open and you open more than one Excel workpaper created from a rolled forward binder or the same binder template, you can only edit the first workpaper opened. The other copies are read-only.

Accessing Trial Balance Functions

From the Binder window, you can access the following trial balance functions:
- TB Column Setup
- Import Conversion Wizard
- Consolidate TB
- Classifications
Creating and Using Binders

- Account Groupings
- Chart of Accounts
- QuickView
- Quiklink/Desktop Updates Status
- Journal Entry Summary
- Add Journal Entry
- Write Up Journal Entry

For more information on these functions, see Chapter 7, Using the Trial Balance.

Creating and Modifying Workpaper Tabs

Workpaper tabs allow you to group related workpapers in a binder. An index system allows you to assign page numbers to workpapers and tabs. These two tools are designed to reflect the way you organize workpapers in the physical engagement binders you currently use. The following sections describe the procedures associated with workpaper tabs.

Adding Workpaper Tabs

To add a new tab to a binder, do the following:

1. In the Binder Index, click where you want to add the new tab.

2. Do one of the following:
   - Select File/New/Tab.
   - Right-click the item and select New Tab from the pop-up menu.
   - Click the New Tab button on the toolbar.

   The New Tab dialog displays.

3. Complete the New Tab dialog as follows:
   - In the Index # field, enter the index number to assign to the tab. This field is optional.
   - In the Name field, type the name for the tab. This field is required.

   Note: The index number and name combination must be unique within the binder.

4. Click OK. The new tab displays in the Binder Index.
Changing and Viewing Workpaper Tab Properties

To change the name or index number of a tab or to view information, do the following:

1. In the Binder Index, click the pertinent tab.

2. To display the Tab Properties dialog, do one of the following:
   - Select File/Properties.
   - Right-click the tab you selected and select Properties from the pop-up menu.
   - Click the Properties button on the toolbar.

3. Change the name or index number, if needed. You can also view these tab statistics:
   - The number of tabs and workpapers stored in the selected tab.
   - The name of the person who created the tab.
   - The date and time the tab was created.
   - The name of the person who last modified the properties and when.

4. Once finished, click OK.

Creating Workpaper Tab Notes

ProSystem fx Engagement provides a platform to create, respond to, and manage your notes. You can create three types of notes for workpapers and binder tabs: Team Notes, Open Items, and Notes for Next Period. For more information, see Workpaper and Workpaper Tab Notes on page 8-55.

Copying Tabs between Binders

You can copy tabs to another binder by dragging them or by using the Copy and Paste commands. When you copy tabs, the workpapers and tabs within that tab are also copied. To copy individual workpapers, see Chapter 8, Managing Workpapers.

Note: You cannot move items from one binder to another.

To copy workpaper tabs, do the following:

1. Open the binder with the tab you want to copy.

2. Open the binder where you want to place the tab. For instructions on opening multiple binder windows, see Opening Multiple Binders on page 6-34.

3. Select the tab you want to copy, then do one of the following:
   - Select Edit/Copy.
   - Drag the tab to the destination.
   - Right-click the tab and select Copy from the pop-up menu.

4. In the binder window where you want to place the tab, do the following:
   - To place the tab in the first level, drag or paste the tab to the binder icon at the top of the Binder Index.
   - To place the tab within another tab, drag or paste the tab to the icon of the tab where you want to put it.
Notes:

— If you copy a tab into a binder, the name of the new tab and workpaper begin with the words *Copy of* if that same tab or workpaper exists in the binder. You can rename the tab or workpaper using the *Properties* dialog.

— Copying a tab between binders may cause the links within the workpapers and reports to fail because the links are pointing to a specific trial balance. Trial balance and journal entry reports should not be copied to another binder, as they will not refresh properly.

5. Repeat this procedure for each tab you want to copy.

Deleting and Recovering Workpaper Tabs

You can delete any tab, except the *Unfiled Workpapers*, *Conflicts*, *Published Workpapers*, and *Trash* tabs. Deleted items remain in the Trash until you empty it. You can recover items from the Trash as needed. When the Trash is emptied, any workpapers and tabs in it are permanently deleted.

Notes:

- When you roll forward a binder, items in Trash are not carried forward to the new binder. For information on roll forward, see *Rolling Forward Binders* on page 6-54.

- When you delete a tab that contains Knowledge Coach workpapers, the Knowledge Coach workpapers are permanently deleted. The tab is moved to the Trash.

The rules for items in the Trash are as follows:

- You must have rights to move, delete, or restore a workpaper if you are not the Current Editor.

- You must have rights to move or delete a tab that contains a workpaper for which you are not the Current Editor.

- Only the workpapers for which you are the Current Editor are restored when a tab is restored. The workpapers you are not the Current Editor of remain in the trash. In a shared file room binder, workpapers where the Host is the current editor will be restored.

- Your staff group must also have been granted the right to delete and restore workpapers and tabs in order to delete/restore workpapers or tabs.

To delete a workpaper tab, do the following:

1. In the Binder Index, click the tab you want to delete.

2. Do one of the following:

   - Select **Edit/Delete**.
   - Right-click the tab and select **Delete** from the pop-up menu.
   - Press **DEL**.
   - Drag the tab to the *Trash* icon.
You can restore deleted tabs and workpapers by performing one of the following actions:

- Display items in the Trash by double-clicking the Trash icon. Right-click the item and select Restore from Trash.
- Right-click the Trash icon and select Restore All.

Restoring a tab restores all workpapers associated with the tab for which you are the Current Editor. You can permanently delete the workpapers and tabs by emptying or deleting from the Trash. Do one of the following:

- Display the items in the Trash by double-clicking the Trash icon. Right-click the item and select Delete from Trash.
- Right-click the Trash icon and select Empty Trash.
- The Trash will be emptied when the binder is closed if the option is set in Administrator.

Sharing and Distributing Binders

Because ProSystem fx Engagement binders are electronic, they can be easily shared and distributed. There are four methods you can use to share binders. The method you choose depends on whether you are using a network (in the office), on a peer-to-peer network (out in the field), or neither.

This section describes how you can manage your workpaper flow through your main office server, using the Packaging feature, and by synchronizing binders.

Using Shared Local File Rooms

Shared local file rooms allow multiple Engagement 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 (see Logging In To Engagement on page 4-1). Users can open any workpaper in the Host’s file room. If the Host is not Current Editor of a workpaper, the workpaper is read-only to all users. If the Host is Current Editor of a workpaper, then the first user to open it becomes the "Live Editor" and is able to edit and save it. Other users can view a read-only copy of the workpaper until the Live Editor closes it.

Notes:

- If you are using Microsoft Vista and you do not have Service Pack 1, you will need hotfix number 935366 to prevent possible errors while sharing trial balances. This hotfix is included on the Engagement installation CD.
- Engagement does not support sharing local file rooms between different locales (for example, US and Australia).
- Engagement does not support the same user simultaneously logging in to a shared file room from multiple computers.
Sharing a Local File Room

To share your local file room as a host, file room sharing must be enabled in Administrator. Also, you must belong to a staff group that allows sharing of local file rooms.

**Note:** You cannot work with Knowledge Coach workpapers within a Shared File Room environment.

To share a file room, do the following:

1. Log in to Engagement as either Office or Field.
2. Do one of the following:
   - Right-click the Local File Room icon or anywhere in the file room frame and select **Share File Room**.
   - Select **Tools/Share File Room**.
3. Click **OK** on the message stating that the file room has been successfully shared.

**Note for Vista Users:** If you are a Standard User in Windows Vista, you will not be able to share your Local File Room from your login due to Vista’s User Account Control. To share your Local File Room, have a Vista Administrator or Power User log in to Windows, log in to Engagement with your profile, and follow the procedure above.

To stop sharing a file room, do the following:

1. Log in to Engagement as either Office or Field.
2. Do one of the following:
   - Right-click the Local File Room icon or anywhere in the file room frame and select **Stop Sharing File Room**.
   - Select **Tools/Stop Sharing File Room**.
3. Click **OK** on the message stating that sharing of the file room has been successfully stopped.

**Note:** You cannot stop sharing your local file room if another user is currently logged in.

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.

**Note:** In a Shared File Room, workpapers that have not been opened by any user will appear in bold font. Once any user opens a workpaper, that workpaper will not appear bold the next time users access the Shared File Room.

### Office Network Environment - Central File Room

When an Engagement staff member is attached to a network, the central file rooms can be used to share and distribute binders with anyone on the network. The central file rooms are set up in the Administrator module by the person responsible for the implementation of ProSystem *fx* Engagement.

For information on setting up the central file room, see Chapter 3, *Engagement Administrator*.

When you log in to ProSystem *fx* Engagement connected to the Office, the program displays the central file rooms that have been set up. When you double-click the central file room or right-click and select **Connect**, ProSystem *fx* Engagement checks to see if you are connected to the server. If you are not connected, that central file room displays with a red X mark. If you are connected, the following procedures explain how to share binders.

#### Initial Synchronizing to the Central File Room

The synchronization feature copies a binder from the local file room to the central file room or from the central file room to the local file room.

**Note:** You must close the binder before you attempt to synchronize the binder. Also be sure Word and Excel are closed before you synchronize.

When synchronizing a binder to the central file room for the first time, do the following:

1. Select the binder in the local file room and do one of the following to open the Synchronize Binder Wizard:
   - Select **Tools/Synchronize Binder**.
   - Right-click the binder and select **Synchronize Binder** from the pop-up menu.
   - Click the **Synchronize Binder** toolbar button.
2. Click **Next** on the **Welcome** dialog to open the **Select a Synchronization Target** dialog.

![Select a Synchronization Target dialog](image)

**Note:** If you do not want to display the **Welcome** dialog again, check the **Do not show this Welcome page again** box on the **Welcome** dialog.

3. Select the central file room with which to synchronize.

4. Click **Next**. The **Synchronize Entire Binder or Selected Workpapers** screen displays.

5. Select one of the following:

   - **Synchronize entire binder.** Synchronizes the entire binder, including all workpapers.
   - **Synchronize only selected workpapers.** Synchronizes only the workpapers you select for synchronization.

   **Note:** Individual Knowledge Coach workpapers cannot be selected for synchronization. If you are synchronizing a Knowledge Coach workpaper, you must select all Knowledge Coach workpapers in the binder.

6. Click **Next**. The **Check In Workpapers** dialog displays.

7. Select the workpapers you would like to check in to the central file room. When you check the workpaper in, you no longer have Current Editor rights to this workpaper in the local file room. To select workpapers, click the **Plus sign** (+) to expand the view, and then do one of the following:

   - Select all the workpapers by checking the box next to the binder.
   - Select all the workpapers in a section by checking the box next to the workpaper tab.
   - Select specific workpapers by checking the box next to the workpapers.

8. If you are synchronizing the entire binder, continue to step 10. If you are synchronizing only selected workpapers, click **Next**. The **Synchronize Workpapers from your LOCAL file room** dialog displays.
9. Click the plus sign to expand the view, and then select workpapers to synchronize with the central file room by doing one of the following:

- Select all the workpapers by checking the box next to the binder.
- Select all the workpapers in a section by checking the box next to the workpaper tab.
- Select specific workpapers by checking the box next to the workpapers.

10. Click Next. The Completing the Synchronization Wizard dialog displays. This dialog displays a summary of your selections. If you check the box at the bottom of the window, the copy of the binder in your local file room automatically opens after the synchronization is finished.

11. Click Synchronize. The Synchronization Job Queue dialog displays.

The Synchronization Job Queue shows the progress of the synchronization. You may click Hide to close the dialog. The synchronization process continues.

The synchronization steps copy the binder from the local file room to the selected central file room. The same steps can be taken to copy the binder from the central file room to the local file room.
Subsequent Synchronizing to the Central File Room

After a binder has been synchronized to the central file room, there are five methods for subsequent synchronization.

- **Synchronize Binder Wizard.** When using the Synchronize Binder Wizard as described above for subsequent synchronization, you can also check out workpapers.

- **Synchronize selected workpapers.** You can select specific workpapers to synchronize without synchronizing the entire binder. Within an open binder, select the workpapers to synchronize and then select Workpapers/Synchronize, or right-click the workpapers and select Synchronize Workpaper. You can also select Check In or Check Out to transfer the Current Editor rights to or from the central file room while in the open binder.

  **Note:** Individual Knowledge Coach workpapers cannot be selected for synchronization. If you are synchronizing a Knowledge Coach workpaper, you must select all Knowledge Coach workpapers in the binder.

- **Express Synchronization.** Automatically synchronizes the binder in the local file room and the central file room, without opening the wizard. You do not have the option to check workpapers in or out.

  Select the binder in the local file room and do one of the following:
  - Select Tools/Express Synchronization.
  - Right-click the binder and select Express Synchronization.
  - Click the Express Synchronization toolbar button.

- **Auto express synchronize binder on open.** Select Tools/Options. On the General tab, you can select to automatically synchronize a binder upon opening it.

- **Auto express synchronize binder on close.** Select Tools/Options. On the General tab, you can select to automatically synchronize a binder upon closing it.

All five methods synchronize changes from both locations (local file room and central file room) simultaneously. Changes made in the local file room are synchronized to the central file room and changes made in the central file room are synchronized to the local file room.

Synchronizing a Binder from the Central File Room

The Synchronization feature also allows staff members assigned to a binder to copy or check out from the central file room a binder that is not currently in their local file room.

To check out a binder from the central file room, do the following

1. Select the binder in the central file room and do one of the following:
   - Select Tools/Synchronize Binder.
   - Right-click the binder and select Synchronize Binder from the pop-up menu.
   - Click the Synchronize Binder button on the toolbar.

   The Synchronize Binder Wizard dialog displays.

2. Click **Next** on the Welcome to the Synchronization Binder dialog. The Synchronize Entire Binder or Selected Workpapers dialog displays.
3. Select one of the following:
   - **Synchronize entire binder.** Synchronizes the entire binder, including all workpapers.
   - **Synchronize only selected workpapers.** Synchronizes only the workpapers you select for synchronization.

   **Note:** Individual Knowledge Coach workpapers cannot be selected for synchronization. If you are synchronizing a Knowledge Coach workpaper, you must select all Knowledge Coach workpapers in the binder.

4. Click **Next.** The **Check OUT Workpapers (Receive Current Editor Rights)** screen displays.

5. Click the plus sign (+) to expand the view, and then select workpapers to check out to your local file room by doing one of the following:
   - Select all workpapers by checking the box next to the binder.
   - Select all workpapers in a section by checking the box next to the workpaper tab.
   - Select specific workpapers by checking the box next to the workpaper.

6. If you are synchronizing the entire binder, go to step 8. If you are synchronizing only selected workpapers, click **Next.** The **Synchronize Workpapers (REMOTE File Room)** dialog displays.

7. Click the plus sign (+) to expand the view and then select workpapers to synchronize by doing one of the following:
   - Select all workpapers by checking the box next to the binder.
   - Select all workpapers in a section by checking the box next to the workpaper tab.
   - Select specific workpapers by checking the box next to the workpaper.

8. Click **Next.** The **Completing the Synchronization Wizard** dialog displays a summary of your selections. If you check the box at the bottom of the dialog, the binder automatically opens after the synchronization is finished.

9. Click **Synchronize** to copy the binder from the central file room to your local file room. If the client folder does not already exist in your local file room, it is also copied. The **Synchronization Job Queue** dialog displays, showing the status of the synchronization.

10. You can click **Hide** to close the dialog. The synchronization process continues even if the dialog is hidden.

**Peer-to-Peer Network Environment - Direct Synchronization**

Engagement staff members who are assigned to the same binders can share and distribute binders directly with one another when they are connected on a peer-to-peer network. When a binder staff member logs in using the Office or Field location, the program displays the name of each staff member who is set up and active in the Administrator module in the **Staff** tab of the File Room.

In addition, you can synchronize binders with staff members displayed on the **Buddy List** tab. When you double-click a staff member’s name, Engagement tries to connect to the staff member. If it cannot connect, you receive a message stating that the program was unable to connect to the computer.
Synchronization to Another User’s Local File Room

When you are logged in to ProSystem fx Engagement in the Field location, the synchronization feature copies a binder from one user’s local file room to another user’s local file room.

**Important:** You must close the binder before you attempt to synchronize it.

To synchronize a binder with another user, do the following:

1. Select the binder in the local file room, and do one of the following:
   - Select **Tools/Synchronize Binder**.
   - Right-click the binder and select **Synchronize Binder** from the pop-up menu.
   - Click the **Synchronize Binder** toolbar button.
   
   The **Synchronize Binder Wizard** displays.

2. Click **Next** on the **Welcome** dialog. The **Select a Synchronization Target** screen displays.

3. Select the staff member to synchronize with from either the **Staff** or **Buddy List** tab. If the **Existing Location** field is grayed out, browse to the user’s alternate location. A staff member can have an Engagement profile on multiple computers, and you can select from any existing location or an alternate location when synchronizing the binder with the staff member.

4. Click **Next**. If the staff member is not assigned to the binder and you have the staff group right to modify binder properties, you are given the option of assigning the staff member to the binder. Click **Yes** to assign the staff member.

5. Select one of the following from the **Synchronize Entire Binder or Selected Workpapers** screen:
   - **Synchronize entire binder.** Synchronizes the entire binder, including all workpapers.
   - **Synchronize only selected workpapers.** Synchronizes only the workpapers you select for synchronization.

   **Note:** Individual Knowledge Coach workpapers cannot be selected for synchronization. If you are synchronizing a Knowledge Coach workpaper, you must select all Knowledge Coach workpapers in the binder.

6. Click **Next**. If you are the Current Editor of the binder, the **Assign Workpapers** screen displays. Select the workpapers to assign to the staff member by clicking the **plus sign** (+) to expand the view and do one of the following:
   - Select all the workpapers by checking the box next to the binder.
   - Select all the workpapers in a tab by checking the box next to the tab.
   - Select specific workpapers by checking the box next to the workpapers.

7. Click **Next**. If you are synchronizing the entire binder, continue to step 8. If you are synchronizing only selected workpapers, the **Synchronize Workpapers (LOCAL File Room)** dialog displays. Select the workpapers to synchronize. Click the **plus sign** (+) to expand the view and then select workpapers by doing one of the following:
   - Select all workpapers by checking the box next to the binder.
   - Select all workpapers in a section by checking the box next to the workpaper tab.
   - Select specific workpapers by checking the box next to the workpaper.
8. Click **Next**. A summary of your selections displays. If you check the box at the bottom of the dialog, the copy of the binder in your local file room opens automatically after the synchronization is finished.

9. Click **Synchronize**. The synchronization steps copy the binder from one local file room to another local file room.

**Notes:**

- After synchronization is completed, you no longer have Current Editor rights to the workpapers you assigned to another staff member.
- You can alternatively assign workpapers to another staff member before synchronization. Current editor rights are transferred automatically upon a subsequent synchronization.

The Synchronization Job Queue dialog displays, showing the synchronization status.

10. You can click **Hide** to close the dialog. Synchronization continues.

**Resolving Synchronization Conflicts**

The Synchronization Conflicts dialog allows you to resolve workpaper conflicts you may encounter when synchronizing or receiving a binder that has had a workpaper or trial balance restored or had its Current Editor changed.

Choose from the following options:

- **Local wins.** Choosing this option retains the local file room copy and replaces the remote location’s copy with a copy from the local file room.
- **<Computer Name> wins.** Choosing this option causes the local workpaper to be replaced by the copy from the selected computer. The local copy of the workpaper is permanently removed.
- **Undecided.** Choosing this option causes the copy from the other computer to be filed on the Conflict tab and the local copy to remain filed in its current tab.

The Conflicts dialog has an option allowing you to decide on an individual basis the action to be taken on a workpaper. You can also decide globally on an action for all workpapers. You have an option to view details for both workpapers in conflict, but the workpapers cannot be edited.

If ProSystem fx Knowledge Coach is licensed, the Duplicate workpapers not allowed section shows when there are multiple instances of single instance limited Knowledge Coach workpapers between the binders being synchronized.

Choose from the following options:

- **Local wins.** This option retains the local file room Knowledge Coach workpaper instance and replaces the remote location’s Knowledge Coach workpaper instance from the local file room.
- **<Computer Name> wins.** This option causes the local Knowledge Coach workpaper instance to be replaced by the Knowledge Coach workpaper instance on the selected computer. The local Knowledge Coach workpaper instance is overwritten.
- The Duplicate workpapers not allowed section allows you to decide which instance of a single instance limited Knowledge Coach workpaper to retain.
Opening Workpapers in the Conflicts Tab

After synchronization finishes, you can open workpapers on the Conflicts tab for resolution. The titles of Workpapers with conflicts are preceded by (C), and these workpapers are read-only.

Notes:

- Workpapers that have a matching conflict workpaper in the Conflicts tab cannot be assigned until the conflict is resolved.
- Knowledge Coach workpapers shown in the Duplicate workpapers not allowed section of the Synchronization Conflicts dialog do not appear under the Conflicts tab.

You can right-click the item in the Conflicts tab and select one of the following actions from the pop-up menu.

- Open the workpaper in a read-only state (view outside).
- Delete the conflicting workpaper.
- File the selected workpaper, which opens the Conflicts dialog for resolution of the workpaper’s conflict.
- View workpaper properties.

View Synchronization History

The Synchronization History option allows you to easily access detailed information about the Synchronization History from within Engagement. You can review, print, or save the Synchronization History using the following options:

- For a local file room binder, you can access the history from the Information tab in Binder Properties in the Workpaper Management module.
- For a central file room binder, you can access the history from the Information tab in Binder Properties in the Workpaper Management module or the Administrator module.

An entry is made to the history table every time a binder synchronizes with a central file room or with another staff member, every time a binder package is created or received, and every time a packaged binder is backed up or restored. The entry includes whether or not a synchronization was successful or not.

Non-Network Environment - Binder Packages

If you are not on a network or need to email a binder to a binder staff member, create a binder package. Do not synchronize to a central file room or to another staff member’s local file room.
Creating a Binder Package

The following procedure creates a binder package that you can save as a file or send as an attachment to an email message. Close the binder before you create the binder package.

To create a binder package, do the following:

1. In the local file room window, select the binder you want to distribute.

2. Do one of the following:
   - Select Tools/Create Binder Package.
   - Right-click the binder and select Create Binder Package.
   - Click the Create Binder Package toolbar button.
   - Select Send To on the File menu.

   The Create Binder Package dialog displays.

3. The Create Binder Package dialog displays the following options:
   - **Include all workpapers.** Preselects all of the workpapers, including those that are in the Trash. This option also includes all newly created workpapers when local file rooms receive the binder package. This is the default selection.
   - **Include selected workpapers.** Allows you to select specific workpapers, except items in the Trash folder. This option does not include newly created workpapers.

   **Note:** Individual Knowledge Coach workpapers cannot be selected for creating a binder package. If you are creating a binder package with at least one Knowledge Coach workpaper selected, all Knowledge Coach workpapers in the binder must be selected.

4. If you select the Include selected workpapers option, select the workpapers to include in the binder package. Click the Plus sign (+) to expand the view and select workpapers using one of these methods:
   - Select all the workpapers by checking the box next to the binder.
   - Select all the workpapers in a tab by checking the box next to the tab.
   - Select specific workpapers by checking the box next to the workpapers.
5. 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, file name, and file size of the binder file. You can change the path by clicking **Browse**.
   - If you want to send the binder package as an email attachment, select the **Send package via email** option. The system uses a default file name for the attachment.

   **Note:** To use email features, you need a MAPI-compliant email system. These systems include Microsoft Exchange, Microsoft Mail, and Internet SMTP/POP3.

6. Click **OK**. If you are saving the binder package, the file is created according to the path you specified. If you are sending the binder package through email, a new email message displays with the binder package file as an attachment.

### Receiving a Binder Package

After a binder package has been created, other binder staff members can receive the file. When you are not in a network environment or synchronization is not enabled for the central file room, this is how you share binders with other binder staff members.

**Note:** When you receive a binder, a signature change may occur, which causes the binder’s Dynalink to be broken. To reconfigure the Dynalink, see Chapter 7, *Using the Trial Balance*.

1. Do one of the following to open the **Receive Binder Package** dialog:
   - Select **Tools/Receive Binder Package**.
   - Right-click a binder and select **Receive Binder Package** from the pop-up menu.
   - Click the **Receive Binder Package** toolbar button.

2. Use the **Look in** field to select the binder package file to receive. The binder package file extension is AZP.

3. Click **OK** to receive the package.

4. A message displays when the binder is successfully received. Click **View Log** to open the Synchronization History Log which you can print or save to a file. Click **OK** to exit the message dialog.
When you receive a binder, the following occurs:

- If the binder does not exist in the local file room, ProSystem fx Engagement finds the client folder and attempts to insert the binder into the client folder. If you do not have this client folder, the program automatically creates it.

- If the binder exists in the local file room, Engagement checks the binder you are receiving and the binder you already have to determine if there are any conflicts.

**Important:** When you receive a binder package, your local file room is updated with changes in the binder package and the package is updated with changes in your local file room. Do not use binder packages for backup purposes; use Backup/Restore instead. (For details, see *Backing Up and Restoring a Binder* on page 6-50.)

**Using Outlook to Receive Binder Packages**

Engagement users who have Microsoft Outlook on their local computers can use the Engagement interface option, Engagement/Receive Binder Package, in Outlook to receive a binder package directly into an Engagement binder.

**Note:** If you are not using Outlook and you receive a binder package file as an email attachment, save the file to your computer’s hard drive first. Then follow the instructions on page 6-49 for receiving the binder package.

**Backing Up and Restoring a Binder**

We recommend that a regular backup policy be implemented, preferably daily. You can use the backup and restore options on the Tools menu in your local file room both to back up and to restore the binder to its original state.

**Backing Up a Binder in a Local File Room**

1. Highlight the binder and select Tools/Backup Binder. The Backup Binder dialog displays.
2. Select the location to which you want to save the binder in the Save in field. The default path is `C:\Pfx Engagement\WM\Binder Backups`.
3. Type a name for the binder in the File name field. The default name of the backup package is the client ID and name, binder name, binder ID, binder current period end date, and system date with a BZP file extension.
4. The Save as field defaults to BZP and cannot be changed. File names cannot contain these characters: `/ : * ? \ " < > | .`
5. Click Backup to create the backup file.
6. Click OK on the message telling you the backup was successful.

**Note:** If you assigned workpapers to other staff members, the Current Editor change takes place when the backup is created. Workpaper assignments made by other users are not affected.
Restoring a Binder

1. Select **Tools/Restore Binder**. The *Restore Binder* dialog displays.
2. If necessary, select the directory where the binder is stored in the *Look In* field.
3. Highlight the binder to be restored and click **Restore**.

**Notes:**

- When you restore a binder, a signature change may occur, which causes the binder’s Dynalink to be broken. To reconfigure the Dynalink, see Chapter 7, *Using the Trial Balance*.
- If the binder already exists in the local file room, a warning message prompts you that the binder will be overwritten. Select **OK** to continue or **Cancel** to stop the process.
- You will no longer be the Current Editor of workpapers you assigned to other staff members at the time of backup. Workpaper assignments made by other users are not affected.

Binder Sign Off

Binder sign off allows staff members to sign off on a binder when they have completed their work. This provides a quick way to see which staff members have completed their work on the selected binder.

Signing Off on a Binder

Once staff members have signed off on all assigned workpapers, they can sign off the binder, indicating that their work is complete.

1. From the File Room window, do one of the following to open the *Binder Properties* dialog.
   - Right-click the binder and select **Properties**.
   - Select **File\Properties**.
   - Highlight the binder and click the **Properties** toolbar button.
2. Click the **Binder Staff** tab in the *Binder Properties* dialog.
3. Highlight your name as the staff member signing off on the binder.
4. Click the **Sign Off Binder** button. A dialog displays, asking you to confirm the sign off.
5. Click **Yes**.
6. If you have notes that have not been cleared, you are asked if you want to continue with the binder sign off. Click **Yes** to continue, or click **No** to cancel.
7. If you have workpapers assigned that you have not signed off, a message states that there are workpapers that have not been signed off and asks if you want to continue. Click **Yes** to sign off the binder, or click **No** to cancel.
8. The date and time display next to the name of the user who signed off in the *Binder Properties* dialog.
Removing a Sign Off on a Binder

If staff members need to do more work on a binder after they have signed off, they should remove their sign off on the binder until they complete their work.

To remove a binder sign off, do the following:

1. From the File Room, do one of the following to open the Binder Properties dialog.
   - Right-click the binder and select Properties.
   - Select File\Properties.
   - Highlight the binder and select Properties from the Toolbar.

2. Click the Binder Staff tab in the Binder Properties dialog.

3. Highlight your name as the staff member who is removing sign off.

4. Click the Remove Sign Off button. A dialog displays, asking you to confirm the sign off removal.

5. Click Yes. The sign-off date and time are removed from the Properties dialog.

Finalizing Binders

When the work in the current engagement binder is complete, you can choose to finalize the binder. The Finalize Binder feature guides you through a wizard that analyzes the status of the workpapers, notes, and sign offs. The wizard ensures that all open binder items are completed. Using the Finalize Binder feature is optional.

1. To finalize a binder, click the binder and do one of the following:
   - Select Tools/Finalize Binder.
   - Right-click the binder and select Finalize Binder from the pop-up menu.
   - Click the Finalize Binder toolbar button.

2. A prompt reminds you to synchronize the binder with its central file room to ensure that the binder’s contents reflect the latest changes. Click OK to continue with the synchronization, or click Cancel to exit the wizard.

3. The Finalize Binder Welcome dialog displays. You can click the View Diagnostic Report link to view the results of the finalization analysis. You can also click the Do not show this Welcome page again to stop the Welcome dialog from appearing when you start the Finalize Binder Wizard.

4. If an item conflicts between the binder in the local file room and the binder in the central file room, the Synchronization Conflicts dialog appears.

   You may check the Resolve all conflicts with the local copy of the workpaper box to continue or, to resolve the conflict with the remote copy of the workpaper, click Cancel and resolve the conflict within the binder.
5. The **Finalize Binder Wizard** displays. The wizard guides you through the binder finalization process. The wizard analyzes the binder and prompts you in the following situations:

- **Workpapers exist in the Trash.** To continue, check the **Delete all workpapers in the Trash** box and click **Next**. The workpapers are permanently deleted when the Finalize Binder process completes.

- **Workpapers exist in the Conflicts section.** To continue, you must resolve all workpaper conflicts. Click the **Local Wins** button for each workpaper and click **Next**, or select **Cancel** to exit the wizard.

- **Current Editor Analysis.** You must be the Current Editor of all the workpapers to continue. To continue, check the **Take over all workpapers** box and click **Next**.

- **Workpapers do not have a preparer sign off.** To continue, check the **Continue without assigning Preparer sign off** box and click **Next**.

- **Workpapers do not have at least one reviewer sign off.** To continue, check the **Continue without assigning a Reviewer sign off** box and click **Next**.

- **Workpapers have been modified after being signed off by a reviewer.** To continue, check the **Continue with workpapers modified after reviewed** box and click **Next**.

  **Note:** This page displays only if the option to display the file modified flag is selected in Administrator.

- **Uncleared Notes Analysis.** To continue, check the **Clear all team and open item notes for the listed workpapers** box and click **Next**.

- **Placeholder Analysis.** To continue, check the **Continue without clearing placeholders** box and click **Next**.

- **Uncleared Diagnostics Analysis** (Knowledge Coach only). To continue, check the **Clear all diagnostics for the listed workpapers** box and click **Next**.

- **Binder Staff Sign Off Analysis.** To continue, check the **Continue without requiring all binder staff to sign off on the binder** box and click **Next**.

- **Incomplete row customization analysis** (Knowledge Tools only). To continue, check the **Continue without clearing incomplete row customizations** box and click **Next**.

If you do not want to continue with any of these open items, select **Cancel** and resolve the open items.

  **Note:** In the Administrator module, there is an option in **Tools/Options** to skip the **Binder Staff Sign Off Analysis** page.

6. The last page of the wizard displays a summary report, which you can print or save to a file. Click **Back** to modify your selections, or click **Finalize** to complete the finalization.

When you finalize a binder, the following occurs:

- The binder in the local file room automatically synchronizes with the binder in the central file room.

- The icon for the binder changes from an open position to a closed position to indicate the binder is finalized.
If you open the finalized binder, the binder window displays *(Finalized)* at the top, and the workpapers are read-only.

- The workpaper history is deleted on all workpapers.
- All Team and Open Item notes are deleted.

If you need to unfinalize a binder, use the ProSystem fx Engagement Administrator module. See *Unfinalizing a Binder* on page 3-50.

### Rolling Forward Binders

When you roll forward a binder, you prepare it to be used as the next period’s engagement binder. The roll forward process enables you to create a new binder for each new period. This process also enables you to retain the prior period’s information for analysis. This section explains what information is rolled forward and how to perform the roll forward function.

### Effects of Rolling Forward on a Binder

When you roll forward a binder, the index and structure of the binder are preserved.

### Workpaper Roll Forward Options

For most Engagement workpapers, you have the following roll forward options:

- **Include the workpaper in the roll forward.** The workpaper will be included in the binder when a new binder is created for the next period. If the workpaper uses links to Date functions or links to the trial balance, the formulas will be updated with the next period’s information.

- **Do not include the workpaper in the roll forward.** The workpaper will not be included in the binder when a new binder is created for the next period. You would choose this option if the workpaper is specific to this period and does not apply to the next. This option is not available for Trial Balance workpapers, which are automatically rolled forward to maintain trial balance links and reports.

- **Replace in the roll forward with placeholder.** A placeholder appears in the new binder for the new period. You can replace the placeholder with a file or scanned document later. You might use this option for workpapers that you receive from clients later in the period. The placeholder maintains the name and index for the workpaper until you can add it.

- **Replace the workpaper in the roll forward with a designated file.** You can use this option for audit programs and checklists that are updated periodically.

- **Save or delete existing journal entries in the binder.**

**Notes:**

- If you choose to replace the workpaper with another workpaper, the roll forward option for the new workpaper is set to replace the workpaper.

- Items in the Trash file are not carried over to the new binder.
Knowledge Tools Roll Forward Options

With ProSystem fx Knowledge Tools workpapers, you have the following options:

**Roll Forward Options**

Choose from the following roll forward options:

- **Do not include in the roll forward.** The workpaper will not be included in the binder when a new binder is created for the next period. You would choose this option if the workpaper is specific to this period and does not apply to the next. This option is not available for Trial Balance workpapers, which are automatically rolled forward to maintain trial balance links and reports.

- **Include in the roll forward.** The workpaper will be included in the binder when a new binder is created for the next period. If the workpaper uses links to Date functions or links to the trial balance, the formulas will be updated with the next period’s information.

- **Replace in the roll forward with latest Knowledge Tools template.** The Knowledge Tools workpaper will be replaced by the most up-to-date template when the workpaper is opened in the new rolled-forward binder.

- **Replace in the roll forward with this file.** Allows you to browse to choose a workpaper to replace this workpaper in the binder. You may want to use this option with standard workpapers you fill out for the client every year. For example, with a bank reconciliation workpaper, you may want to use the same workpaper, but without the specific information.

**Data Retention Options**

Select one of the following roll forward settings for data retention:

- **Keep all responses.** The Knowledge Tools workpaper will retain the current responses when the new binder is created. This option is available only when Include in the roll forward or Replace in the roll forward with latest Knowledge Tools template is selected.

- **Keep all comments and workpaper references.** The Knowledge Tools workpaper will retain the current comments and workpaper references when the new binder is created. This option is available only when Include in the roll forward or Replace in the roll forward with latest Knowledge Tools template is selected.

- **Merge row customizations from prior period workpaper.** The Knowledge Tools workpaper will merge the prior year’s additions, deletions, and text changes to rows when the new binder is created. This option is available only when Replace in the roll forward with latest Knowledge Tools template is selected.
Knowledge Coach Roll Forward Options

With ProSystem fx Knowledge Coach workpapers, you have the following options:

Roll Forward Options

Choose from the following roll forward options:

- **Include in the roll forward.** The workpaper will be included in the binder when a new binder is created for the next period. If the workpaper uses links to Date functions or links to the trial balance, the formulas will be updated with the next period’s information.

- **Replace in the roll forward with latest Knowledge Coach content.** The Knowledge Coach workpaper will be replaced by the most up-to-date content when the workpaper is opened in the new rolled-forward binder.

Data Retention Options

Select one of the following roll forward settings for data retention:

- **Use response roll forward setting.** The Knowledge Coach workpaper will roll forward each response according to the setting for that response.

- **Keep all responses.** The Knowledge Coach workpaper will retain the current responses when the new binder is created.

- **Reset all responses.** The Knowledge Coach workpaper will reset all field cell values in the new binder.

If you select the option to replace the workpaper in the roll forward with the latest Knowledge Coach content, you can select one or more of the following options:

- **Merge row customizations from prior period workpaper.** The Knowledge Coach workpaper will merge the prior year’s additions, deletions, and text changes to rows when the new binder is created. This option is available only when Replace in the roll forward with latest Knowledge Coach template is selected.

- **Keep audit programs populated with program steps.** Added program steps will be kept in Knowledge Coach audit workpapers. If you select this option, the following options become available:
  
  - **Keep custom program steps.** Program steps you have created and added to audit workpapers will be kept in the new binder.
  
  - **Keep modified program steps.** Modifications you have made to added program steps in audit workpapers will be kept in the new binder.

During the roll forward process, the following occurs:

- A new binder is created for the new period. If changes are made to workpaper roll forward settings or to journal entry roll forward or recurring settings, these changes are reflected in the original binder.

- The new binder does not contain sign off information.

- The new binder does not contain the workpaper notes from the original binder, except for *Notes for Next Period*. These notes are brought forward into the new binder as *Open Item* notes.
All trial balance data is moved to the prior period and your current period data is initially blank.

All date and account balance fields linked in your workpapers reflect the next period’s date and account balance. For example, with comparative financial statements, the dollar amount columns automatically roll forward or last year’s current period becomes the prior period and current period balances are zero. In addition, all dates in the financials roll forward.

Notes:

— In order to ensure the integrity of prior and current periods, the period sequence cannot be changed. If you need to change the period sequence, you should create a new binder and import data into the new binder with the new dates.

— If an M-3 Federal journal entry is selected as recurring, the temporary (T) or permanent (P) designation is retained in the new binder.

Rolling Forward a Binder

During the roll forward process, the Binder window must be closed. If it is open, you receive a message prompting you to close the window.

To roll forward a binder, do the following:

1. Click the binder you want to roll forward.

2. Do one of the following:
   b. Right-click the binder and select Roll Forward Binder from the pop-up menu.
   c. Click the Roll Forward Binder toolbar button.

The Roll Forward Binder Wizard Welcome dialog displays. You can click the Do not show this Welcome page again if you do not want to view the Roll Forward Binder Wizard Welcome dialog again.


4. The binder properties from the original binder are displayed by default for the new binder. All fields are editable, with the exception of Client Name.
5. Click **Next**. The *Roll Forward Binder Wizard - Verify Period Properties* dialog displays.

![Roll Forward Binder Wizard - Verify Period Properties](image)

6. The period dates and sequence information are updated to reflect the next period. The current period dates become the first prior period dates for the new binder.

   Verify that the dates are correct for the new binder. If they are incorrect, enter the date in the date format shown or click the **arrow** button to select the date from a calendar.

   **Note:** The period sequence cannot be changed because doing so would distort prior period information. If you need to change the period sequence, you should create a new binder and import data into the binder with new dates.

7. Click **Next**. The *Roll Forward Binder Wizard - Verify Binder Staff Assignment* dialog displays.

![Roll Forward Binder Wizard - Verify Binder Staff Assignment](image)

8. The staff member rolling forward the binder is automatically assigned to the new binder. You can assign new teams or staff members and unassign existing teams or staff members. You cannot unassign yourself until after the new binder is created. You can also view by teams and staff, teams only, or staff only.

   **Note:** If the Firm option to automatically assign a team to new binders is selected in the Administrator module, the team is assigned to the new binder. You may also unassign any staff members at this time.
9. Click **Next**. The *Roll Forward Binder Wizard - Workpaper Roll Forward Settings* dialog displays.

All workpapers in the binder are listed with the roll forward option displayed. Select a workpaper and click **Modify** to change the roll forward option. Trial balances are not listed.

**Note:** Changes made to the roll forward settings are saved to the original binder.

10. Click **Next**. If there are journal entries in the binder, the *Verify Journal Entry Roll Forward Settings* dialog displays. All journal entries for each trial balance are listed with the roll forward option displayed. You can click a journal entry to modify the roll forward option.

11. Click **Next**. If the trial balance is a write up trial balance, a dialog displays allowing you to specify the write up trial balance roll forward settings.

**Note:** Make sure to select the correct balance to *Roll to the Beginning*.

12. Click **Finish**. The *Roll Forward Binder Wizard - Completing the Roll Forward Binder Wizard* dialog displays.

13. Click **Roll Forward**. The new binder is created.
Using the ProSystem fx Practice Interface

ProSystem fx Engagement now interfaces with ProSystem fx Practice versions 7.0 or later. You can use the following features:

- Time Entry Module, which allows you to track billable hours.
- Inquiry Module, which allows you to quickly look up or edit client information.
- The ability to link binders and clients in ProSystem fx Engagement to projects and clients in ProSystem fx Practice.

Linking and Editing Projects

A binder in ProSystem fx Engagement correlates to a project in ProSystem fx Practice. You cannot tell by looking at binders whether they are already linked to projects or not. However, the system automatically produces the correct dialog. If you need to link a binder to a project, the Select Project to Link dialog displays. If a project is already linked, the Edit Project dialog displays. You can also configure the system to remind you to link new binders when they are created.

You can link to a ProSystem fx Practice project from anywhere within ProSystem fx Engagement.

Linking to a Project

Note: If ProSystem fx Practice is not already running, you must log in before you can complete the following procedure.

To link an Engagement binder to a Practice project, do the following:

1. Highlight the binder.
2. Select Tools/Pfx Practice Interface/Edit Linked Project, or right-click the highlighted binder and select Edit Linked Project from the pop-up menu. If the project is not yet linked, the Select Project to Link dialog opens so that you can link the project.
3. Specify the ProSystem fx Practice Client and Engagement ID, which consists of the four-digit Practice Client ID, then a dash, followed by the three-digit Engagement ID. The ProSystem fx Practice projects that are associated with the selected client display.
4. If you do not see the project you want, check the Include projects already linked box.
5. Highlight the project to which you want to link.
6. Click Link.
Editing a Project that is Already Linked

**Note:** If ProSystem fx Practice is not already running, you must log in before you can complete the following procedure.

To edit a Practice project that is already linked to an Engagement binder, do the following:

1. Select the binder.
2. Select **Tools/Pfx Practice Interface/Edit Linked Project**, or right-click the highlighted binder and select **Edit Linked Project** from the pop-up menu. If the project is already linked, the **Edit Projects** dialog displays in ProSystem fx Practice.
3. Edit as directed by ProSystem fx Practice Help.

Creating a Reminder to Link Projects

**Note:** If ProSystem fx Practice is not already running, you must log in before you can complete the following procedure.

To receive a reminder to link projects whenever you create a new project, do the following:

1. Select **Tools/Options**. The **ProSystem fx Engagement Options** dialog displays.
2. On the **General** tab, select the **Prompt when/for** box.
3. Check the **Link binder to Pfx Practice project after binder creation** box. When you create a new binder, the system prompts you to link it to a ProSystem fx Practice project.

Linking and Editing Clients

You can link a ProSystem fx Engagement client to the same client in ProSystem fx Practice. You cannot tell by looking at ProSystem fx Engagement clients whether they are already linked or not. However, the system automatically produces the correct dialog. If you need to link a client, the **Select Client to Link** dialog displays. If the client is already linked, the **Client Properties** dialog displays.

You can link to a ProSystem fx Practice client from within the File Room Frame of ProSystem fx Engagement.

Linking a Client

**Note:** If ProSystem fx Practice is not already running, you must log in before you can complete the following procedure.

To link an Engagement client to a Practice client, do the following:

1. Highlight the client.
2. In Engagement, select **Tools/Pfx Practice Interface/Edit Linked Client**, or right-click on the highlighted client and select **Edit Linked Client** from the pop-up menu. If the client is not yet linked, the **Select Client to Link** dialog displays so that you can link the client.
3. Specify the ProSystem fx Practice Client ID and the Engagement ID, which consists of the four-digit Practice Client ID, then a dash, followed by the three-digit Engagement ID.
4. Click **Link**.
Editing a Linked Client

**Note:** If ProSystem fx Practice is not already running, you must log in before you can complete the following procedure.

To edit a linked client, do the following:

1. Select the client.
2. Select Tools/Pfx Practice Interface/Edit Linked Client, or right-click on the highlighted client and select Edit Linked Client from the pop-up menu. The Edit Client dialog displays in ProSystem fx Practice.
3. Edit as directed by ProSystem fx Practice Help.

Accessing the ProSystem fx Practice Inquiry Module

While logged in to Engagement, you can use the ProSystem fx Practice Inquiry module to look up information about linked clients.

To access the Inquiry Module, do the following:

1. From the File Room menu, select Tools/Pfx Practice Interface/Client Inquiry. The Inquiry Module displays. If the Inquiry Module is not already running, you must log in.
   - If a linked client is selected, the Inquiry Module defaults to the linked client in ProSystem fx Practice.
   - If an unlinked client is selected or if a non-client object is selected, the Inquiry Module displays without a pre-selected client.
2. For further instructions regarding the Inquiry Module, open the ProSystem fx Practice Help and locate the Inquiry book in the table of contents.

Operating the ProSystem fx Practice Time Clock

You can use ProSystem fx Practice clocks to track your billable hours within ProSystem fx Engagement, just as you have been doing in ProSystem fx Practice.

To open the time clock, do the following:

1. Access the ProSystem fx Practice Time Entry Module from within ProSystem fx Engagement using one of the following methods:
   - From the main menu, select Tools/Pfx Practice Interface/Time Clock.
   - In Binder Frame, Binder Index View, select a binder name and right-click. From the pop-up menu, select Time Clock.
   - In File Room Frame, highlight a binder or client name and right-click. From the pop-up menu, select Time Clock.
   - In Binder Frame or File Room Frame, click the clock toolbar in the lower right corner of the any Engagement window.
2. If the Time Entry Module is not already running, it opens and you must log in. If the Time Entry Module is already running, then the clock is started in the background and the remaining clock functions (Pause, Stop, and Delete) become active.
3. The following options display:

- **Start**
  - Starts the clock. This button becomes disabled after the clock is started.

- **Pause**
  - Pauses the clock. This button is only active when a clock is running.

- **Resume**
  - Restarts a paused clock. All other clocks are paused when you restart a paused clock, unless you have checked **Allow clocks to run simultaneously** in the User Preferences/Clocks tab of the Time Entry Module. This button is only active when a clock is paused.

- **Stop**
  - Stops the clock. When you stop a clock, you are automatically taken to the **Enter Transaction** dialog. This button becomes active when a clock is running or paused.

- **Delete**
  - Deletes the current clock, along with all related information, elapsed time, Client ID, and Engagement ID. This button becomes active when a clock is running or paused.

4. For further instructions regarding clocks, open the ProSystem fx Practice Help and locate the Time Entry book in the table of contents.

**Entering Time Transactions**

Access the Time Entry Module of ProSystem fx Practice to enter time transactions. If ProSystem fx Practice is not already running, you must log in before you can complete the procedure.

To enter time transactions, do the following:

1. Select the client or binder for which you want to enter a transaction.

2. Do one of the following:
   - From the main menu, select **Tools/Pfx Practice Interface/Enter Transaction**.
   - In the Binder Frame, Binder View, right-click a binder’s index to open the pop-up menu, then select **Enter Transaction**.
   - In the local file room or central file room, right-click on a highlighted client or binder to open the pop-up menu, then select **Enter Transaction**.

3. When the **Enter Transaction** dialog opens, follow the directions provided by ProSystem fx Practice Help. The state of the dialog upon opening depends on the following preconditions:
<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>a linked client is highlighted,</td>
<td>fields populate with the ProSystem fx</td>
</tr>
<tr>
<td></td>
<td>Practice client information.</td>
</tr>
<tr>
<td>a linked binder is highlighted,</td>
<td>fields populate with the ProSystem fx</td>
</tr>
<tr>
<td></td>
<td>Practice client and project information.</td>
</tr>
<tr>
<td>an unlinked client or binder is</td>
<td>fields are blank.</td>
</tr>
<tr>
<td>highlighted,</td>
<td></td>
</tr>
<tr>
<td>an object other than a client or</td>
<td>fields are blank.</td>
</tr>
<tr>
<td>binder is highlighted,</td>
<td></td>
</tr>
</tbody>
</table>

**Entering Dates**

To enter a date in a ProSystem fx Engagement date field, do one of the following:

- Type the date in the format shown in the date field (mm/dd/yyyy).
- Click the arrow near the field and select the date from the calendar. If a date is already in the date field, the calendar uses that date as a starting point. Select another date by doing one of the following:
  - To move ahead or back one month, use the left and right arrows on either side of the month and year.
  - To move ahead or back one week, use the up or down arrow key.
  - To move to the next or previous day, use the left or right arrow key.
  - To insert today’s date, click the red circle at the bottom of the dialog.

Once you have selected a date, press [Enter] to insert it in the date field.
Overview

The trial balance stores and manages the chart of accounts, account balances, and journal entries for an engagement. Within the trial balance, you can do the following:

- Import account data from a spreadsheet or another supported trial balance package
- Store account balances for the current period and up to 36 prior periods
- Enter transactions in write up journals
- Group accounts for reporting purposes
- Perform calculations, including comparisons and summaries
- Post journal entries for the current period
- Consolidate entities
- Create reports

The trial balance also provides a centralized data source for all the workpapers in an engagement. You can link trial balance information dynamically to your Word and Excel documents. When the trial balance information changes, such as when you add a journal entry, all related workpapers and reports are automatically updated.

When you roll forward the engagement binder in the subsequent period, ProSystem fx Engagement uses these links to automatically update your engagement workpapers and reports based on the trial balance data you import in that subsequent period. The trial balance is flexible and can be customized to meet the needs of any engagement.

Note: Trial balances created with a version of Engagement prior to 6.0 must be converted to Microsoft SQL Server database files. Select Start/Programs/Engagement/Utilities, click Trial Balance Conversion Wizard, and follow the instructions in the wizard.

Accessing Trial Balance Functions

In the Binder Index window, use the trial balance command on the menu bar to access any of the following trial balance functions:

- TB Column Setup
- Import Conversion Wizard
- Consolidate TB
- Classifications
- Account Groupings
- Chart of Accounts
Using the Trial Balance Window

The trial balance is a customized Excel workbook that organizes the chart of accounts, account balances, and journal entry data into columnar views with different tabs to reflect the levels of grouping detail.

Views

Views display a series of user-defined columns in the trial balance. Each view is based on the type of data. The Engagement trial balance contains the following standard views:

- **Default view.** The default columns are balances and journal entries for the current period, plus one prior period column. You can add more columns for the current or prior periods. Also, you can add columns to show variances between any of the balance columns.

- **Financial Statement view.** The default columns are the final balances for the current period and the prior period, plus the dollar and percent variances for these balances. You can add or remove columns from this view.

Account Groupings

Account groupings enable you to summarize account balances. For example, in an audit, you may want to summarize account balances by leadsheet and financial statement categories. In a tax engagement, you may want to summarize account balances by tax return line. You are provided an account grouping list template to use when linking to ProSystem fx Profit Driver.

With ProSystem fx Engagement, you can create account groupings easily using an interface similar to Windows Explorer.

You can create two levels of groupings:

- Account Groups, such as Receivables.

- Account Subgroups, such as Gross Accounts Receivable and Allowance for Doubtful Accounts. Account Subgroups are nested in Account Groups.

You assign accounts either at the account group or subgroup level, except when using the Profit Driver grouping lists. With Profit Driver grouping lists, you should map to the subgroup level only. (See page 7-112 for Profit Driver account grouping details.)

Account groupings can be selected by the following controls in the trial balance window:

- The **Group** drop-down list enables you to select the account grouping you want.

- The workbook tabs list the groups and subgroups in the selected account grouping.
Showing Debits and Credits

In ProSystem fx Engagement, debits and credits are shown in the same column. Debits are shown as positive amounts in black, and credits are shown as negative amounts in red. In workpapers, you may want to refer to credits as positive amounts. You can paste amounts from the trial balance as absolute amounts. You also have the option of reversing the sign of an amount. For example, you may want to show a decrease in retained earnings (a debit) as a negative amount and an increase (a credit) as a positive amount. For details, see Copy/Paste TB Link on page 8-43.

Showing Journal Entries

Journal entries are only shown in the Account Detail tab. Every journal entry type has a journal entry number reference column. When your trial balance contains journal entries and you are on the Account Detail tab, the journal entry detail/summary indicator is on the far left side of the spreadsheet. This is similar to the subtotal feature in Excel.

Click the minus sign (⁻) to collapse the detail for a specific account or the 1 button on the top of that column to collapse all detail. Click the plus sign (⁺) to expand the detail for a specific account or the 2 button on the top of the column to expand all detail.

To set the Account Detail tab to default in detail or summary mode, see Trial Balance Properties on page 7-13.

Workpaper Reference

The workpaper reference column enables you to add an alphanumeric reference for the selected trial balance line item. You can select up to two workpaper reference columns for each balance column.

You can copy multiple workpaper references and paste them into multiple cells, or you can copy one workpaper reference paste it into multiple cells, by holding [SHIFT] or [CTRL]. You can also insert one workpaper reference into multiple cells by holding [SHIFT] or [CTRL], selecting multiple cells, and then selecting Engagement\Workpaper Reference\Insert WP Reference.

For more information on selecting the workpaper reference columns, see Selecting Columns to Display in the Trial Balance on page 7-15. You have the option to print the workpaper reference columns in the trial balance reports. You must have the TB Edit Mode feature turned on in order to enter references in this column. For more information on the TB Edit Mode function, see Editing the Trial Balance on page 7-6.
Using the Trial Balance Snapshot

The Trial Balance Snapshot provides a summary of all the trial balances in a binder, except those that are in the Conflicts tab or the Trash tab. You can also view Diagnostic and QuickView information for each trial balance.

To switch to the Trial Balance Snapshot, do one of the following:

- Click the Trial Balance Snapshot icon on the Shortcuts bar.
- Select View/Trial Balance Snapshot from Binder View.

If you would like to use the Trial Balance Snapshot view as your default binder view, select Tools/Options and check the TB Snapshot on binder open box.

To update the information shown based on current binder activity, click Refresh.

Panes in the Trial Balance Snapshot View

The following panes are available from the Trial Balance Snapshot view:

- **Shortcuts.** The Shortcuts bar provides shortcut access to workpapers, the Binder Snapshot, the Trial Balance Snapshot, and the ProSystem fx Knowledge Tools Web site.

- **Guidance.** The Guidance bar provides shortcut access to CCH Tax Research NetWork, Accounting Research Manager, and FAQs.

- **Trial Balance Snapshot.** The Trial Balance Snapshot displays existing trial balances in the top pane. The consolidation structure of the trial balances included in the binder are represented in a tree structure. If a trial balance belongs to multiple consolidated trial balances, the trial balance is shown under multiple trees. In addition, the Trial Balance Snapshot displays the grouping diagnostics and trial balance diagnostics for the selected trial balance.

- **Tip of the Day.** Displays suggestions for using the program more efficiently. You can hide the Tip of the Day by clicking Hide Tips. The Previous and Next buttons allow you to navigate the tips. To start the tips again, click Show Tips.

  **Note:** You can customize the Tip of the Day items to show tips that are specific to your firm’s operations. See Managing the Tip of the Day on page 3-62 for more details.

Grouping Diagnostics in the Trial Balance Snapshot

Grouping Diagnostics in the Trial Balance Snapshot provides the following details about a selected trial balance:

- **Grouping.** Allows you to view the account grouping lists as they are set up for the selected trial balance.

- **Balance.** Contains all valid current period balance columns for the specific type of trial balance, as previously set up in the TB Column Setup dialog.

- **Ungrouped Accounts.** Indicates the number of accounts that have not been grouped to the selected account grouping list for the selected trial balance. The link opens the Account Groupings dialog so that the accounts can be grouped.
Unclassified Groups/Subgroups. Breaks down the groups in the selected grouping list into groups and subgroups without account classifications or ratio classifications.

— **Account classification.** The numbers tally the groups and subgroups that have not been assigned an account classification for the selected account grouping list. The link opens the *Account Groupings* dialog, where account classes can be selected for the unclassed groups.

— **Ratio classification.** The numbers tally the groups and subgroups that have not been assigned a ratio classification for the selected account grouping list. Click the hyperlink to open the *Account Grouping* dialog.

**Note:** To view the existing account classes selected for the groups and subgroups, click **Advanced** in the Account Groupings window.

**Assets.** Displays the total value of the current assets plus non-current assets, for the selected account grouping list and balance type.

**Liabilities and Equity.** Displays the total value of the current liabilities, plus non-current liabilities, plus equity.

**Revenue.** Displays the total value of the revenue for the selected account grouping list and balance type.

**Expenses.** Displays the total value of the expenses for the selected account grouping list and balance type.

**Net (Income)/Loss.** Displays the total value of the revenue less expenses for the selected account grouping list and balance type.

**Trial Balance Diagnostics in the Trial Balance Snapshot**

Trial Balance Diagnostics in the Trial Balance Snapshot provides the following details about a selected trial balance:

— **Any current period column out of balance?** Indicates whether any of the balance columns are not equal to zero in the *Account Detail* tab of the selected trial balance. The link opens the trial balance.

— **Configured for Roll Forward?** Appears only when there is a write up trial balance. This indicates whether the following items are configured in the selected write up trial balance:
  — An account has been identified as the Retained Earnings account.
  — A classified grouping list has been identified as the account grouping list to use for roll forward. This account grouping list must have at least one account that is associated with groups that are included in the Revenue and Expenses account classes.

— **CJE.** Displays the number of Client Journal Entries. Clicking this link opens the *Journal Entry Summary* dialog.

— **AJE.** Displays the number of Adjusting Journal Entries. Clicking this link opens the *Journal Entry Summary* dialog.

— **RJE.** Displays the number of Reclassifying Journal Entries. Clicking this link opens the *Journal Entry Summary* dialog.
- **FTJE**: Displays the number of Federal Tax Journal Entries. Clicking this link opens the *Journal Entry Summary* dialog.
- **PJE**: Displays the number of Proposed Journal Entries. Clicking this link opens the *Journal Entry Summary* dialog.

**Tip of the Day in the Trial Balance Snapshot**

Displays suggestions for using the program effectively. Click *Hide Tips* to hide the Tip of the Day. Click *Show Tips* to display the tips again. The Previous and Next buttons allow you to navigate the tips.

**Note:** You can customize the Tip of the Day items to show tips that are specific to your firm’s operation. For details, see *Managing the Tip of the Day* on page 3-62.

**Editing the Trial Balance**

To be able to edit certain columns of the trial balance or enter information in the Workpaper Reference (*WP Ref*) column, do the following:

1. Open the trial balance.
   
   **Note:** Trial balances created with a version of Engagement prior to 6.0 must be converted to Microsoft SQL Server database files. Select Start/Programs/Engagement/Utilities, click Trial Balance Conversion Wizard, and follow the instructions in the wizard.

2. Click the **TB Edit Mode** toolbar button to enable editing. The illustration on the following page describes the fields in the trial balance window.

3. Enter the information into the highlighted fields as needed.

4. Click the **TB Edit Mode** button again to toggle the edit mode off.

**Notes:**

- If you are working with a trial balance in a shared local file room, you must be the Live Editor of the Trial Balance to access TB Edit Mode.
- In a consolidated trial balance, TB Edit Mode is available only for the *Prior Period* columns. This is to ensure the integrity of the data from the subsidiaries. If you want to edit the current period information, make the change in the subsidiary trial balance and then re-consolidate.

**Using the Trial Balance in Excel 2007**

When you open a trial balance in Excel 2007, a ribbon displays with all trial balance-specific functions available.
Using the Trial Balance

Account Groupings, TB Edit Mode, and TB Column Setup

Use TB Column Setup to add, modify, or delete Views of the trial balance. You can also select the columns you want to appear in the view, such as: current year balances, prior period balances, variance columns, and workpaper reference columns.

Use TB Column Setup to edit the column header abbreviations.

Use Account Groupings to add, modify, or delete Grouping lists.

You can type changes directly in the cells that are marked blue.

To protect the integrity of the calculated amounts, you cannot type in the cells that are not marked blue.

Account Groupings button

TB Column Setup button

TB Edit Mode button. Highlights data entry fields in blue.
**Creating Trial Balances**

This section explains how to create a trial balance and open it once you have created it.

**Sources for Trial Balances**

You can create the trial balance from either of the following:

- From a pre-defined trial balance template. Trial balance templates can include pre-set columns, account groups, and a standard chart of accounts.
- From a blank trial balance template. A blank template only has columns for the account number and description.

**Creating a Trial Balance**

To create a trial balance, do the following:

1. In the Binder window, click the workpaper tab where you want to put the trial balance.
2. To display the *New Trial Balance* dialog, do one of the following:
   - Select **File/New/Trial Balance**.
   - Right-click the tab and select **New Trial Balance** from the pop-up menu.
   - Click the **New Trial Balance** toolbar button.

   **Note:** You can change the path of the trial balance templates from the **Tools/Options** dialog and share these templates if you are in a network environment. For more information about sharing a path, see *Changing Default Paths for Templates* on page 4-8.

3. Select the tab with the type of trial balance you want to create.
4. Select the trial balance template you want to use and click **OK**. The *Workpaper Properties* dialog displays.
5. In the Index # field, enter an index number (may be alphanumeric) for the trial balance workpaper. This is an optional field. Its purpose is to help you organize your workpapers and to provide a means to reference the workpapers. To insert workpaper reference links into other workpapers, the workpapers must have an index number. See Workpaper Reference on page 7-3 for more information.

6. In the Name field, enter the name for the trial balance. This is a required field. The default name is the trial balance template name. You can use the default name or enter a new name. Do not use the following characters: ‘ | : “ . ( )

**Important:** The trial balance name displays in the formulas that link trial balance data to workpapers. The trial balance name in formulas does not change if you rename the trial balance. Therefore, choose a name in this field that you will recognize when reviewing your formulas. For example, if you are working on a consolidated entity, use the entity name for each trial balance name. That way, you will know which entity a specific amount came from when reviewing your TB Link formulas.

If you rename your trial balance and then your links no longer work, rename it to its original name or use the Replace TB Link Name feature available in Excel and Word workpapers. See Replacing TB Link Names on page 9-7 and on page 10-7.

7. Click OK. The trial balance is added to the workpaper tab you selected in step 1.
Basic Trial Balance Commands

This section explains how to open, close, and refresh the trial balance.

Opening the Trial Balance

You can open the trial balance in either the File Room or the Binder window without having to find it among your workpaper tabs.

**Note:** Trial balances created with a version of Engagement prior to 6.0 must be converted to Microsoft SQL Server database files. Select Start/Programs/Engagement/Utilities, click Trial Balance Conversion Wizard, and follow the instructions in the wizard.

To automatically open a trial balance, do the following:

1. From the File Room window, select the binder containing the trial balance to open using one of the following options:
   - Select File/Open Trial Balance.
   - Right-click and select Open Trial Balance from the pop-up menu.
   - Click the Open Trial Balance toolbar button.

   In the Binder window, do one of the following:
   - Select File/Open Trial Balance.
   - Click the Open Trial Balance toolbar button.

If there is only one trial balance within a binder, the trial balance opens.

If there is more than one trial balance within a binder, the Open Trial Balance dialog displays.

2. Select the trial balance to open and click OK.
Closing the Trial Balance

Close the trial balance in Excel by selecting File/Close or clicking the Close Window icon at the top right of the window. Any changes you made to a trial balance are saved automatically as you close it.

Closing the Trial Balance in Engagement

You can close the trial balance from the Binder window in Engagement. Any changes you made to a trial balance are saved automatically as you close it. To close the trial balance, do one of the following:

- Click the trial balance and select Workpaper/Close Workpaper.
- Right-click the trial balance and select Close Workpaper from the pop-up menu.

To close all open trial balances and workpapers in a binder, do either of the following:

- Select Workpaper/Close All Workpapers.
- Right-click any binder or tab and select Close All Workpapers from the pop-up menu.

To close all open trial balances and workpapers of all binders, close ProSystem fx Engagement.

Refreshing the Trial Balance

ProSystem fx Engagement updates the trial balance automatically whenever you make changes. However, if you do not see the changes, you can refresh the trial balance manually in any view. This ensures that you are viewing the latest information. To refresh the trial balance, do either of the following:

- Select Engagement/Refresh.
- Click the Refresh button on the Engagement toolbar.

Functions Unavailable in Trial Balances

If you are not the Current Editor or Live Editor of the trial balance, you can view it, print it, and perform the Copy TB Link function. The following are some functions that you cannot perform:

- Save changes.
- Add, delete, and modify journal entries.
- Add, delete, and modify columns.
- Add, delete, and modify account numbers, descriptions, and balances.
- Add, delete, and modify account groupings.

For additional information about Current Editor rights with workpapers and trial balances, see Chapter 8, Managing Workpapers.
Saving a Trial Balance as a Template

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. Select File/Open Trial Balance or click the Open Trial Balance toolbar button from either the File Room or the Binder window.

2. Select Engagement/Properties. Uncheck Hide zero balance groups and subgroups and Hide zero balance accounts. The numbers and groups now display on the trial balance when it is created from this template. Click OK and close the trial balance.

3. Select the trial balance in the Binder window.

4. Select File/Save As Template or right-click the trial balance and select Save as Template from the pop-up menu. The Save As dialog displays.

5. Open the template folder where you want to save the template.

   **Note:** If you save the trial balance in the Trial Balance Templates folder, the template appears on the General tab in the New Trial Balance dialog when you create a new trial balance. If you save the trial balance in a sub-folder within the Trial Balance Templates folder, it appears in the corresponding tab in the New Trial Balance dialog.

6. Enter the file name for the template.

7. Uncheck the Clear Chart of Accounts box if you want to save the account numbers and descriptions in the template. If you do not want to save the account numbers and descriptions in the template, leave the check mark.

8. Check the Save Journal Entries box (which becomes active when the Clear Chart of Accounts box is unchecked) if you want to save the journal entries (accounts and descriptions) in the template.

9. Click Save. A new icon appears in the New Trial Balance dialog under the selected template tab. You can access this template when creating a new trial balance. An XLT file and an SQL database file are created with the same name as the trial balance template and are located in the trial balance template folder.
Deleting a Trial Balance

You can delete a trial balance by selecting it and doing one of the following:

- Select Edit/Delete.
- Right-click and select Delete from the pop-up menu.
- Press DEL.
- Drag it to the Trash icon in the binder.

You are prompted to confirm that you want to send the trial balance to the Trash folder. Click Yes to confirm the deletion. Click No to prevent the trial balance from going to the Trash folder.

**Note:** To delete a trial balance, you must be the Current Editor or have the appropriate rights.

Restoring Deleted Trial Balances

When you delete a trial balance or any workpaper, it goes into the Trash folder. Once it is in the Trash folder, it can be recovered by performing one of the following actions:

- Click the trial balance and select Workpaper/Restore from Trash.
- Right-click the trial balance and select Restore from Trash from the pop-up menu.

To recover all workpapers and trial balances in the Trash, do one of the following:

- Click the Trash icon and select File/Restore All.
- Right-click the Trash icon and select Restore All.

This returns all deleted workpapers to their original locations.

**Note:** You must have the appropriate rights to restore a deleted trial balance if you are not the Current Editor.

Trial Balance Properties

To view trial balance properties, you must have the trial balance open. To modify trial balance properties, you must be the Current Editor of the trial balance.

Perform the following steps to open the TB Properties dialog:

1. Open the trial balance by selecting File/Open Trial Balance or clicking the Open Trial Balance toolbar button from either the File Room or the Binder window.

2. Select Engagement/Properties. The TB Properties dialog displays.
3. You can select from the following options:

- **Hide zero balance groups and subgroups.** If this option is checked, and there are group or subgroup totals with zero balances on either the Account Group Summary or Account Subgroup Summary sheets throughout the entire row (i.e., for every column in the current view), Engagement hides those groups and subgroups.

- **Hide zero balance accounts.** If this option is checked and there are accounts with zero balances on the Account Detail sheet throughout the entire row (i.e., every column in the view), those accounts are hidden.

- **Hide header information.** Check this option to suppress header information.

- **Hide net (income) loss calculation.** Check this option to suppress Net (income) loss calculation.

- **Show JE Details.** Check this option to show all journal entry details (i.e., every debit and credit with the journal entry number). See page 7-3, *Showing Journal Entries*, for details.

- **Print as black and white.** Check this option to print related worksheets with no cell background colors, which saves toner or ink in your printer.

4. Click **OK** to close the *TB Properties* dialog.

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**Setting Up Trial Balance Columns and Views**

This section explains how to set up columns and views in the trial balance. If you created the trial balance from a template, then certain columns and views are already set up; however, you should still refer to this section to add or change columns and views.

**Trial Balance Column Setup**

Use the *Trial Balance Column Setup* dialog to customize, add or remove columns and views.

**Note:** You must be the Current Editor of the trial balance in order to modify the trial balance column setup.

Perform one of the actions described below to open the *Trial Balance Column Setup* dialog, then proceed to the next section.

- From the Binder window, select *Trial Balance/TB Column Setup*.
- In an open trial balance, do one of the following:
  - Select *Engagement/TB Column Setup*. 
— Click the **TB Column Setup** button on the Engagement toolbar in Excel.

**Note:** The account number and description columns do not display in the *Trial Balance Column Setup* dialog because they are required columns in all views. These columns cannot be changed or removed from a view.

## Selecting Columns to Display in the Trial Balance

In the *Trial Balance Column Setup* dialog, select which columns to display and their order of display in the trial balance.

You can add prior period columns and current year columns in the same view by selecting the available column from the period desired. This is useful, for example, if you want to view the prior period’s final balance along with all of the current period’s balance data.

If you create the trial balance from a template, a number of columns are pre-selected. If you create the trial balance from a blank template, no columns are pre-selected. You must select the columns to appear in each view of the trial balance.

Use the *L* and *R* check boxes in the *Selected columns* section to designate whether you want the selected workpaper reference column to display to the left (L) or right (R) of the dollar amount column, or check both boxes to have the column display to both the left and the right of the dollar amount column.

**Important:** You can change the order that these columns are viewed in the trial balance. Journal entries are added to column balances based on column properties, not on the order of the columns.

### Types of Columns

A trial balance can have the following types of columns:

- **Beginning balance column.** This column is available only with the write up trial balance template where it shows the balance from the prior period. If this is the first period for the year, the income statement accounts have a zero balance.

- **Unadjusted balance column.** In trial balances other than the write up trial balance, this column shows a zero balance. You can convert or import balances (see *Converting and Importing Trial Balance Data* on page 7-20) or manually enter balances (see *Adding, Modifying, or Deleting Trial Balance Accounts* on page 7-45).
Journal entry columns. This column shows amounts from journal entries. A trial balance can have up to seven journal entry columns (eight with write up trial balances). You can rename the columns to indicate different types of journal entries. See Creating Journal Entries on page 7-60.

Total balance columns. This column shows the total of a journal entry column and the previous balance column. For example, Final Balance column is the total of the Reclassifying Journal Entry column and the Adjusted Balance column. There is a total balance column for each journal entry column.

Variance columns. This column shows the difference between any two columns you select. You can show the difference as a dollar amount and/or percentage. You also have the option of showing the amount as an absolute value.

Imported balance columns. This column is for importing a column from trial balance software, an Excel spreadsheet, or an ASCII file. The trial balance has three “Other Imported Balance” columns, so you can import up to four columns (beginning balance/unadjusted balance column plus three other imported balance columns).

Prior period balance columns. This column is used to store the history of balances in the prior periods. You can also import balances to the prior period columns.

Selecting Columns to Display

To select columns to display in the trial balance, do the following:

1. Open the Trial Balance Column Setup dialog.
   - From the Binder window, select Trial Balance/TB Column Setup.
   - In an open trial balance, do one of the following:
     - Select Engagement/TB Column Setup.
     - Click the TB Column Setup button on the Engagement toolbar in Excel.

2. Select the trial balance columns to modify.

3. In the View field, select the view for the column setup that you want to modify. The columns change to show the columns available in that view.

   To add a view, rename a view, create a copy of a view, or delete a view, click the Options button to open the Trial Balance View Options dialog.

   ![Trial Balance View Options dialog]

   **Note:** To create views based on the types of reports you want to create from the trial balance, see Creating Trial Balance Reports on page 7-67.
4. In the *Available columns* field of the *Trial Balance Column Setup* dialog, select the balance type and the period that has the columns that you want in this view. The periods include the current period and the prior 36 periods.

5. Select an available column with the pertinent characteristics and move it to the Selected columns pane. (See *Types of Columns* on page 7-15.)

To select the columns, do either of the following:

- Click the available column on the left side of the dialog and then click the arrow pointing to the right.
- Click the available column on the left and drag it to the right side of the window.

Select more than one column at a time by holding down **Ctrl** or **Shift** while clicking on the column. The selected columns appear on the right side of the window.

6. To rename the TB column header in the *Selected columns* list, do one of the following:

- Double-click the name to change in the *Abbrev* column.
- Click the name to change in the *Abbrev* column and click the *Rename* button below the *Selected columns* list.

Type the new name and press **Enter** or click outside the box to accept the change.

To cancel the change, press **ESC**.

The *Abbrev* column, as it appears in the *Selected columns* list, displays as the TB column header.

**Note:** You can also change the *Name* column in the Selected columns list by following the steps listed above for the *Abbrev* column. The *Name* column is for your information only and has no effect on your TB column header.

7. To change the order of the selected columns in the view, select the column and click the up or down arrow on the right side of the Selected columns list.

**Note:** Although you can change the order of these columns in the trial balance, the journal entry amounts are added to column balances based on column properties.

Five columns available in the current period can define the column properties (i.e., how the column amount is calculated). The column properties allow you to select which balance type to add the corresponding journal entry to. The following five columns are available:

- Federal Tax Balance (FTAX)
- State Tax Balance (STAX)
- Other Balance1 (OBAL1)
- Other Balance2 (OBAL2)
- Other Balance3 (OBAL3)

When you click any of these columns, the *Column Properties* appear at the bottom-left corner of the *Trial Balance Column Setup* dialog.

The *Balance Type* for the highlighted column equals the sum of the journal entry type and the selected balance type.
For example, you have the option of calculating the sum of the Federal Tax Balance column in either of the following ways:

- Federal Tax Journal Entries + Adjusted Balance
- Federal Tax Journal Entries + Final Balance

8. You can add a workpaper reference column to the selected columns in the view. The workpaper reference columns can be on the left side, the right side, or both sides of each balance column.

To add a workpaper reference column, check the box in the L column for the left side or the R column for the right. Based on your selections, the workpaper reference columns appear in the trial balance.

9. To add a variance column, click the Add Variance button. The Column Properties for the Variance Column display at the bottom of the Trial Balance Column Setup dialog.

In the Column Properties section, choose to show the variance as either a dollar amount or as a percent. You also have the option of showing the amount as an absolute value. Select the two columns to calculate the variance.

10. Click Close to close the Trial Balance Column Setup dialog and accept the changes.

Removing a Balance Column

To remove a balance column from a trial balance view, do the following:

1. Select File/Open Trial Balance or click the Open Trial Balance toolbar button from either the File Room or the Binder window.

2. Select Engagement/TB Column Setup or click the TB Column Setup button on the Engagement toolbar in Excel.

3. Click the selected column on the right side of the dialog.

4. Click the arrow pointing to the left or drag the column to the Available Columns list.

The column is removed from the view. It is available for selecting later.

Removing a Variance Column

To remove a variance column from a trial balance view, do the following:

1. Select File/Open Trial Balance or click the Open Trial Balance toolbar button from either the File Room or the Binder window.

2. Select Engagement/TB Column Setup or click the TB Column Setup button on the Engagement toolbar in Excel.

3. Click the variance column on the right side of the dialog.

4. Click the Delete Variance button. A prompt informs you that deleting this variance column is permanent.

5. Click Yes to delete the variance column. Click No to cancel.
Setting Trial Balance Properties

You must be the Current Editor of the trial balance to modify trial balance properties.

To modify trial balance properties, do the following:

1. Select File/Open Trial Balance or click the Open Trial Balance toolbar button from either the File Room or the Binder window.

2. Select Engagement/Properties. The TB Properties dialog displays.

3. Within the TB Properties dialog, you can select the following options:
   - **Hide zero balance groups and subgroups.** If there are group or subgroup totals with zero balances on either the Account Group Summary or Account Subgroup Summary worksheets throughout the entire row (i.e., for every column in the current view), ProSystem fx Engagement hides these groups or subgroups when this box is checked. If there has been any current period activity for detail accounts assigned to this zero balance groups and subgroups, the groups and subgroups display.
   - **Hide zero balance accounts.** If there are accounts with zero balances on the Account Detail sheet throughout the entire row (i.e., every column in the current view), these accounts are hidden.
   - **Hide header Information.** By default, the trial balance includes a header that displays the client ID and name, the Engagement (binder) ID and name, and the trial balance index and name. Check this box if you prefer not to have a header on the trial balance. If the header has been hidden by checking this box, and you subsequently choose to display it by removing the check from this box, click Refresh to see the change.
   - **Hide net (income) loss calculation.** By default, the trial balance includes accurate net (income) loss amounts for each balance type included in the trial balance, presented as a bold text line item on the bottom row of the trial balance after the Total row. This allows you to quickly determine net income for the balance types on the trial balance without having to open the QuickView dialog and select each balance type. However, you may check this box if you prefer not to show the net (income) loss calculation on the trial balance. When the net (income) loss displays, it also prints.

   If the net (income) loss has been hidden by checking this box, and you subsequently choose to display it by removing the check from this box, click Refresh in order to see the change.
- **Show JE Details.** Check this option to show all journal entry details (i.e., every debit and credit with the journal entry number). See *Showing Journal Entries* on page 7-3 for more information.

- **Print as black and white.** Check this option to print related worksheets with no cell background colors, which saves color ink or toner in your printer.

4. Click **OK** to close the *TB Properties* dialog.

## Converting and Importing Trial Balance Data

You can transfer trial balance data from other supported trial balance software packages to a ProSystem fx Engagement trial balance. Supported trial balance software includes the following:

- **ProSystem fx Write-Up**
- **ProSystem fx Trial Balance (formerly ProSystem fx Audit), version 2001.a00 or higher**
- **GoSystem Audit, version 3.0 or higher**
- **CaseWare Working Papers 2005 or Higher**
- **ATB for Windows, version 3.04 or higher**
- **ASCII text file**

Data you can convert includes account numbers, account descriptions, account balances (current period and prior periods), and grouping codes. You can transfer trial balance data into a ProSystem fx Engagement trial balance from any accounting system (i.e., QuickBooks, Peachtree, Great Plains, etc.) that can export the data to either an Excel-readable format or an ASCII file format.

Data you can import includes account numbers, account descriptions, and account balances (current period and prior periods).

**Notes:**

- To import data to trial balance from Excel, copy the data to the Clipboard and use the Paste TB Import option as described in the *Importing Trial Balance Data from an Excel or ASCII file* on page 7-39.

- Before you begin this task, you need to create the trial balance in ProSystem fx Engagement and set up the necessary columns (i.e., current year columns and prior year columns).

- You must be the Current Editor of the trial balance to convert or import trial balance data.
Importing Data from ProSystem fx Write-Up

Converting ProSystem fx Write-Up client data transfers account numbers, account descriptions, account balances (current and all prior periods), journal entries, lead codes, and sublead codes. You have the option to specify the number of prior periods to import. The option to specify the number of prior periods allows you to modify prior period Write-Up balances in Engagement and not have those modifications overwritten when balances for other, more current periods, are imported.

If you are importing data a second time, you are given the option of overwriting or appending data to the trial balance. Overwriting or appending existing trial balance data adds duplicate journal entries if the imported data contains journal entries. These journal entries must be deleted through the Journal Entry Summary dialog.

To transfer data from ProSystem fx Write-Up, do the following:

1. Using one of the following methods, launch the Import Conversion Wizard.
   - From the Binder Index View, highlight a trial balance, then select Trial Balance/Import Conversion Wizard from the main menu.
   - Open a trial balance in Excel or Word, then select Engagement/Import Conversion Wizard from the menu.
2. Select ProSystem fx Write-Up and click Next. The second dialog of the Import Conversion Wizard displays.

3. Select the Engagement trial balance into which you intend to transfer data from the Select Trial Balance drop-down list.

4. In the Select ProSystem fx Write-Up export file (*.xml) field, enter the path to the XML file to import, or click Browse to locate the ProSystem fx Write-Up data directory and select the XML file to import.

5. Select the current period from the Select current period drop-down list. The period choices reflect the data in the XML file. The period selected converts to the current period in the ProSystem fx Engagement binder, and the prior periods convert into the prior period columns of the binder.

6. Choose one of the following Chart of Accounts options:
   - **Append**. Imports and appends current data to the existing trial balance. Unique account numbers are appended. Duplicate account numbers are overwritten.
   - **Overwrite**. Imports and deletes all existing data and all journal entries and replaces it with the trial balance data being imported.
   - **Number**. Specify how many prior periods to convert, if any.

   Overwriting or appending existing trial balance data adds duplicate journal entries if the ProSystem fx Write-Up company contains journal entries. These journal entries must be deleted through the Journal Entry Summary dialog.

7. Click Finish to begin the conversion. When the conversion completes, a Summary dialog displays your selections and information.

8. Click OK to exit the Summary dialog.
Notes:

- If accounts do not have descriptions, Engagement creates descriptions during the import. The description consists of the word Description plus the account number.
- Tax journal entries are converted for the current year. However, if the Engagement binder is set up with interim periods, then prior year tax journal entries are not converted.

Converting ProSystem fx Trial Balance Data

You can convert ProSystem fx Trial Balance client data from version 2001.a00 or higher. The conversion transfers account numbers, account descriptions, account balances (current period and prior periods), journal entries, lead codes, sublead codes, default lead classifications, and tax codes. Engagement converts the standard ProSystem fx Trial Balance lead classifications to the equivalent Engagement Account and Ratio Classifications. See the Engagement Help topic ProSystem fx Trial Balance Conversion Table for a list of trial balance classifications and their Engagement equivalents.

Reviewing the ProSystem fx Trial Balance Client

Open the client in ProSystem fx Trial Balance. Make note of the following information, so you choose the correct selections during conversion:

- Entity type: C Corporation, S Corporation, Partnership, or Non-Profit Organization.
- Fiscal year end and current period end.
- Number of periods in the year.

Create the XML file using Work/Create XML Export File. The file is saved in the Avision directory where your ProSystem fx Trial Balance client data is stored.

Preparing the Client, Binder, and Trial Balance

To prepare for the conversion in ProSystem fx Engagement, you need to do the following:

- **Create a client** for the client you want to convert. See Creating New Client Folders on page 5-7 for more information.
- **Create a binder** for the client. See Using the New Binder Wizard on page 6-2 for details. Set the Period sequence type for the binder to agree with the period type in the ProSystem fx Trial Balance data.

For example, if you add journal entries and balances on a monthly basis, set up the Engagement Period Sequence as "monthly." If the ProSystem fx Trial Balance data has more than one period type, then the prior period balances may have to be adjusted manually to reflect the correct balances.

**Note:** Tax Journal Entries that use tax code lines are converted if you select to Convert Tax Codes during the conversion setup process. The conversion process adds the lines that are used in the Tax Journal Entries to the chart of accounts.

- **Create a Trial Balance** for the client. See Creating Trial Balances on page 7-8 for more information. Set up the necessary columns (i.e., current year columns and prior year columns).
Transferring ProSystem fx Trial Balance Data

To transfer data from a ProSystem fx Trial Balance client to a ProSystem fx Engagement client, do the following:

1. Start the Conversion Wizard.
   - From the Binder window, select Trial Balance/Import Conversion Wizard.
   - From the Trial Balance window, select Engagement/Import Conversion Wizard.

   The Import Conversion Wizard displays.

2. Select ProSystem fx Trial Balance and click Next. The second dialog of the Import Conversion Wizard displays.

   ![Import Conversion Wizard dialog](image)

3. In the Select Trial Balance field, select the Engagement trial balance to which you want to transfer the data.

4. In the Select ProSystem fx Trial Balance export file (*.XML) field, browse to the trial balance data directory and select the XML file you want to import.

5. Select the current period from the drop-down list. Period choices reflect the data in the XML file. The period selected converts to the current period in the Engagement binder, and prior periods convert to the prior period columns of the binder.

6. Leave the Convert tax codes box checked to have the tax codes and their descriptions converted. If this option is selected and there are tax journals entries that use tax code lines, the tax code lines are added as new accounts in the chart of accounts.

   ProSystem fx Engagement requires journal entries to be posted to accounts versus tax codes. The new accounts are grouped to the corresponding tax codes in the Tax Grouping List.

7. Select the tax entity from the drop-down list.

8. In the Select tax vendor field, select the tax vendor you use.
9. If this is not the first import for this trial balance, select the appropriate radio button:

- **Append.** Imports and appends the current data to the existing trial balance. This is the default selection. Unique account numbers are appended, but any duplicate account numbers are overwritten, and original data is lost.

- **Overwrite.** Imports and deletes all existing data groupings and all journal entries, and replaces them with the trial balance data you are importing.

10. Check the **Convert Default lead classifications** box to convert the ProSystem fx Trial Balance classifications to the equivalent Engagement classes. The program converts the standard ProSystem fx Trial Balance classifications.

   If you have defined your own classes or changed the ProSystem fx Trial Balance standard classifications, you may not want to convert the lead classifications. To review classification conversion data, see *ProSystem fx Trial Balance Conversion Table* in the Engagement Help file.

11. Click **Finish** to begin the conversion. When the conversion completes, a *Summary* dialog displays, listing your selections and information.

12. Click **OK** to exit the *Summary* dialog.

**Notes:**

- If accounts or codes do not have descriptions, ProSystem fx Engagement creates descriptions during the import. The description consists of the word *Description* plus the account number or code.

- Tax journal entries are converted for the current year. However, if the Engagement binder is set up with interim periods, prior year tax journal entries are not converted.
## Account and Ratio Classifications

<table>
<thead>
<tr>
<th>ProSystem fx Trial Balance Classifications</th>
<th>Equivalent ProSystem fx Engagement Account Classifications</th>
<th>Equivalent ProSystem fx Engagement Ratio Classifications</th>
</tr>
</thead>
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<td><strong>Description</strong></td>
<td><strong>Class</strong></td>
</tr>
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<tr>
<td>025</td>
<td>Property, Plant, and Equipment</td>
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<tr>
<td>050</td>
<td>Long Term Investments</td>
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<td>060</td>
<td>Endowment Investments</td>
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<td>950</td>
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</table>
Converting Trial Balance Data from GoSystem Audit

You can convert GoSystem Audit client data from version 3.0 or higher. The conversion transfers account numbers, account descriptions, account balances (current period and all prior periods), leadsheet codes, leadsheet subcodes, grouping code 1, grouping code 2, consolidation codes, and tax codes.

You can also map your existing GoSystem Audit codes to a standard list of grouping codes set up in ProSystem fx Engagement.

Reviewing the GoSystem Audit Client

Open the client in GoSystem Audit. Make note of the following information, so you choose the correct selections during conversion:

- Entity type: C Corporation, S Corporation, Partnership, or Non-Profit.
- Fiscal year end and current period end.
- Number of periods in the year.

Preparing the Client, Binder and Trial Balance

To prepare for the conversion in ProSystem fx Engagement, do the following:

1. Create a client for the client you want to convert. See Creating New Client Folders on page 5-7 for more information.

2. Create a binder for the client. See Using the New Binder Wizard on page 6-2 for information. Set the current period dates to agree with the current period dates set up in GoSystem Audit.

   Note: If the current period in GoSystem Audit has journal entries, be sure to select the balance type during conversion that reflects the journal entries. The conversion does not bring over the detail of the journal entries. It does bring over the net balance after journal entries.

3. Create a trial balance for the client. See Creating Trial Balances on page 7-8 for more information.

   Set up the necessary columns (i.e., current year columns and prior year columns). Also, if you choose to map your existing GoSystem Audit grouping codes to a new list of ProSystem fx Engagement grouping codes, make sure the new list exists in the trial balance.

Transferring Data from GoSystem Audit

To transfer data from a GoSystem Audit client, do the following:

1. Start the Import Conversion Wizard by doing one of the following:
   - From the Binder window, select Trial Balance/Import Conversion Wizard.
   - From the Trial Balance window, select Engagement/Import Conversion Wizard.

2. Select GoSystem Audit 3.0 or higher and click Next.
3. On the Import Conversion Wizard dialog, use the Select Trial Balance field to select the trial balance to which you want to transfer the data.

4. In the Select GoSystem Audit file (aud32sys.mdb) field, enter the path to the aud32sys.mdb file, or click Browse to locate the GoSystem Audit directory and select the aud32sys.mdb file.

   **Note:** You must browse to the program file aud32sys.mdb, not the client MDB file. The default path to the program file is C:\clr\audit\aud32sys.mdb, or C:\wincsi\audtsys\aud32sys.mdb.

5. A list of GoSystem Audit clients available for conversion displays. Highlight the GoSystem Audit client you want to convert.

6. Select the number of prior periods to transfer.

7. In the Select balance type to convert field, select the appropriate balance type to transfer from the drop-down list. This balance type applies to both current and prior period amounts.
8. Click Next.

9. Select one of the following options:
   - **Convert all groupings.** Converts all of the grouping lists from GoSystem Audit including lead and sublead codes, grouping code 1, grouping code 2, and consolidation code.
   - **Convert all groupings and map one.** Converts all of the grouping lists from GoSystem Audit, as listed above, and allows you to map one grouping list in GoSystem Audit to one existing grouping list in ProSystem fx Engagement.
     
     **Tip:** This is a good opportunity to update all of your clients to a standard grouping list. A standard grouping list allows you to create more workpaper templates (including financial statements) with formulas already in place. This improves efficiency on engagements and allows you to easily implement firm standards across all clients.
   - **Map to one Engagement grouping.** Converts one grouping list in GoSystem Audit to one existing grouping list in ProSystem fx Engagement. This option does not convert the other GoSystem Audit grouping lists.

   If you choose to map to a grouping list, continue with step 10; otherwise, skip to step 17.

10. In the **Select GoSystem Audit grouping to map from** field, click the drop-down arrow to select the appropriate grouping list. The list displays on the left side of the window in the GoSystem Audit grouping box.

11. In the **Select Engagement grouping to map to** field, click the drop-down arrow to select the appropriate grouping list. The list appears on the right side of the window in the Existing Engagement grouping box.

12. If you or someone else in your firm has already mapped these two grouping lists, you can import the mapping file. Click **Load Mapping From File** to import a mapping file that was saved earlier. Browse to the MDB file and click **OK**. The mapping of the two grouping code lists appears in the boxes below.
13. If you do not have a mapping file, you need to match the grouping codes on the left side of the window to the equivalent grouping codes on the right side of the window. You can do one of the following:

- Select the grouping code on the right, then select the equivalent grouping code on the left side, then click the arrow pointing to the right.
- Select the grouping code on the left and drag it to the equivalent grouping code on the right.

As you match grouping codes, the codes you map are disabled in the left column.

**Notes:**

- You do not have to map all of the grouping codes from the left side of the window. Any accounts assigned to the grouping codes you do not map are available to map later in the Engagement trial balance. See Account Groupings on page 7-48 for more information.
- You can map more than one grouping code on the left to the same grouping code on the right.

14. Click the expand (+) button below the Existing Engagement grouping box to expand all groups so that the subgroups and grouping assignments display. To collapse all entries in the grouping box to show only subgroups, click the collapse (-) button.

15. To remove a grouping code you have mapped, click the GoSystem Audit grouping code on the right side of the window and click the arrow pointing to the left. The column is removed from the list on the right and available for selecting later.

16. Click the Save Mapping to File button to save this mapping of grouping codes. The Save Mapping dialog displays the default path: C:\Pfx Engagement\WM\Import Mapping. You can change the path to a network drive, so others in your firm can access it. Accept the default file name or enter a new one. Click OK. The mapping is saved to an MDB file.

17. Check the Convert tax codes box if you want to convert the GoSystem Audit tax codes to the equivalent ProSystem fx Engagement tax codes.

18. In the Select tax vendor field, click the drop-down arrow to select the appropriate tax vendor.

ProSystem fx Engagement provides different tax code lists for each tax vendor. These lists are customized to the available codes in the tax program. If your tax vendor does not display on this list, select Other. A tax code list is created. However, we do not provide support for these other tax lists.

If your tax vendor does appear, select the vendor to receive the customized list.

**Note:** Any user-defined tax codes you added in your GoSystem Audit client are converted as a Subgroup in the tax grouping list. The tax code, the tax code description, and the accounts assigned to the tax code are converted.

The Tax entity field is automatically completed. If Engagement cannot determine the tax entity, you are prompted to select the entity type yourself.

**Note:** If the wrong tax entity type appears, verify the entity type selection in the GoSystem Audit program. Make any necessary corrections there and continue with the wizard.
19. Click **Next** to open the *Chart of Accounts* dialog. The chart of accounts information displays in the spreadsheet window. The first two columns default as *Account #* and *Description*.

20. Click the gray bar at the top of each column to select the appropriate column header information. The dollar amount columns display in order from most recent period to oldest period.

You can select any of the available columns. You can only assign one trial balance column to a column of imported data. Once a trial balance column has been assigned, it is disabled in the menu.

21. Select one of the following radio buttons:

- **Append**. Imports and appends the current data to the existing trial balance. This is the default selection. Unique account numbers are appended, but any duplicate account numbers are overwritten, and original data is lost.

- **Overwrite**. This function deletes all existing data and any journal entries and replaces it with the trial balance data you are importing.

Clear the following diagnostics as indicated:

- **Duplicate account(s)**. Displayed in blue text. You must replace the duplicate account number with a unique account number. In the display window, click the account number you want to change and type the new account number.

- **Invalid account(s)**. Displayed in red text. An account number has one or more of the following invalid characters: ’ | : “ , ( ) ? , or an account description has one of the following invalid characters: *?. In the display window, click the field you want to change and enter the change.

- **Blank description(s)**. Highlighted in yellow. In the display window, click the cell that is blank and enter the account description.
22. Select the place to round the account balances to in the Round balance to nearest field. The choices are None, $1, $10, $100, or $1,000.

   **Note:** The account balances are only rounded during the import or conversion.

   If you select to round the balances, then you must complete the Select rounding account field. Click the drop-down arrow to select the appropriate account to post the net difference to. You can either select an existing account or create a new account. To create a new account, select Round to New Account from the list.

23. Click **Next**. A message displays verifying your selection to either append or overwrite any existing chart of accounts. Click **Yes** to continue. A message displays stating that this may take a while to convert. Click **OK** to begin the conversion or **Cancel** to return to the wizard.

24. A **Summary** dialog opens a listing of the selections and information to be converted to ProSystem fx Engagement. Click **Finish** to exit the **Summary** dialog. The converted trial balance information displays in the ProSystem fx Engagement trial balance.

   **Note:** Memo accounts are converted. If the memo account has a balance, you may want to delete the account balance in the current year and prior periods, so it is not included in the trial balance totals.

   You can create an account grouping for the memo accounts and select the Memo account classification. This allows you to segregate the accounts for reporting purposes.

### Converting Data from CaseWare Working Papers 2005 or Higher

You can convert client data from CaseWare Working Papers 2005 or higher. The conversion transfers account numbers and descriptions, current and prior year balances, account grouping lists and assignments, and tax grouping lists and assignments.

To import client data from CaseWare Working Papers 2005 or higher into an Engagement trial balance, do the following:

1. Do one of the following to display the **Import Conversion Wizard**:  
   - From the Binder window, select Trial Balance/Import Conversion Wizard.  
   - From the Trial Balance window, select Engagement/Import Conversion Wizard.
2. Select **CaseWare Working Papers 2005 or higher** and click **Next**. The next screen of the **Import Conversion Wizard** displays, as shown below.

3. Use the **Engagement trial balance** drop-down list to select the Engagement trial balance into which you are importing data.

4. In the **CaseWare client file** field, enter the CaseWare client file (extension .ac) that contains the entity you are importing, or click **Browse** to select the client file.

   **Important:** Compressed CaseWare client files (extension .ac) are not accepted.

5. Select the entity to import from the **CaseWare entity** drop-down list.

6. Select the period sequence in the CaseWare entity from the **Period sequence** drop-down list. Only period sequences supported by ProSystem fx Engagement display in the list. These include the following:

   - Monthly
   - Quarterly
   - Semi-annual
   - Annual

   **Note:** **Annual** is listed for both Independent and Calculated period sequence settings in CaseWare.

   **Tip:** If the selected entity does not contain a period sequence type that is supported in ProSystem fx Engagement, then either select another entity or add a **Yearly** period sequence in CaseWare and compute the balance from the unsupported sequence.

7. Select the period in the CaseWare entity to import into the current period of Engagement from the **Current period** drop-down list. All period dates available in the current year of the selected CaseWare entity display in the list.
8. From the Current period balance type drop-down list, select the CaseWare balance type to import. The balance types include Unadjusted, Adjusted, Final, or Tax.

Note: This selection applies to the current period balances. All balance types are imported for the prior periods.

9. Choose whether to append or overwrite the chart of accounts and balances.

Note: If you select Overwrite, existing journal entries in the Engagement trial balance are removed.

10. In the Round balance to nearest drop-down list, accept the default of None or select a value to round the balances to.

11. If you selected an option other than None in step 10, you must select an account to post the rounding difference to. In the Select rounding account drop-down list, select an existing account, or select Round to new account to create a new account.

12. If you selected Round to new account, the Add Rounding Account dialog displays. Enter the account number and description in the appropriate fields, and then click OK.

13. To create a tax grouping list and convert the CaseWare tax code assignments, select the Convert tax groupings check box and do the following:
   a. Select the tax vendor you may send the tax balances to from the Tax vendor drop-down list.
   b. Select the tax entity type of the client from the Tax entity drop-down list.
   c. Select the tax year for the current year of the client from the Tax year drop-down list.


15. Select one of the following options:
   - Convert all CaseWare groupings. This will convert all of the grouping lists from the CaseWare file.
   - Convert all CaseWare groupings and map to one Engagement grouping. This will convert all of the grouping lists from CaseWare, as listed above, plus allow you to map one grouping list in CaseWare to an existing grouping list in the Engagement trial balance.
   - Map to one Engagement grouping. This will convert one grouping list in CaseWare to one existing grouping list in the Engagement trial balance. This option will not convert the other CaseWare grouping lists.

Note: These conversion options are for non-tax grouping lists.

16. If you accept the default selection, Convert all CaseWare groupings, click Finish to begin the import process. When the import is complete, the Summary screen displays. Click OK to close the wizard.

If you select Convert all CaseWare groupings and map to one Engagement grouping or Map to one Engagement grouping, continue to step 17.

17. In the Select CaseWare grouping drop-down list, select the CaseWare grouping list to map from.
18. In the *Select Engagement grouping* drop-down list, select the Engagement grouping list to map to.

19. If you or someone else in your firm has already mapped these two grouping lists, then you can import the mapping file. Click **Load Mapping From File** to import a mapping file that was saved earlier. Browse to the MDB file and click **OK**. At the bottom of the dialog, you will see the mapping of the two grouping code lists.

20. If you do not have a mapping file, you need to match the grouping codes on the left side of the dialog to the equivalent grouping codes on the right. Drag the grouping code on the left to the equivalent grouping on the right, or select both groupings and click the right-pointing arrow.

**Note:** You do not have to map all of the grouping codes from the left side of the window. Any accounts assigned to the grouping codes that you do not map will be available to map later in the ProSystem fx Engagement trial balance. Also, you can map more than one grouping code on the left to the same grouping code on the right.

21. To remove a grouping code that you have mapped, click the CaseWare grouping code on the right and click the left pointing arrow. The column will be removed from the list on the right and available for selecting later.

22. Click **Save Mapping to File** to save this mapping of grouping codes. The **Save Mapping** dialog displays with the default path of C:\Pfx Engagement\WM\Import Mapping. You can change the path to a network drive, if desired. Click **OK** to save the mapping to a file with the extension .mdb.

23. Click **Finish**. The **Summary** screen displays.

24. Click **OK** to close the **Summary** screen.

**Converting Trial Balance Data from ATB for Windows**

You can convert ATB client data from the Windows version 3.04. The conversion transfers account numbers, account descriptions, and account balances (current period and prior periods).

**Reviewing the ATB For Windows Client**

Open the client in ATB for Windows. Verify the following information, so you make the correct selections during conversion:

- Entity type
- Fiscal year end
Preparing the Client, Binder, and Trial Balance

To prepare for the conversion in ProSystem fx Engagement, you need to do the following:

- Create a client for the client you want to convert. See Creating New Client Folders on page 5-7 for more information.
- Create a binder for the client. See Using the New Binder Wizard on page 6-2 for more information. Set the current period dates to agree with the current period dates set up in ATB.

**Note:** If the current period in ATB has journal entries, the conversion process does not carry over the detail of the journal entries. It does bring over the net balance from ATB, and you can select to have that shown as the Unadjusted or Other Imported Balances in Engagement.

- Create a trial balance for the client. See Creating Trial Balances on page 7-8. Set up the necessary columns (i.e., current year columns and prior year columns).

Transferring Data from ATB For Windows

To transfer data from an ATB for Windows client into a ProSystem fx Engagement trial balance, follow these steps:

1. To start the Conversion Wizard, do one of the following:
   - From the Binder window, select Trial Balance/Import Conversion Wizard.
   - From the Trial Balance window, select Engagement/Import Conversion Wizard.
   - From within an Excel or Word workpaper, select Engagement/Import Conversion Wizard.

   The Import Conversion Wizard displays.

2. Select ATB for Windows and click Next to open the Import Conversion Wizard - Client dialog.

3. In the Select Trial Balance field, click the down arrow and select the trial balance you want to transfer to.
4. In the Select ATB for Windows file (*.atb) field, select the company data to import. The company information displays in the box.

5. Select the number of prior periods you want to transfer from ATB to Engagement from the Number of prior periods drop-down list and click Next to open the Import Conversion Wizard - Grouping dialog.

6. The Select Account Grouping(s) box displays a list of account groupings. Select individual groups to convert or use the Select All button to select them all. Use the Unselect All button to unselect all groups selected for conversion.

7. Click Next and the chart of accounts information displays in the spreadsheet window. The first two columns default as Account # and Description. Click the gray bar at the top of each column and select the appropriate column header information.

You can select any of the available columns. You can only assign one trial balance column to a column of imported data. Once a trial balance column has been assigned, it is disabled in the menu.
8. Select one of the following radio buttons, if applicable:
   - **Append.** Imports and appends the current data to the existing trial balance. This is the default selection. Unique account numbers are appended, but any duplicate account numbers are overwritten, and original data is lost.
   - **Overwrite.** This function deletes all existing data and any journal entries and replaces it with the trial balance data you are importing.

9. Clear the following diagnostics as indicated:
   - **Duplicate account(s).** Displayed in blue text. You must replace the duplicate account number with a unique account number. In the display window, click the account number you want to change and type the new account number.
   - **Invalid account(s).** Displayed in red text. An account number has one or more of the following invalid characters: ’ | “, ( )*?, or an account description has one of the following invalid characters: *?. In the display window, click the field you want to change and type the change.
   - **Blank descriptions.** Highlighted in yellow. In the display window, click the cell that is blank and type the account description.

10. Select the place to round the account balances to in the *Round balance to nearest* field. The choices are: None, $1, $10, $100, or $1,000. This option rounds each account balance up or down to the level of rounding selected.

   **Note:** The account balances are only rounded during the import or conversion.

11. If you choose to round the balances in the step above, then you must complete the *Select rounding account* field. Click the drop-down arrow to select the appropriate account to post the net difference to. You can either select an existing account or create a new account. To create a new account, select *Round to New Account* from the list.

12. Click *Next*. A message displays that verifies your selection of appending or overwriting any existing chart of accounts. Click *Yes* to continue. A message displays stating that this may take awhile to convert. Click *OK* to begin the conversion or *Cancel* to return to the wizard.

13. A *Summary* dialog opens a listing of the selections and information to be converted to ProSystem fx Engagement. Click *Finish* to exit the *Summary* dialog. The converted trial balance information displays in the ProSystem fx Engagement trial balance.

**Importing Trial Balance Data from an Excel or ASCII File**

You can transfer trial balance data from any accounting system (e.g., QuickBooks, Peachtree, Great Plains, etc.) that can export the data to an Excel-readable format or an ASCII file into a ProSystem fx Engagement trial balance. Data you can import includes account numbers, account descriptions, and account balances (current period and prior periods).
Preparing Accounting System Information

ProSystem fx Engagement requires the following columns from the accounting system:

- Account number
- Account description

In the accounting system that you are working with, generate a trial balance with the setup you want to export. If there is an option to export the data into a spreadsheet, Lotus 1-2-3, or Excel file, use that. Otherwise, save it as an ASCII file using an export, save as, or print to file command. See the documentation from that accounting system for instructions.

Preparing the Exported Trial Balance

Before you import the trial balance data into ProSystem fx Engagement, you must format it so that it can be read by Engagement. Open the file in Excel or a text editor and follow these instructions:

- Put account numbers in contiguous rows. The easiest method is to highlight the entire trial balance and sort it by account number in ascending order. See the Excel user’s manual and help for information.
- Remove any page breaks and rows used as separators, headings, and subtotals.
- Verify that all account numbers are unique.
- Note which columns contain which type of information. For example, the third column is the current year unadjusted and the fourth column is the prior period balance, etc.
- Check for errors in the data.
- Verify that the debits and credits are in one column. The credits should be differentiated with a minus sign (-) or in brackets.

Preparing the Client, Binder, and Trial Balance

To prepare for the conversion in ProSystem fx Engagement, do the following:

- Create a client for the client you want to convert. See Creating New Client Folders on page 5-7 for more information.
- Create a binder for the client. See Using the New Binder Wizard on page 6-2 for more information.
- Create a trial balance for the client. See Creating Trial Balances on page 7-8. Set up the necessary columns (i.e., current year columns and prior year columns).

Using the Conversion Wizard to Import an ASCII File

To transfer data from an ASCII file into a ProSystem fx Engagement client, do the following:

1. To start the Conversion Wizard, do one of the following:
   - From the Binder window, select Trial Balance/Import Conversion Wizard.
   - From the Trial Balance window, select Engagement/Import Conversion Wizard.

   The Import Conversion Wizard - Import Source dialog displays.
2. Select ASCII Text file and click Next to open the Import Conversion Wizard - Import File dialog.

3. In the Select Trial Balance field, click the down arrow and select the trial balance you want to transfer the data to.

4. In the Select ASCII Text file (*.txt) field, browse to the text file for the client data.

5. Select either Comma delimited or Tab delimited.

6. Select the Number of prior periods the text file contains. The selection here determines how many columns are read in the text file. Click Next.

7. The chart of accounts information displays in the spreadsheet window.

   Click the gray bar at the top of each column and select the appropriate column header based on the following information:

   - Define the account numbers, account descriptions, and current period balances from the current list.
   - Define the prior period balances from the appropriate comparative lists.
   - If you do not want to transfer a column to the trial balance, do not select the column header.
You can select any of the available columns. You can assign only one trial balance column to a column of imported data. Once a trial balance column has been assigned, it is disabled in the menu.

8. Select one of the following radio buttons, if applicable:
   - **Append.** Imports and appends the current data to the existing trial balance. This is the default selection. Unique account numbers are appended, but any duplicate account numbers are overwritten, and original data is lost.
   - **Overwrite.** This function deletes all existing data and any journal entries and replaces them with the trial balance data you are importing.

9. Clear the following diagnostics as indicated:
   - **Duplicate account(s).** Displayed in blue text. You must replace the duplicated account number with a unique account number. In the display window, click the account number you want to change and type the new account number.
   - **Invalid account(s).** Displayed in red text. An account number has one of the following invalid characters: ‘ |: “, ( )*?, or an account description has one of the following invalid characters: *?. In the display window, click the field you want to change and type the change.
   - **Blank descriptions.** Highlighted in yellow. In the display window, click in the cell that is blank and type the account description.

10. Select the place to round the account balances to in the *Round balance to nearest* field. The choices are: None, $1, $10, $100, or $1,000. This option rounds each account balance up or down to the level of rounding selected.

    **Note:** The account balances are only rounded during the import or conversion.

11. If you choose to round the balances in step 10, you must complete the *Select rounding account* field. Click the drop-down arrow to select the appropriate account to post the net difference to. You can either select an existing account or create a new account. To create a new account, select **Round to New Account** from the list.

12. Click **Next.** A message displays verifying your selection to either append or overwrite the existing chart of accounts. Click **Yes** to continue. A message displays stating that this may take awhile to convert. Click **OK** to begin the conversion or **Cancel** to return to the wizard.

13. A **Summary** dialog opens, listing the selections and information to be converted to ProSystem fx Engagement. Click **Finish** to exit the **Summary** dialog. The converted trial balance information displays in the ProSystem fx Engagement trial balance.

**Using the Paste TB Import Option to Import an Excel File**

To transfer data from an Excel file into a ProSystem fx Engagement client without using the wizard, do the following:

1. Open the ProSystem fx Engagement trial balance or any Excel workpaper in the binder.

2. In Excel, select **Tools/Options/Windows in Taskbar**.

3. Open the prepared export trial balance in Excel.
4. Highlight the cells as follows:
   - Start at the first row with account information, and highlight down to the last row with account information. Do not highlight heading and total rows.
   - Highlight across to the last column of data to import. You can include blank columns or other columns you do not want added to the trial balance. When you map the columns to the trial balance, do not map the columns you do not want to import.

   **Note:** You should not have any blank rows.

5. Select **Edit/Copy** or right-click the information and select **Copy** from the pop-up menu.

6. Switch to the trial balance or Excel workpaper and perform one of the following:
   - Select **Edit/Paste TB Import**.
   - Right-click in the trial balance and select **Paste TB Import** from the pop-up menu.
   - Click the **Paste TB Import** toolbar button.

7. The chart of accounts information displays in the spreadsheet window.

Click the gray bar at the top of each column and select the appropriate column header based on the following information:

- Define the account numbers, account descriptions and current period balances from the "current" list.
- Define the prior period balances from the appropriate "comparative" lists.
- If you do not want to transfer the column in the trial balance, do not select a column header.

You can select any of the available columns. You can only assign one trial balance column to a column of imported data. Once a trial balance column has been assigned, it is disabled in the menu.
8. Select one of the following radio buttons:
   - **Append.** Imports and appends the current data to the existing trial balance. This is the default selection. Unique account numbers are appended, but any duplicate account numbers are overwritten, and the original information is lost.
   - **Overwrite.** This function deletes all existing data and any journal entries, and replaces it with the trial balance data you are importing.

9. Clear the following diagnostics as indicated:
   - **Duplicate account(s).** Displayed in blue text. You must replace the duplicate account number with a unique account number. In the display window, click the number you want to change and type the new account number.
   - **Invalid account(s).** Displayed in red text. An account number has one or more of the following invalid characters: ‘ | “ , ( )*?, or an account description has one of the following invalid characters: *?. In the display window, click the field you want to change and type the change.
   - **Blank descriptions.** Highlighted in yellow. In the display window, click the cell that is blank and enter the account description.

10. Select the place to round the account balances to in the *Round balance to nearest* field.

    **Note:** The account balances are only rounded during the import or conversion.

11. If you choose to round the balances, you must complete the *Select rounding account* field. Click the drop-down arrow to select the appropriate account to post the net difference to. You can select an existing account or create a new account. To create a new account, select *Round to New Account* from the list.

12. Click **Next**. A message displays verifying your selection to append or overwrite any existing chart of accounts. Click **Yes** to continue. A message displays stating that this may take awhile to convert. Click **OK** to begin, or click **Cancel** to return to the wizard.

13. A *Summary* dialog opens, listing the selections and information to be converted to ProSystem **fx** Engagement. Click the **Finish** to exit the *Summary* dialog. The converted trial balance information displays in the ProSystem **fx** Engagement trial balance.

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**Importing Data from an Engagement Trial Balance**

To import trial balance data from an existing ProSystem **fx** Engagement trial balance, do the following:

1. Open the trial balance to import data to.

2. Select **Engagement/Import from Engagement 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 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 differences between a source Engagement trial balance and a target Engagement 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**, or click the **Check for Source TB Changes** icon.

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 Engagement 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.

**Adding, Modifying, or Deleting Trial Balance Accounts**

You can add new accounts to a trial balance. You can also modify or delete accounts that you have imported or manually entered into the trial balance. Within the trial balance, you can modify the description and balance information for the current and prior periods. When you delete an account, you remove it from the trial balance along with the balances and journal entries applied to that account.

**Notes:**

- Deleting an account in the trial balance causes any TB links from that account number to a workpaper to fail. This may result in invalid data in the workpaper.

- You must be the Current Editor of the trial balance in order to add, modify, or delete trial balance accounts.
Adding Accounts

To add an account to a trial balance, use the Chart of Accounts window.

1. To open the Chart of Accounts window, do one of the following:
   - From the Binder window, select Trial Balance/Chart of Accounts.
   - From the trial balance window, select Engagement/Chart of Accounts.

The existing account numbers, account descriptions, and account balances are displayed in the window for the selected trial balance and balance type.

2. In the Trial balance field, click the down arrow and select the trial balance you want to add the account to.

3. In the Period and balance fields, click the down arrows and select the balance type and period you would like to display for the existing accounts and the balance you would like to add for the new account.

4. Click Add Account. A blank row is added after the last account.

5. Enter the information you want for each new account. Use the TAB and ENTER keys or your mouse to select the cell where you are entering information.
   - In the Account field, type the account number. This can be an alphanumeric value. Do not use the following invalid characters in your account number: ’ : “ , ( ) * ?.
   - In the Description field, type a description for the account. Do not use the following invalid characters in your account description: * ?.
   - In the Balance column, type the balance amount for the account as follows:
     - Enter debits as positive amounts.
     - Enter credits as negative amounts. You can enter the minus sign (-) before or after the number.
     - If you do not want to enter a balance, leave the field blank.

6. When you are finished, click Close. The new account is added to the trial balance.
Modifying Accounts

You can modify trial balance accounts in two ways: TB Edit Mode and Chart of Accounts window. The first method, TB Edit Mode, is the quickest and easiest method.

The TB Edit Mode

Follow these steps to modify account information:

1. Open the trial balance.

   Note: Trial balances created with a version of Engagement prior to 6.0 must be converted to Microsoft SQL Server database files. Select Start/Programs/Engagement/Utilities, click Trial Balance Conversion Wizard, and follow the instructions in the wizard.

2. Perform one of the following actions. These actions enable and disable the edit mode. The editable fields become highlighted when the mode is on.

   - Select Engagement/TB Edit Mode.
   - Click the TB Edit Mode toolbar button.

3. Change the highlighted fields as needed. You can change:

   - Account number. The following are invalid characters and cannot be used in the account number: ‘| : “, ( ) * ?.
   - Account description. The following are invalid characters and cannot be used in the account description: * ?.
   - Account balance – current period: unadjusted amount; beginning balance amount with write up trial balances.
   - Account balance – prior periods: any balance type.
   - Workpaper references.

   The trial balance should equal zero (0) after you have made your dollar amount changes.

4. Click the TB Edit Mode button again to disable the edit mode. To protect data integrity, the edit mode automatically disables if you click any of the trial balance functions in Excel.

Chart of Accounts Window

The second method of modifying account information is to use the Chart of Accounts window.

1. Open the Chart of Accounts window as follows:

   - From the Binder window, select Trial Balance/Chart of Accounts.
   - From the trial balance window, select Engagement/Chart of Accounts.

   The window displays the existing account numbers, account descriptions, and account balances for the trial balance, and the balance type selected.

2. In the Trial balance field, click the down arrow and select the trial balance you want to modify.
3. In the *Period and balance type* fields, click the down arrows and select the balance type and period to display for the existing accounts.

4. Click the cell you want to modify and type the change. You can change the following:
   - **Account number.** This can be an alphanumeric value. All other entries, including the special characters ' | : " , ( ) * ? are invalid.
   - **Account description.** The following are invalid characters and cannot be used in the account description: * ?.
   - **Account balance.** Enter negative numbers with a minus (-) sign before or after the number. The field may be left blank. Zero (0) is a valid entry.

5. When finished, click **Close**. The account modifications are made to the trial balance.

### Deleting Accounts

To delete a trial balance account, follow these steps:

1. Open the Chart of Accounts window as follows:
   - From the Binder window, select **Trial Balance/Chart of Accounts**.
   - From the Trial Balance window, select **Engagement/Chart of Accounts**.

   Existing account numbers, descriptions, and balances for the trial balance and balance type selected are displayed.

2. In the **Trial balance** field, click the down arrow and select the trial balance you want to delete the account from.

3. Click the account row you want to delete and click the **Delete Account** button. A confirmation message displays.
   
   **Important:** This process is irreversible. Deleting an account in the trial balance causes workpapers that contain TB links to the account to fail.

4. Click **Yes** to confirm the deletion and then click **Close**. The trial balance is updated to remove the account and any balances and journal entry amounts applied to it.

### Account Groupings

This section shows how to create account groups and subgroups and assign accounts to them. You can also assign classifications to the groups and subgroups. The classifications help further define the accounts to calculate net income or loss and to calculate ratios.

Account groupings enable you to summarize account balances. For example, in an audit, you may want to summarize account balances by leadsheet and financial statement categories. In a tax engagement, you may want to summarize account balances by tax return line.

If you create a trial balance from a template or another trial balance, it may already have account groupings. You may have also converted your groupings from another trial balance package in ProSystem fx Engagement. You can add, change, or remove account groupings as needed if you are the Current Editor of the trial balance.
You can create as many grouping lists or groups and subgroups within a grouping list, as you need. You can also assign classifications to the groups and subgroups. The classifications help to define the accounts to calculate net income or loss and to calculate ratios.

There are two levels to account groupings:

- Account groups such as Receivables.
- Account subgroups such as Gross Accounts Receivable and Allowances for Doubtful Accounts. Subgroups are nested in groups.

You can link the totals of either of these two levels to your workpapers or financial statements. For example, you may have a group for Inventory and subgroups for Raw Materials, Finished Goods, and Work-in-Process.

The most common type of grouping is a financial statement grouping, where you have a group for each financial statement line item and subgroups for amounts disclosed in supplemental schedules or the footnotes. You can use this same grouping list to generate your leadsheet reports. (See Creating Trial Balance Reports on page 7-66.) You may have additional grouping lists for supplemental schedules or other reports or workpapers you want to automate.

Standard tax grouping lists are available for ProSystem fx Tax C-Corporations (1120), S-Corporations (1120S), Partnerships (1065), and Exempt Organizations (990) for the years 2006 through 2007, and for Individual (1040) for the years 2005 through 2007. You can also import your pre-existing grouping lists which you created in previous versions of Engagement. Depending on the type of entity, you group your accounts into the corresponding grouping list. You then export the grouped account balances to your tax software. When you create or import tax grouping lists, you have the opportunity to specify whether to send data from accounts grouped to this group to ProSystem fx Tax. See Using the Tax Software Interface on page 7-91 for information.

If you plan to import trial balance data into ProSystem fx Profit Driver, you must use a special account grouping list that is available for import into the trial balance. This grouping list matches Profit Driver line items. See Using the ProSystem fx Profit Driver Interface on page 7-110 for more information.

Important:

- To remove groups from tax grouping lists, use the Add or Remove Tax Group Utility. Once a group has been removed, it can be added back to the grouping list using the same utility. See Using the Add or Remove Tax Group Utility on page 7-57 for more information.
- In order to ensure that trial balance data is imported correctly into ProSystem fx Profit Driver, you should not add, modify, or delete groups in the Profit Driver grouping lists.
- You should not add or delete subgroups or change a subgroup index number, although you can change a subgroup description. See Modifying a Profit Driver Account Grouping List on page 7-112 for details.
- Tax Group index numbers and descriptions cannot be modified.
Opening the Account Groupings Window

To create grouping lists, account groups, and account subgroups, and assign accounts to the groups, use the Account Groupings dialog. To open the Account Groupings dialog, do one of the following:

- From the Binder window, select Trial Balance/Account Groupings.
- From the trial balance window, select Engagement/Account Groupings, or click the Account Grouping button on the Engagement toolbar.

Creating, Editing, and Deleting Grouping Lists

Grouping Lists contain groups and subgroups, which are used to organize accounts. You can have as many grouping lists as you want and as many groups and subgroups within a grouping list. If you are the Current Editor of the trial balance, you can create, delete, change, rename, create a copy, import, export account groupings, and select eligible tax grouping lists for Schedule M-3 expanded processing. The following section highlights these functions.

1. Open the trial balance whose grouping lists you want to create, edit, or modify.
2. Open the Account Groupings dialog by selecting Trial Balance/Account Groupings in the Binder window, or Engagement/Account Groupings in the Trial Balance window.
3. Click the Options button to the right of the Grouping List drop-down menu. All available grouping lists associated with the trial balance display in the Grouping List Options dialog.
The following list provides a brief description of the functions in this dialog:

- **New.** Creates a new grouping list. Type the new grouping list name in the corresponding blank field. You can build a grouping list from scratch with this option.

- **Rename.** Double-click a group in the list or click **Rename** to enter Edit mode. Make changes to the name as needed, and then press **Enter** to save your changes. Press **ESC** to cancel your changes.

- **Create Copy.** Highlight a grouping and select the **Create Copy** button to save a copy. This creates a duplicate grouping list. Click the **Rename** button to make changes as needed, and then press **Enter** to save the changes.

- **Delete.** Highlight a grouping and click **Delete** to remove the grouping list. A confirmation message displays. Click **OK** to confirm the deletion. Any links you have made from the trial balance to this grouping list become invalid upon deletion. However, deleting a grouping list removes it only from the trial balance, not from other saved locations.

- **Export.** Highlight a grouping and select the **Export** button. This function enables you to export a grouping list so it can be used by another staff member or in another trial balance. Select the path and file name from the **Save As** group box. An AZG extension is automatically appended to the file. Other staff members must save it in the directory noted in the **Templates** tab of the **Tools/Options** dialog.

- **Import.** Displays the **Open** dialog with the default directory path used for Account Grouping Templates set up in the **Tools/Options/Templates** dialog. To import a template, select the appropriate path and file and click **Open**. Four default folders are set up in the Account Groupings Templates folder:
  - **Account Class.** Three default templates are available for ratios and balances.
  - **Financial Statements.** Twelve default templates are available by industry.
  - **Profit Driver.** Two default templates are available: **General (Sample Binder)** and **General**. If you choose the sample binder template and are using a trial balance based on the sample binder, accounts are automatically grouped within the groups and subgroups in the grouping list. The groups and subgroups link to main and detail line items in Profit Driver.
  - **Tax.** There are subfolders for ProSystem fx Tax, GoSystem Tax, and Lacerte. The ProSystem fx Tax folder is further subdivided into folders for 2002 through 2007. Within each of the first four years are four standard tax lists: YYYY C-Corp Form 1120-ProSystem.AZG, YYYY Exempt Org Form 990-ProSystem.AZG, YYYY Partnership Form 1065-ProSystem.AZG, and YYYY S-Corp Form 11205-ProSystem.AZG. In the subfolder for 2005, YYYY Individual Form 1040-ProSystem.AZG is also included. For 2006 and 2007, the tax groupings are named YYYY C-Corp-ProSystem fx Tax.azg, 2006 Exempt Org-ProSystem fx Tax.azg, 2006 Individual-ProSystem fx Tax.azg, 2006 Partnership-ProSystem fx Tax.azg, and 2006 S-Corp-ProSystem fx Tax.azg. When you import 2004 or later ProSystem fx Tax grouping lists, you have the option to send this tax grouping information to ProSystem fx Tax when you edit the group or subgroup. There are also customized tax lists for each supported tax vendor. The customized lists provide specific codes that link to the tax software.
4. To organize the grouping list, you can use the Up and Down arrows to move a grouping list to the order desired.

5. Select the Sch. M-3 box for any eligible tax grouping list for expanded processing.

   Notes:
   - You must be the Current Editor to select tax groups for expanded M-3 processing. If you are not the Current Editor, the Sch. M-3 and Year fields are not created.
   - Only one tax grouping list can be selected for expanded processing. If a second record is selected, a message notifies you that the previously selected M-3 grouping list will be replaced by the current selection.
   - Changing the Sch. M-3 selection for a trial balance configured for Dynalink disables Quiklink until the Dynalink process is run in ProSystem fx Tax.
   - Changing the Sch. M-3 selection for a trial balance configured for Dynalink disables the ability to transfer desktop updates to the tax return until the Dynalink process is run in ProSystem fx Tax.

6. Click Close to save your changes to the trial balance’s grouping lists.

   Notes:
   - The detail codes provided with the tax vendor-specific grouping lists are numbered with two-digit numeric extensions. The detail codes are not consecutive because some vendors do not support all the detail codes we provide. The list you see for your tax vendor is customized to meet the detail codes allowed by that vendor. If you want to add your own detail codes to flow to the appropriate tax lines (i.e., Other deductions), you can add a subgroup code under the main tax code.
   - The groups provided in the ProSystem fx Profit Driver template grouping list map to the main line items in Profit Driver. The subgroups correspond to the detail line items in Profit Driver. Groups and subgroups should not be added or deleted in ProSystem fx Engagement. Index numbers should not be changed.

Creating and Editing Groups and Subgroups

This section explains how to create, rename, and delete account groups and subgroups.

Creating New Groups and Subgroups

To create new groups and subgroups, do the following:

1. In the Account Groupings window, select the trial balance where you want to add the new groups and subgroups.

2. Select the grouping list in which you want to add the groups and subgroups.
3. **Click Advanced.** The *Group and Subgroup Classifications* dialog displays.

The account groups are listed on the left side of the window. The plus sign (+) to the left of the account group index number indicates there are account subgroups for this account group. Click the account group and the corresponding account subgroups are listed on the right side of the window.

**Important:**

- To remove groups from tax grouping lists, use the Add or Remove Tax Group Utility. Once a group has been removed, it can be added back to the grouping list using the same utility. See *Using the Add or Remove Tax Group Utility* on page 7-57 for more information.

- You should not add, modify, or delete groups in Profit Driver grouping lists. In addition, you should not add or delete subgroups or modify a subgroup index number. However, you can change a subgroup name. (See page 7-112 for details.)

4. **To create a new group or subgroup,** do one of the following:

   - With the cursor positioned on the left side of the window for a group or the right side of the window for a subgroup, click the **New** button.

   - Double-click `<new>` in the last row of the list.

5. Type the index number for the group or subgroup and press **TAB** or **ENTER** to advance to the next cell. Do not use the following invalid characters: ‘ | : “ , ( ).

6. Enter the Description for the group or subgroup and press **TAB** or **ENTER** to advance to the next cell.

7. The Account Classifications (**AccClass**) and Ratio Classifications (**RatioClass**) are optional. Click the down arrow in the AccClass cell. The available classifications are listed. You cannot add, delete, or modify this list directly from this field. However, you can view or modify the account classifications by clicking **Classifications** to open the *Classifications* dialog (see step 9 of this procedure.)
These classifications are used to breakdown balances and calculate net income or loss for the period. The default descriptions are shown below. Any new account classifications you created are also listed.

- **CA** - Current Assets
- **NA** - Non-Current Assets
- **CL** - Current Liabilities
- **NL** - Non-Current Liabilities
- **EQ** - Shareholder’s Equity
- **REV** - Revenues
- **COS** - Cost of Sales
- **OPX** - Operating Expenses
- **OI** - Other Income
- **OE** - Other Expenses
- **MEM** - Memo Accounts

After the Account Groupings dialog is closed, the QuickView option displays the balances broken down by assets, liabilities and equity, revenue, expenses, and net (income) loss.

To open the QuickView dialog, do one of the following:

- From the Binder window, select **Trial Balance/QuickView**.
- From the Trial Balance window, select **Engagement/QuickView**.

Select the applicable trial balance, grouping list, and balance type and the balances for the assets, liabilities and equity, revenue, expenses, and net income display.

**Note:** In a write up trial balance, the net income or loss is posted to the retained earnings account during the roll forward process at year end.

The account classifications can be used in formulas for TB links to Word and Excel workpapers when using the Insert TB Link feature.

8. Click the down arrow in the **RatioClass** cell. The available classifications are listed. You cannot add, delete, or modify this list directly from this field.

- If you selected an AccClass in the previous cell, the list of ratio classifications is filtered to those that are applicable to that choice.
- If you did not select an AccClass in the previous cell, the whole list of available ratio classifications displays.
The ratio classifications are dependent upon the account classifications. You can make your selections from left to right to filter the ratio classifications. You can also make your selections from right to left to display the account classification automatically, or select the account classification and leave the ratio classification blank.

If there are any subgroups, the classifications default based on the selections made at the group level. You can change the default classifications at the subgroup level.

The ratio classifications can be used in formulas for TB links to Word and Excel workpapers. The ratio classifications include the following:

- AD - Accumulated Depreciation
- AP - Accounts Payable
- AR - Trade Receivables
- CS - Credit Sales
- DEE - Depreciation Expense
- DES - COS-Depreciation
- FA - Gross Fixed Assets
- INE - Interest Expense
- INI - Interest Income
- INV - Inventory
- LTD - Long-Term Debt
- MA - Memo Accounts
- OCL - Other Current Liabilities
- OCS - Other Cost of Sales
- OE - Other Shareholder’s Equity
- ONA - Other Non-Current Assets
- ONL - Other Non-Current Liabilities
- OOE - Other Operating Expenses
- OS - Other Sales
- OTE - Other Expense
- OTI - Other Income
- RET - Returns and Allowances
- TAX - Tax Expense
- OCA - Other Current Assets

9. If it is necessary to view or modify either account classifications or ratio classifications for the trial balance, click **Classifications** to open the *Classifications* dialog.

When you are satisfied with the ratio classifications and account classifications, click **Close** to exit the *Classifications* dialog and return to the *Group and Subgroup Classifications* dialog.
10. The *Send to Tax* column displays only if the grouping list you selected is a 2004 or later ProSystem *fx* Tax grouping list. When this column displays, “Yes” indicates that data from accounts grouped to this group will be forwarded to ProSystem *fx* Tax. “No” indicates that the data will not be sent. You can change the status by clicking inside the cell to activate the drop-down list.

11. Select from the *M-3 Option* drop-down list to add the M-3 option field to a subgroup to a 2006 or later ProSystem *fx* Tax grouping that is eligible for M-3 processing.

12. You can create a new group from an existing subgroup. Highlight the subgroup you want to change and click the *Create Group from Subgroup* icon in the middle of the window. Click *Yes* to confirm.

13. You can use the up and down arrows to order the group and subgroup lists. The order you select appears in the following areas:

   - The trial balance reports you create later.
   - The list of groups and subgroups in the *Account Group Summary* and *Account Subgroup Summary* tabs of the Trial Balance window.

   This allows you to present the data in the reports as you want; it also makes it easier to manage the list and the accounts placed in the groups and subgroups.

14. Click *Close* to save your changes.

**Renaming Groups and Subgroups**

*Note:* To ensure that trial balance data imports correctly in ProSystem *fx* Profit Driver, you should not change the ID of a group in a Profit Driver grouping list. However, you can change the name of a Profit Driver group or subgroup. See page 7-112 for more details.

To rename a group or subgroup, do the following:

1. In the *Account Groupings* dialog, select the trial balance where you want to rename the groups or subgroups.

2. Select the grouping list that contains the group or subgroup you want to rename.

3. Click the *Advanced* button. The *Group and Subgroup Classifications* dialog displays.

4. Highlight the group or subgroup you want to rename and click *Rename*. A warning message displays, stating that you will break any TB Links that rely on this group or subgroup. Click *Yes* to continue.

   *Note:* You cannot change the description for the group in tax grouping lists.

   *Important:* If you rename a group or subgroup index and there is an associated trial balance link, the link does not function properly. This is true for the *Index* field only. You can change the description without affecting the link.

5. Enter the new index number or description for the group or subgroup. Press *ENTER* or *TAB* to accept the changes.

6. Click *Close* to save your changes.
Deleting Groups and Subgroups

**Note:** To ensure that trial balance data imports correctly in ProSystem fx Profit Driver, you should not delete Profit Driver account groups or subgroups.

To delete groups and subgroups, do the following:

1. In the Account Groupings window, select the trial balance with the groups or subgroups to delete.
2. Select the grouping list that contains the group or subgroup you want to delete.
3. Click Advanced. The Group and Subgroup Classifications dialog displays.
4. Highlight the group or subgroup you want to delete and click the **Delete** button. A warning message displays stating that this deletion will be permanent. Click **Yes** to continue.

**Note:** If you delete a group or subgroup and there is a trial balance link or a trial balance report associated with it, the link does not function properly.

**Important:** Deleting a group or subgroup is an irreversible process. You cannot restore a group or subgroup once it is deleted. You have to create the group or subgroup again.

5. Click **Close** to save your changes. The accounts that were in that group or subgroup become ungrouped.

Using the Add or Remove Tax Group Utility

The Add or Remove Tax Group Utility provides the flexibility to remove unused tax groups and add tax groups that were previously removed from the tax grouping list. The Add or Remove Tax Group Utility is located in the ProSystem fx Engagement program group on your Start menu, or under C:\Pfx Engagement\WM\Utilities.

**Note:** If an active Dynalink exists with the selected tax grouping list, the Dynalink is broken.

To add or remove tax groups, do the following:

1. Open the trial balance that contains the tax grouping list that you would like to modify. Only one trial balance can be open at a time.
2. Select **Start/All Programs/ProSystem fx Engagement/Utilities/ProSystem fx Engagement Add or Remove Tax Group Utility** or browse to X:\Pfx Engagement\WM\Utilities, where X is the drive where ProSystem fx Engagement is installed.
3. Follow the instructions in the Add or Remove Tax Group Utility.
Assigning Accounts to Account Groups and Subgroups

To assign accounts to a grouping, do the following:

1. If you are in the Binder Index, select **Trial Balance/Account Groupings**. If you are in the trial balance, select **Engagement/Account Groupings**.

2. Select the trial balance and grouping list that contain the group or subgroup you want to assign the accounts to. The groups and subgroups that have been defined for this grouping list appear on the right side of the dialog.

3. On the left side of the dialog is a listing of the accounts that have not been grouped. Select the accounts you want to assign to the group or subgroup. You can select several accounts using **Shift** to select a range of accounts or **Ctrl** to select non-sequential accounts.

**Tips:**

- Use the **Account Filter** field to show only the accounts you want. For example, to only show accounts with a second character of 2, type ?2* in the filter field. Delete this information to show all accounts again.

- Use the **Description Filter** field to show only the account descriptions you want. For example, to only show Accumulated Depreciation accounts, type: accum* in the filter field. Delete this information to show all accounts again.

4. On the right side of the dialog, select the group or subgroup where you want to place the accounts. Click the plus sign (+) below the **Groups and Subgroups** box to expand all groups and display the subgroups and accounts assigned to each. Click the minus sign (-) to collapse all entries in the grouping box to show only subgroups. You can also click individual groups and subgroups to expand and collapse their listings.

5. Click the **Group Accounts** right arrow button to move the selected accounts to the group or subgroup you selected.

**Tip:** You can also move selected accounts by dragging them to the appropriate grouping on the right.

To remove accounts from a group or subgroup, select them and click the **Ungroup Accounts** left arrow button. In the lower left corner of the **Account Groupings** dialog, the number of ungrouped accounts displays. In most cases, group all of the accounts to the grouping list.

6. To add an account not listed in the Chart of Accounts, click **Add Account** and enter the new account information. Click **OK** to create the account. Remember to group the account after you create it.

7. To move accounts from one group or subgroup to another, highlight the accounts, right-click, and select **Cut**. Then highlight a new group or subgroup, right-click and select **Paste**.

8. To copy subgroups from one group to another, highlight the subgroup, right-click, and select **Copy** from the pop-up menu. Then right-click the new group and select **Paste**.
9. If you are satisfied with the changes you made to the account group, perform one of the following actions. ProSystem fx Engagement refreshes the corresponding trial balance.

- Select another account grouping list. The changes you made to the account grouping you just defined are saved.
- If you are finished assigning accounts and categories, click **Close**.

**Notes:**

- Accounts can only be cut, not copied, because each account can only be grouped to one group or subgroup in each account grouping list.
- Click **Options** to add, rename, copy, delete, export, or import a new grouping list for the selected trial balance.
- When working with a Profit Driver grouping list, you should group accounts to the subgroup level only, not to the group level. The value of any accounts that you do assign to the group level will be added to the first detail line item (subgroup of xxx-01) in that group when data is imported to Profit Driver.

**Total Balance Amount for Selected Accounts**

In the *Account Groupings* dialog, you can select specific accounts, groups, or subgroups, and the total balance for the selected items displays. This is helpful when you are grouping accounts and when you create formulas with the grouping codes. You can determine if the total result is reasonable for the account groups.

To display the total of the account balance(s), do the following:

1. In the Binder window, select **Trial Balance/Account Groupings**.
2. Select the trial balance that you want to use.
3. Select the grouping list that contains the groups and subgroups you want to view. The groups and subgroups that have been defined for this grouping list appear on the right side of the window.
4. In the upper right corner of the *Account Groupings* dialog, there are two fields for the Period and balance type. In the first field, select the period (i.e., current or comparative) and in the second field, select the available balance type column for that period. This determines the period and balance type for the accounts selected.
5. In the *Groups and Subgroups* section, click an account, a group, or a subgroup. If checked, the *Calculate Sum* field at the bottom displays the balance of the selected account, group, or subgroup.

You can select several accounts, groups, or subgroups by using **[Shift]** to select a range of accounts or **[Ctrl]** to select non-sequential accounts.
Creating Journal Entries

Journal entries enable you to adjust trial balance amounts for the current period on an account-by-account basis. You can post journal entries to any journal entry column you have selected to include in any of your trial balance views. See Setting Up Trial Balance Columns and Views on page 7-14 for instructions on setting up journal entry columns.

**Note:** You must be the Current Editor of the trial balance in order to add, modify, or delete journal entries.

### Journal Entries Types

The journal entries you can make depend on the columns you have added to the trial balance. You set up different columns for different types of engagements. You can create journal entries as follows:

- You can select a journal entry type that corresponds to one of the journal entry columns in the trial balance. The journal entry is posted to that column.
- You can create a Proposed Journal Entry (PJE) if you want to create an entry that does not get posted to any of the journal entry columns. You can use PJEs to review and evaluate journal entries before you post them.

### Creating Journal Entries

You can create journal entries from the Binder window, trial balance window, TB or JE Reports, or any Word or Excel workpaper.

To create a journal entry, do the following:

1. Open the Journal Entry Detail window as follows:
   - From the Binder window, select **Trial Balance/Add Journal Entry**.
   - From the Binder window, select **Trial Balance/Journal Entry Summary**, select the trial balance from the drop-down list, and click the **New** button.
   - From the trial balance, Excel, or Word window, select **Engagement/Journal Entry/Add Journal Entry**.
   - From the trial balance, Excel, or Word window, select **Engagement/Journal Entry Summary**. Select the trial balance from the drop-down list and then click the **New** button.
   - From the trial balance, Excel, or Word window, click the **JE Summary** button on the Engagement toolbar, select the trial balance from the drop-down list, and then click the **New** button.
The **Journal Entry Detail** dialog displays.

2. If you selected the Add Journal Entry option in step 1, select the trial balance to which you want to post the journal entry from the *Trial Balance* drop-down menu.

3. Complete the **Journal entry info** section by doing the following:
   - In the *Type* field, select the type of journal entry you are creating. The options in this field depend on which journal entry columns are in the trial balance. The *Proposed Journal Entries* type is always available.
   - In the **JE #** field, type a number to indicate the number of the journal entry in ProSystem fx Engagement, if one is not already in that field.
     
     **Note:** This journal entry number must be a unique number within the range of 1 to 32,767.
   - In the *Description* field, type a brief description of the journal entry of up to 255 characters.
   - In the *W/P Reference* field, you can type an index number as a reference to the workpaper that supports the journal entry. This field is in the Journal Entry Report, but it is optional.

4. Select an account for the journal entry by doing any one of the following:
   - Double-click the account in the *Accounts* list on the left. It is added to the next available row in the journal entry grid.
   - From the *Accounts* box, drag the account to the journal entry grid. To select more than one account, use the **CTRL** and **SHIFT** keys. In the # (Account) column, press **F4** to display the drop-down list of accounts. Type the account number in the # column. The first account that matches the numbers you type is highlighted. When the account number you want is highlighted, press **ENTER**.
   - If you do not want a line in the journal entry grid, select it and click **Remove JE Line**.
Tips: Use the Account Filter field to show only the accounts you want. For example, to only show accounts with a second character of 2, type: ?2* in the field. Delete this information to show all accounts again.

Use the Description Filter field to show only the account descriptions you want. For example, to show only Accumulated Depreciation accounts, type: accum* in the filter field. Delete this information to show all accounts again.

Note: To add a new account, select the Add Account button to open the Chart of Accounts window. See Adding, Modifying, or Deleting Trial Balance Accounts on page 7-45 for instructions on adding a new account.

5. Type the debit and credit amounts for the journal entry. Type just the amount. Do not include currency symbols, separator characters such as commas, or minus symbols.

Press ENTER or TAB as you type each amount so the totals at the bottom of the journal entry box are updated. If the journal entry is out of balance, the Difference field shows the difference between the debits and credits.

Important: Make sure the journal entry is in balance before you save it. If journal entries are out of balance, a message displays. Click Yes to post the journal entry; click No to modify the entry. If you do not want to be prompted for out-of-balance messages, check the Do not display this message again box. To turn the prompt back on, select Tools/Options in the File Room or Binder window.

6. If Federal Tax Journal Entries is selected and the trial balance has a grouping list that is selected for M-3 processing, an M-3 column is available in the Journal Entry dialog. If the account that is selected for a journal entry is grouped to a group that is eligible for M-3 enhancement, you have the option to designate the journal entry as a temporary (T) or permanent (P) journal entry. These journal entries flow to the Temporary Difference and Permanent Difference columns in the tax return when the trial balance is exported to ProSystem fx Tax.

Note: If the account that is selected for a journal entry is grouped to a tax group that is not eligible for M-3 enhancement, the M-3 column defaults to N/A (Not Applicable), and the selection cannot be modified.

7. You can select how each journal entry is to be treated when the binder is rolled forward to the next period:

- Do not include in roll forward. The journal entry is cleared in the next period’s binder. This is the default selection.

- Recurring journal entry. If selected, the journal entry is automatically created in the next period’s binder. The same accounts and amounts appear. If you do not want the dollar amounts to appear, check the Clear amounts box. This journal entry continues to recur each period, until you select one of the other options.

- Reversing journal entry. If selected, the journal entry is automatically created in the next period’s binder. In the new binder, the same accounts are listed in the journal entry, but the dollar amounts are reversed. Debits are moved to the credit column and vice versa. In the new period’s binder, this journal entry is not checked to reverse.
Note: If Federal Tax Journal Entries is selected and a grouping list is selected for Schedule M-3 processing in the trial balance, the Current Editor may choose to modify the M-3 temporary (T) or permanent (P) default. The Not Applicable (N/A) default cannot be modified.

8. When you are finished with the journal entry, click Save and Close to close the Journal Entry Detail window or click Save and New to create another journal entry.

Editing and Deleting Journal Entries

The Journal Entry Summary dialog enables you to add, open, and delete journal entries and change the journal entry type.

If you want to post a Proposed Journal Entry to the trial balance, you can easily change the journal entry type to one of the journal entry columns in the trial balance. Drag the journal entry in the Journal Entry Summary dialog from the Proposed Journal Entries list to the appropriate journal entry book on the left side of the window. There is no limit to how many times you can change a journal entry’s type.

Notes:

- You can only make journal entry changes if you are the Current Editor of the trial balance.

- When a tax grouping list in the trial balance is eligible and selected for Schedule M-3, the appropriate M-3 defaults are reflected in the detail lines of the journal entry if the journal entry is moved to a Federal tax journal entry and the M-3 selections do not already exist. Also, if the journal entry type is moved from a Federal tax journal entry to another journal entry type, the M-3 selections remain in the detail lines of the journal entry but are hidden. This allows the user to move the journal entry back to Federal tax journal entry without losing the user’s original selections.

To display the Journal Entry Summary window, do the following:

- From the Binder window, select Trial Balance/Journal Entry Summary.

- From the trial balance, Excel, or Word window, select Engagement/Journal Entry/Journal Entry Summary.
From the trial balance, Excel, or Word window, click the **JE Summary** button on the Engagement toolbar.

![Journal Entry Summary Window](image-url)

### Using the Journal Entry Summary Window

You can do the following from the Journal Entry Summary Window:

- Select a trial balance from the list to view the journal entry options for that trial balance. A list of the journal entries you can create displays on the left. These are based on the journal entry columns selected in the trial balance.

- Click a journal entry type folder, and the Folder icon displays. The right side of the window shows the journal entries of that type that have been created.

**Note:** The Proposed Journal Entries (PJE) folder shows the journal entries that have been created but not posted to a journal entry column in the trial balance. This folder is automatically available with all trial balances.

### Editing and Viewing Journal Entries

You can view and change journal entries from the Journal Entry Summary window by double-clicking the journal entry or by clicking it once and then clicking **Open**. The Journal Entry Detail window displays and you can make changes. See *Creating Journal Entries* on page 7-60 for instructions.

### Creating New Journal Entries

You can create new journal entries from the Journal Entry Summary window. Click **New** to open the Journal Entry Detail window and follow the instructions in *Creating Journal Entries* on page 7-60.

### Deleting Journal Entries

To delete a journal entry, do the following:

1. Select the journal entry.
2. Click the **Delete** button or press `DEL`. A warning message appears.
3. Choose **Yes** to accept. Choose **No** to abort the delete.
Changing Journal Entry Types

You can change journal entry types by dragging them from one folder type to another folder type. For example, you can use this method to move a proposed journal entry to one of the journal entry types that have a column in the trial balance.

To change journal entry types, do the following:

1. On the left side of the Journal Entry Summary window, select the trial balance from the drop-down list.
2. Click the folder for the type of journal entry you want to change. The journal entries that were created for that journal entry type display on the right side of the window.
3. Click the journal entry to change and drag it to another journal entry type folder. Now the journal entry exists in the new folder. You can repeat this process as many times as you need.

Note: When a tax grouping list in the trial balance is eligible and selected for Schedule M-3, the appropriate M-3 defaults are reflected in the detail lines of the journal entry if the journal entry is moved to a Federal tax journal entry and the M-3 selections do not already exist. Also, if the journal entry type is moved from a Federal tax journal entry to another journal entry type, the M-3 selections remain in the detail lines of the journal entry but are hidden. This allows the user to move the journal entry back to Federal tax journal entry without losing the user’s original selections.

Journal Entry Reports

Create Journal Entry Reports to review the journal entries you have made for the trial balance.

1. Do the following to display the Create Journal Entry Report dialog:
   - From the trial balance window, select Engagement/Create Reports/Journal Entry Reports.
   - From any Excel workpaper, select Engagement/Create Reports/Journal Entry Reports.

2. If you are creating the report from an Excel workpaper, select the trial balance containing the journal entries you want to print from the Trial Balance drop-down list.
3. Check the box for each type of journal entry report you want to create. To select all types of journal entries, click Select All. Click Unselect All to clear all check boxes.

4. If you select just one type of journal entry to print, the report name defaults to that name with the word Report added to the end of the name once the report is created. You can replace the default name with a name of your choosing. When the report is created, the report’s title displays in the Report Name field. Do not use the following invalid characters in the report name: \ / : * ? [ ].

If you select more than one journal entry type, the Report Name field is grayed out, and the program automatically names the reports.

5. Check the Print as Black and White box if you do not want to print cell background colors.

6. Click OK. The report is generated as an Excel workpaper and saved in the Unfiled Workpapers tab of the binder. You can view the report from that tab or move the workpaper to another tab.

For other types of reports, see the next section, Creating Trial Balance Reports.

Creating Trial Balance Reports

ProSystem fx Engagement creates Excel-based reports that summarize trial balance information by account numbers, groups, or subgroups. For example, if you want to know which accounts were assigned to the Cash group, you can create a Cash report that shows details of the individual accounts that make up that group.

You create reports from the account groups you set up. You can put as many account groups in a report as you need. You also have the choice of showing summary or detail information.

Examples of summary reports are preliminary and final analytic workpapers. Detail reports can be leadsheets, working trial balances, book-to-tax comparisons, or budget-to-actual comparisons.

When you generate reports, they are saved as Excel workpapers in the Unfiled Workpapers tab of the binder. You can then move the workpaper to any tab. Since these reports are in Excel, you can add documentation, tickmarks, and referencing as you would to a normal Excel workpaper.

Once these reports are created, you do not need to create them again. If trial balance amounts change due to journal entries, the amounts are automatically updated, leaving any documentation you added intact.

Notes:

- If the Excel workpaper is open while you make a change to the trial balance amounts, you may need to refresh the open workpaper before the changes display. Click the Refresh button on the Engagement toolbar.
- You can add customized information to trial balance reports. However, if you delete groups or subgroups or re-sequence the order of any groups or subgroups, the customizations no longer exist in the report.
Types of Reports

You can create the following types of reports:

- Summary by groups includes just the totals of each account group.
- Summary by subgroups includes the subtotals by subgroup and then the totals for each group.
- Detail reports list the accounts in each group and subgroup and show the subtotals. You can have each account group in a separate report or combine all groups in a single report.

Creating New Trial Balance Reports

When you generate trial balance reports, they are saved as Excel workpapers in the *Unfiled Workpapers* tab. You can move the workpaper to any tab and add documentation, tickmarks, and referencing. If trial balance amounts change due to journal entries, the amounts are automatically updated in the report.

Trial balance reports summarize trial balance information by account numbers, groups, or subgroups. For example, if you wanted to know which accounts were assigned to the Cash group, you can create a Cash report that shows details of the individual accounts that make up that group. Reports can be summary or detailed. You can put as many account groups in a report as you need.

When you create the report, you add the columns from the trial balance you want to see. If you remove a column from the trial balance, the report still contains that column.

**Note:** Once you create a report, open the report before freezing any Engagement links.

To create a report from a trial balance, do the following:

1. Open the binder containing the trial balance for which you want to create the report.

2. Open the *Create Trial Balance Report* dialog by one of the following methods:

   - From the Trial Balance window or an Excel workpaper from the binder containing the trial balance for which you want to create the report, select *Engagement/Create Reports/TB Reports*.
   - From the Trial Balance window or an Excel workpaper from the binder containing the trial balance for which you want to create the report, click the *Create TB Report* button on the Engagement toolbar.
The Create Trial Balance Report dialog displays.

3. From the Trial Balance drop-down list, select the trial balance from which you want to create the report.

4. In the Grouping List field, select the account grouping with the groups you want to use. The account groups in that grouping appear in the Account Groups box. Notice that the list does not show subgroups.

5. In the Account Groups box, choose one of the following radio buttons:
   - **Include selected**. Includes only those account groups that are selected from the Account Groups list.
   - **Include current and future**. Includes all current account groups listed in the Account Groups list as well as any additional groups you add in the future. When this option is selected, all of the account groups are automatically selected and the Select All button become inactive.
   - **Classified report**. This check box is enabled if you chose Include current and future. Checking this box includes account class and account type totals in the trial balance report. This check box is disabled if you chose Include selected.

6. Check the boxes next to the group or groups for which you want to create a report. To include all groups, click Select All. To clear all selections, click Unselect All.

7. A default report name appears in the Report Name Guide field. You can accept the default report name or type a different name.
8. Under Report Type, choose the type of report you want to create:

- **Summary - Groups.** Includes just the totals of each account group.
- **Summary - Subgroups.** Includes the subtotals by subgroup and the totals for each group.
- **Detail.** Detail reports list the accounts in each account group and account subgroup and show the subtotals. You can have each account group in a separate report or combine all account groupings in a single report. Check the Combine Groups box if you want all detail information in a single report.

9. Based upon the selections made, check or uncheck the following boxes under Settings.

- **Hide empty groups and subgroups.** Causes groups and subgroups without accounts grouped to them not to be included on the report.
- **Hide accounts with zero balances.** This option is available only when you select Detail as the report type. Hides any accounts that have zero balances from within your report.

  **Caution:** Only accounts with zero balances in the columns selected to be included on the report are hidden. Other balance columns or journal entry columns may have non-zero balances or activity, but the account is not included on the report.

- **Print as Black and White.** Sets the printer to print black and white.
- **Show WP Ref Columns.** Shows any workpaper references. This check box is only enabled if the report type is **Detail**.
- **Include sum of account groups.** Prints a Sum of Account Groups row at the bottom of the trial balance report, which provides the total for each balance and journal entry type of all the groups selected to be included in the report. This box is enabled for all Summary - Groups, Summary - Subgroups, and Detail report types, both classified and unclassified, except an unclassified Summary - Group TB Report.
- **Include net income.** Prints a Net (Income) Loss row at the bottom of the trial balance report, which provides the net (income) loss amount for each balance and journal entry type included in the report. This is the true net (income) loss amount for all groups, not just the groups selected to be included in the report.

10. Click Format to define what columns are reflected in the report(s). For details, see Formatting Trial Balance Reports, page 7-71.

11. When you finish defining the report, click OK. The reports are created and stored in the Unfiled Workpapers tab within the Binder window. If you are creating multiple reports, you can see what report is being created in the status bar of Excel in the bottom-left corner of the Excel window.

**Note:** If the workpaper is open when you make changes to the trial balance, you may need to click the Refresh button to have the changes display on the report.
Sample Settings for Trial Balance Reports

The following table represents sample settings for certain types of reports. Remember that any combination can be used to create the report of your choice.

For these examples, you should assume that the adjusted balance is the report balance, that you have added a Tax balance column, and that *Hide empty groups and subgroups*, *Hide accounts with zero balances* and *Print as Black and White* are checked. See *Creating New Trial Balance Reports* on page 7-67 for more information on these options.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Account Group Radio Button</th>
<th>Report Type</th>
<th>Format - Columns Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadsheets</td>
<td>Include selected…</td>
<td>Detail</td>
<td>PY-Adjusted, CY-Unadjusted, CY-AJE, CY-Adjusted</td>
</tr>
<tr>
<td></td>
<td>(Check boxes as needed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working Trial Balance*</td>
<td>Include all…</td>
<td>Detail, Combine Groups</td>
<td>PY-Adjusted, CY-Unadjusted, CY-AJE, CY-Adjusted</td>
</tr>
<tr>
<td>Preliminary Analytical Review</td>
<td>Include all…</td>
<td>Summary by Group or Subgroup</td>
<td>PY-Adjusted, CY-Unadjusted, $-Variance, %-Variance</td>
</tr>
<tr>
<td>Final Analytical Review</td>
<td>Include all…</td>
<td>Summary by Group or Subgroup</td>
<td>PY-Adjusted, CY-Adjusted, $-Variance, %-Variance</td>
</tr>
<tr>
<td>Book-to-Tax</td>
<td>Include selected…</td>
<td>Detail Combine Groups</td>
<td>CY-Adjusted, CY-FTJE, CY-Tax</td>
</tr>
<tr>
<td></td>
<td>(Check boxes are needed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Another option for a report of this type is to print the Account Group Detail sheet in the trial balance. Although this report looks very similar to the above report, the Account Group detail sheet is not customizable in Excel.
Formatting Trial Balance Reports

1. From an open trial balance or Excel workpaper, select Engagement/Create Reports/TB Reports. The Create Trial Balance Report dialog displays.


3. In the field below Available columns in this period, select the view from the drop-down menu that contains the columns you want in the report. The display area below the Available columns in this period field contains columns in the trial balance for that view.

   Note: The account number and account description columns do not appear in the list of columns selected for the report. These columns are required and must always appear as the first two columns of all reports.

4. Select the column you want to show in the report in the Available columns in this period list on the left and then click the right-arrow button to add a column to the list, or drag the column to the list. Press <SHIFT> and <CTRL> to add more than one column at a time.

5. To remove a column from the report, select the column and click the left-arrow button to remove a column from report button or drag the column to the Available columns in this period list.

6. To add columns to show variances between columns in the report, do the following:
   - Click New % Var to show the difference as a percentage; click New $ Var to show the difference as a dollar amount. You can add both percentage and dollar difference columns in the reports. The new column appears above. When you select the new column, the Variance Properties options at the bottom of the window become available. Select the columns you want to compare from the drop-down menus.
   - If you want the differences to be shown as positive amounts, check the Absolute Difference box.

7. To change the placement of a column in the report, select it in the right box and click the up or down arrow button to change its order in the report. Moving a column up moves it towards the left in the report. Moving a column down moves it to the right.

8. Click OK to save the report format. You can then complete the steps for creating reports. See Creating New Trial Balance Reports on page 7-67.
Changing a Trial Balance Report

You must be the Current Editor of the trial balance report in order to modify trial balance report properties.

1. Double-click the trial balance report in the Unfiled Workpapers tab or in another tab or folder if you have moved the report.


3. Under Account Groupings, specify which account groups you want on the report.
   - **Include selected.** Includes only the account groups that you check. Future account groups you create are not automatically included. Use the Select All and Unselect All buttons to speed up the selection process. For example, if you want most account groups, click Select All, then uncheck the account groups you do not want, or if you only want a few account groups, click Unselect All, then check the account groups you want.
   - **Include current and future.** All current and future account groups are automatically included in the report when the report is refreshed. Therefore, the Select All button is disabled because all account groups are already selected.
   - **Classified report.** This option is disabled.

4. Check or uncheck the following boxes under Settings.
   - **Hide empty groups and subgroups.** Causes groups and/or subgroups without accounts grouped to them not to print on the report.
   - **Print as Black and White.** Sets the printer settings not to print the cell background colors.
   - **Include net income.** Prints Net (Income) Loss row at the bottom of the trial balance report, which provides the net (income) loss amount for each balance and journal entry type included in the report. This is the true net (income) loss amount for all groups, not just the groups selected to be included in the report.

   **Note:** The other options are disabled.

5. Click Format to add or remove columns from the report.

6. Click OK to close the TB Report Properties dialog and save the changes.
Moving Reports

By default, all reports appear in the *Unfiled Workpapers* tab in the binder and are given a default name or an assigned name. There are no index numbers on the reports. You may want to move the reports to another tab in the binder and rename them. For more information about tabs in binders, see Chapter 6, *Creating and Using Binders*.

To move reports between tabs, do the following:

1. From the Binder window, select the *Unfiled Workpapers* tab. The new reports appear there. These reports are in Excel.

   If you want to change a report name or any of its other properties, right-click the report and select *Properties* from the pop-up menu. See Chapter 8, *Managing Workpapers*, for more information.

2. Select View/Expand All to show all tabs in your binder. This enables you to easily drag the reports to the desired tab. Or, click the plus sign (+) to expand a particular tab’s branch until you can see the tabs in which you want to store the reports.

3. Select the report, right-click, and select Cut from the pop-up menu. Then, right-click the workpaper tab where you want to file the report and select Paste. You can also drag the reports to the appropriate workpaper tab in the binder.

Creating a Classified Trial Balance Report

A classified trial balance report includes account classification and account type totals. One advantage of classified reports is that they refresh faster than standard reports.

You can include the sum of account groups in the reports. This is a sum of all the group balances for the groups included in the report. If all groups are selected to be included, you know the trial balance is in balance.

You can include net income on trial balance reports. For classified reports, the net (income) loss amounts are included in the Equity account classification total and as the sum of Revenues and Expenses. This net (income) loss amount always reflects the "true" net (income) loss for all classified groups even if all of the groups have not been selected to be included in the report.

The date and time print in the header, and the page number prints in the footer.
To create a classified trial balance report, do the following:

1. Once the trial balance is created (see Creating Trial Balances on page 7-8), you must open the trial balance and select Engagement/TB Reports. The Create Trial Balance Report dialog displays.

2. Under Account Groups, select Include current and future and check the Classified report box.

3. The Report Name Guide field displays the name of the trial balance from which the report was created. You can change this name if necessary.

4. After the proper pre-selections have been made in step 2 of this procedure, the Create Trial Balance Report dialog enables only those fields that support the creation of a classified report. For details, click Help or press F1 while in the Create Trial Balance Report dialog. Make your choices and click OK.

**Note:** In the classified report, total liability and equity is the sum of all accounts grouped as liabilities and all accounts grouped as equity plus the net (income) loss from the trial balance. By contrast, liability and equity is calculated in QuickView and the Trial Balance Snapshot by adding all accounts grouped as liabilities and all accounts grouped as equity.

**Creating an Unclassified Trial Balance Report**

You can create a unclassified report from a trial balance. The unclassified report can include the sum of account groups in the Summary - Subgroup and the Detail reports. This is a sum of all the group balances for the groups included in the report. If all groups are selected to be included, you know the trial balance is in balance.

You can include net income on trial balance reports. For unclassified reports, the net (income) loss amounts are printed at the bottom of the report. This net (income) loss amount always reflects the true net (income) loss for all classified groups even if all of the groups have not been selected to be included in the report.
To create an unclassified trial balance report, do the following:

1. Once the trial balance is created (see Creating Trial Balances on page 7-8), you must open the trial balance and select Engagement/TB Reports. The Create Trial Balance Report dialog displays.

2. Under Account Groups, uncheck the Classified report box.

3. The Report Name Guide field displays the name of the trial balance the report was created from. You can change this name.

4. After the proper pre-selections have been made in step 2 of this procedure, the Create Trial Balance Report dialog enables only those fields that support the creation of an unclassified report. For details, click Help or press [F1] while in the Create Trial Balance Report dialog. Make your choices and click OK.

Creating Consolidated Trial Balance Reports

You can generate a consolidated trial balance report based on the subsidiary data that is gathered. You must begin with a consolidated trial balance in order to create a consolidated trial balance report.

To create a consolidated trial balance report, do the following:

1. Once the consolidated trial balance is created (see Creating a Consolidated Trial Balance on page 7-80), open the consolidated trial balance and select Engagement/Create Reports/Consolidated Reports. The Create Consolidated Report dialog displays.

2. Select the consolidated trial balance from the Trial Balance drop-down list.

3. From the Grouping List drop-down list, select the grouping list.

4. In the Account Groups box, choose from the following:

   - Include selected. Includes only those account groups that are selected from the Account Groups list. If you want separate reports, select this option.

   - Include current and future. Includes all current account groups listed in the Account Groups list as well as any additional groups you add in the future. When this option is selected, all of the account groups are automatically selected and the Select All button become inactive.

   - Classified report. This check box is enabled if you chose Include current and future. Checking this box includes account class and account type totals in the trial balance report. This check box is disabled if you chose Include selected.

5. A default name displays in the Report Name Guide field. You can accept this default name or enter one of your own.

6. Under Report Type, select the type of report you want to create: Summary - Groups, Summary - Subgroups, or Detail. By default, the Combine Groupings box is checked so that all detail group information is reported in a single report.
7. Based upon the selections made, check and uncheck the following boxes under *Settings*.

- **Hide empty groups and subgroups.** Causes groups and/or subgroups without accounts grouped to them not to print on the report.

- **Hide accounts with zero balances.** This option is available only when you select *Detail* as the report type. It hides any accounts that have zero balances from within your report.

  **Caution:** Only accounts with zero (0) balances in the columns selected to be included on the report are hidden. Other balance columns or journal entry columns may have non-zero balances or activity, but the account is not included on the report.

- **Print as Black and White.** Sets the printer settings not to print the cell background colors.

- **Show WP Ref Columns.** Shows any Workpaper references. This check box is only enabled if the report type is *Detail*.

- **Include sum of account groups.** Prints a *Sum of Account Groups* row at the bottom of the trial balance report, which provides the total for each balance and journal entry type of all the groups selected to be included in the report.

- **Include net income.** Prints a *Net (Income) Loss* row at the bottom of the trial balance report, which provides the net (income) loss amount for each balance and journal entry type included in the report. This is the true net (income) loss amount for all groups, not just the groups selected to be included in the report.

8. Click the *Format* button to format the report.

9. In the field below *Available columns in this period*, select the view from the drop-down menu that contains the columns you want in the report. The account number and account description columns do not appear in the list of columns selected for the report. These columns are required and always appear as the first two columns of all reports.

10. Select the column you want to show in the report by clicking the column in the *Available columns in this period* list on the left and then clicking the *Show Column in Report* button or by dragging the column. You can add one or more columns at a time by using the [SHIFT] and [CTRL] keys. If a column is in a different view, you also need to repeat step 8.

11. If you want to remove one or more columns from the report, select the one you want to remove and click *Remove Column from Report*.

12. If you want to add columns to show variances between columns in the report, do the following:

   - Click the *New % Var* button to show the difference as a percentage or the *New $ Var* button to show the difference as a dollar amount. You can add both percentage and dollar difference columns in the reports. When you select the new column, the Variance Properties options at the bottom of the window become available. Select the columns you want to compare from the drop-down menus.

   - If you want the differences to be shown as positive amounts, check the *Absolute Difference* box.
13. To change the placement of a column in the report, select it in the right box and click
the up or down arrow button to change its order in the report. Moving a column up
moves it towards the left in the report. Moving a column down moves it to the right.

14. Click OK to save the report format and OK again to create the report.

Modifying a Consolidated Trial Balance Report

In order to modify a consolidated trial balance report, you must be the Current Editor of the
report.

To modify a consolidated trial balance report’s properties, do the following:

1. Open the consolidated trial balance report.

2. Select Engagement/Properties. The Consolidated TB Report Properties
dialog displays.

3. Under Account Groups, include or remove the following options from your consolidated
trial balance report:
   - Include selected. Includes only those account groups that are selected from the
     Account Groups list. If you want separate reports, select this option.
   - Include current and future. Includes all current account groups listed in the
     Account Groups list as well as any additional groups you add in the future. When
     this option is selected, all of the account groups are automatically selected and
     the Select All button becomes inactive.
   - Classified report. This option is disabled.

4. The report type cannot be modified after creation. If the report type displayed is not
acceptable to you, create another consolidated trial balance report with the correct
report type.

5. Check or uncheck the following boxes under Settings:
   - Hide empty groups and subgroups. Causes groups and/or subgroups without
     accounts grouped to them not to print on the report.
   - Hide accounts with zero balances. This option is available only when you select
     Detail as the report type. Hides any accounts that have zero balances from within
     your report.

Caution: Only accounts with zero balances in the columns selected to be
included on the report are hidden. Other balance columns or journal entry
columns may have non-zero balances or activity, but the account is not
included on the report.

   - Print as Black and White. Sets the printer settings to not print the cell background
colors.
   - Show WP Ref Columns. Shows any Workpaper references. This check box is only
     enabled if the report type is Detail.
Include sum of account groups. Prints, at the bottom of the trial balance report, a *Sum of Account Groups* row, which provides the total for each balance and journal entry type of all the groups selected to be included in the report.

Include net income. Prints, at the bottom of the trial balance report, a *Net (Income) Loss* row, which provides the net (income) loss amount for each balance and journal entry type included in the report. This is the true net (income) loss amount for all groups, not just the groups selected to be included in the report.

6. Click **OK** to close the **Consolidated TB Report Properties** dialog.

**Using ProSystem fx Engagement Reports**

In addition to showing the columns for the account groups selected, reports also provide details from any journal entry columns that you have and enable you to add documentation, tickmarks, or referencing.


**Consolidating Trial Balances**

You can consolidate data from single company trial balances into a consolidated trial balance. This consolidated data can then be included in another consolidated trial balance. When consolidating trial balances, you need to be aware of the following information:

- You must be the Current Editor of the consolidated trial balance in order to consolidate trial balances.
- Data can be consolidated by account detail, groups, or subgroups. Changes made to the subsidiary can be reconsolidated to the consolidated level without losing any work done in the consolidated trial balance.
- For reporting purposes, you can create a consolidated trial balance report and formulas that use either the subsidiary balances or the consolidated balances.
- During reconsolidation, the *Number of prior periods* field is automatically reset to zero to avoid data loss. If you subsequently choose to reconsolidate prior period balances, the existing prior period data is overwritten with the data you are currently consolidating (see *Reconsolidating Subsidiary Trial Balances* on page 7-84).
- If you consolidate by account groups or account subgroups, make sure you assign all accounts to a group or subgroup, or the consolidated trial balance may not include all balances.
- To bring consolidated prior period comparative data into a trial balance (e.g., if consolidation had not been required in the past), you can use one of the three methods explained below.

  - Create a binder with trial balances and the consolidated trial balance in the earliest year of restatement. Enter the trial balance information, consolidate the trial balances, make eliminating journal entries, and roll the binder forward, repeating for each successive year.
— Use TB Edit Mode to directly key prior period information into the consolidated trial balance. This edit mode is only available for prior period information as current year information can only be posted to the consolidated trial balance during the consolidation process.

— Make sure subsidiary prior period information is available on any subsidiary trial balances and then select the desired number of prior periods when creating the consolidated trial balance. This imports and sums subsidiary prior period final balances and posts the sum to the prior period comparative pre-consolidated and consolidated balance columns. You can then use TB edit mode to adjust the prior period consolidated balance and reflect any prior period eliminating journal entries.

- You can view consolidated account group and subgroup balances by opening the consolidated trial balance, clicking the Group drop-down list (located below the Excel toolbar), and selecting Consolidation. After the consolidated trial balance refreshes, view your consolidated balances using the same account groupings used in the subsidiary trial balances.

- To do a nested consolidation (where a consolidated company becomes a subsidiary of another) and use the same grouping list as the component subsidiaries, select Consolidation as the Grouping list when creating the consolidation in the Consolidate TB dialog.

- Two types of journal entries are possible in a consolidated trial balance: Proposed Journal Entries and Eliminating Journal Entries. Journal entries are added to a consolidated trial balance using the same procedures as journal entries in the trial balance.

- When a consolidated trial balance and the selected grouping list is eligible and selected for Schedule M-3, expanded balances transfer to the return via G/L Bridge. If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.

  If Schedule M-3 is selected, up to four balances are transferred to the return. Because Federal tax journal entries cannot be entered for a consolidated trial balance, the system calculates the balances transferred from each of the individual trial balances that were consolidated.

You must be certain that the consolidated trial balance is in balance with the individual trial balances. If you have made a change to an individual trial balance, you must reconsolidate prior to transferring the balances to the return. Otherwise, the balances sent to the return are not the same as the consolidated trial balance.

If you are using an M-3 enhanced consolidated trial balance, you must also transfer the pre-consolidated balance from the consolidated trial balance as the tax balance. You should not transfer the consolidated balance because it might include eliminating journal entries. In that case, the total book balance plus temporary/permanent balances from the individual trial balances would not equal the tax balance. A consolidated trial balance that is not M-3 enhanced can be exported to Taxprep using either Dynalink or G/L Bridge. The consolidated balance must be used for data to transfer accurately.
Creating a Consolidated Trial Balance

Consolidations occur at the trial balance level within one engagement binder. First, set up a trial balance for each subsidiary. Then, create a separate consolidated trial balance for the consolidated balances.

To create a consolidated trial balance, do the following:

1. In the Binder window, click the workpaper tab where you want to put the trial balance.
2. Do one of the following:
   - Select File/New and then Trial Balance.
   - Right-click the tab and select New Trial Balance.
   - Click the New Trial Balance toolbar button.

   The New Trial Balance dialog displays.

3. Click the Consolidated tab.

4. Click the Consolidated Trial Balance - 2 Year template.

5. Click OK to open the Workpaper Properties dialog.
6. Complete the top of the Workpaper Properties dialog as follows:

- In the Index # field, type an index number for the trial balance workpaper. This is an optional field.

  Its purpose is to help you organize your workpapers and provide a means to reference the workpapers. It also is necessary if you want to insert a workpaper reference link to this workpaper.

- In the Name field, type the name for the trial balance. The default name is the name of the trial balance template. You can use this name or enter a new name. This is a required field. Do not use the following characters: ‘ | : “ , ( ).

  **Important:** The trial balance name that you enter here displays in the formulas that link your trial balance data to workpapers. See Chapter 9, Using Excel, and Chapter 10, Using Word, for more information. The formulas do not change if you rename your trial balance. Therefore, choose a suitable name that you will recognize when reviewing your formulas.

  For example, with a consolidated entity, use the entity name for each trial balance so that you know which entity a specific amount came from when reviewing your TB Link formulas. If you do rename your trial balance and realize your links no longer work, simply rename it back to its original name.

7. Click OK to create the trial balance.

**Setting Up Consolidated Trial Balance Columns**

The consolidated trial balance starts with six columns in the current view:

- **Account.** Represents the grouping basis for the consolidation. It is the account number, the group code, or the group + subgroup code from the subsidiaries.

- **Description.** Represents the description of the grouping basis for the consolidation. It is the account description, the group name, or the subgroup name from the subsidiaries.

- **PRE-CONSOL.** The Pre-Consolidated column is the sum of the balances from all of the subsidiaries.

- **JE Ref #.** The Journal Entry Reference Number relates to the eliminating journal entries posted in the consolidated trial balance.

- **EJE.** The Eliminating Journal Entries posted in the consolidated trial balance display in this column. This is the only journal entry allowed in a consolidated trial balance. If you want to make an adjusting entry or a reclassifying entry, you need to post that at the subsidiary level.

- **CONSOL.** The Consolidated column is the sum of the PRE-CONSOL column plus the EJE column.

After the consolidation, new columns display with the subsidiary information. Each subsidiary is represented in a column before the PRE-CONSOL column. You can control the order of the subsidiaries and the balance type that is used.
You can add more columns, such as percent variance, dollar variance, and prior year columns. You may also choose to show prior period columns for each of the subsidiary trial balances in the consolidated trial balance. For more information on how to add columns in the trial balance, see Setting Up Trial Balance Columns and Views on page 7-14.

Consolidating Subsidiary Trial Balances

You consolidate subsidiary trial balances into a blank consolidated trial balance. If changes are made to the subsidiary balances subsequent to the consolidation, then you can reconsolidate the trial balance to reflect the changes. All the work done in the consolidated trial balance is preserved.

To consolidate the subsidiary trial balances, do the following:

1. Select Trial Balance/Consolidate TB in the Binder window or open any Excel or Word workpaper and do one of the following:
   - Select Engagement/Consolidate TB.
   - Click the Consolidate button on the Engagement toolbar.

   The Consolidate TB dialog displays.

2. From the Consolidated Trial Balance drop-down list, select the trial balance you want to use to hold the consolidated information.

3. Click Add to add a subsidiary trial balance.

4. Open the Trial Balance list to view the trial balances available in this binder and click the trial balance you want. The order in which you list the subsidiaries in this window is the order in which they appear in the consolidated trial balance window and in reports. Once you have selected all of the trial balances to consolidate, you can use the up and down arrows on the right side of the window to re-order the subsidiaries.

   Tip: You can press **ENTER** or **TAB** to advance to the next cell.

5. In the Abbreviation field, type the abbreviation you want for the column heading in the trial balance window and in reports.

   Note: To rename an abbreviation, select the abbreviation, click Rename, and type the new abbreviation.
6. Open the **Grouping List** to view the grouping lists available for this subsidiary. Click the grouping list by which you want the data consolidated.

**Notes:**
- If you select a Tax Grouping list, all subsidiary trial balances must be grouped to the same grouping list.
- If you consolidate based on subgroups, select the grouping list with the subgroups.

7. Check the **Overriding List** box if you want this trial balance to take precedence over the other trial balance(s) when there are conflicts with the account descriptions, account groupings, and grouping code assignments. Only one trial balance can be selected as the overriding list.

8. In the **Balance** field, select the balance type to consolidate by. All current balance types appear.

9. To add more subsidiary trial balances, click **Add** and repeat steps 4 through 8.

10. To remove a subsidiary trial balance that you do not want to consolidate, highlight the trial balance row and click the **Remove** button.

11. Select the basis to consolidate the subsidiaries by:
- **Consolidate based on Groups.** The groups from the subsidiaries become the account numbers in the consolidated trial balance.
- **Consolidate based on Subgroups.** The group + subgroup from the subsidiaries become the account numbers in the consolidated trial balance.
- **Consolidate based on Account Detail.** The account numbers from the subsidiaries become the account numbers in the consolidated trial balance.

**Note:** Once the consolidation has been performed, the consolidation basis cannot be changed during subsequent consolidations.

**Important:** If the consolidation was performed by account groups or subgroups, verify that all subsidiary accounts have been grouped.

12. Select the place to round the account balances to in the **Round balance to the nearest** field. The choices are $1, $10, $100, or $1,000. This option rounds each account balance up or down to the level selected. If you select to round the balances, an account with the index number of **Round** and the description of **Rounding Account** is automatically created in the consolidated trial balance to post the net difference to.

13. Select the number of prior periods you want to gather during the consolidation. This information displays in the comparative columns of the consolidated trial balance.

14. Click **OK** to consolidate the subsidiary trial balances. The consolidated trial balance now has a column for each subsidiary that was selected for consolidation. These columns appear before the **PRE-CONSOL** column, and the sum of the columns appears in the **PRE-CONSOL** column.
Reconsolidating Subsidiary Trial Balances

If you need to make changes to subsidiary data, open the subsidiary trial balance and make your changes. Then reconsolidate the consolidated trial balance, so the changes flow to it. Upon reconsolidation, subsidiary information is overwritten instead of appended to. Therefore, any accounts at the detail level that have been added, modified, or deleted at the subsidiary level are added, modified, or deleted in the consolidated trial balance. Any work done prior to the reconsolidation is saved, such as eliminating journal entries, reports, TB links, etc.

Note: During reconsolidation, Engagement automatically resets the Number of prior periods field to zero to avoid data loss. When you choose to reconsolidate prior period balances, Engagement overwrites the existing prior period data with the data you are currently consolidating.

Creating Consolidated Reports

ProSystem fx Engagement generates a consolidated report, based on the subsidiary data that is gathered.

To create a consolidated report, do the following:

1. From the trial balance window, select Engagement/Create Reports/Consolidated Reports.
2. Select the report options, as desired. These options are the same as those for regular trial balance reports. Refer to Creating Consolidated Trial Balance Reports on page 7-75 for information.
3. Click OK to create the report. Like other ProSystem fx Engagement trial balance reports you can customize this report in Excel.

Adding Journal Entries to a Consolidated Trial Balance

Two types of journal entries are available in a consolidated trial balance: Proposed Journal Entries and Eliminating Journal Entries. These journal entries are added using the same procedures as journal entries in the trial balance. For more information on adding these journal entries, see Creating Journal Entries on page 7-60.

Write Up Trial Balance

ProSystem fx Engagement uses the write up trial balance as a means to enter client transactions. There are two methods to enter transactions for the current period: write up journals and client journal entries (CJE).

Engagement provides 11 default write up journals to help you organize the transactions. You can rename or delete the default journals. You can also add as many new journals as you want. The amounts from the write up journals appear in the trial balance in the CJE column.

Another way to record the transactions for the current period is to use the journal entry area of the program. In a write up trial balance, there is a journal entry type CJE. You can use CJEs to enter the transactions for the current period. The amounts appear in the CJE column of the trial balance.
You can only use one of the these methods at a time in a trial balance. Once you enter data in a write up journal or in a client journal entry, you are prevented from entering data using the other method.

**Note:** You must be the Current Editor of the write up trial balance in order to enter current period transactions.

### Creating a Write Up Trial Balance

To access the features in ProSystem fx Engagement that allow you to enter transactions in write up journals or in client journal entries, you must start with a write up trial balance template.

To create a write up trial balance, follow these steps:

1. In the Binder window, click the workpaper tab where you want to put the trial balance.

2. Do one of the following:
   - Right-click the tab and select **New Trial Balance**.
   - From the **File** menu, select **New**, then **Trial Balance**.
   - Click the **New Trial Balance** toolbar button.

   The **New Trial Balance** dialog displays.

3. Use the arrows to scroll to the right and click the **Write Up** tab.

4. Click the **Write Up Trial Balance** template and then **OK** to open the **Workpaper Properties** dialog.

5. Complete the top of the dialog as follows:
   - In the **Index #** field, type an index number for the trial balance workpaper. This is an optional field provided to help you organize workpapers and provide a means to reference the workpapers. It also is necessary if you want to insert a workpaper reference link to this workpaper.
   - In the **Name** field, type a name for the trial balance. This is a required field. You can use the default name, which is the name of the template, or you can type a new name. Do not use the following characters: ‘ | : “ , ( ).
Important: The trial balance name that you enter in this field displays in the formulas that link your trial balance data to workpapers. See Chapter 9, *Using Excel*, and Chapter 10, *Using Word*, for this analysis. The formulas do not change if you rename your trial balance. Therefore, choose a suitable name in this field that you will recognize when reviewing your formulas.

6. Click OK.

**Setting Up Write Up Trial Balance Columns**

The write up trial balance starts with the following columns in the current view:

- **Account.** This column displays the account number.
- **Description.** This column displays the account description.
- **BEGIN.** The beginning balance column. When you roll forward a binder to the next period, the ending balances from the prior period appear in this column. When you roll a binder forward to a new year, the balance sheet accounts start with the prior period’s ending balances and the income statement accounts start with zero. Net income or loss for the year is posted to the retained earnings account during the roll forward.
- **JE Ref #.** Displays the journal entry reference number, which relates to either the write up journal or client journal entries used to post the detail transaction. If you use the write up journals, the abbreviation for the journal and the reference number displays. If you use the client journal entries, CJE and the journal entry number display.
- **CJE.** Displays the current period transactions that were entered in either the write up journals or the client journal entries. You can select to show the summary or the detail of the entries.
- **UNADJ.** Displays the unadjusted balance, which is the sum of the beginning balance column plus the CJE column.
- **JE Ref #.** Displays the Journal Entry Reference Number, which relates to the reclassifying journal entries posted.
- **AJE.** Displays the posted adjusting journal entries.
- **ADJ.** Displays the adjusted balance column, which is the sum of the unadjusted balance plus the AJE column.
- **RJE.** Displays the posted reclassifying journal entries.
- **Final.** Displays the sum of the adjusted balance plus the RJE column.
- **WP Ref.** A column for inserting workpaper references.

You can add more columns, such as percent variance, dollar variance, and tax balance columns. For more information, see *Setting Up Trial Balance Columns and Views* on page 7-14.

To set up the accounts and beginning balances for the write up trial balance, see *Converting and Importing Trial Balance Data* on page 7-20 or *Adding, Modifying, and Deleting Trial Balance Accounts* on page 7-45.
Using Write Up Journals

ProSystem fx Engagement provides 11 default write up journals to help you organize the different types of transactions. You can rename or delete the default journals.

The amounts from the write up Journals appear in the trial balance in the CJE (Client Journal Entry) column. All default journals behave the same—only the name of the journal is different.

To use the write up journals, do the following:

1. Open the write up trial balance (see Opening the Trial Balance on page 7-10).
2. Do one of the following:
   - Click the Write Up Journal Entry button on the Engagement toolbar.

   The Write Up Journal Entry dialog displays.

3. From the Trial Balance drop-down list, select the write up trial balance you want to post the transactions to.
4. From the Journal drop-down list, select the type of write up journal you want to use to enter the transactions.
5. If you want to modify the abbreviation and/or journal name, delete an existing write up journal, or add a new write up journal, click the Add/Edit Journals button. Make the desired change and click Close.
6. Click **Options** to set the options for the active journal. The *Options* dialog displays.

7. Select the options and click **OK**.

8. Click the **New** button to start entering in the journal. A new row appears in the journal. The following fields display:
   - **Date**. The default date is based on the setting in Options. You can accept the default or change it.
   - **Ref**. The reference number is also based on the setting in Options. You can accept the default or type over it.
   - **Transaction**. Type the description of the detail transaction.
   - **Account #**. Enter the account number. You can type the account number or open the drop-down list by pressing **F4**. You can set the account number and description to repeat from the row above in the Options.
   - **Account Description**. The account description defaults to that entered for the account number selected.
   - **Debit**. Enter the debit amount for this transaction, if applicable.
   - **Credit**. Enter the credit amount for this transaction, if applicable.

   A running total of Debits and Credits displays at the bottom of the window. Also, each new row added in the journal automatically defaults an amount to balance the journal. You can accept this amount or type a different amount.

   **Tip**: You can press **ENTER** or **TAB** to advance to the next cell in the row of the journal.

9. If you want to delete an existing row in the journal entry, highlight the row and click the **Delete** button.

10. Click **Close** to finish entering transactions.
Creating Write Up Reports

ProSystem fx Engagement provides three transaction reports to display the information entered in the write up journals: Write Up Detail Report, G/L Current Period Report, and G/L YTD Report.

Write Up Detail Report

This report shows the detail of the entries in the selected journal. The columns in the report are the same as in the journal.

To create a write up detail report, do the following:

1. Open the write up trial balance (see Opening the Trial Balance on page 7-10).

2. Select Engagement/Create Reports/Write Up Reports/Write Up Detail Report.


3. Select the trial balance from the drop-down list.

4. Check the boxes for the specific write up journals you want to create reports for. To select all journal types, click Select All. Click Unselect All to clear all check boxes.

5. Click OK to create the report(s). The report is created and filed in the Unfiled Workpapers tab in the binder.

G/L Current Period Report

This report shows the accounts in the trial balance and their beginning balances, transaction amounts, and ending balances for the current period only. The G/L Current Period Report generates detail information for both annual and non-annual binders.

To create the G/L Current Report, do the following:

1. Open the write up trial balance (see Opening the Trial Balance on page 7-10).


3. Select the journal entry types to display in the report. When you select a journal entry type, all preceding journal entry types are automatically selected.

4. Click OK. The report is created and filed in the Unfiled Workpapers tab in the binder.
G/L YTD Report

This report shows the accounts in the trial balance and their beginning balances, transaction amounts, and ending balances for all periods in the fiscal year. The G/L YTD Report generates detail information for annual binders only.

To create the G/L YTD Report, do the following:

1. Open the write up trial balance (see Opening the Trial Balance on page 7-10).

2. Select Engagement/Create Reports/Write Up Report/G/L YTD Report. If the write up trial balance is in an annual binder, the Select Journal Entry dialog displays.

   Important: If the write up trial balance is in a non-annual binder, a message displays warning that the report will contain write up journal entries only. Click OK to generate the report with write up journal entries only.

3. Select the journal entry types to display in the report. When you select a journal entry type, all preceding journal entry types are automatically selected.

4. Click OK. The report is created and filed in the Unfiled Workpapers tab in the binder.

Creating Client Journal Entries

You can also record transactions for the current period with the Journal Entry. In a write up trial balance, there is a journal entry type CJE (Client Journal Entry). You can use client journal entries to enter the transactions for the current period. The amounts appear in the CJE column of the trial balance.

To create a client journal entry, do the following:

1. Open the Journal Entry Detail window as follows:

   - From the Binder window, select Trial Balance/Add Journal Entry.
   - From the trial balance, Excel, or Word window, select Engagement/Journal Entry/Add Journal Entry.
   - From the trial balance, Excel, or Word window, click the JE Summary button on the Engagement toolbar, select the trial balance from the drop-down list, and then click the New button.

2. If you selected the Add Journal Entry option in step 1, select the write up trial balance that you want to post the journal entry to from the Trial Balance drop-down list.

3. In the Type field, select the Client Journal Entries option.

4. Complete the Journal Entry as normal. For more information on how to create journal entries, see Creating Journal Entries on page 7-60.

The amounts posted in the client journal entries appear in the write up trial balance in the CJE column. You can choose to show the detail of the journal entry in the trial balance.

The regular trial balance reports print the client journal entries. For more information on how to create trial balance reports, see Creating Trial Balance Reports on page 7-66.
Using the Tax Software Interface

You can export trial balance data to ProSystem fx Tax, Global fx Tax, RIA GoSystem Tax, and Lacerte. When you export trial balance data, the data is formatted so that it can be imported directly to the tax software or bridge the trial balance with the tax software.

Notes:

- You must be the Current Editor of the trial balance to export to ProSystem fx Tax or Global fx Tax.
- Trial balance export configurations are transferred to other binder staff members when the binder is synchronized.
- When a grouping has been selected for expanded M-3 processing in the Account Groupings dialog, Engagement automatically transfers the M-3 balances. The system also defaults to the Federal tax balance and disables the Balance field. The exception for this is the consolidated trial balance. With the consolidated trial balance, you need to transfer the pre-consolidated balance that is based on the Federal tax balance.
- Before exporting the trial balance data, verify that you have assigned accounts to their proper tax groupings. See page 7-58 for instructions on how to group accounts into grouping lists.

Tip: We recommend you import only trial balance data that is from the Current Editor copy of the trial balance.

Exporting a Trial Balance to ProSystem fx Tax or Global fx Tax

You can export a trial balance to ProSystem fx Tax using G/L Bridge or Dynalink. If you are going to export a trial balance using Dynalink, you must update your trial balance-specific account groupings to the 2002 or later ProSystem fx Tax groupings. Use the Tax Grouping Update Wizard to update the groupings (see page 7-93).

G/L Bridge Overview

When you export using G/L Bridge, a COMPFILE.TXT export file is created. You import the COMPFILE.TXT file into a tax return using File/Import/G/L Bridge in Tax Preparation. When importing, you can select which ProSystem fx Tax Grouping trial balance COMPFILE.TXT file you want to import to the tax software. If you make last minute changes to the trial balance after exporting to G/L Bridge, recreate the export file and import it to the tax return again.

Notes:

- If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.
- If you are using the generic tax groupings provided with ePaceENGAGEMENT Version 2.5 or earlier or if you have not updated your ProSystem fx Tax-specific tax groupings to the 2002 or later groupings, you must use the G/L Bridge option to export trial balance data to ProSystem fx Tax. In addition, you need to select Other (Generic Processing) as the accounting system when importing the file in Tax Preparation.
With ProSystem fx Engagement, the tax interface mapping capabilities with ProSystem fx Tax are expanded to include the new M-3 data items for "Book if Different," "Temporary Difference," and "Permanent Difference" amounts for tax year 2006 and later processing of C Corporation (Form 1120), Partnership (Form 1065), and S-Corporation (Form 1120S).

The expanded data items on the Income and Expense Interview Forms A-1 through A-4 and E-1 are also included in the new tax interface mapping. These new boxes represent additional amounts for each tax line item. In addition to "Amount" (or tax balance), there are now new data items for "Book if Different," "Temporary Difference," and "Permanent Difference" amounts.

For instructions on importing G/L Bridge files into a tax return, see the ProSystem fx Tax User Guide, Chapter 5, Import/Export Functions.

Dynalink Overview

When you configure an export for Dynalink, an XML file is created. The Dynalink is established when you import the file using the File/Import/Dynalink option in Tax Preparation.

Note: If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.

Before you can import using Dynalink, do the following:

- Update your ProSystem fx Tax-specific tax groupings to the 2002 or later ProSystem fx Tax groupings and create a list of the clients whose trial balances you have configured for Dynalink.
- Configure ProSystem fx Engagement as an Accounting Bridge in ProSystem fx Tax and create a list of the clients whose trial balances you have configured for Dynalink.

When importing using Dynalink, select the Engagement client and the tax return to import to. If multiple versions of a return exist, select the version to which you want to import.

For ProSystem fx Tax, once you have performed the initial import using Dynalink, you can use the Quiklink update feature to update your return. When Quiklink is activated, changes made to the trial balance flow directly to the tax return and you can jump between an interview form or worksheet box in the tax return and its corresponding tax group in the trial balance.

Note: Global fx Tax waits for you to manually install updates from your desktop. Global fx Tax does not push the updates dynamically.

With ProSystem fx Engagement, the tax interface mapping capabilities with ProSystem fx Tax are expanded to include the new M-3 data items for "Book if Different," "Temporary Difference," and "Permanent Difference" amounts for tax year 2006 and later processing of C Corporation (Form 1120), Partnership (Form 1065), and S-Corporation (Form 1120S).

The expanded data items on the Income and Expense Interview Forms A-1 through A-4 and E-1 are also included in the new tax interface mapping. These new boxes represent additional amounts for each tax line item. In addition to Amount (or tax balance), there are now new data items for Book if Different, Temporary Difference, and Permanent Difference amounts.
For complete instructions on importing to a tax return using Dynalink, see the ProSystem fx Tax User Guide, Chapter 5, Import/Export Functions. For instructions on configuring an accounting bridge and updating Quiklink, see pages 7-103 and 7-105 of this User Guide.

Using the Tax Grouping Update Wizard Utility

The Tax Grouping Update Wizard updates the account groupings in ProSystem fx Engagement to 2002 or later groupings. The update includes only those local file room binders to which the staff member running the update is assigned, and it updates only the trial balances for which the staff member is the Current Editor.

With the ProSystem fx Engagement Tax Grouping Update Wizard, administrators can update trial balances that are checked in to the central file room. Administrators can do this only if the binder’s current period beginning date matches the year selected in the wizard for the trial balance.

**Note:** In order for a trial balance to be updated from the Central File Room using the Tax Grouping Update Wizard, the trial balance must be checked in.

Use the ProSystem fx Engagement Tax Grouping Update Wizard to update a ProSystem fx Tax grouping to the current Tax year.

- Up to 99 rental income and expenses to C Corporation (Form 1120), S Corporation (Form 1120S), Partnership (Form 1065) and Individual (Form 1040) returns.
- Up to 99 farm property income and expenses to C Corporation (Form 1120), S Corporation (Form 1120S), Partnership (Form 1065) and Individual (Form 1040) returns.
- Up to 99 business income and expenses to Individual (Form 1040), Schedule C.
- Book balance, temporary difference, permanent difference and tax balance to C Corporation (Form 1120), Partnership (Form 1065), and S-Corporation (Form 1120S), Schedule M-3.

To update your ProSystem fx Tax-specific tax groupings, do the following:

1. Close all ProSystem fx Engagement windows.
2. Select Start/Programs.
4. After verifying the information on the Welcome to the Tax Grouping Update Wizard dialog, click Next to continue.
5. On the Tax Vendor and Tax Year of Binders to Update dialog, select ProSystem fx from the Tax vendor drop-down list.
6. Select the tax year from the Tax year drop-down list.
7. Click Next to open the Binders to Update dialog. All binders in the local file room with binder properties’ Period 1 Beginning Date showing the same as the tax year are listed and selected for update.
8. If you want to select binders to update, remove the check from the **Update all binders** box and click the boxes next to the binders you want to update. When you select a binder, all trial balances within that binder are selected.

![Image of the Tax Grouping Update Wizard](image)

**Note:** If you are not the Current Editor of a trial balance, the trial balance is disabled and is not updated.

9. Click **Next** to open a dialog summarizing your selections.

10. Click the **Back** button to change your selections. Click **Finish** to start the tax grouping update.

11. When the update completes, the **Tax Grouping Update Log** displays the date and time of the update, the data path, client ID and name, binder ID and name, year-end date, trial balance Name and Index, and the update status of all trial balances included in the update.

![Image of the Tax Grouping Update Log](image)

The log also lists the tax year, tax vendor, and whether the update was successful or unsuccessful for a specific trial balance. An update is unsuccessful if the user running the update is not the Current Editor of the trial balance, the detail accounts are assigned to the non-ProSystem fx Tax groupings, or the trial balance has already been updated.
The log displays in Microsoft Notepad, and you can use the available Notepad menu commands to print the log, change the font or word wrap, and find text. The log is stored in the Pfx Engagement\WM\Workpapers\Staff GUID directory. If additional updates are run, the information is appended to the log.

Using the Tax Grouping Update Wizard from the Local File Room

To convert your ProSystem fx Tax specific groupings within the local file room, do the following:

**Important:** Tax grouping lists in binders that are open will not be updated. Please close all binders that require updating prior to running the Tax Grouping Update Wizard.

1. From the local file room, select **Tools/Tax Grouping Update Wizard**.
2. Click **Next**. The **Tax Vendor and Tax Year of Binders to Update** dialog displays.
3. Select **ProSystem fx Tax** as the tax vendor.
4. Select the tax year from the **Tax Year** drop-down list.
5. Select whether to assign account classifications to groups/subgroups. You can select not to assign any account classifications, to assign classifications that already exist in the trial balance, or to assign all account classifications.
6. On the **Binders to Update** dialog, annual binders in the local file room whose binder properties Current Period Beginning Date are the same as the tax year are included and are selected to be updated. If you want to select a specific binder or binders, remove the check from the **Update all binders** box and click the box next to the binders to update.
7. Click **Next** to display a dialog summarizing your selections.
8. Click **Finish** to start the tax grouping updates.

When the update is completed, the Tax Grouping Update Log displays the time and date of the conversion, the data path, binder ID, trial balance name and index, and the status of all trial balances included in the update.

The log is displayed in Microsoft Notepad and can be edited using any of the available Notepad menu commands. It is stored in the X:\Pfx Engagement\WM\Workpapers\Staff GUID directory, where X is the drive where ProSystem fx Engagement is installed. Information for subsequent updates is appended to the existing log.

Configuring a Trial Balance for Export

You must configure a trial balance correctly so that information is retained during the export. If the selected trial balance grouping list is eligible and selected for Schedule M-3, up to four expanded balances are transferred to the return via Dynalink or G/L Bridge.

If the selected trial balance is a consolidated trial balance and the selected grouping list is eligible and selected for Schedule M-3, expanded balances can only be transferred to the return via G/L Bridge for ProSystem fx Tax C Corporation, S Corporation, or Partnership grouping lists.
Notes:

- If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.
- Schedule M-3 expanded balances for consolidated trial balances must be in balance with the individual trial balance. If you have made a change to an individual trial balance, you must re-consolidate prior to transferring the balance to the return; otherwise, the balances sent to the return will not be the same as the consolidated trial balance.

**Important:** If you are using an M-3 enhanced consolidated trial balance, you must also transfer the pre-consolidated balance from the consolidated trial balance as the tax balance. You should not transfer the consolidated balance because it might include eliminating journal entries. In that case, the total book balance plus temporary/permanent balances from the individual trial balances would not equal the tax balance. A consolidated trial balance that is not M-3 enhanced can be exported to Taxprep using either Dynalink or G/L Bridge. The consolidated balance must be used for data to transfer accurately.

**Configuring a Trial Balance for Export Using Dynalink**

Configuring a trial balance for ProSystem fx Tax (Dynalink) export makes the trial balance available for both Wfx and Gfx import.

**Note:** If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.

To export a trial balance using Dynalink, do the following:

1. To export from the Binder window, do one of the following:
   - Select **Tools/Tax Software Interface**.
   - Right-click the trial balance and select **Tax Software Interface** from the pop-up menu.
   - Click the **Tax Software Interface** toolbar button.

   To export from the File Room window, highlight the client’s binder and do one of the following:
   - Select **Tools/Tax Software Interface**.
   - Click the **Tax Software Interface** toolbar button.

   The **Tax Software Interface** dialog displays.

2. If there is more than one trial balance in the binder, select the trial balance from the **Trial balance** drop-down list.
3. In the *Tax software* field, select **ProSystem fx Tax (Dynalink)**.

![Tax Software Interface]

**Note:** If the selected grouping list is eligible and selected for Schedule M-3 in the *Groupings List Options* dialog, *Schedule M-3 applicable* displays on the *Software Tax Interface* dialog. See *Creating, Editing, and Deleting Grouping Lists* on page 7-50 for more information.

4. Select the tax year from the *Tax year* drop-down list.

5. The beginning date defaults to January 1 of the selected tax year. To change the date, use the drop-down list to select another date from the calendar.

6. The ending date defaults to December 31 of the selected tax year. To change the date, use the drop-down list to select another date from the calendar.

7. Prior year data is always exported, and the *Export prior year* box is selected by default. For example, if the tax year chosen is 2009, data is exported for 2008 and 2009.

8. From the *Grouping* drop-down list, select the ProSystem grouping list for the tax entity of the trial balance you are exporting.

9. From the *View* drop-down list, select the view setup for the trial balance that contains the balance column you are exporting.

10. From the *Balance* drop-down list, select the balance column containing the amounts that you want to export.

   **Note:** Only current period columns are included in the drop-down list.

11. Enter the client’s Federal Employer Identification Number (FEIN) in the *Employer ID #* box. This number is used as the Employer ID Number in the tax return as well as the Client code for building the client list when you configure ProSystem fx Engagement as an accounting bridge. Be sure to use a unique FEIN for each trial balance transferred to Tax Preparation.
12. The *Save as default for this trial balance* box is pre-selected.

**Note:** You can change the default configuration for this trial balance on a subsequent export. However, if you change the configuration after you have imported the trial balance to a tax return, Quiklink/Desktop Updates are disabled until the trial balance is imported to the tax return again and Quiklink/Desktop Updates is reactivated.

13. Click **OK**. The Tax Software Interface Report opens, listing any ungrouped accounts or tax groups not supported by ProSystem *fx* Tax. For 2005 and later grouping lists, the Tax Software Interface Report also lists any group or subgroup balances for which you have not selected *Send to Tax*.

14. You can do any of the following with the Tax Software Interface Report:
   - Select **Print** to use this report as a reference.
   - Select **Save As** to save the tax report as an HTML file that you can print at a later time.
   - Click **Close** to exit the report.

**Note:** For instructions on updating with Quiklink, see page 7-105.

**Configuring a Trial Balance for Export using G/L Bridge.**

If you are using the generic tax groupings provided with ProSystem *fx* Engagement Version 2.5 or later, or if you have not updated your ProSystem *fx* Tax-specific tax groupings to the 2002 or later groupings, you must use the G/L Bridge option to export trial balance data to ProSystem *fx* Tax. In this case, select **Other (Generic Processing)** as the accounting system when you import the file in Tax Preparation.

If you have updated your tax groupings to 2002 or later and want to use G/L Bridge rather than Dynalink, select ProSystem *fx* Engagement as the accounting system when you import the file in Tax Preparation.

**Note:** If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.

To export a trial balance using G/L Bridge, do the following:

1. To export from the Binder Window or File Room Window, do one of the following to open the *Export Trial Balance to Tax Software* dialog:
   - Select **Tools/Tax Software Interface**.
   - Click the **Tax Software Interface** toolbar button.

   If you are in the Binder Window, you can also right-click the trial balance and select **Tax Software Interface** from the pop-up menu.

2. If more than one trial balance exists in the binder, select the trial balance from the *Trial balance* drop-down list. (Trial balances in the Trash or Conflict section are not included in the list.)
3. In the *Tax software* field, select **ProSystem fx Tax (G/L Bridge)**.

```
Tax Software Interface

Trial balance: [Dropdown]
Tax software: ProSystem fx Tax (G/L Bridge)
Configuration Information:
  - Tax year: 2005
  - Grouping: [Dropdown]
  - Balance: [Dropdown]
  - Employer ID #: [Input]

Export Information:
  - File name: [Input]

[Checkboxes: Save as default for this trial balance]
```

**Note:** If the selected grouping list is eligible and selected for Schedule M-3 in the *Groupings List Options* dialog, *Schedule M-3 applicable* displays on the *Software Tax Interface* dialog. See *Creating, Editing, and Deleting Grouping Lists* on page 7-50 for more information.

4. Select the tax year from the *Tax year* drop-down list. Prior year data is always exported, and the *Export prior year* box is checked by default. For example, if the tax year chosen is 2009, data is exported for 2008 and 2009.

5. From the *Grouping* drop-down list, select the ProSystem fx grouping list for the tax entity of the trial balance you are exporting.

6. The *Balance* field defaults to the *Federal Tax Balance* column. You can select another column to be exported, if applicable.

**Note:** Only current period columns are included in the drop-down list.

7. Enter the client’s Federal Employer Identification Number (FEIN) in the Employer ID # box. If no FEIN is entered, the number is taken from client properties.

8. In the *File name* box in the *Export information* section, enter the drive and directory where you want to save the COMPFILE.TXT file. The path defaults to C:\Documents and Settings\Name\My Documents\COMPFILE.TXT.

9. If you are the Current Editor of the trial balance, you can check the *Save as default for this trial balance* box to save the configuration as the default.

**Note:** If you change the configuration, recreate the export file and then import the file to Tax Preparation again.

10. Click **OK**. The *Tax Report* dialog opens, listing any ungrouped accounts or tax groups not supported by ProSystem fx Tax. For 2004 and later grouping lists, also listed in the Tax Software Interface Report are any group or subgroup balances that you have selected not to "Send to Tax."

---

Using the Trial Balance Chapter 7
11. You can do any of the following with the Tax Software Interface Report:
   - Select **Print** to use this report as a reference.
   - Select **Save As** to save the tax report as an HTML file that you can print at a later time.
   - Click **Close** to exit the report.

**Configuring a Trial Balance for Export to GoSystem Tax**

Prior year data is automatically included in the GoSystem export file. When you import the data to GoSystem Tax, you are given the option of merging the prior year data.

You must be a team member assigned to the binder to export a trial balance to GoSystem Tax. To save an export configuration as the default for a trial balance, you must be the Current Editor of the trial balance.

To export the trial balance to GoSystem Tax, do the following:

1. To export from the Binder Window or File Room Window, do one of the following to open the **Export Trial Balance to Tax Software** dialog:
   - Select **Tools/Tax Software Interface**.
   - Click the **Tax Software Interface** toolbar button.

   If you are in the Binder Window, you can also right-click the trial balance and select **Tax Software Interface** from the pop-up menu.

2. If more than one trial balance exists in the binder, select the trial balance from the **Trial balance** drop-down list.

   **Note:** Trial balances in the Trash or Conflict sections are not included in the list.

3. In the **Tax software** field, select **GoSystem Tax** from the **Tax software** drop-down list.

4. Select the tax year from the **Tax year** drop-down list.

5. Select the appropriate **GoSystem Grouping** list.
6. The Balance field defaults to the Federal Tax Balance column. You can select another balance column to be exported.

7. In the Export information section, you can change the default path for the RIA file. The default path is C:\Documents and Settings\Name\My Documents\Client Name Tax Year Tax Export.RIA (e.g., CorpABC2003TaxExport.RIA.).

8. If you are the Current Editor of the trial balance, you can check the Save as default for this trial balance box to save the configuration to be used as the default.

9. Click OK. The Tax Report dialog displays any ungrouped accounts, tax groups not supported by GoSystem Tax, and grouped accounts with account numbers containing more than 30 characters. You can do one of the following:
   - Select Print to use this report as a reference.
   - Select Save As to save the tax report as an HTML file that you can print at a later time.
   - Click Close to exit the report.

Configuring a Trial Balance for Export to Lacerte

Note: Lacerte does not allow long file names. Your export file name must be no more than eight characters for the file name and three characters for the extension.

You must be a team member assigned to the binder to export a trial balance.

1. To export from the Binder Window or File Room Window, do one of the following to open the Export Trial Balance to Tax Software dialog:
   - Select Tools/Tax Software Interface.
   - Click the Tax Software Interface toolbar button.

   If you are in the Binder Window, you can also right-click the trial balance and select Tax Software Interface from the pop-up menu.

2. If more than one trial balance exists in the binder, select the trial balance from the Trial balance drop-down list.

   Note: Trial balances in the Trash and Conflict sections are not included in the list.
3. In the *Tax software* field, select **Lacerte** from the *Tax software* drop-down list.

4. Select the tax year from the *Tax year* drop-down list.

5. To export data for both the current and prior tax years, check the *Export prior year* box.

6. From the *Grouping* drop-down list, select the appropriate Lacerte Grouping list for the trial balance.

7. The *Balance* field defaults to the *Federal Tax Balance* column. You can select another column to be exported, if applicable.

8. In the *Export information* section, the *Client ID* field defaults to the Engagement Client ID. You can change the ID, if appropriate.

9. You can also change the default path for the export file. The path defaults to \X:\Lacerte\YYTax\Cdata\Client ID.CBY, where X equals the drive where Lacerte is installed and YY equals the tax year. In the file extension, C represents the tax entity (© for Corporation, P for Partnership, etc.) and Y equals the tax year.

10. If you are the Current Editor of the trial balance, you can check the *Save as default for this trial balance* box to save the configuration to be used as the default when exporting this trial balance to Lacerte.

11. Click **OK**. The *Tax Report* dialog displays any ungrouped accounts or tax groups not supported by Lacerte. You can do one of the following:
   - Select **Print** to use this report as a reference.
   - Select **Save As** to save the tax report as an HTML file that you can print at a later time.
   - Click **Close** to exit the report.
Launching ProSystem fx Tax from Engagement

You can launch up to five installed versions of ProSystem fx Tax (if installed) from the Binder window in Engagement. Open a binder and select Tax from the Shortcuts bar. See Shortcut Bar on page 6-32 for more information.

Configuring an Accounting Bridge

If you are going to use the ProSystem fx Tax Dynalink function to export trial balance data, you need to configure Engagement as an accounting bridge and create a client list of trial balances configured for export before importing the data to ProSystem fx Tax.

Configuring Accounting Bridges tells ProSystem fx Tax which accounting software you are using and where it is located.

You can configure Engagement as an accounting bridge by opening Office Manager and selecting Configure Applications/Accounting Bridges or by opening Tax Preparation and selecting Options/Interface Options/Accounting Bridges.

Notes:

- At this time, ProSystem fx Engagement does not support using Global fx Tax in a Shared File Room environment.
- If you use Global fx Tax, it is not necessary to configure an accounting bridge.
- If you are using a consolidated trial balance with an M-3 enhanced grouping, only G/L Bridge can be used to transfer balances to a return.

To configure the accounting bridge in Tax Preparation, do the following:

1. Open Tax Preparation and select Options/Interface Options.
2. Select Accounting Bridges to open the Accounting Bridges dialog.
3. Highlight **ProSystem fx Engagement** and click **Configure** to open the **Configure Account System** dialog.

![Configure Account System dialog](image)

4. In the Accounting system path, enter the drive and directory where the Dynalink processor (Dynalink.exe) is located, typically, C:\Pfx Engagement\WM, or click **Browse** to locate the drive and directory.

5. In the Quiklink option section, select the appropriate option to determine your action when using Quiklink:
   - **From the first tax line highlighted**. Causes you to be returned to the same place in the tax return where you started when you jumped to the trial balance.
   - **From the last tax line highlighted**. Causes you to return to the place in the tax return that corresponds to the last group highlighted in the trial balance.

6. Click **OK** to return to the **Accounting Bridges** dialog and then click **Create Client List** to create a list of the clients whose trial balances are configured for export to Dynalink.

   Once the client list has been created, return to this dialog to refresh the list when you configure additional trial balances for export using Dynalink.

   **Note:** The Employer Identification Number entered for the trial balance when configuring for Dynalink on the **Tax Software Interface** dialog is the client code in the client list.

7. Click **Close**.
Updating with Quiklink

When you use Dynalink to import trial balance data to a ProSystem fx Tax or Global fx Tax return, you can use the Quiklink feature to update the return automatically when you make changes to the trial balance data.

In ProSystem fx, you can jump from an interview form box in the return to its corresponding tax grouping balance in the trial balance, or you can jump from the tax grouping balance in the trial balance to the corresponding box on the interview form. If you are using Global fx Tax, however, you cannot jump from an interview form box in the return to its corresponding tax grouping balance in the trial balance.

Notes:

- Global fx Tax waits for you to manually install updates from your desktop. Global fx Tax does not push the updates dynamically.
- For instructions on importing data to a tax return using Dynalink, see the ProSystem fx Tax User Guide.

To use Quiklink Updates, the following conditions must be met:

- The tax year of the return and trial balance must be 2002 or later.
- Dynalink processing has been performed at least once.
- The binder containing the trial balance is open and unfinalized.
- Quiklink Updates must be activated. Running the Dynalink process from Tax Preparation automatically activates Quiklink Updates. To verify that it is active, or to deactivate the option, select Trial Balance/Quiklink/Desktop Updates Status in the Binder Window, or Engagement/Quiklink/Desktop Updates Status in the trial balance in Word or Excel.
- The person using Quiklink/Desktop Updates is the Current Editor of the trial balance.
- The tax return must be open on the computer where the changes are being made to the trial balance.

Note: If Quiklink is active and the tax return is closed when you make a change to the trial balance that should update the return, a message states that the return needs to be open for Quiklink to process the change.

You can open the return and click Retry in this dialog to process the changes. If you do not open the return, your return is not updated and you need to reprocess Dynalink to reestablish the link between the return and the trial balance.

Quiklink Updates - Engagement to ProSystem fx Tax

Note: If you plan to make a large number of changes to the trial balance, you should not use Quiklink Updates to update the return. You should reprocess the trial balance by importing it again using Dynalink.

To update using Quiklink Updates, do the following:

1. Open the tax return in Tax Preparation.
2. Select a binder in the local file room.
3. Verify that Quiklink is activated by selecting **Trial Balance/Quiklink/Desktop Updates Status** if the Binder window is active, or **Engagement/Quiklink/Desktop Updates Status** in the trial balance, Excel, or Word window.

4. The **Quiklink Updates Status** dialog displays the trial balances available in the binder for updating with Quiklink Updates.

   ![Quiklink Updates Status](image)

   To deactivate Quiklink Updates for a trial balance, uncheck the box next to it. You must Dynalink again to turn the option back on.

5. Make the appropriate changes to the trial balance data. To use Quiklink Updates, the change must affect the balance column configured for Dynalink and an account assigned to the configured grouping list.

   Some of the changes that initiate Quiklink Updates include the following:
   
   - **Account Changes.** Assigning or unassigning an account to the grouping list, moving an account from one group to another, adding or deleting an account, or changing an account balance.
   
   - **Account Balance Change.** Changing an account balance in TB Edit mode.
   
   - **Journal Entry Changes.** Entering, editing, or deleting journal entries or write up journal entries that change the balance configured for Dynalink.

   Moving a journal entry to or from a journal entry type that updates the balance configured for Dynalink.

6. The changed data is transferred to the tax return.

**Desktop Updates - Engagement to Global fx Tax**

*Note:* If you plan to make a large number of changes to the trial balance, do not use Desktop Updates to update the return. Instead, reprocess the trial balance by importing it again using Dynalink.

To update using Desktop Updates, do the following:

1. Open the tax return in Tax Preparation.
2. Select a binder in the local file room.
3. Verify that Quiklink Desktop Updates is activated by selecting **Trial Balance/Quiklink Desktop Updates Status** if the Binder window is active, or **Engagement/Quiklink Desktop Updates Status** in the trial balance, Excel, or Word window.

4. The **Quiklink Desktop Updates Status** dialog displays the trial balances available in the binder for updating with Quiklink Updates.

   ![Quiklink Desktop Updates Status](image)

   To deactivate Quiklink Desktop Updates for a trial balance, uncheck the box next to it. You must Dynalink again to turn the option back on.

5. Make the appropriate changes to the trial balance data. To use Quiklink Updates, the change must affect the balance column configured for Dynalink and an account assigned to the configured grouping list.

   Some of the changes that initiate Quiklink Updates include the following:

   - **Account Changes.** Assigning or unassigning an account to the grouping list, moving an account from one group to another, adding or deleting an account, or changing an account balance.

   - **Account Balance Change.** Changing an account balance in TB Edit mode.

   - **Journal Entry Changes.** Entering, editing, or deleting journal entries or write up journal entries that change the balance configured for Dynalink.

     Moving a journal entry to or from a journal entry type that updates the balance configured for Dynalink.

     **Note:** Cutting or pasting a subgroup breaks the Dynalink. You must reestablish the Dynalink by importing again to Global fx Tax. For more information, see *Configuring an Accounting Bridge*, page 7-103.

   The changed data is transferred to the tax return.

6. Go to **File/Import/Desktop Updates** to transfer the changed data to the tax return.
Jumping from the Trial Balance to the Tax Return in ProSystem fx

To use Quiklink to jump from the trial balance to an open tax return, do the following:

1. Open the tax return in Tax Preparation.

   **Note:** If the tax return is not open and you attempt to use Quiklink, you are instructed to open the tax return and retry the Quiklink.

2. In the local file room, select the binder containing the trial balance that has been imported to the return using Dynalink.

3. Open the trial balance.

4. Highlight any tax code cell, or any cells adjacent to the tax code, from the *Group Summary* worksheet of the trial balance.

5. Do one of the following:
   - Click the Quiklink toolbar button.
   - Select *Engagement/Quiklink to ProSystem fx Tax*.

You are taken to one of two places in the tax return:

- If you selected *From the first tax line highlighted* when configuring ProSystem fx Engagement as an accounting bridge, you return to the interview form and box the cursor was on when you initiated Quiklink.

  If you did not initiate Quiklink from an interview form box, the return opens and the selected view displays when the process completes.

- If you selected *From the last tax line highlighted* when configuring ProSystem fx Engagement as an accounting bridge, you return to the place in the tax return corresponding to the last tax group highlighted in the trial balance.

  If a tax group is not highlighted in the trial balance, the return opens and the selected view displays when the process completes.

Jumping from the Tax Return to the Trial Balance in ProSystem fx

To use Quiklink to jump from an open tax return to the trial balance, do the following:

1. Open Engagement.

   **Note:** If Engagement is not open, the *Engagement Login* dialog displays. After you log in, the local file room window opens and you can open the appropriate trial balance and Quiklink again.

2. In the local file room, open the trial balance that has been imported to the tax return using Dynalink.

   **Note:** If the trial balance is not open and you attempt to use Quiklink, you are instructed to open the appropriate trial balance and Quiklink again.
3. In Tax Preparation, do one of the following:
   - Click the Quiklink toolbar button.
   - Select File/Import/Quiklink.

If the cursor was on a specific interview form box, you jump to the corresponding row (group) in the Account Group Summary of the trial balance.

If the cursor was not on a specific interview form box, you jump to the View, Group, and Column configured for export to Dynalink.

**Note:** The Quiklink button is not part of the default Tax Preparation toolbar. To facilitate the Quiklink jump, we recommend that you add the button to the toolbar using the Tax Preparation Options/Customize Toolbar option.

**Reprocessing with Dynalink**

The following circumstances cause the link between the tax return and the trial balance to become disconnected. You must reprocess the trial balance using Dynalink should the following occur.

- Trial balance data is imported with the Import Conversion Wizard or Paste TB Import.
- The trial balance or binder is deleted.
- The trial balance is taken over by another staff member.

**Note:** There is no need to reprocess if another staff member becomes the Current Editor through check in and check out of the trial balance during synchronization. In this case, the trial balance and tax return remain linked.

- The binder is rolled forward or you create a new binder by copying from an existing binder. The Dynalink/Quiklink links are disconnected in the new binder. You must configure for Dynalink on the Export Trial Balance to Tax Software dialog for the new binder. The linkage in the original binder remains intact.
- When you make any changes to the Tax Software Interface dialog.
- The Binder Properties period information is modified.
- The Federal Tax balance is the balance selected for Dynalink and the formula for calculating the balance is changed in TB Column Setup.
- The grouping list ID used in the export to Dynalink is renamed or deleted.
- The View chosen for the Dynalink export configuration is deleted or the balance column is removed from the View chosen for configuration.
- For a consolidated trial balance, the consolidation is processed again.
- The Quiklink Updates Status option is deactivated.
- If Quiklink Updates is on and you make a change to the trial balance that affects the tax return (and the tax return in Tax Preparation is not open), the Dynalink breaks if you click Cancel on the warning message.
- You attempt to update an excessive number of tax lines in the tax return.
- A grouping list is imported in the Account Grouping window, and it replaces the grouping list that was configured for Dynalink.
If you delete a binder in your local file room (and you are the Current Editor of a trial balance that is Dynalinked), then the binder is brought back into your local file room through one of the following:
- a sync with another user
- a sync with the Central File Room
- through Receive Binder Package
- through Restore Binder

If a central file room is deleted, (where there is a binder with a checked-out, Dynalinked trial balance) and the staff member with the trial balance checked out syncs his or her local file room binder with another local file room or a central file room, or receives a binder package of the binder.

**Using the ProSystem fx Profit Driver Interface**

You can import ProSystem fx Engagement trial balance data into ProSystem fx Profit Driver. ProSystem fx Profit Driver is a financial analysis tool that lets you stress test data, plot future directions, create projections, and design "what if" scenarios for your clients. You can then compare the different Profit Driver financial data files you create in Key Performance Indicator, which is the companion software to Profit Driver.

You can store the files created in Profit Driver and Key Performance Indicator, as well as any of the reports produced in Profit Driver, in a client’s binder in ProSystem fx Engagement.

All Profit Driver and Key Performance Indicator files and reports can be opened within their Engagement binder as ordinary Engagement workpapers.

In order to import a ProSystem fx Engagement trial balance into Profit Driver, you must use a Profit Driver account grouping list to group accounts so that the data can be read and interpreted correctly by Profit Driver.

This section explains how to import Profit Driver account grouping lists into an Engagement trial balance, modify a Profit Driver account grouping, and import Engagement trial balance data into Profit Driver.

**Importing a Profit Driver Account Grouping List**

Profit Driver imports current and prior period subgroup balances and descriptions from a trial balance. To ensure that the data imports correctly, you must use a Profit Driver grouping list template.

The groups in the grouping list correspond to the main line items in Profit Driver and the subgroups correspond to the detail line items. Ten subgroups are available for each group.

To import a Profit Driver Account Grouping, do the following:

1. From the File Room window, select the binder containing the trial balance you want to open. Then do one of the following:
   - Select **File/Open Trial Balance**.
   - Right-click and select **File/Open Trial Balance** from the pop-up menu.
   - Click the **Open Trial Balance** toolbar button.
In the Binder window, do one of the following:

- Select File/Open Trial Balance.
- Click the Open Trial Balance toolbar button.

If there is only one trial balance within a binder, the trial balance opens. If there is more than one trial balance within a binder, the Open Trial Balance dialog displays so you can select the trial balance to open.

2. Select Engagement/Account Groupings.

3. Click Options to open the Grouping List Options dialog. Any templates you have already imported display in the list.

4. Click Import to display the Open dialog.

![Open dialog](image)

The Look in field defaults to the directory location specified in the Tools/Options/Templates dialog and displays the account grouping template folders.

5. Double-click the Profit Driver folder, select the template to use in the trial balance, and click Open.

6. The template is listed on the Grouping List Options dialog.

![Grouping List Options](image)
Modifying a Profit Driver Account Grouping List

The groups in a Profit Driver grouping list correspond to the main line items in Profit Driver. The subgroups correspond to the detail line items Profit Driver uses.

Each group has ten subgroups. All groups and some subgroups have pre-defined items that match the line items in Profit Driver. Additional detail line items available for further customization are reflected as subgroups with the name <description>.

Groups and subgroups can be renamed to fit the needs of an Individual or industry, with the exception of the first subgroup within each group (ID of xxx-01). This subgroup corresponds to a balancing detail line item in Profit Driver, the name of which cannot be changed. Therefore, any customization of the name made in the grouping list is not reflected when the data is imported into Profit Driver.

Note: Any accounts that are inadvertently mapped to the group level are added to the first detail line item line.

Remember the following when modifying a Profit Driver grouping list to ensure that accounts map correctly for use with Profit Driver:

- Do not add or delete groups or subgroups within the Profit Driver grouping list.
  
  Note: The value of any accounts mapped to extra subgroups that are inadvertently added are included in the first detail line item (the subgroup with the ID of xxx-01) for the group when the data is imported to Profit Driver.

- Do not cut, copy, or paste a group or subgroup.

- Do not change a subgroup’s index number. You can change the description of a group or subgroup.

  Note: Use care when changing a subgroup description that has been pre-defined by Profit Driver as it could affect Profit Driver calculations.

For complete details on how to group accounts to groups and subgroups, see page 7-58.
Importing ProSystem fx Engagement Trial Balances

You can link to ProSystem fx Profit Driver by importing a ProSystem fx Engagement trial balance to Profit Driver. You can use Profit Driver to analyze the trial balance data.

Notes:

- You must be assigned to the binder containing the trial balance you are importing.
- You must group the trial balance chart of accounts to a Profit Driver grouping list template.
- If ProSystem fx Engagement is not open when you try to import a trial balance, you are prompted to open it.

To import a trial balance in Profit Driver, do the following:

1. Open Profit Driver and ProSystem fx Engagement.
2. In Profit Driver, select File/New.
3. Select Import Engagement Trial Balance to open the Import Trial Balance dialog.
4. Select the client from those in your local file room.
5. Select the binder containing the trial balance you want to import.
6. Select the trial balance from the drop-down list.
7. Select the Profit Driver account grouping list you have used in the trial balance.
8. Select the current and previous period balances.
9. Click Import.

Note: The Import button does not become available until all fields on the dialog are completed.
Using the ProSystem fx TBRepair Utility

The ProSystem fx TBRepair Utility allows you to rebuild individual trial balances. You must be the Current Editor of a trial balance to run this utility.

This utility can be used to correct the following database issues:

- Erroneous formulas are found in the journal entry columns.
- Subgroups are out of order in the Subgroup Summary Report.
- The following message displays when you access the Account Groupings: "A problem with the TB database has been detected and the tree for groups, subgroups, and accounts may not be displayed properly."
- You receive any sort of error message when performing trial balance functions.

To run the TBRepair Utility, do the following:

2. Select Start/All Programs/ProSystem fx Engagement/Utilities/ProSystem fx Engagement TB Repair Utility. The TBRepair Utility displays.
3. Click Next on the Welcome dialog.
4. Enter your login name and password and click Next.
5. Click the plus sign (+) to open the local file room.
6. Open the binder containing the trial balance you want to repair.
7. Highlight the trial balance and click Next.
8. If everything shown on the Summary dialog is correct, click Finish to run the utility. To change an item, click Back.
9. When the utility has finished, a message informs you that the trial balance repair completed successfully. Click OK.
10. The TBRepair.txt - Notepad details the actions the utility performed on the trial balance. Select File/Exit to close the dialog.

Note: You may need to refresh the trial balance after running this utility.
Managing Workpapers

Overview

ProSystem fx Engagement enables you to insert any file (e.g., Word, Excel, Adobe Acrobat) into an engagement binder. These documents are referred to as workpapers. You can enter your information into a blank workpaper, or you can create one from a template or from an existing file.

You can share workpapers with other Engagement staff members. Every staff member can have a complete set of engagement workpapers in their binder. However, only one copy of each workpaper can have edit rights. All other copies read-only, which allows the distribution of workpapers while maintaining the integrity of your work.

This chapter shows you how to create, distribute, and receive workpapers, and how to add workpapers to a binder.

Adding and Modifying Workpapers

The process of adding and modifying workpapers differs depending on whether you are creating a new workpaper or inserting an existing one. Once you have added the workpaper to an engagement binder, you can change its properties at any time.

Adding a New Workpaper from a Template

You can create a new workpaper from the Word and Excel templates ProSystem fx Engagement provides, from templates your firm has created internally, and from CCH templates. Engagement also provides blank Word and Excel templates for use in creating a workpaper. You can add workpapers from the Binder window.

To add a new workpaper from the Binder window:

1. Open the window for the binder where you want to add the workpaper. For instructions on opening a binder, see Chapter 6, Creating and Using Binders.

2. In the Binder Index pane of the Binder window, click the tab where you want to put the workpaper. If there are no tabs, you must either create one or add the workpaper to the Unfiled Workpapers tab. For instructions on creating a workpaper tab, see Chapter 6, Creating and Using Binders.
3. To open the *New Workpaper* dialog, do one of the following:
   - Select **File/New/Workpaper From Template**.
   - Right-click a workpaper tab icon and select **New Workpaper From Template** from the pop-up menu.
   - Click the **New Workpaper from Template** button on the toolbar.

   The *New Workpaper* dialog displays.

4. Select the tab containing the type of template that you would like to use.

   **Note:** Use the left and right arrow buttons on the right of the dialog to scroll through the template tabs. Use the icons at the top right to toggle the template display between list view and icon view.

   Workpaper template tabs include the following:
   - **General.** This tab includes blank templates for use when creating workpapers from Microsoft PowerPoint, Microsoft Word, and Microsoft Excel. The Manual Workpaper template allows you to create an electronic placeholder for a workpaper that was done manually. You can give the workpaper a name and reference number so it can be referenced with the electronic workpapers.

   **Note:** If your scanning application is also an OLE Server such as Microsoft Photo Editor, it displays on the *General* tab. If you select that template, the application opens and you can scan the document. To open the scanned image, double-click the workpaper. The application associated with the file launches with the scanned image.

   - **Engagement Workpapers.** This tab includes Word and Excel templates that are provided with ProSystem fx Engagement. There are 76 Word and Excel templates.

   - **CCH Trial Version.** This tab includes CCH evaluation templates. There are 44 evaluation templates available.

   - **ProSystem fx Tax Workpapers.** This tab includes templates for exporting apportionment data to a Corporation or Partnership ProSystem fx Tax return.

   - **Other Tabs.** You can create other tabs in this dialog to store your firm’s templates.

   **Note:** For more information on saving workpapers as templates and adding folders to store them in, see page 8-34, *Saving a Workpaper as a Template*.

5. Select the specific workpaper or workpapers to insert. Press **SHIFT** or **CTRL** to select multiple workpapers for insertion.
6. Click OK. The **Selected Workpaper Properties** dialog displays.

   ![Selected Workpapers Properties dialog]

7. In the **Index** field, enter an index number for the workpaper. This field is optional unless you link to this workpaper from another workpaper.

   **Note:** If the template was created from a workpaper in an Engagement binder, the Index field may already be populated with the properties of the original workpaper.

8. In the **Workpaper Name** field, enter a name for the workpaper. This field is required.

9. In the **Tab Location** field, select the location where you want the new workpaper inserted.

   **Note:** If the template was created from a workpaper in an Engagement binder that contained the same tab name as the current binder, the Tab Location field may be populated with the properties of the original workpaper.

10. In the **Roll Forward** field, select how you want each workpaper handled when the binder is rolled forward to the next period.

    - **Include in roll forward.** The workpaper appears in the new binder created for the new period. If the workpaper uses date functions or links to the trial balance, the formulas are updated with the next period’s information. This is the default selection.
    - **Do not include in the roll forward.** The workpaper does not appear in the new binder created for the next period. You may select this option if the workpaper is specific to this period and does not apply to the next period. For example, confirmation workpapers would not be applicable in the next period. This option is not available for trial balances. In order to maintain links and reports, trial balances are automatically included in a roll forward.
    - **Replace in the roll forward with placeholder.** A placeholder appears in the new binder for the new period. You can replace the placeholder with a template or scanned workpaper at a later time.
- **Replace in the roll forward with this file.** This workpaper does not appear in the new binder for the next period, but is replaced by another workpaper. You may select this option with standard workpapers you fill out for the client each year (e.g., a bank reconciliation workpaper format you want to use again, not including the data entry).

If you select **Replace in the roll forward with this file**, the **Replace File With...** field becomes active. Browse to the standard workpaper that will replace the current workpaper.

**Note:** If you choose to replace the workpaper with another file, the workpaper’s properties retain this option. If you do not want to replace it in subsequent roll forwards, you must modify the roll forward properties for the workpaper.

11. Select the check box in the **Overwrite** column if the new workpaper should overwrite any current workpaper that has the same workpaper name/index combination. Overwritten workpapers are moved to the Trash folder with _deleted appended to the file name.

**Tip:** Click **Edit Multiple Options** if several workpapers require the same tab location, roll forward option, and overwrite selection. The **Edit Multiple Options** dialog displays, allowing you to set these options for the selected workpapers.

12. Click **OK** to create the workpapers from the templates.

**Adding ProSystem fx Knowledge Tools Workpapers**

To add ProSystem fx Knowledge Tools workpapers, do the following:

1. Open the binder and select the tab into which you want to insert the Knowledge Tools workpaper.

2. On the binder window toolbar click the New Knowledge Tools Workpaper button, or select File/New/Knowledge Tools workpaper. The New Knowledge Tools Workpaper dialog displays.

3. Use the Knowledge Tools Title drop-down list to select the Knowledge Tools title containing the workpaper(s) you are adding.
4. Select the workpaper(s) you want to add. When you highlight a workpaper, its name displays in the Name section at the top of the dialog, and a description displays in the Description section to the right.

**Note:** If you select a workpaper or workpapers and then select a different title in the Knowledge Tools Title drop-down list, the workpapers are no longer selected.

5. Click **OK**. The *Selected Workpapers Properties* dialog displays, listing all of the workpapers you have selected.

6. Complete the following fields as applicable:
   - **Index.** Enter an index number for each workpaper, if necessary.
   - **Workpaper Name.** Required. You can edit the default workpaper name if necessary.
   - **Tab Location.** Select the tab where you want to insert each workpaper. The default is the tab you selected in step 1.
   - **Roll Forward.** Use the drop-down list to select a roll forward option: Do not roll forward, Include in roll forward, Replace in roll forward with placeholder, Replace in roll forward with latest Knowledge Tools template, or Replace in roll forward with this file.
   - **Replace File With.** If you select Replace in roll forward with this file as the roll forward option, select the file that will replace the selected workpaper. You can enter the file path or click the Browse button to select the file.
   - **Overwrite Existing Workpapers.** Select the check box in the Overwrite Existing Workpapers column if the new workpaper should overwrite any current workpaper of the same type that has the same workpaper name/index combination.
   - **Keep answers.** The Knowledge Tools workpaper will retain the current answers when the new binder is created. This option is available only when Include in the roll forward or Replace in the roll forward with latest Knowledge Tools template is selected.
   - **Keep comments.** The Knowledge Tools workpaper will retain the current comments when the new binder is created. This option is available only when Include in the roll forward or Replace in the roll forward with latest Knowledge Tools template is selected.
   - **Merge prior period row customizations.** The Knowledge Tools workpaper will merge the current additions, deletions and text changes to rows when the new binder is created. This option is available only when Replace in the roll forward with latest Knowledge Tools template is selected.

**Tip:** Click **Edit Multiple Options** if several workpapers require the same tab location, roll forward option, and overwrite selection. The *Edit Multiple Options* dialog displays, allowing you to set these options for the selected workpapers.

7. Click **OK**.
Adding ProSystem fx Knowledge Coach Workpapers

To add ProSystem fx Knowledge Coach workpapers to a binder, do the following:

1. Open the binder and select the tab into which you want to insert the Knowledge Coach workpaper.
2. From the binder menu, select File/New/Knowledge Coach Workpaper. The New Knowledge Coach Workpaper dialog displays.
3. Use the Industry list to select the Knowledge Coach title containing the workpaper(s) you are adding.
4. Select the workpaper(s) you want to add. When you highlight a workpaper, its description displays to the right.

Notes:

- If you select a workpaper or workpapers and then select a different title in the Knowledge Coach Title drop-down list, the workpapers are no longer selected.
- The first time you insert Knowledge Coach workpapers, the foundation workpapers (workpapers that are always needed in the binder in order for the flow of information to work properly between workpapers, and for the binder to comply with auditing standards) are selected automatically and cannot be deselected.

5. Click OK. The Selected Workpapers Properties dialog displays, listing all of the workpapers you have selected.
6. Complete the following fields as applicable:
   - Index. Enter an index number for each workpaper, if necessary.
   - Workpaper Name. Required. You can edit the default workpaper name if necessary. Associated values such as audit areas, specialists, service organizations, etc. will be appended to the workpaper name when applicable.
   - Tab Location. Select the tab where you want to insert each workpaper. The default is the tab you selected in step 1.
7. Select from the following Roll Forward options:
   - Include in roll forward. The workpaper appears in the new binder created for the new period. If the workpaper uses date functions or links to the trial balance, the formulas are updated with the next period’s information. This is the default selection.
   - Replace in the roll forward with latest Knowledge Coach content. The Knowledge Coach content will be replaced by the most up-to-date version when the workpaper is opened in the new rolled-forward binder.
8. Select one of the following roll forward options for Responses:

**Note:** The following options are not applicable to Excel Knowledge Coach workpapers.

- **Use response roll forward setting.** The Knowledge Coach workpaper will roll forward each response according to the roll forward setting for that response.
- **Keep all responses.** The Knowledge Coach workpaper will retain the current responses when the new binder is created.
- **Reset all responses.** The Knowledge Coach workpaper will reset all field cell values in the new binder.

9. Select the following row customization and program step options, as applicable:

**Note:** The following options are not applicable to Excel Knowledge Coach workpapers.

- **Merge row customizations.** The Knowledge Coach workpaper will merge the current additions, deletions and text changes to rows when the new workpaper is created.
- **Keep Program Steps.** The Knowledge Coach workpaper will retain the program steps. Available only for audit programs.
- **Keep Custom Program Steps.** Program steps you have created and added to audit workpapers will be kept in the new workpaper.
- **Keep Modified Program Steps.** Modifications you have made to added program steps in audit workpapers will be kept in the new workpaper.

**Tip:** Click **Edit Multiple Options** if several workpapers require the same tab location, roll forward option, and overwrite selection. The **Edit Multiple Options** dialog displays, allowing you to set these options for the selected workpapers.

10. Click **OK**.

**Adding a New Workpaper from an Existing File**

To add an existing file as a workpaper, do the following:

1. In the **Binder Index** pane of the Binder window, click the workpaper tab where you want to place the workpaper. If there are no tabs, you must either create one or add the workpaper to the **Unfiled Workpapers** tab.

2. Do one of the following to open the **New Workpaper** dialog:

   - Select **File/New/Workpaper From File**.
   - Right-click a workpaper tab and select **New Workpaper From File** from the pop-up menu.
• Click the New Workpaper From File toolbar button.

3. Select the files you want to add. Press \[\text{SHIFT}\] or \[\text{CTRL}\] to select multiple files. The New Workpaper dialog contains a standard Windows selection box to choose the drive and directory containing the file. By default, the dialog displays Microsoft Word (DOC) and Excel (XLS) files. You can show all files by changing the Files of type field to All Files. All file formats are supported.

Note: If your scanning application is not an OLE Server application, you can create the scanned image with your scanning software and save the image as a file. Then use New Workpaper From File to insert the scanned image. To open the scanned image, double-click the workpaper file. The application associated with that file launches with the scanned image.

4. Check the Delete source file after inserting box to delete the original files after the workpapers are inserted.

5. Click OK. The Selected Workpaper Properties dialog displays.

6. In the Index field, enter an index number for the workpaper. This field is optional unless you link to this workpaper from another workpaper.

7. In the Workpaper Name field, enter a name for the workpaper. This field is required.

8. In the Tab Location field, select the location where you want the new workpaper inserted.
9. In the Roll Forward field, select how you want each workpaper handled when the binder is rolled forward to the next period.

- **Include in roll forward.** The workpaper appears in the new binder created for the new period. If the workpaper uses date functions or links to the trial balance, the formulas are updated with the next period’s information. This is the default selection.

- **Do not include in the roll forward.** The workpaper does not appear in the new binder created for the next period. You may select this option if the workpaper is specific to this period and does not apply to the next period. For example, confirmation workpapers would not be applicable in the next period. This option is not available for trial balances. In order to maintain links and reports, trial balances are automatically included in a roll forward.

- **Replace in the roll forward with placeholder.** A placeholder appears in the new binder for the new period. You can replace the placeholder with a template or scanned workpaper at a later time. This option is not available for ProSystem fx Knowledge Tools workpapers.

- **Replace in the roll forward with this file.** This workpaper does not appear in the new binder for the next period, but is replaced by another workpaper. You may select this option with standard workpapers you fill out for the client each year (e.g., a bank reconciliation workpaper format you want to use again, not including the data entry).

  If you select **Replace in the roll forward with this file**, the **Replace File With...** field becomes active. Browse to the standard workpaper that will replace the current workpaper.

**Note:** If you choose to replace the workpaper with another file, the workpaper’s properties retain this option. If you do not want to replace it in subsequent roll forwards, you must modify the roll forward properties for the workpaper.

10. Select the check box in the Overwrite column if the new workpaper should overwrite any current workpaper that has the same workpaper name/index combination. Overwritten workpapers are moved to the Trash folder with _deleted appended to the file name.

**Tip:** Click **Edit Multiple Options** if several workpapers require the same tab location, roll forward option, and overwrite selection. The **Edit Multiple Options** dialog displays, allowing you to set these options for the selected workpapers.

11. Click **OK** to create the workpapers.
Adding a Manual Workpaper

You can create a manual workpaper in a workpaper tab. The manual workpaper points to a physical workpaper that cannot be inserted into a particular binder.

The manual workpaper allows you to do the following:

- Assign an index number and name.
- Sign off as preparer or reviewer.
- Add workpaper notes.
- Assign a roll forward option.
- Assign the workpaper to other staff members.

To add a manual workpaper, do the following:

1. Click a workpaper tab and then do one of the following:
   - Select File/New/Manual Workpaper.
   - Right-click and then select New Manual Workpaper from the pop-up menu.
   - Click the New Manual Workpaper button on the toolbar.

   The New Manual Workpaper dialog displays.

2. In the Index # field, type an index number for the workpaper. This field is optional unless you link a reference to this workpaper from another workpaper.

3. In the Name field, type a name for the workpaper. This field is required.

   **Note:** The workpaper index number and name must be a unique combination within the binder.

4. On the Roll Forward tab, select the roll forward options.

5. Click OK to insert the manual workpaper in the binder.
Working With Placeholders

Placeholders represent workpapers that will be added at a later time, either from a file received from a client or from scanning a physical workpaper.

Inserting a Placeholder

To insert a placeholder, do the following:

1. Click a workpaper tab and then do one of the following:
   - Select File/New/Placeholder.
   - Right-click and then select New Placeholder from the pop-up menu.
   - Click the New Placeholder button on the toolbar.

   The New Placeholder dialog displays.

2. In the Index # field, enter an index number for the placeholder. This field is optional unless you link a reference from another workpaper to the workpaper that will replace this placeholder.

3. In the Name field, enter a name for the workpaper. This field is required.

   Note: The workpaper index number and name must be a unique combination within the binder.

4. On the Roll Forward tab, select the roll forward options.

5. Click OK to insert the placeholder in the binder.

Replacing a Placeholder

When you have access to the workpaper to be inserted, you can replace the placeholder with either a saved file or a scanned file.

To replace a placeholder, do the following:

1. Right-click the placeholder to be replaced.

2. Select Replace Placeholder. The Placeholder Properties dialog displays.

   ![Placeholder Properties Dialog](image)
3. Do one of the following:
   - If the workpaper is a saved file, click Browse and select the file.
   - If you are scanning the workpaper, select Replace the placeholder with file from scanner.

4. Click OK. Depending on your selection, one of the following occurs:

   If you selected a saved file to replace the placeholder, the New Workpaper from File dialog displays. See Inserting a Workpaper from an Existing File on page 8-7.

   If you selected a file from a scanner to replace the placeholder, the New Workpaper from Scanner dialog displays. See Adding a Scanned Document as a Workpaper on page 8-14.

**Adding a ProSystem fx Tax PDF File**

You can add a ProSystem fx Tax return file in PDF format to an Engagement binder. To save tax return PDF files, do the following:

- Open ProSystem fx Tax Preparation and configure the Tax Preparation Interface Options to save PDF files to ProSystem fx Engagement using Options/Interface Options/PFX Engagement/CPADocument Manager. See page 8-15, Configuring the Interface Option for more information.

- Print the return in Tax Preparation and select To PDF file or To PDF file and to printer as the print destination. Each time you save a return to PDF, the Engagement Insert Workpaper Wizard walks you through selecting the binder and workpaper tab where you want to store the file.

If you print multiple PDF versions of the same return to a binder, the information is checked. If it is still valid, you are given the choice of overwriting the existing file or creating a file with a new name.

**Creating a PDF Workpaper from a Windows Application**

You can use any Windows application to create a PDF file that is inserted as a workpaper into the binder of your choice.

Before you create the PDF, verify the following:

- You are logged in to Engagement.
- You have the right to create new workpapers.

**Note:** If you do not have the right to create new workpapers, you must use the append option.

1. Select the Print command from any Windows application.

2. Select Engagement PDF Converter from the printer options list and click OK.

3. Click Next on the Insert Workpaper Wizard Welcome dialog.

If Engagement is not already open, a dialog prompts you to enter your login name and password.
4. Click **Next** to open the *Select Documents to Insert* dialog.

5. Select the document(s) to insert into a binder by doing one of the following:
   - Check the box next to the document name.
   - Click **Select All** to select all the documents listed.
   - Click **Unselect All** to deselect all the documents listed.

6. Click **Next**.

7. On the *Select Client and Binder* dialog, open the *File Room* icon and then select the appropriate client folder. Click **Next** to continue, or click **Finish** to display the *Summary* dialog. If you click **Finish**, the workpaper is placed in the *Unfiled Workpapers* tab.

8. Enter a name for the workpaper on the *Create Workpaper Index and Name* dialog.

   The workpaper name defaults to the name of the file. Enter an index number if you are linking a reference to this workpaper from another workpaper or for identification purposes.
Notes:
- The index number and name must be a unique combination within the binder.
- The Overwrite and Existing Index|Workpaper columns are disabled when inserting from Pfx Engagement PDF Converter, Outlook, or Fixed Assets.

9. Click **Next** to continue to the **Select Tab in Binder** dialog, or click **Finish** to skip to the **Summary** dialog. If you click **Finish**, the PDF is placed in the **Unfiled Workpapers** tab.

10. In the **Select Tab in Binder** dialog, click **Modify Tab** to change the tab location. Otherwise, the workpaper is in the **Unfiled Workpapers** tab.

11. Click **Finish** to open the **Summary** dialog. Do one of the following:
- Click **Back** to change any information you have entered.
- Click **Insert** to save the PDF to the selected binder.
- Click **Print** to print the summary report.
- Click **Save As** to save the summary report to a file.
- Click **Cancel** to stop the workpaper insertion process.

Adding a Scanned Document as a Workpaper

This feature allows for consolidated workpaper management by integrating your hard-copy documents into Engagement. You must have a TWAIN-compliant scanner installed and connected to your computer to insert a workpaper from a scanner.

1. Perform one of the following actions to display the **New Workpaper from Scanner** dialog:
   - Go to **File/New/Workpaper from Scanner**.
   - Right-click a tab and select **New Workpaper from Scanner** from the pop-up menu.
   - Click the **New Workpaper from Scanner** icon from the toolbar.

2. Select your scanner from the **Scanner** drop-down list and click **Scan**. Your scanner user interface opens.

3. Adjust settings as necessary and begin the scan process according to your scanner user guide.

4. Review a thumbnail image of each scanned page.
5. Do one of the following:
   - Click **Scan More** and repeat steps 3 and 4 of to add other documents to the file.
   - Click **Finish** and enter the new workpaper properties.
   - Click **Cancel** to delete the scanned document and close the dialog without creating a PDF.

### Configuring the Interface Option

To configure the ProSystem *fx* Tax interface option:

1. In ProSystem *fx* Tax, open Tax Preparation and select **Options**.
2. Select **Interface Options/Document Manager**.
3. Check the **Save PDF to** box.
4. Select **ProSystem *fx* Engagement** from the drop-down list.
5. You can choose to be prompted to save to Document Manager when creating a PDF or to always save a PDF to Document Manager.
6. Entering the ProSystem *fx* Engagement user name and password is optional. If you enter the information, it is passed to Engagement. Otherwise, you are prompted to log in when the file is inserted into the binder.

### Adding and Exporting a ProSystem *fx* Fixed Assets FAC File

You can add a ProSystem *fx* Fixed Assets data file to a binder.

- ProSystem *fx* Fixed Assets version 2002.03 or higher must be installed on the local computer.
- The binder must be closed.
- You must be assigned to the binder.
- You must have the rights to create new workpapers.

You can enter your Engagement login name and password by selecting **File/Export/ProSystem *fx* Engagement/Provide ProSystem *fx* Engagement User Info**. Otherwise, you are prompted during the export process.

To export a client file from ProSystem *fx* Fixed Assets, do the following:

1. Open the Fixed Assets client file.
2. Select **File/Save to Engagement binder**.
3. Click **Next** on the *Insert Workpaper Wizard Welcome* dialog. If Engagement is not already open, a dialog prompts you to enter your login name and password.
4. Click **Next** to open the *Select Documents to Insert* dialog.
5. Select the document(s) to insert into a binder by performing one of the following actions:
   - Check the box next to the document name.
   - Click **Select All** to select all the documents listed.
   - Click **Unselect All** to deselect all the documents listed.
6. Click **Next** to open the *Select Client and Binder* dialog.

7. Select the client folder and the binder where you want to place the client file.

8. Click **Next** to continue to the *Create Workpaper Index and Name* dialog, or click **Finish** to continue to the *Summary* dialog. If you click **Finish**, the FAC file is placed in the *Unfiled Workpaper* tab and given a name based on the Fixed Assets client ID.

9. On the *Create Workpaper Index and Name* dialog, enter an index number if needed. The workpaper name defaults to the name of the FAC file.

   **Note:** The index number and name must be a unique combination within the binder.

10. If you clicked **Next**, the *Select Tab in Binder* dialog displays. Select a workpaper and click **Modify Tab** if you would like to change the tab location. Otherwise, the workpaper is placed in the *Unfiled Workpapers* tab.

11. Click **Finish** to open the *Summary* dialog.

Do one of the following:

- Click **Back** to change any information.
- Click **Insert** to save the PDF to the selected binder.
- Click **Print** to print the summary report.
- Click **Save As** to save the summary report to a file.
- Click **Cancel** to stop the workpaper insertion process.

### Adding ProSystem fx Fixed Assets Report Data

You can add PDF files created from ProSystem Fixed Assets reports to a binder. The following must be established before you can add the report data:

- ProSystem fx Fixed Assets version 2002.03 or higher must be installed on the local computer.
- You must be assigned to the binder.
- You must have the rights to create new workpapers.
You can enter your Engagement login name and password by selecting **File/Export/ProSystem fx Engagement User Info**. If you enter your login information on this dialog, you are not prompted for it during the export process.

To create a Fixed Assets report PDF and import it to ProSystem fx Engagement, do the following:

1. Open a client file in Fixed Assets.

2. Select **File/Export/ProSystem fx Engagement/Export Reports**. The *Select Reports for Export* dialog displays.

3. Double-click a folder to open a list of available reports.

4. Double-click a report to add it to the *Reports selected* list. You can select multiple reports.

5. Select the month, if appropriate, from the *Select month* drop-down list.

6. Check the formatting options in the *Report format* section.

7. Click **Properties** to edit a selected report’s print settings as needed.

8. Click **Export**. The *Insert Workpaper Wizard Welcome* dialog displays.

9. Click **Next**. If you did not enter your login information, you are prompted to do so.

10. Click **Next**. The *Select Documents to Insert* dialog displays.

   ![Insert Workpaper Wizard](image)

11. Select the document(s) you want to insert into a binder by doing one of the following:
   - Check the box next to the document name.
   - Click **Select All** to select all the documents listed.
   - Click **Unselect All** to deselect all the documents listed.

12. Click **Next** to open the *Select Client and Binder* dialog.

13. On the *Select Client and Binder* dialog, select the client folder and binder where you want to insert the report data.

14. Click **Next** to specify the workpaper name and index number, or click **Finish** to skip to the *Summary* dialog. If you select **Finish**, the report is placed in the *Unfiled Workpapers* tab and given a name based on the name of the report.
15. If you select **Next**, the *Create Workpaper Index and Name* dialog displays.

![Create Workpaper Index and Name dialog](image)

16. Enter an index number and name of up to 64 characters for each workpaper, and select any documents that should be overwritten. Click **Next** to continue, or click **Finish** to skip to the *Summary* dialog.

**Note:** The index number and name must be a unique combination within the binder.

17. If you select **Next**, the *Select Tab in Binder* dialog displays. Click **Modify Tab** to change the tab location. Otherwise, the workpaper is placed in the *Unfiled Workpapers* tab. Click **Finish** to open the *Summary* dialog.

18. On the *Summary* dialog, you can do one of the following:
   - Click **Back** to change any of the information.
   - Click **Insert** to save the PDF to the selected binder.
   - Click **Print** to print the summary report.
   - Click **Save As** to save the summary report to a file for later use.
   - Click **Cancel** to stop the workpaper insertion process.

### Using ProSystem fx Tax Workpaper Templates

ProSystem fx Engagement provides two Excel workpaper templates that you can use to create a workpaper for importing apportionment data into a ProSystem fx tax return. You can manually input the workpaper template or use TB link formulas to input data.

To use ProSystem fx Tax workpaper templates, do the following:

1. Click the workpaper tab where you want to insert the template.

2. Select **File/New**.

3. Select **Workpaper From Template**.

4. Select the *ProSystem fx Tax Workpapers* tab.

5. Highlight the appropriate template:
   - 1MSTCorp for Corporation data
   - 1MSTPtr for Partnership data
6. Click OK to open the Workpaper Properties dialog.

7. Enter the index and name information. Click OK to insert the workpaper in the tab.

8. Open the workpaper in Excel.

9. Enter the apportionment data manually or by using TB link formulas (Copy and Paste TB Link functions or Insert TB Link).

10. Select File/Save.

11. Select File/Save As and save the file in a directory where it can be easily identified when importing into ProSystem fx Tax.

**Inserting a ProSystem fx Tax PDF File**

You can insert multiple ProSystem fx Tax returns into Engagement binders as PDF files. Each time you save a PDF for a client, the Insert Workpaper Wizard walks you through selecting the client, binder, and workpaper tab. The steps below describe this process.

Verify the following before printing a PDF:
- You must be assigned to the binder.
- You must have rights to create new workpapers for the binder.

To save a PDF to an Engagement binder, do the following:

1. Open the client’s tax return in Tax Preparation.

2. Select File/Print.

3. Select the return copies or sections you want to print, then select either To PDF file or To PDF file and to printer as the print destination.

4. Click OK. If you select To PDF file and to printer, the return copies requested are printed to the printer as the Insert Workpaper Wizard displays.
   - If you selected to always print PDF to Engagement, the Welcome dialog of the Insert Workpaper Wizard displays.
   - If you selected to be prompted, click Yes on the prompt to save the PDF to the Engagement binder and display the Welcome dialog of the wizard.
5. Click **Next**. If you entered your user name and password when configuring the interface option, the Select Client and Binder dialog displays.

![Image of Select Client and Binder dialog]

If you did not enter your user name and password, a dialog prompts you to do so. Enter your user name and password and click **Next** to open the Select Client and Binder dialog.

6. Select the client folder and binder where you want to insert the report data.

7. Click **Next** to specify the workpaper name and index number, or click **Finish** to skip to the Summary dialog. If you select **Finish**, the report is placed in the Unfiled Workpapers tab and given a name based on the name of the report.

8. If you select **Next**, the Create Workpaper Index and Name dialog displays.

![Image of Create Workpaper Index and Name dialog]
9. Enter an index number and name of up to 64 characters for each workpaper, and select any documents that should be overwritten. Click Next to continue, or click Finish to skip to the Summary dialog.

**Notes:**
- The index number and name must be a unique combination within the binder.
- If a workpaper with the same name and index number combination already exists in the binder, the Overwrite check box is selected by default for any reinserted tax returns. Unselect Overwrite to create a new workpaper with a (1) appended to the name.

10. If you select Next, the Select Tab in Binder dialog displays. Click Modify Tab to change the tab location. Otherwise, the workpaper is placed in the Unfiled Workpapers tab. Click Finish to open the Summary dialog.

11. On the Summary dialog, you can do one of the following:
- Click Back to change any of the information.
- Click Insert to save the PDF to the selected binder.
- Click Print to print the summary report.
- Click Save As to save the summary report to a file for later use.
- Click Cancel to stop the workpaper insertion process.

**Note:** You can also select Print/Preview and click the Report Being Viewed or All Reports toolbar button to launch the ProSystem fx Engagement Insert Workpaper Wizard.

### Adding a Microsoft Excel Document

Engagement allows you to insert an Excel document into an Engagement binder.

Verify the following before inserting an Excel document into an Engagement binder:
- You must be assigned to the binder.
- You must have the right to create new workpapers.

To insert an Excel document into an Engagement binder, do the following:

1. Open the Excel document you want to insert.

2. Select File/Save to Engagement Binder. The Insert Workpaper Wizard displays.

3. Click Next. If you are logged in to Engagement, the Select Documents to Insert dialog displays. If you are not logged in to Engagement, the Verifying User Login and Rights dialog displays. Enter your login information. The current Excel document is selected by default.

4. Click Next. The Select Client and Binder dialog displays.

5. Select the binder where you want to insert the Excel document and click Next. The Create Workpaper Index and Name dialog displays.

6. A name must be entered for the workpaper. You can also enter an index number to link a reference to this workpaper from another workpaper, or for identification purposes.

**Note:** The index number and name must be a unique combination within the binder.
7. Click **Next** to open the *Select Tab in Binder* dialog or click **Finish** to open the *Summary* dialog and place the workpaper in the *Unfiled Workpapers* tab.

8. Select a workpaper and click **Modify Tab** if you would like to select the tab location. Otherwise, the workpaper is placed in the *Unfiled Workpapers* tab.

9. Click **Finish** to open the *Summary* dialog. You can do one of the following:
   - Click **Back** to change any of the information.
   - Click **Insert** to insert the Excel document into the selected binder.
   - Click **Print** to print the summary report.
   - Click **Save As** to save the summary report to a file.
   - Click **Cancel** to stop the workpaper insertion process.

### Adding Microsoft Outlook Files

Engagement allows you to interface with Microsoft Outlook, inserting an Outlook email, the body of a message, or an attachment of a message directly into an Engagement binder.

Verify the following before attempting to insert an Outlook file to an Engagement binder:
- ProSystem fx Engagement must be installed on the computer where Outlook is installed.
- You must be assigned to the binder.
- You must have the right to create new workpapers.

To insert Outlook files as an Engagement workpaper, do the following:

1. In Microsoft Outlook, select the email or email attachment.

2. To launch the *Insert Workpaper Wizard*, select one of the following options from the Engagement Functions toolbar in Outlook:
   - Insert Entire Outlook Email
   - Insert Message as Text File
   - Insert Attachment Only

   **Note:** If there are multiple attachments to insert from the same email, select **Insert Attachment Only**. You will be given the option to insert multiple files on the *Select Documents to Insert* dialog.

3. Click **Next** on the *Welcome* dialog. If Engagement is not already open, a dialog prompts you to enter your login name and password.

4. Click **Next** to open the *Select Documents to Insert* dialog.

5. Select the document(s) you want to insert into a binder by doing one of the following:
   - Check the box next to the document name.
   - Click **Select All** to select all the documents listed.
   - Click **Unselect All** to deselect all the documents listed.
6. Click **Next** to open the *Select Client and Binder* dialog.

7. Open the file room icon and then open the appropriate client folder.

8. Highlight the binder and click **Next** to open the *Create Workpaper Index and Name* dialog, or click **Finish** to open the *Summary* dialog. If you click **Finish**, the workpaper is placed in the *Unfiled Workpapers* tab and given a name based on the subject of the email or the attachment file name.

9. A name must be entered for the workpaper. You can also enter an index number to link a reference to this workpaper from another workpaper, or for identification purposes.

   **Note:** The index number and name must be a unique combination within the binder.

10. Click **Next** to open the *Select Tab in Binder* dialog or click **Finish** to open the *Summary* dialog. If you click **Finish**, the workpaper is placed in the *Unfiled Workpapers* tab.

11. Select a workpaper and click **Modify Tab** if you would like to select the tab location. Otherwise, the workpaper is placed in the *Unfiled Workpapers* tab.

12. Click **Finish** to open the *Summary* dialog. You can do one of the following:
   - Click **Back** to change any of the information.
   - Click **Insert** to insert the Outlook file into the selected binder.
   - Click **Print** to print the summary report.
   - Click **Save As** to save the summary report to a file.
   - Click **Cancel** to stop the workpaper insertion process.

**Adding a Profit Driver or Key Performance Indicator File**

You can insert a ProSystem *fx* Profit Driver strategy file (extension OPT) or a Key Performance Indicator analytical file (extension KPV, KPM, or KPY) in an Engagement binder using the *Insert Workpaper Wizard* from Profit Driver or Key Performance Indicator. The staff member inserting the file becomes the workpaper’s Current Editor.

When you open a Profit Driver workpaper in ProSystem *fx* Engagement, Profit Driver is launched so you can edit the file. If Profit Driver is open when you open the workpaper, you must close the open Profit Driver session before opening and editing a new Profit Driver OPT file. You cannot print a Profit Driver OPT file.
When you open a Key Performance Indicator workpaper in Engagement, Key Performance Indicator launches so you can edit the file.

Before inserting the file, verify the following:

- Profit Driver is installed on the computer where ProSystem fx Engagement is installed.
- You have established a profile on the computer where Profit Driver and Engagement are installed. If you have not, log in to Engagement using the Office location and create a profile.
- You are assigned to the binder where you are inserting the file.
- You have the rights to create new workpapers.

To insert a Profit Driver or Key Performance Indicator file in an Engagement binder, follow these directions:

1. In Profit Driver or Key Performance Indicator, open the file you want to save to a binder.
2. Select File/Save to Engagement Binder.
3. Click Next on the Insert Workpaper Wizard Welcome dialog. If Engagement is not already open, a dialog prompts you for your login name and password. Enter the information.
4. Click Next to open the Select Documents to Insert dialog.
5. Select the document(s) you want to insert into a binder by doing one of the following:
   - Check the box next to the document name.
   - Click Select All to select all the documents listed.
   - Click Unselect All to deselect all the documents listed.
6. Click Next to open the Select Client and Binder dialog.
7. Open the file room and the appropriate client folder.
8. Highlight the binder and click Next to open the Create Workpaper Index and Name dialog or click Finish to skip to the Summary dialog. If you click Finish, the workpaper is placed in the Unfiled Workpapers tab and given a name.
9. Enter a name for the workpaper. You can also enter an index number to link a reference to this workpaper from another workpaper, or for identification purposes.
   
   **Note:** The index number and name must be a unique combination within the binder.
10. Click Next to open the Select Tab in Binder dialog, or click Finish to open the Summary dialog. If you click Finish, the workpaper is placed in the Unfiled Workpapers tab.
11. Select a workpaper and click Modify Tab to select the tab location. Otherwise, the workpaper is placed in the Unfiled Workpapers tab.
12. Click Finish to open the Summary dialog. Do one of the following:
   - Click Insert to insert the file in the binder.
   - Click Back to change any information.
   - Click Print to print the summary report.
   - Click Save As to save the summary report to a file.
   - Click Cancel to stop the workpaper insertion process.
Adding a ProSystem fx Profit Driver Report

You can insert a ProSystem fx Profit Driver report into a ProSystem fx Engagement binder using the Insert Workpaper Wizard from Profit Driver. The staff member inserting the report becomes the workpaper’s Current Editor.

Before inserting the file, verify the following:

- Profit Driver is installed on the computer where ProSystem fx Engagement is installed.
- You have established a profile on the computer where Profit Driver and Engagement are installed. If you have not, log in to Engagement using the Office location and create a profile.
- You are assigned to the binder where you are inserting the file.
- You have the rights to create new workpapers.

To insert a Profit Driver report into an Engagement binder, do the following:

1. Open Profit Driver and select File/Export.
2. Select Report to Word or Report to PDF Acrobat and double-click the report to insert.
3. Choose Engagement Binder and click OK.
4. Click Next on the Insert Workpaper Wizard dialog to open the Select Client and Binder dialog. If Engagement is not already open, a dialog prompts you to enter your login name and password.
5. Click Next to open the Select Client and Binder dialog.
6. Select the document(s) you want to insert into a binder by doing one of the following:
   - Check the box next to the document name.
   - Click Select All to select all the documents listed.
   - Click Unselect All to deselect all the documents listed.
7. Click Next to open the Select Client and Binder dialog.
8. Double-click to open the file room and then double-click to open the appropriate client folder.
9. Highlight the binder and click Next to open the Create Workpaper Index and Name dialog, or click Finish to open the Summary dialog. If you click Finish, the workpaper is placed in the Unfiled Workpapers tab and given a name.
10. A name must be entered for the workpaper. You can also enter an index number to link a reference to this workpaper from another workpaper, or for identification purposes.

   **Note:** The index number and name must be a unique combination within the binder.

11. Click Next to open the Select Tab in Binder dialog, or click Finish to open the Summary dialog. If you click Finish, the workpaper is placed in the Unfiled Workpapers tab.
12. Select a workpaper and click Modify Tab to select the tab location. Otherwise, the workpaper is placed in the Unfiled Workpapers tab.
13. Click **Finish** to open the *Summary* dialog. Perform one of the following actions:
   - Click **Insert** to insert the report in the binder.
   - Click **Back** to change any information.
   - Click **Print** to print the summary report.
   - Click **Save As** to save the summary report to a file.
   - Click **Cancel** to stop the workpaper insertion process.

### Changing Workpaper Properties

You can use the *Workpaper Properties* dialog to do any of the following:

- Change the index number and name.
  
  **Note:** If you change the index number on a workpaper, any workpaper references associated with the original index do not automatically update to the new index. You must insert a workpaper reference to the new index.

- View the following information about the workpaper:
  - Created by
  - Last modified by
  - Checked out by
  - Assigned to
  - Deleted by
  - Version

- Change the roll forward options.
- Sign off as Preparer or Reviewer.
- View a workpaper’s history, including the following:
  - Workpaper Name
  - Transaction
  - Time Stamp
  - Performed By

To change properties and sign off the workpaper, do the following:

1. Select the workpaper in the Binder window.
2. Perform one of the following actions to open the *Workpaper Properties* dialog.
   - Select File/Properties.
   - Right-click the workpaper and select Properties from the pop-up menu.
3. Change the name and index number as needed.

4. For Engagement workpapers, select the **Roll Forward** tab to edit the roll forward options. You can change the following options from this tab:

   - **Roll forward options.** Select how this workpaper will be treated when the binder is rolled forward to the next period.
     
     — **Do not include in the roll forward.** The new binder for the next period will not include the workpaper.
     
     — **Include in the roll forward.** The workpaper will be included in the binder for next period.
     
     — **Replace in the roll forward with placeholder.** The new binder will include a placeholder with the same name and index number as the workpaper. When you receive the new workpaper for the next binder, you can replace the placeholder.
     
     — **Replace in the roll forward with this file.** Click **Browse** to select a file to be inserted in the binder for the next period.

5. For ProSystem fx Knowledge Tools workpapers, select the **Knowledge Tools Roll Forward** tab to edit the roll forward options. You can change the following options from this tab:

   - **Roll forward options.** Select how this workpaper will be treated when the binder is rolled forward to the next period.
     
     — **Do not include in the roll forward.** The new binder for the next period will not include the workpaper.
     
     — **Include in the roll forward.** The workpaper will be included in the binder for next period.
     
     — **Replace in the roll forward with latest Knowledge Tools template.** When the workpaper is opened in the new binder Engagement will replace the workpaper with the most up-to-date Knowledge Tools template.
     
     — **Replace in the roll forward with this file.** Click **Browse** to select a file to be inserted in the binder for the next period.
Data Retention Options. Select how answers, comments, and row customizations should be handled when the binder is rolled forward to the next period.

— **Keep answers.** Answers on the Knowledge Tools workpaper will be retained when the binder is rolled forward to the next period.

— **Keep comments.** Comments will be retained when the binder is rolled forward to the next period.

— **Merge row customizations from prior period workpaper.** Row customizations in the workpaper will be merged when the binder is rolled forward to the next period.

6. For ProSystem fx Knowledge Coach workpapers, select the **Knowledge Coach Roll Forward** tab to edit the roll forward options. You can change the following options from this tab:

■ **Roll Forward Options.** Select how this workpaper will be treated when the binder is rolled forward to the next period.

— **Include in the roll forward.** The workpaper will be included in the binder when a new binder is created for the next period. If the workpaper uses links to Date functions or links to the trial balance, the formulas will be updated with the next period’s information.

— **Replace in the roll forward with latest Knowledge Coach content.** The Knowledge Coach workpaper will be replaced by the most up-to-date content when the workpaper is opened in the new rolled-forward binder.

■ **Data Retention Options.** Select how responses should be handled when the binder is rolled forward to the next period.

— **Use response roll forward setting.** The Knowledge Coach workpaper will roll forward each response according to the setting for that response.

— **Keep all responses.** The Knowledge Coach workpaper will retain the current responses when the new binder is created.

— **Reset all responses.** The Knowledge Coach workpaper will reset all field cell values in the new binder.

■ If you select the option to replace the workpaper in the roll forward with the latest Knowledge Coach content, you can select one or more of the following options:

— **Merge row customizations from prior period workpaper.** The Knowledge Coach workpaper will merge the prior year’s additions, deletions, and text changes to rows when the new binder is created. This option is available only when Replace in the roll forward with latest Knowledge Coach template is selected.

— **Keep audit programs populated with program steps.** Added program steps will be kept in Knowledge Coach audit workpapers. If you select this option, the following options become available:

  ■ **Keep custom program steps.** Program steps you have created and added to audit workpapers will be kept in the new binder.

  ■ **Keep modified program steps.** Modifications you have made to added program steps in audit workpapers will be kept in the new binder.
7. Select the **Sign Off** tab to view sign off information or to sign off the workpaper as either the Preparer or Reviewer. You can have multiple preparers and reviewers for a workpaper. For more information on signing off workpapers, see *Workpaper Sign Off* on page 8-58.

8. Select the **History** tab to view the transactions performed by staff members. The following transactions display on the History tab once performed.

- New
- Modified in 2.x
- Moved to Trash
- Restored from Trash
- Published
- Signed Off
- Locked
- Unlocked
- Checked In
- Checked Out
- Links Frozen
- Links Unfrozen
- Modified RF Settings
- Preparer Signed Off
- Reviewer Signed Off
- Removed Preparer Sign Off
- Removed Reviewer Sign Off
- Taken Over
- Modified Name or Index
- 2nd Reviewer Signed Off
- Removed 2nd Reviewer Sign Off
- Saved After Sign-Off

9. Click **OK** to save your changes.

**Using Workpapers**

This section shows you how to open and use workpapers within the Binder window. For information about modifying workpapers, see the following chapters:

- To add ProSystem fx Engagement functions to Excel workpapers, see Chapter 9, *Using Excel*.
- To add ProSystem fx Engagement functions to Word workpapers, see Chapter 10, *Using Word*.

**Important:** If you open a workpaper with custom macros, Microsoft Word or Excel prompts you to run the macros according to your security settings. You do not see this message with standard Engagement macros.

**Note:** Only the Current Editor (in a non-shared file room) or the Live Editor (in a shared file room) of a workpaper can make changes to it.
Opening Workpapers Inside or Outside

When you open a workpaper inside Engagement, the workpaper displays either under or to the right of the Binder window. You determine where it displays using View/Workpaper Preview. When you open a workpaper inside, you can view the contents of a workpaper, but you cannot make any changes to it.

You can make changes to and view a workpaper in the application in which it was created. This is referred to as viewing the workpaper outside Engagement.

You must be the Current Editor (in a non-shared file room) or the Live Editor (in a shared file room) of the workpaper in order to make changes to it.

In a Shared File Room, if you select to view a workpaper inside, it will still be viewed outside.

You cannot have the same workpaper open inside and outside simultaneously.

Opening a Workpaper within Engagement (Non-Shared File Rooms Only)

To open a workpaper within (inside) ProSystem fx Engagement, select the workpaper and do one of the following:

- Select Tools/Options and remove the check from the Double-click opens workpaper outside box. Then select File/Open or double-click the workpaper from the Binder Index.
- Right-click the workpaper in the Binder Index and select View Inside from the pop-up menu.
- Select Workpaper/View Inside.

If the viewing pane already contains a workpaper, a second viewing pane opens with the new workpaper.

When you open a workpaper inside, the workpaper displays in the viewing pane either under or on the right side of the Binder Index pane. You can set this option by selecting View/Workpaper Preview. Then select either Right or Bottom.

When opening the workpaper within the viewing pane you can only view the workpaper. If you want to make changes to the workpaper, you need to open it outside and you must be the workpaper’s Current Editor.

Opening a Workpaper in Its Original Application (Outside)

To open a workpaper in its original application, follow these directions:

- Select Tools/Options/General and make sure the Double-click opens workpaper outside box is checked. Then double-click the workpaper or select File/Open to open it outside.
- Right-click the workpaper inside the Binder Index and select View Outside from the pop-up menu.
- Select Workpaper/View Outside.

Note: If you open more than one Excel worksheet created from a rolled-forward binder or the same binder template, you can only edit the first workpaper opened. The other copies of the workpaper are read-only.
Closing Workpapers

You can close a workpaper from ProSystem fx Engagement, Word, or Excel. When you close a workpaper, you are prompted to save any changes. If you select Yes and you are not the Current Editor, the Save As dialog displays and you can save your changes to another workpaper file. When you close a trial balance workpaper, changes are automatically saved without prompting.

Closing Workpapers in Excel and Word

There are two ways to close workpapers in Excel and Word:

- Close the window as you normally close a spreadsheet or document in Excel or Word. This closes the workpaper in Engagement.
- You can also close all open workpapers in Excel or Word by closing Engagement.

Notes:

- You need to be out of cell-editing mode to close Excel workpapers or the trial balance.
- If you are the Current Editor or Live Editor and the workpaper is not a trial balance workpaper, you are prompted to save the changes. The file name appearing in the prompt is a long file name that Engagement uses internally because Engagement does not have control when the window is closed this way and, therefore, cannot provide the name and index from the binder.

Closing Workpapers in ProSystem fx Engagement

You can close workpapers in ProSystem fx Engagement in any of the following ways:

- To close an individual workpaper, select the workpaper in the Binder window. You can either right-click the workpaper and select Close Workpaper from the pop-up menu, or select Workpaper/Close Workpaper.
- To close all open workpapers, right-click a tab and select Close All Workpapers from the pop-up menu, or select Workpaper/Close All Workpapers.
- To close all open workpapers in all binders, close Engagement.

Note: If you are the Current Editor or Live Editor and the workpaper is not a trial balance, you are prompted to save changes. The file name and index number in the message are used in the binder.

Saving Changes to Workpapers

If you are the Current Editor (in a non-shared file room) or the Live Editor (in a shared file room) of the workpaper or trial balance, you can make changes to it. When you close a Microsoft Excel or Word workpaper, you are prompted to save changes made to it. When you close a trial balance, changes are saved automatically.

If you are not the Current Editor or Live Editor, the workpaper is read-only and any changes made are not saved. Select Save As to save the workpaper with a new name and insert it into a binder, if desired.
Refreshing Workpapers and Reports

Each time you open a workpaper or report, it displays the most current trial balance data. Use Refresh from the Engagement menu or the Engagement toolbar to manually force an update so an open workpaper refreshes with the latest data from the trial balance.

Important: For the trial balance reports to refresh properly, it is best not to delete cells, rows, or columns because they might contain data necessary for the refresh function to work. Instead of deleting columns, hide them by selecting the row/column header, right-clicking, and then selecting Hide.

Copying and Moving Workpapers

You can copy or move workpapers within a binder. However, you can only copy workpapers between binders. If you copy a workpaper to a tab in the same binder where the workpaper index and name combination already exists, the words Copy of are added to the beginning of the name.

Important: Do not copy TB Reports or JE Reports across binders, as they will not work properly. Normal workpapers that contain TB links might not work because these workpapers are linked to particular trial balance accounts or items in an account grouping list. These accounts or grouping list items may not exist in the new trial balance. Keep these factors in mind when copying across binders.

Notes for Knowledge Coach Users:

- A single instance limited Knowledge Coach workpaper cannot be pasted into a binder if an instance of the Knowledge Coach workpaper already exists within the target binder.
- When a foundation Knowledge Coach workpaper is selected to be copied, all other Knowledge Coach workpapers in the binder will also be copied.
- When copying Knowledge Coach workpapers, only Knowledge Coach workpapers can be selected.

Copying Workpapers Within a Binder

To copy workpapers within a binder, do the following:

1. Select the workpaper or workpapers you want to copy.
2. Right-click the workpaper or workpapers and select Copy.
3. Right-click the tab where you want the workpaper or workpapers inserted and select Paste. The Selected Workpaper Properties dialog displays.
4. Change the workpaper properties as necessary for each workpaper.
5. Click OK.

Moving Workpapers Within a Binder

To move workpapers within the same binder, do the following:

1. Select the workpaper or workpapers to move.
2. Drag the workpapers to the new tab.
Copying Workpapers Between Binders

To copy a workpaper or workpapers between binders, do the following:

1. Open both binder windows. See Chapter 6, *Creating and Using Binders*.
2. Select the workpaper or workpapers you want to copy.
3. Drag the workpaper or workpapers to the new binder. The *Selected Workpaper Properties* dialog displays.
4. Change the workpaper properties as necessary for each workpaper.
5. Click OK.

**Tip:** You can also move or copy a workpaper or entire workpaper tab by using the Cut, Copy, and Paste toolbar buttons.

Copying Knowledge Coach Workpapers

If you copy a Knowledge Coach workpaper (or a tab containing Knowledge Coach workpapers), the *Paste Workpaper Options* dialog displays. Select how information will be copied to the Knowledge Coach workpapers in the selected binder tab.

**Note:** Knowledge Coach workpapers can be copied between binders via the Copy function. Knowledge Coach workpapers can be cut and pasted via the Cut function only within the same binder.

Select from the following options:

- **Keep program step sign-off.** Select this to retain all program step sign-off information in Knowledge Coach workpapers.
- **Responses.** Select one of the following options for dealing with responses in Knowledge Coach workpapers:
  - **Use response roll forward settings.** The new copy of the Knowledge Coach workpaper will roll forward each response according to the setting for that response.
  - **Keep all responses.** The new copy of the Knowledge Coach workpaper will retain the current responses.
  - **Reset all responses.** The new copy of the Knowledge Coach workpaper will reset all field cell values in the new binder.
Saving a Workpaper as a Template

If there is a workpaper with a format you use frequently, you can save it as a template. Whenever you insert the template, the Tab field will auto-populate in the Selected Workpapers Properties dialog.

To save a workpaper as a template, do the following:

1. Select the workpaper and perform one of the following actions to open the Save As dialog.
   - Right-click the workpaper and select Save as Template from the menu.
   - Select File/Save As Template.

2. The Save in field defaults to the Pfx Engagement\WM\Workpaper Templates folder. You can use this folder, select another folder, or create a new folder by clicking the Create New Folder icon.

Notes:

   - If the workpaper you are saving is a ProSystem fx Knowledge Tools workpaper, the Save in field defaults to X:\Pfx Engagement\WM\Knowledge Tools Workpaper Templates, where X is the drive where ProSystem fx Engagement is installed.
   - The Save as Template function cannot be used with Knowledge Coach workpapers.

3. You can accept the default file name for the template or type a new name and click Save. An XLT file is created for an Excel workpaper and a DOT file is created for a Word workpaper.

You can access the template when creating new workpapers. See Adding a New Workpaper from a Template on page 8-1.
Publishing Workpapers

If you want to send someone an electronic copy of a Microsoft Word or Excel workpaper, you should publish the workpaper. In a published workpaper, formulas (e.g., trial balance and name/date links) are converted to values automatically. This allows you to share the workpaper with people who do not have access to ProSystem fx Engagement or the trial balance database. A copy of the original workpaper is created in the Published Workpapers tab.

**Note:** If you are working in a shared local file room and publish a workpaper, the file room’s Host becomes the Current Editor of the new workpaper.

To publish a workpaper, do the following:

1. In the Binder window, select the workpaper to publish.
2. Perform one of the following actions:
   - Select **Workpaper/Publish Workpaper**.
   - Right-click the workpaper and select **Publish Workpaper** from the pop-up menu.
   - Click the **Publish Workpaper** toolbar button.

The name of the workpaper is its original name with the word *Published* appended to the end. All of the formulas, such as dates, names, and amounts, are converted to values. This published workpaper cannot be updated, because the formulas no longer exist.

**Note:** You cannot publish ProSystem fx Engagement-generated Excel reports such as TB, JE, Consolidated, and Write Up reports. However, they may be sent in PDF format.

Sending a Workpaper to a Third Party

There are three ways to send a workpaper or workpapers: by converting them to a file, sending them via email, or sending them to ProSystem fx Document.

Sending a Workpaper to File

You can create a file of selected workpapers or all workpapers in a workpaper tab.

**Note:** When you send workpapers to a file, the next time you insert that file, the Tab field will auto-populate in the Selected Workpaper Properties dialog.

To send workpapers to file, do the following:

1. Open the binder containing the workpapers to be sent.
2. Select the workpaper or workpaper tab. You can select multiple workpapers holding down the **Shift** or **Ctrl** keys.
3. Right-click and select **Send To/File** from the pop-up menu. The *File Format* dialog displays.

4. Select one of the following:
   - **Original file format**. Select this option to create a file of the original workpaper(s).
   - **Published file**. Select this option to create a file of the workpaper with all formulas (e.g., trial balance links) converted to static text.
   - **PDF file**. If you have selected more than one workpaper, you can select this option to combine the multiple workpapers into a single PDF file. If you select **PDF file**, you must complete the *File name* field.

5. You can choose to include the workpaper index number in the file name automatically.

6. Click **OK**.

### Sending a Workpaper via Email

You can send selected workpapers or all workpapers in a workpaper tab via email. Outlook must be installed on the computer you are using to send the email.

To send workpapers via email, do the following:

1. Open the binder containing the workpapers to be sent.
2. Select the workpaper or workpaper tab. You can select multiple workpapers holding down the **SHIFT** or **CTRL** keys.
3. Right-click and select **Send To/Mail Recipient** from the pop-up menu. The *File Format* dialog displays.
4. Select one of the following:
   - **Original file format**. Select this option to create a file of the original workpaper(s).
   - **Published file**. Select this option to create a file of the workpaper with all formulas (e.g., trial balance links) converted to static text.
   - **PDF file**. If you have selected more than one workpaper, you can select this option to combine the multiple workpapers into a single PDF file. If you select **PDF file**, you must complete the *File name* field.

5. You can choose to include the workpaper index number in the file name automatically.

6. Click **OK**.

If Outlook has not been configured to send email, follow the steps in the Internet Connection Wizard, or contact your system administrator for assistance.

**Note:** You cannot send Knowledge Coach workpapers via email.
**Sending a Workpaper to ProSystem fx Document**

If your firm uses ProSystem fx Document, you can send selected workpapers or all workpapers in a workpaper tab to Document.

To send workpapers to ProSystem fx Document, do the following:

1. Open the binder containing the workpapers to be sent.
2. Select the workpaper or workpaper tab. You can select multiple workpapers holding down the **SHIFT** or **CTRL** key.
3. Right-click and select *Send To/ProSystem fx Document* from the pop-up menu. The *File Format* dialog displays.
4. Select one of the following:
   - **Original file format.** Select this option to create a file of the original workpaper(s).
   - **Published file.** Select this option to create a file of the workpaper with all formulas (e.g., trial balance links) converted to static text.
   - **PDF file.** If you have selected more than one workpaper, you can select this option to combine the multiple workpapers into a single PDF file. If you select **PDF file**, you must complete the *File name* field.
5. You can choose to include the workpaper index number in the file name automatically.
6. Click **OK**.

**Printing Workpapers**

When you print workpapers from ProSystem fx Engagement, the workpapers are printed using the print features of the application in which they were created without your having to manually open the workpaper. You can also print the workpaper from the original application. You can print workpapers individually or as part of a group.

**Printing a Single Workpaper**

1. In the Binder window, select the workpaper you want to print.
2. Perform one of the following to open the *Print* dialog.
   - **Select File/Print.**
   - Right-click the workpaper and select *Print* from the pop-up menu.
3. Choose **Current workpaper**.

4. Choose **To printer** and click **OK**.

**Note:** When you print a report, the print area is automatically set so that all the columns fit on one page. You can change the print setting through the normal Excel print setup. See your Excel documentation or help for instructions on setting print areas.

### Printing a Single Workpaper to PDF

You can print a workpaper to a PDF so that you can share the file with other users who do not have access to either ProSystem fx Engagement or the trial balance database.

1. In the Binder window, select the workpaper you want to print.

2. Perform one of the following actions to open the **Print** dialog:
   - Select **File/Print**.
   - Right-click the workpaper and select **Print** from the pop-up menu.
   - Click the **Print** toolbar button.

3. Choose **Current workpaper**.

4. Choose **To PDF file** and click **OK**. You receive a confirmation message stating where the PDF was stored.

**Notes:**

- If there is an existing PDF in the binder, you may choose to **Append** the workpaper to an existing PDF. If so, after clicking **OK**, you must select the PDF to append to and click **OK**.
- Appending to an existing PDF cannot be undone.
Printing a Group of Workpapers

To print a group of workpapers, follow these steps:

1. From the Binder view, select **File/Print Group** to open the **Print Group** dialog.

2. Click the drop-down list in the **Available Print Groups** section. The list includes the ProSystem fx Engagement default print groups (designated with an asterisk at the end) and any print groups you have created and saved. Select the print group to use.

3. In the left pane, select the workpapers to print:
   - To print selected workpapers, open the workpaper tab(s) containing the workpapers and check the box next to each workpaper.
   - To print the entire binder, check the box next to the binder.
   - To print all the workpapers in a workpaper tab, check the box next to the tab.

4. If you want to save the workpapers as a print group, click the **Save Print Group** button. The **Save As** dialog displays. Enter a name for the group in the **File Name** field and click **Save**.

5. Choose **To printer**.

6. Click **Print** to print the group.

**Note:** When you print a group of workpapers, the paper size settings on each individual workpaper are not always used. For example, if you print some files on legal and some on letter size, only one size is used. To avoid this, print workpapers with customized print settings separately.

Printing a Print Group of Workpapers to PDF

You can either create the print group workpapers as separate PDF files, or you can combine them into the same PDF. If you combine the print group workpapers, you can choose to append the newly created PDF to an existing PDF workpaper in the binder.

1. From the Binder view, select **File/Print Group** to open the **Print Group** dialog.
2. Click the drop-down list in the *Available Print Groups* section. The list includes the ProSystem fx Engagement default print groups (designated with an asterisk at the end) and any print groups you have created and saved. Select the print group to use.

3. In the left pane, select the workpapers to print:
   - To print selected workpapers, open the workpaper tab(s) containing the workpapers and check the box next to each workpaper.
   - To print the entire binder, check the box next to the binder.
   - To print all the workpapers in a workpaper tab, check the box next to the tab.

4. Under *Print Destination*, choose *To PDF file*.

5. If you would like to combine the print group into a single PDF, check *Combine Workpapers*.

6. If you chose to combine the print group, then you can check *Append* to append the print group to an existing PDF.

7. Click *Print*.

8. If you did not select *Append*, you must enter a name for the PDF created. You may also enter an index number for the file. Click *OK*.

9. If you did select *Append*, you must select the PDF to append to and click *OK*.

   **Note:** Once you append workpapers to an existing PDF, the appended workpapers cannot be removed from the file.

### Printing Views in the Binder

You can print the following Binder views:

- **Binder index report.** Prints the *Binder Index* tree and includes workpaper tabs and workpapers. The index number and workpaper name print.

- **Sign off summary report.** Prints the binder’s *Sign Off Summary View* and displays the three levels of sign off: In Process, Ready for Review, and Reviewed. The workpapers display under their corresponding sign off level.

- **Notes summary report.** Prints the binder’s *Notes Summary View* and displays the three note types: Team Notes, Open Items, and Notes for Next Period. The notes print under the corresponding note type.

To print one of the Binder reports, do the following:

1. Select *File/Print* from the Binder window or click the *Print* button on the toolbar. The *Print* dialog displays.

2. Choose the appropriate radio button for the report you want to print and click *OK*.

3. A preview of the report displays. You can do the following:
   - Click *Print* to print the report.
   - Click *Print Setup* to check the print settings.
   - Click *Close* to return to the Binder Index.
Deleting Workpapers

You can send a workpaper to the trash folder by selecting it and then doing one of the following:

- Press the Delete key.
- Select Edit/Delete.
- Right-click and select Delete from the pop-up menu.
- Drag it to the Trash icon.

Important:

- When you delete a Knowledge Coach workpaper, it is permanently deleted. It is not sent to the Trash.
- When you select a foundation Knowledge Coach workpaper to be deleted, all Knowledge Coach workpapers within the binder are selected to be deleted.

Notes:

- You cannot delete or restore a workpaper if you are not the Current Editor.
- You cannot delete a tab that contains a workpaper for which you are not Current Editor.
- If you delete a workpaper and other staff members have a copy of it, the next time you synchronize binders with the staff members, their copies of the workpaper are moved to the Trash folder.

Restoring Items from the Trash

When you delete a workpaper, it goes into the Trash section of the binder. You can recover a deleted workpaper by performing one of the following actions:

- Highlight the workpaper and select Workpaper/Restore from Trash.
- Right-click the workpaper and select Restore from Trash from the pop-up menu.

You can restore all workpapers to their original locations by right-clicking the Trash icon and selecting Restore All, or by selecting File/Restore All.

Notes:

- Knowledge Coach workpapers cannot be restored from the Trash.
- You can restore workpapers only if you are the Current Editor or have been granted rights to restore other staff members’ workpapers.

Emptying the Trash

To permanently delete workpapers from the Trash folder, one of the following:

- Click the workpaper and select Workpaper/Delete from Trash.
- Right-click the workpaper and select Delete from Trash.

You can delete all workpapers from the Trash folder by right-clicking the Trash icon and selecting Empty Trash or by selecting File/Empty Trash.

The trash will be emptied every time the binder is closed if this option is selected in Administrator.
Notes:

- You can delete a workpaper only if you are the Current Editor or have been granted rights to delete other staff members’ workpapers.
- When you send a workpaper to file, the next time you insert that file, the Tab field will auto-populate in the Selected Workpaper Properties dialog.

Searching for Workpapers

You can use the Find command to search for workpapers in a binder. This command shows the index number, name, and location of the workpaper.

Note: The Find command used in a Binder window works differently than the Find command used in a File Room window, where it searches for client folders and binders. Verify that you are in a Binder window when searching for workpapers.

1. Perform one of the following actions to open the Find Workpaper dialog:
   - Select Edit/Find.
   - Right-click any of the tabs or workpapers in the Binder window and select Find from the pop-up menu.
   - Press Ctrl + F.

2. In the Name field, type a complete or partial name. The program matches all items containing the text you type. For example, if you type bal, the program finds Trial Balance, Balance Forward, etc. The search is not case sensitive.

   You can also search for the index number by entering the number in the Index field and leaving the Name field blank.

3. Click Find Now to display the results of the search in the lower section of the dialog. Double-click the workpaper to open it.

Linking Workpapers

Word and Excel workpapers can contain links to the trial balance. These links are used to automate certain workpapers or to draft your financial statements. TB links are updated as you change data in the trial balance. You can also use the Freeze/Unfreeze options to control the update of TB links.

You can create these links using either of the following methods:
   - Copy/Paste TB Link command.
   - Insert TB Link command.

Note: A trial balance link formula can contain a maximum of 850 characters. You receive a warning message if a link exceeds 540 characters.
Copy/Paste TB Link

Copying Amounts from the Trial Balance

The first step in copying and pasting linked cells from the trial balance to your workpapers is to copy the cells with the Copy TB Link function.

**Note:** Keep the trial balance open throughout the entire Copy and Paste procedure.

To copy amounts from a trial balance, do the following:

1. Open the trial balance and the workpaper you will be pasting links to outside.
2. In the trial balance, select the cells to copy.

   When selecting cells in a single column of the trial balance, you can select non-adjacent cells by holding down `Ctrl` and highlighting the cells.

   **Note:** You cannot copy the Workpaper Reference columns or column headers and footers.

You are now ready to paste the cells into your workpaper. For information on the various pasting options, see the listings below:

- Pasting Trial Balance Amounts - General below.
- Pasting Trial Balance Amounts - Excel on page 8-44.
- Pasting Trial Balance Amounts - Word on page 8-45.

Pasting Trial Balance Amounts - General

This option pastes the trial balance cells from the clipboard at the cursor position. Two pasting options that are the same for Excel and Word are the **Sign** and **Paste Sum** options. These concepts are discussed below. All other pasting options are specific to either Excel or Word and are discussed in their respective sections.

**Note:** You do not need to format the item prior to copying it. Formatting is performed through the pasting options and through each application’s normal formatting commands.

After you have pasted a link, you can move it to the location you want in Word or Excel.

**Note:** You cannot use the Undo feature in Word or Excel when you use the Paste TB Link feature. This could be especially harmful if you forget to Paste Sum where necessary and overwrite several cells of existing data. Therefore, take extra care when performing these steps.

Sign Options

In the trial balance, debits are shown as positive amounts and credits are shown as negative amounts. When you paste these amounts into your workpapers, you can retain the signs used in the trial balance or change them. When you paste numbers from the trial balance using Paste TB Link, you have the options in the following table.
### Sum Options

If you copy a range of cells in the trial balance using Copy TB Link, you have the option to paste the individual amounts or paste the sum of the copied amounts.

#### Pasting Trial Balance Amounts - Excel

To paste trial balance amounts in an Excel workpaper after you have copied the links you want to paste, follow these steps:

1. **Switch to the workpaper you want to paste the links into.** You should already have opened this workpaper outside before copying the TB links. If you have not, open the workpaper outside now and repeat the process in *Copying Amounts from the Trial Balance* on page 8-43.

2. **Select the top, left-most cell where you want to paste the trial balance data.** You can select cells that already contain amounts. You have the option either to overwrite the amounts with the trial balance data or to add, subtract, multiply, or divide the amounts from the trial balance to the amounts that are already in the destination cells.

3. **Do one of the following to open the Paste TB Link dialog:**
   - Select *Edit/Paste TB Link*.
   - Right-click the selected cells and select *Paste TB Link*.
Click the **Paste TB Link** button on the Engagement toolbar.

4. If you copied a range of cells, select **Paste Sum** if you want to paste the sum of the range into one cell. Leave the **Paste** default to paste the cells in a range.

5. If you are pasting the cells where there are already amounts, select one of the **Operator Options**:
   - **None**. Overwrites the cell’s contents with the copied cells.
   - **Add**. Adds the amounts in the trial balance to the cell’s contents.
   - **Subtract**. Subtracts the amounts in the trial balance from the cell’s contents.
   - **Multiply**. Multiplies the amounts in the trial balance by the cell’s contents.
   - **Divide**. Divides the amounts in the trial balance into the cell’s contents. The amounts you are pasting represent the denominator.

6. Under **Sign Options**, select how you want to display positive and negative amounts in the workpaper. See the chart on page 8-44 for more information.

7. Check the **Rounding** box to round the numbers to the place you choose. Click the up and down arrow buttons to select decimal places to round to. The rounding selection is saved to the next TB link.

8. Click **OK**. The cells are pasted and linked into the workpaper from the trial balance database. If the data in the trial balance changes, these links are updated automatically.

   See Chapter 9, *Using Excel*, for information on features available in Excel.

**Pasting Trial Balance Amounts - Word**

To paste trial balance amounts in a Word workpaper, follow the steps listed below. If you are pasting amounts into a Word table, see the topic at the end of this section.

1. Open the workpaper you want to use outside. See *Opening Workpapers Inside/Outside* on page 8-30 for instructions.

2. Place the cursor where you want to paste the amount.
3. Do one of the following to open the *Paste TB Link Format Preferences* dialog.
   - Select **Edit/Paste TB Link**.
   - Right-click where you want to paste the amount and select **Paste TB Link** from the pop-up menu.
   - Click the **Paste TB Link** button on the Engagement toolbar.

![Paste TB Link Format](image)

4. In the **Numeric Style**, **Negative Style**, **Sign Options**, and **Zero Style** boxes, select how to format the numbers.

5. In the **Decimal places** field, select the number of decimal places to use.

6. In the **Truncate** field, specify whether you want numbers to be truncated over a certain number of digits. Select the number that matches the number of digits you want as the cutoff, or select **None** if you do not want to truncate numbers.

7. If you are pasting a range of cells, do one of the following:
   - If you want to paste the total of the selected amounts, check the **Paste Sum** box.
   - If you want to paste the individual amounts from each cell you copied, do not check Paste Sum. The cells are pasted just as you copied them from the trial balance. You may need to separate the fields by inserting a space to easily distinguish the separate items if you copied them in a row from left to right.
   - If you are pasting cells into a table in Word, see *Pasting Trial Balance Amounts into a Word Table* below.

8. Click **OK**. The amounts are pasted and linked into the workpaper. If the data in the trial balance changes, these links are updated automatically.

For information about other features available in Word, see Chapter 10, *Using Word*. 
Pasting Trial Balance Amounts into a Word Table

If you are pasting trial balance amounts into a Word table, note the following:

- To paste the cells as you copied them, highlight all the target cells in the table. Follow the pasting steps on page 8-45, *Pasting Trial Balance Amounts - Word*, starting at step 3.

- To paste the cells in one Word table cell, perform the same steps as those listed above, except select **Paste Sum** in the *Paste TB Link Format Preferences* dialog. To paste the cells in their original, do not select the Paste Sum option.

Insert TB Link

The Insert TB Link option allows you to create links to the trial balance from an Excel or Word file without having to open the trial balance. You build a formula by selecting six parameters.

To insert a TB Link into an Excel or Word file:

1. Open the Excel or Word workpaper you want to use outside. See *Opening Workpapers Inside/Outside* on page 8-30 for instructions.

2. Place the cursor where you want to insert the TB link.

3. Do one of the following to open the Insert TB Link dialog:
   - Select **Edit/Insert TB Link**.
   - Right-click where you want to paste the amount. Select **Insert TB Link** from the pop-up menu.
   - Click the **Insert TB Link** button on the Engagement toolbar.

4. Build a formula using the following six parameters:
   - **Trial Balance**. Select the trial balance from which you want to pull the amounts.
   - **Account Grouping**. Select the Account Grouping List you want to use to create the dollar amount.
Type. Select the type of grouping you want to use to reach the dollar amount. This selection determines your choices in the Account/Index # field. The selections include the following:

- **Account Grouping.** Sums the accounts in the account grouping and subgrouping codes.
- **Account Type.** Sums the accounts that have the same type: Asset, Liability, Equity, Revenue, or Expenses.
- **Account Class.** Sums the accounts that have the same class.
- **Ratio Class.** Sums the accounts assigned to the same ratio class.
- **Account Detail.** Allows you to select specific account numbers for the formula.

**Period.** Select the current period or comparative period that contains the appropriate balances.

**Balance Type.** Select the balance type to use in the formula.

**Account/Index #.** Based on the Type selected above, this field lists the choices for the type, including account groups, account subgroups, and account numbers.

5. If you want to round the amounts used in the formula, check the Rounding box and select the number of places after the decimal you want to round to.

6. You can select from the following Sign options: Actual, Reverse sign, or Absolute value. For Word workpapers, you can select the Negative style, Numeric style, and Zero style.

7. Click Insert once you have selected the parameters for the formula. The formula displays 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 Insert. If you use Insert TB Link in Excel, you can change the plus sign (+) to a minus sign (-), a division sign (/), or a multiplication sign (*). Excel calculates the operation. For example, you may want to change the plus sign (+) to /2. This divides the operation by 2.

**Note:** In Word, the only operator is the plus sign (+). Therefore, you cannot make changes to the formula that is created. If you want to subtract two values, you can either use Word formulas in a Word table, or create the formulas in Excel and use the Microsoft OLE function to link the Excel object into the Word document.

9. The Result field displays the total amount the formula calculates. The Result amount only yields the values from the TB Links. Other operators you enter manually are not calculated in the Result field, but are calculated in the Excel cell.

10. Click Save to name this formula for later use. The formula is saved in this binder only.

11. Click Open to load an existing formula you have previously saved. Select a saved formula and click OK to add it to the TB Link formula in the Insert TB Link dialog.

12. Click Paste to insert the TB link into the workpaper.

13. If you want to paste the same TB link to another cell in the workpaper, click the cell on the workpaper and select Paste on the Insert TB Link dialog.

14. To paste a different TB link to another cell in the workpaper, click the cell on the workpaper, click Clear on the Insert TB Link dialog, and repeat steps 4 through 10.
Freezing Engagement Links

If you freeze Engagement links within an Excel or Word document and an Engagement report, changes to the trial balance and/or name and date properties are not carried to the documents or reports. Links are not automatically refreshed before they are frozen, so use the **Refresh** function prior to freezing the links.

**Note:** Be sure to open the report at least once before you freeze links. This ensures that the links are updated.

When you freeze Engagement links within a workpaper or report, you cannot insert new links or use the following functions:

- Name and Date
- Refresh
- Replace TB Link Name
- Paste TB Link
- Insert TB Link

You cannot freeze engagement links in an open locked workpaper. The locked workpaper must be closed in the Binder window before links can be frozen.

When a workpaper is rolled forward, frozen engagement links remain frozen. If you copy a workpaper with frozen links, the links remain frozen. If you save a binder as a template, Engagement links remain frozen in the template.

You must be the Current Editor of a workpaper to freeze links and you must belong to a staff group that has rights to freeze links.

To freeze Engagement links from the Binder window, do the following:

1. Select the workpaper whose links you want to freeze.
2. Click the **Freeze Engagement Links** toolbar button.

To freeze Engagement links from within the workpaper, do the following:

1. Open the workpaper whose links you want to freeze.
2. Make sure the links have been updated to reflect the current trial balance and name/date information.
3. Select **Engagement/Freeze Engagement Links** or click the **Freeze Engagement Links** toolbar icon.

**Notes:**

- You cannot freeze links in a Knowledge Coach workpaper.
- Freezing Engagement links does not freeze OLE or DDE links. It applies only to the trial balance and name or date properties.
- The Freeze Engagement Links option removes non-password protection from a workpaper. If you want to secure a workpaper, you should apply password protection in Word or Excel. Links cannot be frozen in a password-protected workpaper.
If you publish a workpaper with frozen links, the published workpaper contains the values of the links when frozen.

Link formulas inserted manually after a workpaper’s links are frozen are not frozen unless you first unfreeze the workpaper and then refreeze it.

**Unfreezing Engagement Links**

You can unfreeze Engagement links that were previously frozen so they can be updated or changed. When you unfreeze links within an open workpaper or report, the links are automatically updated with any changes to the trial balance or the name and date functions.

You must be the Current Editor of a workpaper to unfreeze links and you must belong to a staff group that has the right to unfreeze Engagement links.

To unfreeze Engagement links from the Binder Window, do the following:

1. Select a workpaper that has had Engagement links frozen.
2. Select **Workpaper/Unfreeze Engagement Links**.

**Note:** You cannot unfreeze Engagement links if the workpaper has been password protected.

To unfreeze Engagement links from within the workpaper, do the following:

1. Open the workpaper whose links you want to unfreeze.
2. Select **Engagement/Unfreeze Engagement Links** or click the **Unfreeze Engagement Links** toolbar button.

**Drilling Down to Trial Balance Accounts**

Once 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. This helps you review the formula to ensure the correct accounts were summed together.

To drill down to the accounts from a linked formula, do the following:

1. Open the Excel or Word workpaper you want to use outside Engagement. See *Opening Workpapers Inside/Outside* on page 8-30 for instructions.
2. In Excel, click the cell containing the linked formula. In Word, highlight the linked formula.
3. Do one of the following to open the *TB Link Drill Down* dialog.
   - Select **Edit/Drill Down TB Link**.
   - Right-click and select **Drill Down TB Link** from the pop-up menu.
   - Click the **Drill Down TB Link** button on the Engagement toolbar.
4. The top section of the dialog displays the TB Link formula parameters. The bottom section of the dialog displays the accounts used in the formula. If the formula is made up of more than one TB Link, this section shows a subtotal for each TB Link and a total of the amounts.

**Notes:**

- The Total amount only yields the values from the TB Link formulas. Other operators you may have entered manually when creating the formula are not calculated.
- If the Engagement links in the workpaper are frozen, the total shown may vary from the linked value in the workpaper.

**Workpaper Reference Links**

**Inserting Workpaper Reference Links**

You may insert workpaper reference links into a Word document, Excel spreadsheet, and an Adobe PDF, as well as a trial balance. In the trial balance, you can insert an alphanumeric reference for the selected trial balance line item and may select up to two workpaper reference columns for each balance column. You must have the TB Edit Mode feature turned on in order to insert workpaper references in this column. You also have the option to print the workpaper reference columns in trial balance reports.

When you insert the link, you see a list of all workpapers in the binder except workpapers in the Conflicts folder. Once a workpaper reference link is created, you can open the referenced workpaper. See *Opening a Workpaper Reference Link* on page 8-53 for instructions.
To create a workpaper reference link, do the following:

1. Open the trial balance, Excel, or Word workpaper outside Engagement. See Opening Workpapers Inside/Outside on page 8-30 for instructions.

2. To insert the link, do the following:
   - In Excel, click the cell where you want to insert the workpaper reference link.
   - In Word or an Adobe PDF, place the cursor where you want to insert the workpaper reference link.
   - In the trial balance, select Engagement/TB Edit Mode and then select the cell in the WP Ref column where you want to insert the workpaper reference link.

3. Right-click and select Insert WP Reference from the drop-down menu. The Insert Workpaper Reference dialog displays.

4. Highlight the workpaper you want to reference and click Insert or double-click the workpaper to insert the reference.

5. Click Close. The workpaper reference index number displays in blue text.

Notes:

- Workpapers without index numbers do not display in the Insert Workpaper Reference dialog. To add or change a workpaper’s index number, use the Workpaper Properties dialog. For more information, see Changing Workpaper Properties on page 8-26.

- If you change a workpaper index number, the change does not carry over to the workpaper reference. You must manually change the workpaper reference.

- Workpaper reference links cannot be inserted into finalized binders.
Opening a Workpaper Reference Link

Once a workpaper reference is created in Excel or Word workpapers, an Adobe PDF, or the trial balance, you can open the referenced workpaper.

To open a workpaper reference link, do the following:

1. Highlight the Excel or Word workpaper and select File/Open, or double-click the trial balance to open it.

2. To open the referenced workpaper, do the following:
   - In Excel or the trial balance, click the cell with the workpaper reference.
   - In Word or an Adobe PDF, highlight the workpaper reference.
   - Click the Open WP Reference icon on the Engagement toolbar.


The referenced workpaper opens, and the first workpaper stays open. You can view the information in the referenced workpaper and, if you are the Current Editor of the workpaper, you can make changes to the referenced workpaper. In Word, you can press \( \text{ALT} + \text{TAB} \) or use the Windows menu to switch between workpapers. In Excel and the trial balance, you can use the Windows menu to switch between workpapers. You can open only one referenced workpaper in Word.

Notes:

- If you select more than one workpaper reference to open in Excel or the trial balance, the first referenced workpaper opens. If you select more than one referenced workpaper to open and there are duplicate index numbers, a dialog displays and you must select which workpaper to open.
- If you change the index number on a workpaper, workpaper references associated with the original index number do not automatically update to the new index. You must edit the old workpaper reference or insert a new workpaper reference to the new index.

Linking from One Workpaper to Another

Objects can be linked between Word and Excel files. You can link or embed objects in workpapers from Word to Word, Word to Excel, Excel to Word, or Excel to Excel. For more information on using Object Linking and Embedding with Paste Special between Microsoft Office files, refer to your Microsoft Office documentation.

Sharing Workpapers

Because ProSystem fx Engagement workpapers are electronic, they can be easily shared and distributed. You can share entire binders (see Chapter 6, Creating and Using Binders), or you can share individual workpapers. This section describes the procedures for checking in, checking out, and synchronizing individual workpapers.

Note: Checking in, checking out, and synchronizing workpapers is not necessary when working with shared file rooms.
Checking In Workpapers

You can check a workpaper or workpapers in to the central file room without checking in the entire binder. When you check in a workpaper, your Current Editor rights are removed from that workpaper.

1. Open the binder containing the workpapers to check in.
2. Select the workpapers to check in. If you are checking in multiple workpapers, press [SHIFT] to select contiguous workpapers, or press [CTRL] to select non-contiguous workpapers.
3. Right-click the selected workpapers and select Check-In Workpaper, or select Workpaper/Check-In Workpaper. The Check-In Workpaper dialog displays a list of selected workpapers that are available for check-in.
4. Click Check In to check the workpapers in to the central file room.

Checking Out Workpapers

You can check a workpaper or workpapers out from the central file room without checking out the entire binder. When you check out a workpaper, you gain Current Editor rights for the workpaper.

1. Open the binder containing the workpapers to check out.
2. Select the workpapers to check out. If you are checking out multiple workpapers, press [SHIFT] to select contiguous workpapers, or press [CTRL] to select non-contiguous workpapers.
3. Right-click the selected workpapers and select Check-Out Workpaper, or select Workpaper/Check-Out Workpaper. The Check-Out Workpaper dialog displays a list of selected workpapers that are available for check-out.
4. Click Check Out to check the workpapers out from the central file room.

Synchronizing Workpapers from an Open Binder

You can synchronize selected workpapers with other staff members, a staff member in your Buddy List, or the central file room without closing the binder.

Note: You cannot select individual Knowledge Coach workpapers for synchronization.

1. Open the binder containing the workpapers to synchronize.
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. The central file room defaults to the one selected when the binder was set up. In an initial synchronization, you can select another central file room.
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.
Reviewing Workpapers

This section explains how to use the workpaper review features in ProSystem fx Engagement. You can review workpapers and sign off on them when you agree with the work performed and the conclusions drawn. You can create several types of notes and can sign off as a preparer and/or reviewer. Multiple preparers and reviewers can sign off on a workpaper.

Examine the Binder window in the following illustration, which shows the various review features available for reviewing workpapers, including workpaper notes. You can use this image as a reference through the following sections.

Workpaper and Workpaper Tab Notes

ProSystem fx Engagement provides a platform to create, respond to, and manage your notes. You can create three types of notes for workpapers and binder tabs: Team Notes, Open Items, and Notes for Next Period.

Creating a Workpaper or Workpaper Tab Note

You can create notes about a specific workpaper or a workpaper tab.

1. Select the workpaper or workpaper tab for which you are creating the note. You can do this in any view that shows the workpapers and tabs.

2. To display the Workpaper Note Detail dialog, do one of the following:
   - Select Workpaper/Create Workpaper Note.
   - Right-click the workpaper and select Create Workpaper Note from the pop-up menu.
   - Click the Create Workpaper Note icon on the toolbar.

3. Select the type of note you want to create from the Type drop-down list.
   - Open Item. This may be a note to yourself, a question to or from a preparer, or a question to or from a reviewer.
   - Team Note. You can check the All Binder Staff box to send the note to all staff members assigned to the binder, or use the drop-down list to select a specific binder staff member.
**Note:** Even though a team note might be addressed to a specific binder staff member, all binder staff members can read the note.

- **Note for Next Period.** The notes in the *Note for Next Period* section are carried forward to next year’s binder during the roll forward process. After the roll forward, the note becomes an open item note. See *Rolling Forward Binders* in Chapter 6 for additional information on roll forward.

4. In the *Created by* field, if another binder staff member needs to create a note from your login, select the staff member from the list. The staff member is prompted for a password.

5. In the *Subject* field, type a description of your workpaper note. This field is required.

6. In the *Note* field, enter the note’s text. The name of the staff member creating the note and the date/time stamp appear above the *Note* field.

7. Check the *Cleared By* box when the note is resolved. The name of the staff member clearing the note displays. The text of a note that has been cleared displays with a strikethrough in the Binder window. You can still double-click the note to read it and any responses to it.

8. Click the *Open Workpaper* icon if you want to launch the workpaper from this dialog.

**Note:** This button is inactive if you are creating a note for a workpaper tab.

9. Click *OK* to save the note.

**Note:** Workpaper notes can also be created inside an open Excel or Word workpaper. Select *Engagement/Create Workpaper Note* or click the *Create Workpaper Note* icon on the toolbar.

**Responding to a Note**

To respond to a note that has been created for a workpaper or workpaper tab, do the following:

1. Select the workpaper or tab containing the note you want to respond to in the Binder Index.

2. Do one of the following to open a specific note:
   - From the Notes Pane, right-click the note in the list and select *Respond to Note* from the pop-up menu.
   - Click the *Notes Summary View* tab, right-click the note in the list, and select *Respond to Note* from the pop-up menu.

3. Type your response to the note in the *Note* field. If the field is gray, another staff member has already responded to this note. To add your own response, click the *New Response* icon and the *Note* field becomes active.

4. Click *OK* to save your text.
Managing the Notes Pane

The Notes Pane is a dockable window pane. You can move it anywhere on the Binder window by dragging it to a different location. If you drag the pane to the edge of the window, it docks along the side, top, or bottom of the window.

If you right-click the horizontal scroll bar, a pop-up menu displays with two options:

- **Allow Docking.** If you remove the check mark from the Allow Docking box, you are no longer able to dock the pane. You can check the option again if you want to be able to dock the pane.
- **Hide the Notes Pane.** If this option is selected, the Notes Pane is hidden. To restore the Notes Pane, select View/Workpaper Notes.

If the Notes Pane is not docked, you can right-click the title bar to display options to Move, Size, and Hide the Notes Pane.

- **Move.** Select this option with the mouse and then use the arrow keys to move the Notes Pane. Click the pane to disable the Move function. You can also click and hold the Title bar and drag it to a new location.
- **Size.** Select this option with the mouse and then use the arrow keys to adjust the size of the Notes Pane. When finished, click the pane with the mouse to disable the Size function. You can also click the edge of the Notes Pane with the mouse and drag the pane edges to the size desired.
- **Hide the Notes Pane.** If this option is selected, the Notes Pane is hidden. To restore the Notes Pane, select View/Workpaper Notes.

Managing Notes

You can use either the Notes Pane or the Notes Summary View to keep track of which notes need to be responded to, cleared, or deleted.

You can open the Notes Summary View in the following ways:

- Select View/Notes Summary View.
- Click the Notes Summary View tab at the bottom on the Binder Index.
- Click the Notes Summary View icon on the toolbar.

An example of the Notes Summary View window is shown below.
The Notes Summary View window displays all of the notes that exist in the open binder. The notes are broken down into three categories:

- Team Notes
- Open Items
- Notes for Next Period

The Notes Summary View segregates the notes and shows the responses nested under the note. The notes in the Notes for Next Period section are carried forward to next period’s binder during the roll forward process where the type is changed to Open Item.

The following status information displays for each note, if applicable:

- **Status**: Open or Cleared.
- **From**: The author of the note.
- **To**: The staff member to whom the note is directed.
- **Date Created**: The date and time the note or response was created.
- **Cleared By**: The staff member who cleared the note.
- **Date Cleared**: The date and time the note was cleared.
- **# of Responses**: The number of responses to the note.
- **Workpaper**: The workpaper to which the note is attached.

You can click a column header to sort by that column. You can also right-click the status column header to filter the notes by All, Cleared, and Open. When you click the note in the upper half of the window, note details display in the lower pane. You can right-click a note and select **Delete Note**. This permanently deletes the note. The note does not go into the Trash bin.

In the Administrator module (see *Assigning Staff Group Rights* on page 3-9), you can assign staff group rights to determine who can do the following:

- Create and Clear Notes
- Delete Notes
- Print the Notes Report
- Clear Other Staff Member’s Notes

In the bottom right side of the window, the following icons allow you to open notes, clear notes, respond to notes, and open the workpaper, respectively.

**Workpaper Sign Off**

When you have completed your work on a workpaper, you can sign off on the workpaper as the Preparer, Reviewer, and/or 2nd Reviewer. You can have multiple preparers, reviewers, and second-level reviewers on workpapers.

To check the Prepared/Reviewed status of engagement workpapers, use the Workpaper Sign Off Summary View. You can filter the information to show what you want to see.

**Note**: In order to sign off a workpaper, you must belong to a staff group that has been given sign off rights in the Administrator module.
Signing Off Workpapers

1. Select the workpaper you want to sign off in the Binder window Contents pane.

2. Do one of the following to open the Workpaper Properties - Sign Off tab dialog.
   - Select Workpaper/Sign Off Workpaper.
   - Right-click the workpaper and select Sign Off Workpaper from the menu.
   - Click the Sign Off Workpaper icon on the toolbar.
   - Select File/Properties and select the Sign Off tab.
   - Right-click the workpaper, select Properties, and then select the Sign Off tab.

   The Workpaper Properties - Sign Off tab dialog displays.

3. In the Current User field, if another binder staff member needs to sign off a workpaper from your login, select the staff member from the drop-down list. The staff member is prompted to enter the password. Click OK.

4. The Date field defaults to the current date. You can enter a different date from the calendar by clicking the down arrow in the Date field, or by entering a date in the format shown.

5. Click the Plus sign (+) to add your user name to the appropriate sign off field. You cannot sign off as a 1st or 2nd Reviewer if no one has signed off as Preparer. Click the Negative sign (-) to remove your sign off. Only you can remove your sign off.

6. Click the Open Workpaper icon to open the related workpaper, if necessary. Click OK to save your changes.

   Note: If you open a workpaper that has been signed off as reviewed, Engagement asks you if you want to save the workpaper. This is important because if you save the workpaper, the Modified flag displays notifying users that the workpaper was modified after it had been reviewed. This is true even if you did not make changes to the workpaper. Do not save a workpaper if you did not make changes to it. If you make changes to it, the reviewer flag appears, notifying users that the workpaper has been modified after review.
Managing Workpapers

Managing Workpaper Sign Offs

When you want to view the sign off status of workpapers in a summary format, you can use the Sign Off Summary View window. You can easily see which workpapers have not been signed off by a preparer, reviewer, or second-level reviewer, as well as workpapers that have been modified subsequent to sign off. All workpapers can be signed off from this window as well.

To open the Sign Off Summary View window, do one of the following:

- Select View/Sign Off Summary View.
- Click the Sign Off Summary View tab at the bottom of the Binder Index.
- Click the Sign Off Summary View icon on the toolbar.

This window displays all of the workpapers in the open binder and the status of sign off: In Process, Ready for Review, Reviewed, or 2nd Reviewed.

Under each workpaper, the name of the staff member who signed off is listed along with the sign off date. If multiple staff members signed off, their names are listed in chronological order.

You can sort each column in ascending or descending order by clicking the column header. Click the header again to reverse the sort order.

The following status information displays for each workpaper, if applicable:

- **Locked.** The Locked icon indicates the workpaper is locked. A locked workpaper is read-only.
- **Frozen Links.** The Frozen Links icon indicates the Engagement links within the workpaper are not updated with any changes made to the trial balance or Name/Date Functions.
- **Workpaper Note.** The Note icon indicates notes are attached to the workpaper.
- **Modified after Reviewer Sign Off.** A Modified icon displays if the workpaper has been modified after a reviewer has signed off.

**Note:** If the option to flag workpapers that were modified after sign off is not selected in Administrator, this column displays but the indicator flag does not.
- **File Modified Date.** The date and time of the last time the workpaper was saved.
- **Current Editor** (Non-Shared Local File Room). The name of the staff member who has Current Editor rights.
- **Live Editor** (Shared Local File Room). The name of the staff member who is currently editing the workpaper.
- **Assigned To** (Non-Shared Local File Room only). The name of the staff member to whom the workpaper will be handed off during the next synchronization.

Workpapers can be signed off from this window using the same methods explained in *Signing Off Workpapers* on page 8-59.

### Workpaper Sign Off History Report

You can view a report of the sign off history of any binder in the local file room. The report displays as an Excel document, which can be sorted and printed.

To view the Workpaper Sign Off History Report, do the following:

1. In Binder View, select a binder in your local file room.
2. Select **Tools/Reports/Workpaper Sign Off History Report**. Microsoft Excel opens and displays the report. The report lists the workpaper index and name, type of transaction, sign off date, and who performed the sign off.

### Locking and Unlocking Workpapers

After a workpaper has been reviewed and signed off, you may want to lock it. A locked workpaper is read-only. If the Engagement links are not frozen in the locked workpaper, the links continue to update as changes are made to the trial balance or the Name and Date function links.

To lock or unlock a workpaper, do the following:

1. Select the workpaper you want to lock or unlock.
2. Do one of the following:
   - Select **Workpaper/Lock/Unlock Workpaper**.
   - Right-click the workpaper and select **Lock/Unlock Workpaper** from the pop-up menu.
   - Click the **Lock/Unlock Workpaper** toolbar button.

The Lock symbol displays in Binder View, Sign Off Summary View, and Current Editor View.

### Notes:

- Knowledge Coach workpaper cannot be locked.
- Trial balances cannot be locked.
- The **Lock Workpaper** option removes non-password protection from a workpaper. If you want to secure a workpaper, you should apply password protection in Word or Excel.
Current Editor

The Current Editor of a workpaper can edit and save the workpaper. Other staff members can view a read-only copy. When you check unassigned workpapers out of the central file room, you become the Current Editor. You remain the Current Editor until you check the workpaper in to the central file room or assign the workpaper to another binder staff member.

Live Editor

The Live Editor of a workpaper can edit and save the workpaper. Other staff members can view a read-only copy. When you log in to a Host’s shared local file room and open a workpaper that is listed as <Available>, you become the Live Editor. You remain the Live Editor until you close the workpaper.

Assigning and Unassigning Workpapers

The Current Editor of a workpaper can assign the workpaper to another binder staff member. During synchronization, this workpaper is automatically checked out to the assigned person. The Assign To feature communicates to staff members the flow of the workpaper and streamlines the process.

Note: Staff members must be assigned to the applicable binders to be available on the Assign/Unassign Workpapers To/From drop-down list.

To assign or unassign a workpaper, do the following:

1. Select the workpaper(s) you want to assign to another binder staff member.
2. Do one of the following to open the Assign/Unassign Workpapers dialog.
   - Select Workpaper/Assign/Unassign Workpaper and select a staff member from the sub-menu.
   - Right-click the workpaper and select Assign/Unassign Workpaper from the pop-up menu. Select a staff member from the sub-menu.

   Tip: You can select multiple workpapers using the CTRL and SHIFT keys. You can also assign all the workpapers within a tab by selecting the tab.

3. You can change the staff member by using the drop-down list in the Staff member field.
4. In the **Location information** section, perform the appropriate action:

- If the selected staff member has a user profile on the computer where the workpaper assignment is being made, the **Existing location** field becomes enabled and displays the computer’s name.

- If the selected staff member does not have a user profile on the computer where the workpaper assignment is being made, **Alternate location** is selected.

   Either enter a computer name in the **Computer name** field, or click **Browse** to open the **Browse for Computer** dialog and select an alternate location.

**Note:** If you select an alternate location, you must be able to connect to that location to verify a profile exists for the staff member on that computer.

5. Select **Synchronize with selected staff member when dialog is closed** to automatically synchronize when you click **OK**.

6. Click **OK** to assign or unassign the workpapers.

   All of the views, except the Notes Summary View, display the name of the staff member to whom the workpaper will be handed off during the next synchronization in the **Assigned To** column.

   In a Field environment, when the staff member who is the Current Editor of the workpaper synchronizes with the staff member the workpaper is assigned to, the workpaper will automatically be checked out to the assigned staff member.

   In an Office environment, when the Current Editor synchronizes to the central file room, the assigned workpaper is automatically checked in. Then, when the staff member to whom the workpaper is assigned synchronizes with the central file room, the workpaper is automatically checked out to them.

**Note:** When sharing workpapers via Binder Packages, the Assign/Unassign Workpaper function can be used to change the Current Editor status. When the assigned member receives the binder package, they become Current Editor.

After synchronization, the new Current Editor sees the workpaper in bold, showing there has been a change. The Current Editor View is a good place to view workpapers. See **Current Editor View** on page 6-27 for more information.

You can unassign a workpaper at any time prior to synchronization by doing the following:

1. Select the workpaper to unassign.

2. Select **Workpaper/Assign/Unassign Workpaper**, and select **None** from the sub-menu, or right-click the workpaper, select **Assign/Unassign Workpaper**, and select **None** from the sub-menu.
Taking Over a Workpaper

If you are not a workpaper’s Current Editor, you can use the Take Over option to become the Current Editor. Use this option carefully. When taking over a workpaper, make sure that the Current Editor does not make changes, because those changes will be lost during the next synchronization.

To take over a workpaper as Current Editor, do the following:

1. Select the workpaper in the Binder window.
2. Do one of the following to open the Workpaper Properties dialog:
   - Select File/Properties.
   - Right-click the workpaper and select Properties.
   - Click the Properties toolbar button.
3. Select the Workpaper tab and check the Take over this workpaper as Current Editor box at the bottom of the Workpaper Properties dialog.
   
   **Note:** If you are the Current Editor, the Take over this workpaper as Current Editor box does not display.
4. Click OK. A warning message states “Manually taking over this workpaper will cause conflicts during synchronization which can result in loss of data.”
5. Click Yes to continue or No to stop the take over.
6. Click OK to exit the dialog.

The Take Over All Workpapers option on the Tools menu should not be used in everyday practice, but might be needed in emergency situations.

During the next synchronization by the Current Editor and the staff member who took over as the Current Editor, a conflict message displays.

Using Tickmarks in Workpapers

Tickmark Definition

Tickmarks enable you to annotate reports by adding symbols and footnotes. You can insert tickmarks into Excel reports generated by ProSystem fx Engagement, Excel, Word, or Adobe workpapers you create. The tickmarks can be characters available on the keyboard as well as images. Engagement provides a list of default tickmark symbols (pictures) and descriptions. You can use these tickmarks or modify the list to fit your standards.
Using the Tickmark Definition List

The tickmark definition list contains the tickmark symbols (pictures) and the tickmark descriptions. ProSystem fx Engagement provides a default list, which you can modify as necessary.

To use the tickmark definition list, do the following:

1. Open the workpaper. You can define tickmarks in Excel, Word, and Adobe workpapers.

2. Select Engagement/Tickmark/Tickmark Definition. The Tickmark Definition dialog displays, including the tickmark symbol, name, description, and filename (BMP file).

3. To add your own tickmark to this list, click Add.

4. Type the tickmark name and description.

5. Click the File Name box and then the Browse button.

6. Browse to a bitmap file (BMP), and click Open.

Notes:

- A standard tickmark bitmap is a 16 Color bitmap file. The width and height are 16 pixels by 16 pixels. A tickmark that is not 16 color or is larger than 16 pixels by 16 pixels can be inserted, but it will not appear that way on the toolbar because the toolbar automatically adjusts the bitmap to fit the toolbar and use 16 Colors.

- When you insert the tickmark on an Excel or Word workpaper, your original tickmark specifications are used. This is because when you add a tickmark to the toolbar, Engagement copies the bitmap to the Pfx Engagement folder and uses that bitmap when you later select the tickmark from the toolbar.

7. A copy of the tickmark bitmap file is placed in your default Tickmarks Location path. The Tickmarks Location path can be changed in ProSystem fx Engagement by selecting Tools/Options. The Data tab has a field to browse to the desired tickmarks location.
8. You can delete a tickmark from this list by highlighting the tickmark and clicking the \textbf{Delete} button. A warning states that this will delete the tickmark permanently; however, the file in the Tickmarks Location path is not deleted. Click \textbf{Yes} to continue.

9. You can export the list of tickmark definitions and files to a compressed file. This is helpful if you want to supply this list to another copy of the ProSystem \textit{fx} Engagement program. Click \textbf{Export} and save the file with an AZG extension.

10. You can import a list of tickmarks and pictures that were previously exported. Click \textbf{Import} and browse to the AZG file. The tickmark files are copied to your Tickmarks Location path.

\textbf{Opening the Tickmark Toolbar}

To use the tickmarks in the Tickmark Definition list, you need to open the tickmark toolbar. The tickmark toolbar is used to select and insert the tickmark into an Excel workpaper, a Word workpaper, or an Adobe PDF.

To open the tickmark toolbar, do the following:

1. Open the Excel report or workpaper.
2. Select \textit{Engagement/Tickmark} then select \textit{Tickmark Toolbar} from the submenu, or click the \textbf{Tickmark Toolbar button}. The Engagement Tickmark toolbar displays.

\textbf{Inserting Tickmarks}

Tickmarks can be inserted into Excel workpapers, Word workpapers, and Adobe PDFs.

To insert a tickmark symbol, do the following:

1. Open the workpaper (Excel, Word, or Adobe PDF) inside Engagement. When the workpaper opens, it displays Engagement menu commands in addition to the usual commands.
2. Select \textit{Engagement/Tickmark/Tickmark Toolbar} to open the Tickmark Toolbar.
3. Do one of the following:
   \begin{itemize}
   \item If you are using Microsoft Word or Excel, click where you want to insert the tickmark, and then click the tickmark symbol in the Tickmark Toolbar.
   \item If you are using Adobe, click the tickmark symbol in the Tickmark Toolbar, and then click where you want the tickmark to be displayed.
   \end{itemize}
4. The tickmark symbol displays in the designated spot. (In Excel, the tickmark appears on top of the cell.)

   \textbf{Note:} To move the tickmark, click the tickmark until hashmarks appear. Holding the left mouse button down, drag the tickmark to the desired location. Click the tickmark symbol in the tickmark toolbar. The tickmark symbol displays.

If you are using the Tickmark worksheet in Engagement generated reports, you can insert the tickmark symbol in the tickmarks worksheet and link the tickmark to another tab in the report.
To use the tickmarks worksheet in ProSystem fx Engagement-generated reports:

1. Click the Tickmarks worksheet. You can expand and contract the display of text. If the text box is expanded, click the minus sign (–) on the far left of the window to contract the box to a single line. To expand the text box, click the plus sign (+).

2. Type the text you want in the text box for the tickmark. Do not type anywhere else in the worksheet.

3. Click the worksheet that you want to annotate.

4. Click in a blank cell where you want the tickmark to display.

5. If you are using Office 2000, click the equal sign (=) on the Excel formula bar. If you are using XP, click the fx button on the Excel formula bar.

6. Click the Tickmark worksheet again and then click the tickmark symbol and press Enter. You can enter a new tickmark letter or symbol for the tickmark on the worksheet. This change is seen on the worksheet you selected in step three. You can use the normal Excel formatting commands, such as color and bold, to change the cells to your tickmark formatting.

   **Note:** In Office XP, click the box below Name and Date to jump to the tickmark.

   **Important:** Do not change the layout of the Tickmark worksheet. Modifying the Tickmark worksheet, besides adding text in the box for the tickmark, may prevent tickmarks from working properly.

### Printing a Tickmarks Sheet or Custom Sheets

You must belong to a staff group that has rights to printing workpapers before you can print a tickmark sheets or custom sheets.

1. In the Binder Index window, highlight the Engagement report (Trial Balance, Journal Entry, Write Up, or Consolidated) for which you want to print the tickmarks sheet or custom sheets.

2. Use one of the following methods to open the *Print Group* dialog.
   - Select *File/Print Group* from the Binder Index main menu.
   - Select *File/Print* from the Binder Index main menu, then click *Print Groups.*
3. In the Engagement Reports section, check the Print Tickmarks sheet and/or Print Custom sheets.

4. Select To printer, then click OK.

**Note:** Empty custom sheets do not print.
Using Excel

Overview

When you create a ProSystem fx Engagement workpaper in Microsoft Excel, you have access to special Engagement menus, commands, toolbar, functions, and formulas. Included in these features is the ability to link your Excel workpaper to the trial balance.

These functions are only available in ProSystem fx Engagement workpapers. They cannot be used in Excel workbooks created outside of Engagement. However, you can insert your Excel workbooks into an Engagement binder by selecting File/New/Workpaper From File. See Chapter 6, Creating and Using Binders, for instructions.

This chapter shows you how to use Engagement-specific features in Excel. For general information about using Excel, see the Microsoft Office documentation and Excel help.

Engagement-Specific Features in Excel

When you open an Excel workpaper created in Engagement, Excel opens with the Engagement-specific features added to the program’s standard interface. This happens when you view the workpaper outside Engagement in its native application.

When you view the workpaper inside, it is read-only and you do not have access to Excel or the Engagement-specific features in Excel. When you open an Excel workpaper that was not created in ProSystem fx Engagement, the Engagement-specific features are not available.

This section provides an overview of the menus, commands, toolbar, functions, and fields that are Engagement-specific.

ProSystem fx Engagement Menus and Commands

When you open an Engagement Excel workpaper, an Engagement menu is added to the existing Excel menus along with several new commands. A number of these commands are also available when you right-click the workpaper in Excel.

These commands are listed in the following table.
<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
<th>Toolbar Icon</th>
<th>Menu</th>
<th>In Right-Click Menu?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Groupings</td>
<td>Organizes accounts into groups. For details, see <em>Account Groupings</em> on page 7-48.</td>
<td></td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Add Journal Entry</td>
<td>Adds a journal entry. For more information, see <em>Creating Journal Entries</em> on page 7-60.</td>
<td>None</td>
<td>Journal Entry</td>
<td>No</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>Allows you to add, modify, and delete trial balance accounts. You can also add balances to different columns in the trial balance. See <em>Adding, Modifying, or Deleting Trial Balance Accounts</em> on page 7-45.</td>
<td>None</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Classifications</td>
<td>Allows you to view and edit account and ratio classifications.</td>
<td>None</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Consolidate TB</td>
<td>Consolidates data from single company trial balances into a consolidated trial balance. See <em>Consolidating Trial Balances</em> on page 7-78.</td>
<td></td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Copy TB Link</td>
<td>Copies cells from the trial balance to paste into the workpaper. The cells are copied to the Clipboard. See <em>Copy/Paste TB Link</em> on page 8-43.</td>
<td></td>
<td>Edit</td>
<td>Yes</td>
</tr>
<tr>
<td>Create Consolidated Report</td>
<td>Creates a report that shows the subsidiaries’ balances, the total balance, the eliminating journal entries, and the Consolidated balance. See <em>Creating a Consolidated Report</em> on page 7-84.</td>
<td>None</td>
<td>Create Reports</td>
<td>No</td>
</tr>
<tr>
<td>Create Journal Entry Reports</td>
<td>Creates reports for each type of journal entry. See <em>Creating Journal Entries</em> on page 7-60.</td>
<td>None</td>
<td>Create Reports</td>
<td>No</td>
</tr>
<tr>
<td>Create Reports</td>
<td>Create TB, Consolidated, Journal Entry, or Write Up reports.</td>
<td>None</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Create TB Reports</td>
<td>Creates reports based on trial balance information. See <em>Creating Trial Balance Reports</em> on page 7-66.</td>
<td></td>
<td>Create Reports</td>
<td>No</td>
</tr>
<tr>
<td>Create Workpaper Note</td>
<td>Creates a note for a workpaper. See <em>Creating and Responding to Notes</em> on page 8-55.</td>
<td></td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
<td>Toolbar Icon</td>
<td>Menu</td>
<td>In Right-Click Menu?</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------</td>
<td>-----------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Create Write Up Report</td>
<td>Creates three transaction reports to display the information entered in the Write Up journals. See Creating Write Up Reports on page 7-89.</td>
<td>None</td>
<td>Create Reports</td>
<td>No</td>
</tr>
<tr>
<td>Create Write Up Detail Report</td>
<td>Creates a Write Up Journal Report showing the detail of the entries of the journal type you select. The columns in the report are the same as in the journal.</td>
<td>None</td>
<td>Write Up Reports</td>
<td>No</td>
</tr>
<tr>
<td>Create G/L Current Report</td>
<td>Creates a report showing the accounts in the trial balance and their beginning balance, transaction amounts, and ending balance for the current period only.</td>
<td>None</td>
<td>Write Up Reports</td>
<td>No</td>
</tr>
<tr>
<td>Create G/L YTD Report</td>
<td>Creates a report showing the accounts in the trial balance and their beginning balance, transaction amounts, and ending balance for all YTD periods in the fiscal year.</td>
<td>None</td>
<td>Write Up Reports</td>
<td>No</td>
</tr>
<tr>
<td>Date Functions</td>
<td>Inserts date information into the cell. When you select this command, a menu of available dates displays. See Date Functions on page 9-12.</td>
<td>[Date Functions]</td>
<td>Engagement</td>
<td>Yes</td>
</tr>
<tr>
<td>Drill Down TB Link</td>
<td>Drills down to the accounts that make up the dollar amounts calculated in the linked formula. See Drilling Down to Trial Balance Accounts on page 8-50.</td>
<td>Edit</td>
<td>Engagement</td>
<td>Yes</td>
</tr>
<tr>
<td>Freeze Engagement Links</td>
<td>Freezes links so that linked items are not changed if the trial balance and/or name and date properties are changed. See Freezing Engagement Links on page 8-49.</td>
<td>Engagement</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Import Conversion Wizard</td>
<td>Assist in importing trial balance data from other supported trial balance software programs. See Converting and Importing Trial Balance Data on page 7-20.</td>
<td>None</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Insert TB Link</td>
<td>Creates links from the trial balance without having to open the trial balance. See Insert TB Link on page 8-47.</td>
<td>Edit</td>
<td>Engagement</td>
<td>Yes</td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
<td>Toolbar Icon</td>
<td>Menu</td>
<td>In Right-Click Menu?</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>---------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Insert WP Reference</td>
<td>Inserts a link to a workpaper in the binder. See <em>Workpaper Reference Links</em> on page 8-51.</td>
<td></td>
<td>Workpaper Reference</td>
<td>Yes</td>
</tr>
<tr>
<td>Journal Entry Summary</td>
<td>Enables you to add, modify, or delete journal entries. See <em>Using the Journal Entry Summary Window</em> on page 7-64.</td>
<td></td>
<td>Journal Entry</td>
<td>No</td>
</tr>
<tr>
<td>Name Functions</td>
<td>Inserts text information at the cursor position. When you select this command, a menu of available text items displays. See <em>Name Functions</em> on page 9-9.</td>
<td><img src="image" alt="Name Functions" /></td>
<td>Engagement</td>
<td>Yes</td>
</tr>
<tr>
<td>Open WP Reference</td>
<td>Opens the referenced workpaper. See <em>Opening a Workpaper Reference Link</em> on page 8-53.</td>
<td></td>
<td>Workpaper Reference</td>
<td>Yes</td>
</tr>
<tr>
<td>Paste TB Import</td>
<td>Imports data into the trial balance. See <em>Converting and Importing Trial Balance Data</em> on page 7-20.</td>
<td></td>
<td>Edit</td>
<td>Yes</td>
</tr>
<tr>
<td>Paste TB Link</td>
<td>Pastes trial balance cells from the Clipboard to the cursor position. You have the option of pasting the amount of each cell or the sum of all cells. See <em>Pasting Trial Balance Amounts - General</em> on page 8-43.</td>
<td></td>
<td>Edit</td>
<td>Yes</td>
</tr>
<tr>
<td>Properties (Trial Balance and TB Reports Only)</td>
<td>Enables you to view and modify trial balance and trial balance report properties. See <em>Trial Balance Properties</em> on page 7-13.</td>
<td>None</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Quiklink to ProSystem fx Tax</td>
<td>Links between a trial balance and the ProSystem fx tax return. See <em>Jumping from the Trial Balance to the Tax Return in ProSystem fx</em> on page 7-108 and <em>Jumping from the Tax Return to the Trial Balance in ProSystem fx</em> on page 7-108.</td>
<td><img src="image" alt="Quik Link" /></td>
<td>Engagement</td>
<td>Yes</td>
</tr>
<tr>
<td>Quiklink/ Desktop Updates Status</td>
<td>Displays trial balances that have been imported into ProSystem fx Tax using Dynalink where the automatic Quiklink Update option is active. See <em>Updating with Quiklink</em> on page 7-105.</td>
<td>None</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
<td>Toolbar Icon</td>
<td>Menu</td>
<td>In Right-Click Menu?</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>---------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>QuickView</td>
<td>Displays the balance broken down by assets, liabilities and equity, revenue, expenses, and net income. See Chapter 7, Using the trial balance, for more information.</td>
<td>None</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Refresh</td>
<td>Updates all links to the trial balance, TB and JE reports, and workpapers so that updated information is shown. See Refreshing Links on page 9-7.</td>
<td>![Refresh Icon]</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Replace TB Link Name</td>
<td>Changes the links in a workpaper to another trial balance name. See Replacing TB Link Names on page 9-7.</td>
<td>None</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>TB Column Setup</td>
<td>Defines and changes trial balance columns. See Trial Balance Column Setup on page 7-14.</td>
<td>![Column Setup Icon]</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>TB Edit Mode (Trial Balance Only)</td>
<td>Toggles the trial balance Edit mode. Toggled on, you can enter data into the highlighted cells directly. See Editing the Trial Balance on page 7-6 and TB Edit Mode on page 7-47.</td>
<td>![Edit Mode Icon]</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Tickmark Definition</td>
<td>Defines tickmark symbols and descriptions. See Tickmark Definition on page 8-64.</td>
<td>None</td>
<td>Tickmark</td>
<td>No</td>
</tr>
<tr>
<td>Tickmark Toolbar</td>
<td>Opens the tickmark toolbar so you can insert the tickmark in the workpaper. See Opening the Tickmark Toolbar on page 8-66.</td>
<td>![Tickmark Icon]</td>
<td>Tickmark</td>
<td>Yes</td>
</tr>
<tr>
<td>Unfreeze Engagement Links</td>
<td>Reactivates frozen links so that changes once again flow to linked documents or reports. See Unfreezing Engagement Links on page 9-9.</td>
<td>![Unfreeze Icon]</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Write Up Journal Entry</td>
<td>Organizes the transaction data in journals. See Using Write Up Journals on page 7-87.</td>
<td>![Journal Entry Icon]</td>
<td>Journal Entry</td>
<td>No</td>
</tr>
</tbody>
</table>
Using Engagement with Excel 2007

Engagement takes advantage of the new Ribbon interface in Excel 2007. The Engagement tab displays all of the functions you need to complete workpaper tasks.

Click a button or drop-down list to use the appropriate function.

The Workflow group of the Engagement tab includes the six most recently used tickmarks. If no tickmarks have been used, the following tickmarks display by default:

- Agrees to
- Agrees to GL
- Agrees to Prior
- Footed
- Unreconciled Difference
- Immaterial

Notes:

- Workpapers created with Excel 2007 may not be easily viewed by users who do not have Excel 2007 installed.

Using Tickmarks in Excel Workpapers

Tickmarks in an Excel workpaper function the same as in any workpaper. For details, see Using Tickmarks in Workpapers on page 8-64.

Linking ProSystem fx Engagement Information

You can link the following types of information to Excel ProSystem fx Engagement workpapers:

- **Name functions.** These are used to insert the information of a client, firm, engagement binder, and workpaper.
- **Date functions.** These are used to insert dates for current or prior periods.
- **Calculation functions.** These are the mathematical functions you can apply to cells in a worksheet. They provide accounting functions not available in Excel alone.
- **Trial Balance Links.**
  - *Copy/Paste TB Links.* These links are created by copying and pasting cells from the trial balance into your Excel worksheet. For more information, see *Copy/Paste TB Link* on page 8-43.
  - *Insert TB Links.* This option allows you to create links from the trial balance to an Excel file, without having to open the trial balance. You can build a formula by selecting specific parameters. For more information, see *Insert TB Link* on page 8-47.

- **Workpaper References.** These are links to other workpapers in the binder. Once the link is created, you can open the referenced workpaper. For more information, see *Workpaper Reference Links* on page 8-51.

For general instructions on using Excel, see the Microsoft Office documentation and the Excel help.

### Replacing TB Link Names

Within your Excel workpapers and reports, you can replace trial balance links. This feature is especially useful if you have changed the name of a trial balance used in a link and you need to update that link. You may also need to use this option if you are using any of the Engagement workpaper templates. Instead of updating the link manually, you can specify the new trial balance name with which to replace the old.

To replace the trial balance name in a TB link, do the following:

1. From the Excel workpaper, select the cell in which to replace the trial balance name.

2. Select *Engagement/Replace TB Link Name.* The *Replace TB Links* dialog displays.

3. From the *Replace TB Link Name With* drop-down list, select the new trial balance name.

4. Select one of the following radio buttons:
   - **Selected links only.** Replaces the TB name in the selected cells with the specified TB name.
   - **All links in the workpaper.** Replaces the TB name in all links of the workpaper with the specified TB name. If the workpaper has multiple worksheets, only the active worksheet is changed.

5. Click **OK.** Engagement automatically replaces the TB link(s) names according to the selections made and refreshes all TB links in the workpaper.

### Refreshing Links

When you open Excel workpapers and reports, the links automatically refresh. To refresh links when the Excel file is open and a change has been made, select *Engagement/Refresh,* or click the **Refresh** toolbar button. The latest information displays with all links in the open workpaper.

**Note:** If you do not want to refresh the links in the workpaper every time you open the workpaper, select *Tools/Options* in the File Room or Binder window. Then uncheck the **Auto refresh workpapers** option on the General tab of the *Options* dialog.
Freezing and Unfreezing Engagement Links

If you freeze Engagement links within an Excel document, Word document, or Engagement reports, changes to the trial balance and to the name and date properties are not carried to the documents or reports. Links are not automatically refreshed before they are frozen, so use the Refresh function prior to freezing the links.

Note: Open the report at least once before you freeze links. This ensures that the links are correct.

When you freeze Engagement links within a workpaper or report, you cannot insert new links or use the following functions:

- Name and Date
- Refresh
- Replace TB Link Name
- Paste TB Link
- Insert TB Link

You cannot freeze or unfreeze Engagement links if a workpaper is both open and locked. The locked workpaper must be closed in the Binder window before links can be frozen or unfrozen. You cannot lock Knowledge Coach workpapers.

When a workpaper is rolled forward, frozen Engagement links remain frozen. If you copy a workpaper with frozen links, the links remain frozen. If you save a binder as a template, the links remain frozen in the binder template and are frozen in any binder created from the template.

To freeze Engagement links, you must be the Current Editor or Live Editor of the workpaper and you must belong to a staff group that has rights to freeze Engagement links.

Freezing Engagement Links

To freeze Engagement links, do the following:

1. Select the workpaper whose links you want to freeze.
2. Select the Engagement/Freeze Engagement Links menu option, or click the Freeze Engagement Links toolbar button.

Notes:

- You cannot freeze links in Knowledge Coach workpapers.
- Freezing Engagement links does not freeze OLE or DDE links. It applies only to the trial balance, and name or date properties as stated above.
- The Freeze Engagement Links option removes non-password protection from a workpaper. If you want to secure a workpaper, you should apply password protection in Word or Excel. Links cannot be frozen in a password-protected document.
- If you publish a workpaper that has had the links frozen, the published workpaper contains the values of the links when frozen.
- Link formulas inserted manually after a workpaper’s links are frozen are not frozen unless you first unfreeze the workpaper and then refreeze it.
Unfreezing Engagement Links

You can unfreeze Engagement links that were previously frozen so they can be updated or changed. When you unfreeze links within an open workpaper or report, the links are automatically updated with any changes to the trial balance or name and date functions.

To unfreeze links, you must be the Current Editor of the workpaper and you must belong to a staff group that has the rights to unfreeze Engagement links.

To unfreeze Engagement links, do the following:

1. Select a workpaper that has had Engagement links frozen.

2. Select Engagement/Unfreeze Engagement Links or click the Unfreeze Engagement Links icon on the toolbar.

Note: You cannot unfreeze Engagement links if the workpaper has been password-protected.

Name Functions

Name functions enable you to insert information about the client, firm, engagement binder, and workpaper into a cell. The information comes from the client, firm, binder, or workpaper Properties dialog. You can select a cursor position and insert name functions in one of the following ways:

- Insert it from a menu. From the Engagement menu or the right-click menu, select Name Functions and then select the function from the menu.
- Type the name function directly into a cell. See the formula column in the table on page 9-10 for the formula to use.
- Click the Name Functions button on the Engagement toolbar to display a menu of name functions.

There are several reasons for linking Name Functions to a workpaper. The simplest is so that you do not have to retype the same name information for every workpaper in your engagement binder or manually change it if anything changes from period to period.

Another advantage that ProSystem fx Engagement provides is the ability to save binders and workpapers as templates. If you link any Name Functions into the binder template workpapers or the individual workpaper templates, you can create files from those templates. All the name links reflect the correct information based on that client, firm, binder, and workpaper.

For example, you saved a workpaper in a binder called ABC Annual Audit in your ABC Corporation client folder as a template with those name fields linked.

If you add the workpaper from the template you saved into a binder called XYZ Quarterly Compilation in your XYZ Corporation client folder, the Binder Name and Client Name fields reflect the XYZ information. You do not have to re-link these fields into a new Engagement binder.
Within the Name Functions, there are three categories:

- Engagement Info
- Client Info
- Firm Info

Each category contains corresponding functions. The table on the following page explains which functions are available under each category.

**List of Name Functions**

The following table lists the functions as they appear in the Name Functions menu.

<table>
<thead>
<tr>
<th>Category</th>
<th>Function</th>
<th>Description</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engagement Info</strong></td>
<td>Binder Name</td>
<td>Inserts the binder name.</td>
<td>=PJNAME()</td>
</tr>
<tr>
<td></td>
<td>Binder ID</td>
<td>Inserts the binder ID number.</td>
<td>=BinderID()</td>
</tr>
<tr>
<td></td>
<td>Binder Description</td>
<td>Inserts the binder description.</td>
<td>=BinderDesc()</td>
</tr>
<tr>
<td></td>
<td>Binder Due Date</td>
<td>Inserts the binder due date.</td>
<td>=BinderDelivDT()</td>
</tr>
<tr>
<td></td>
<td>Binder Type</td>
<td>Inserts the binder type.</td>
<td>=BinderType()</td>
</tr>
<tr>
<td></td>
<td>Binder Charge Code</td>
<td>Inserts the binder charge code.</td>
<td>=BinderChrgCode()</td>
</tr>
<tr>
<td></td>
<td>Binder Lead Partner</td>
<td>Inserts the binder lead partner.</td>
<td>=BinderLead()</td>
</tr>
<tr>
<td></td>
<td>Binder Date of Report</td>
<td>Inserts the binder date of report.</td>
<td>=BinderDateOfReport()</td>
</tr>
<tr>
<td></td>
<td>Binder Report Release Date</td>
<td>Inserts the binder report release date.</td>
<td>=BinderReportReleaseDate()</td>
</tr>
<tr>
<td></td>
<td>Workpaper Name</td>
<td>Inserts the workpaper name.</td>
<td>=WPNAME()</td>
</tr>
<tr>
<td></td>
<td>Workpaper Index</td>
<td>Inserts the workpaper index number.</td>
<td>=WPINDEX()</td>
</tr>
<tr>
<td><strong>Client Info</strong></td>
<td>Client Name 1/Last Name</td>
<td>Inserts the client name.</td>
<td>=CLIENTNAME()</td>
</tr>
<tr>
<td></td>
<td>Client Name 2/First Name, M.I.</td>
<td>Inserts the client name.</td>
<td>=CLIENTNAME2()</td>
</tr>
<tr>
<td></td>
<td>Client ID</td>
<td>Inserts the client ID.</td>
<td>=CLIENTID()</td>
</tr>
<tr>
<td></td>
<td>Client Address 1</td>
<td>Inserts the client address line 1.</td>
<td>=CLIENTADDRESS1()</td>
</tr>
<tr>
<td></td>
<td>Client Address 2</td>
<td>Inserts the client address line 2.</td>
<td>=CLIENTADDRESS2()</td>
</tr>
<tr>
<td></td>
<td>Client City</td>
<td>Inserts the client city.</td>
<td>=CLIENTCITY()</td>
</tr>
<tr>
<td>Category</td>
<td>Function</td>
<td>Description</td>
<td>Formula</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------</td>
<td>--------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td><strong>Client Info</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Client State</td>
<td>Inserts the client state.</td>
<td>=CLIENTSTATE()</td>
<td></td>
</tr>
<tr>
<td>Client ZIP</td>
<td>Inserts the client ZIP code.</td>
<td>=CLIENTZIP()</td>
<td></td>
</tr>
<tr>
<td>Client Country</td>
<td>Inserts the client country.</td>
<td>=CLIENTCOUNTRY()</td>
<td></td>
</tr>
<tr>
<td>Client Phone</td>
<td>Inserts the client phone number.</td>
<td>=CLIENTPHONE()</td>
<td></td>
</tr>
<tr>
<td>Client Fax</td>
<td>Inserts the client fax number.</td>
<td>=CLIENTFAX()</td>
<td></td>
</tr>
<tr>
<td>Client URL</td>
<td>Inserts the client URL address.</td>
<td>=CLIENTURL()</td>
<td></td>
</tr>
<tr>
<td>Primary Email</td>
<td>Inserts primary email address of client.</td>
<td>=PRIMARYEMAIL()</td>
<td></td>
</tr>
<tr>
<td>Secondary Email</td>
<td>Inserts secondary email address of client.</td>
<td>=SECONDARYEMAIL()</td>
<td></td>
</tr>
<tr>
<td>Client Entity Type</td>
<td>Inserts client type.</td>
<td>=CLIENTTYPE()</td>
<td></td>
</tr>
<tr>
<td>Client Industry</td>
<td>Inserts client industry.</td>
<td>=CLIENTINDUSTRY()</td>
<td></td>
</tr>
<tr>
<td>Client Federal ID/SSN</td>
<td>Inserts the client Federal ID or SSN.</td>
<td>=CLIENTFEIN()</td>
<td></td>
</tr>
<tr>
<td>Client State ID</td>
<td>Inserts the client state ID.</td>
<td>=CLIENTSTATEID()</td>
<td></td>
</tr>
<tr>
<td><strong>Firm Info</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firm Name</td>
<td>Inserts the firm name.</td>
<td>=FIRMNAME()</td>
<td></td>
</tr>
<tr>
<td>Firm Address1</td>
<td>Inserts the firm address line 1.</td>
<td>=FIRMADDRESS1()</td>
<td></td>
</tr>
<tr>
<td>Firm Address2</td>
<td>Inserts the firm address line 2.</td>
<td>=FIRMADDRESS2()</td>
<td></td>
</tr>
<tr>
<td>Firm City</td>
<td>Inserts the firm city.</td>
<td>=FIRMCITY()</td>
<td></td>
</tr>
<tr>
<td>Firm State</td>
<td>Inserts the firm state.</td>
<td>=FIRMSTATE()</td>
<td></td>
</tr>
<tr>
<td>Firm ZIP</td>
<td>Inserts the firm ZIP code.</td>
<td>=FIRMZIP()</td>
<td></td>
</tr>
<tr>
<td>Firm Country</td>
<td>Inserts the firm country.</td>
<td>=FIRMCountry()</td>
<td></td>
</tr>
<tr>
<td>Firm Phone</td>
<td>Inserts the firm phone number.</td>
<td>=FIRMPHONE()</td>
<td></td>
</tr>
<tr>
<td>Firm Fax</td>
<td>Inserts the firm fax number.</td>
<td>=FIRMFAX()</td>
<td></td>
</tr>
<tr>
<td>Firm URL</td>
<td>Inserts the firm URL address.</td>
<td>=FIRMURL()</td>
<td></td>
</tr>
</tbody>
</table>
Date Functions

Date functions enable you to insert a date into a cell in a workpaper. You can insert date functions in the following ways:

- You can insert it from the Engagement menu or the right-click menu by selecting Date Functions and then selecting the function from the menu. If you are selecting a function for a prior period, select the period from the submenu that displays.
- Type the date function directly into a cell. Refer to the formula column of the List of Date Functions section for the formula to use.
- Click the Date Functions button on the Engagement toolbar to display a menu of date functions.

There are several reasons for linking date functions to a workpaper. The simplest is so that you do not have to retype the same date information in every workpaper in your engagement binder. This feature also helps save time when the date information for a binder changes each year.

Another advantage that ProSystem fx Engagement gives you is the ability to save binders and workpapers as templates. If you link any date functions into the binder template workpapers or the individual workpaper templates, you can create files from those templates and all of the date links reflect the correct information based on that binder’s Period information.

For example, you might save a workpaper in a binder where you have linked the prior period and current year-end dates as column headers. If you save that workpaper as a template and add it to a different binder, the dates automatically change to that binder’s period information. You do not have to re-link these fields after inserting the workpapers into a new engagement binder.

Calculating Dates

The dates inserted by these functions are calculated from dates in the Period tab of the Binder Properties dialog. See Chapter 6, Creating and Using Binders, for details. If you change the period dates in the Period tab, use the workpaper as a template, or move the workpaper into another binder, the dates are updated.

Note: The prior period dates are calculated from the current period dates. Therefore, if you did not enter prior period dates on the Binder Properties dialog and you change the current period dates in the Period tab on the Binder Properties dialog, you are essentially changing the prior period dates as well. If you have modified any of the prior period dates, make sure you review them if you change the current period dates.
Date Formats

When you select certain dates, a *Date Format* dialog displays.

Select the format for the date. If later you want to change the format, delete the link and add it again with the new format.

List of Date Functions

The following table lists the functions as they appear in the Date Functions menu. For prior-year commands, a menu displays that enables you to select the prior period.

<table>
<thead>
<tr>
<th>Category</th>
<th>Function</th>
<th>Description</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year</td>
<td></td>
<td>Inserts the current year.</td>
<td>=CY()</td>
</tr>
<tr>
<td>Prior Year through</td>
<td>PY-1</td>
<td>Inserts the 1st prior year.</td>
<td>=PY(1)</td>
</tr>
<tr>
<td></td>
<td>PY-2</td>
<td>Inserts the 2nd prior year.</td>
<td>=PY(2)</td>
</tr>
<tr>
<td></td>
<td>PY-36</td>
<td>Inserts the 36th prior year.</td>
<td>=PY(36)</td>
</tr>
<tr>
<td>Current Year Begin</td>
<td></td>
<td>Inserts the beginning date for the current fiscal year.</td>
<td>=CYBDATE()</td>
</tr>
<tr>
<td>Current Year End</td>
<td></td>
<td>Inserts the ending date for the current fiscal year.</td>
<td>=CYEDATE()</td>
</tr>
<tr>
<td>Current Period Begin</td>
<td></td>
<td>Inserts the beginning date for the current reporting period.</td>
<td>=CPBDATE()</td>
</tr>
<tr>
<td>Current Period End</td>
<td></td>
<td>Inserts the ending date for the current reporting period.</td>
<td>=CPEDATE()</td>
</tr>
<tr>
<td>Prior Year End through</td>
<td>PYE-1</td>
<td>Inserts the fiscal year-end date of the 1st prior fiscal year.</td>
<td>=PYEDATE(1)</td>
</tr>
<tr>
<td></td>
<td>PYE-2</td>
<td>Inserts the fiscal year-end date of the 2nd prior fiscal year.</td>
<td>=PYEDATE(2)</td>
</tr>
<tr>
<td></td>
<td>PYE-36</td>
<td>Inserts the fiscal year-end date for the 36th prior fiscal year.</td>
<td>=PYEDATE(36)</td>
</tr>
<tr>
<td>Category</td>
<td>Function</td>
<td>Description</td>
<td>Formula</td>
</tr>
<tr>
<td>------------------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Prior Period</td>
<td>PPB-1</td>
<td>Inserts the beginning date for the 1st prior reporting period.</td>
<td>=PPBDATE(1)</td>
</tr>
<tr>
<td>Begin through</td>
<td>PPB-2</td>
<td>Inserts the beginning date for the 2nd prior reporting period.</td>
<td>=PPBDATE(2)</td>
</tr>
<tr>
<td></td>
<td>PPB-36</td>
<td>Inserts the beginning date for the 36th prior reporting period.</td>
<td>=PPBDATE(36)</td>
</tr>
<tr>
<td>Prior Period End</td>
<td>PPE-1</td>
<td>Inserts the period end date for the 1st prior period.</td>
<td>=PPEDATE(1)</td>
</tr>
<tr>
<td>through</td>
<td>PPE-2</td>
<td>Inserts the period end date for the 2nd prior period.</td>
<td>=PPEDATE(2)</td>
</tr>
<tr>
<td></td>
<td>PPE-36</td>
<td>Inserts the period end date for the 36th prior period.</td>
<td>=PPEDATE(36)</td>
</tr>
<tr>
<td>Period</td>
<td></td>
<td>Inserts the period sequence selection.</td>
<td>=PERIODSQ()</td>
</tr>
<tr>
<td>Sequence</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Calculation Functions**

ProSystem fx Engagement provides several custom functions to perform financial analysis with Engagement data.

To insert a ProSystem fx Engagement function, do one of the following:

- Select **Insert/Function**.
- Click the **Insert Function** icon on the Excel toolbar.

The **Insert Function** dialog displays.

**Note:** If you are using an earlier version of Microsoft Office (e.g. Office 2000), the title on the toolbar is *Paste Function*.
In the *Or select a category* field, you can select one of the following:
- **All** to show all available functions.
- **ProSystem fx Engagement** to show just the custom functions for Engagement.

The following table lists the calculation functions in alphabetical order.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDIFF</td>
<td>Absolute dollar difference. Compares two cells and shows the difference between them if it is above a certain dollar amount.</td>
<td>9-15</td>
</tr>
<tr>
<td>AORAND</td>
<td>Randomly opens a number within the range specified.</td>
<td>9-16</td>
</tr>
<tr>
<td>APDIFF</td>
<td>Absolute percentage difference. Compares two cells and shows the difference between them as a percentage it is above a certain percent.</td>
<td>9-17</td>
</tr>
<tr>
<td>DDIFF</td>
<td>Dollar difference. Same as ADDIFF except that negative differences are shown as negative amounts.</td>
<td>9-18</td>
</tr>
<tr>
<td>PDIFF</td>
<td>Percent difference. Same as APDIFF except that Negative differences are shown as negative amounts.</td>
<td>9-19</td>
</tr>
<tr>
<td>XFOOT</td>
<td>Compares the sum of a range of numbers with another range. Use this function to ensure that amounts cross-foot.</td>
<td>9-20</td>
</tr>
</tbody>
</table>

**ADDIFF**

This function shows the absolute dollar difference between two cells if it is above a certain dollar amount. If the difference is below the specified amount, it displays a blank cell, depending on cell formatting.

ADDIFF shows the difference as a positive number only.

**Syntax and Parameters**

`=ADDIFF(Cell1,Cell2,Target $Diff)`

Where:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell1</td>
<td>The first cell to compare.</td>
</tr>
<tr>
<td>Cell2</td>
<td>The second cell to compare.</td>
</tr>
<tr>
<td>Target $Diff</td>
<td>The amount, or a cell containing the amount that the difference must exceed in order to be shown. If the difference is less than the amount, the system returns 0.</td>
</tr>
</tbody>
</table>
Examples

Set up the balance sheet workpaper for difference functions. This workpaper will be referred to in other examples in this section.

In column D, you want to show dollar differences between the two fiscal years if they are over $1,000. This amount was entered in cell D3, so for the first item, Cash & Equivalents, you would enter the following formula:

=ADDIFF(B5,C5,D3)

The system returns 11,010 as the difference between the two cells. You then duplicate the formula for each row using the Excel Fill Down feature. To ensure that the system always refers to D3 for the difference limit, enter it as an absolute reference: $D$3.

The system generates the following results:

- For rows where the amount in column B is less than column C, such as Property & Equipment, the system returns the difference of $10,897.00 as a positive amount even though it decreased from the prior year.
- For items such as inventory, the system returns a blank cell because the difference is less than $1,000.

You can use ranges of cells with ADDIFF and other functions. For example, if you want to show the difference between all assets, you can enter the following formula:

=ADDIFF(SUM(B5:B11), SUM(C5:C11),D3)

AORAND

Returns a random number within the range you specified.

Syntax and Parameters

= AORAND(Lower Bound, Upper Bound)

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Bound</td>
<td>The amount, or the cell containing the amount, that is the beginning of the range.</td>
</tr>
<tr>
<td>Upper Bound</td>
<td>The amount, or the cell containing the amount, that is the end of the range.</td>
</tr>
</tbody>
</table>
Example:
Suppose you want to randomly select 20 checks between 10000 and 20000 for substantive testing. You also want to be able to change the beginning and ending numbers of the range for future tests.

In cell A1, you provide the beginning of the range (in this case, 10000). In cell A2, you provide the end of the range (in this case, 20000).

In each cell you want to use for showing the check numbers, enter the following formula:

\[=\text{AORAND}(A1,A2)\]

The absolute cell references enable you to copy or use fill commands to duplicate the formula while still referring to the cells that identify the beginning and ending of the range.

Troubleshooting
There are two things you need to avoid when using this function:

- The value in the beginning of the range must be less than the value at the end. If not, the system starts generating numbers at the beginning of the range and ignores the ending value. For example, if you set the range to be between 5000 and 1500, the system starts generating random numbers at 5000 with no limit.

- Both the beginning and ending values must be numbers. Using other characters in the cell generates a #VALUE! Error.

APDIFF
This function shows the absolute percentage difference between two cells if it is above a certain dollar amount. If the difference is above the specified percentage, it displays the difference. If the difference is less, it shows a blank cell.

APDIFF shows the difference as a positive number only.

Syntax and Parameters

\[=\text{APDIFF}(\text{Cell1}, \text{Cell2}, \text{Target } \% \text{Diff})\]

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell1</td>
<td>The first cell to compare.</td>
</tr>
<tr>
<td>Cell2</td>
<td>The second cell to compare.</td>
</tr>
<tr>
<td>Target %Diff</td>
<td>The amount, or a cell containing the amount, that the difference must exceed in order to be shown. If you enter an amount, use the same format as the cell where you are placing the formula. If the cell is in percent format, enter the amount as a percent.</td>
</tr>
</tbody>
</table>
Example

Using the spreadsheet on page 9-16, you want to show the difference between the two cells if the difference is more than the amount in cell E3 (five percent). You enter the formula in the first row, Cash & Equivalents, as follows:

\[ = \text{APDIFF(B5,C5,E3)} \]

The system returns 0.223780488, which is the difference between the two cells. You can use the Excel Cell Format feature to convert it to a percent.

Duplicate the formula for each row using the Excel Fill Down feature. To ensure the system always refers to E3 for the difference limit, enter it as an absolute reference: $E$3.

The system generates the following results:

- For rows where the amount in column B is less than column C, such as Payables, the system returns the percent difference of 32.74% as a positive amount.
- For inventory, the system returns a blank cell because the difference is less than five percent.

Troubleshooting

Enter the percent in the format of the cell where you are placing the formula. For example, if the cell is formatted as a percent, enter 5. If the cell is in another format, enter a decimal, e.g. .05.

DDIFF

This function shows the dollar difference between two cells if it is plus or minus a certain dollar amount. If the difference is above the specified amount, it shows the difference. If the difference is smaller than the amount, it displays a zero or a minus sign, depending on the cell formatting. DDIFF is different from ADDIFF because it shows the difference as a positive or negative amount.

Syntax and Parameters

\[ = \text{DDIFF(Cell1,Cell2,Target \$Diff)} \]

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell1</td>
<td>The first cell to compare.</td>
</tr>
<tr>
<td>Cell2</td>
<td>The second cell to compare.</td>
</tr>
<tr>
<td>Target $ Diff</td>
<td>The amount, or a cell containing the amount, that the difference must exceed in order to be shown. If the difference is less than the amount, the system returns 0.</td>
</tr>
</tbody>
</table>

Example

Using the same spreadsheet as on page 9-16 for the first item, Cash & Equivalents, enter the following formula:

\[ = \text{DDIFF(B5,C5,D3)} \]
The system returns -$11,010.00, which is the difference between the two cells.

Duplicate the formula for each row by using the Excel Fill Down feature. To ensure that the system always refers to D3 for the difference limit, enter it as an absolute reference: $D$3.

The system generates the following results:

- For rows where the amount in column B is more than column C, such as Cash & Equivalents, the difference shows as a negative number.
- For rows where the amount in column B is less than column C, such as Property & Equipment, the difference shows as a positive amount.
- For items such as inventory, the system returns a blank cell because the difference is less than $1,000, regardless of whether it is a positive or negative difference.

**PDIFF**

This function shows the percentage difference between two cells if it is above or below a certain percentage. If the difference is above the specified amount, it shows the percent difference. If the difference is smaller than the amount, it shows a blank cell. PDIFF is different from APDIFF because it shows the difference as a positive or negative amount.

**Syntax and Parameters**

\[=\text{PDIFF}(	ext{Cell1},\text{Cell2},\text{Target %Diff})\]

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell1</td>
<td>The first cell to compare.</td>
</tr>
<tr>
<td>Cell2</td>
<td>The second cell to compare.</td>
</tr>
<tr>
<td>Target %Diff</td>
<td>The amount, or a cell containing the amount, that the difference must exceed in order to be shown. If you enter an amount, use the same format as the cell where you are placing the formula. If the cell is in percent format, enter the amount as a percent. If the cell is in another format, enter the amount as a decimal. If the difference is less than the amount, the system returns 0.</td>
</tr>
</tbody>
</table>

**Example**

Using the same spreadsheet as on page 9-16, you want to show the difference between two cells if it is more than five percent. Enter the formula for the first row as follows:

\[=\text{PDIFF}(B5,C5,E3)\]

The system returns -0.223780488, which is the decimal difference between the two cells. You can use the Excel Cell Format feature to convert it to a percent.

Duplicate the formula for each row by using the Excel Fill Down feature. To ensure that the system always refers to E3 for the difference limit, enter it as an absolute reference: $E$3.
The system generates the following results:

- For rows where the amount in column B is more than column C, such as Cash & Equivalents, the difference shows as a negative number.
- For rows where the amount in column B is less than column C, such as Property and Equipment, the difference shows as a positive amount.
- For items such as inventory, the system returns a blank cell because the difference is less than plus or minus five percent.

**Troubleshooting**

Enter the percent according to the format of the cell where you are placing the formula. For example, if the cell is formatted as a percent, enter 5. If the cell is in another format, enter a decimal, e.g. .05.

### XFOOT

Compares the sum of a range of numbers with another range. Use this function to ensure that amounts cross-foot. If the sums of the two ranges are equal, the function returns the sum. If the sums are different, the functions returns the text XFOOT.

**Syntax and Parameters**

\[ = \text{XFOOT(Range1,Range2)} \]

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Range1</td>
<td>The first range to compare.</td>
</tr>
<tr>
<td>Range2</td>
<td>The second range to compare.</td>
</tr>
</tbody>
</table>

**Example**

Suppose you have set up the following workpaper:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Revenue</td>
<td>West</td>
<td>Central</td>
<td>East</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sales</td>
<td></td>
<td>360,920</td>
<td>293,090</td>
<td>410,910</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Service</td>
<td>632,019</td>
<td>404,190</td>
<td>520,911</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Training</td>
<td>89,250</td>
<td>62,105</td>
<td>62,105</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Total</td>
<td></td>
<td>1,072,189</td>
<td>759,386</td>
<td>1,010,911</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You want to use the XFOOT function to verify that the column totals are in balance with the row totals. In cell E7, type the following formula:

\[ = \text{XFOOT(B7:D7,E3:E5)} \]

The XFOOT function returns the total because the row and column totals match.
However, if the totals are out of balance, the system returns XFOOT, as in the example below.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Revenue</td>
<td>West</td>
<td>Central</td>
<td>East</td>
<td>Total</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sales</td>
<td>360,920</td>
<td>293,090</td>
<td>410,910</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Service</td>
<td>632,019</td>
<td>404,190</td>
<td>528,911</td>
<td>1,565,120</td>
</tr>
<tr>
<td>5</td>
<td>Training</td>
<td>99,250</td>
<td>62,105</td>
<td>71,090</td>
<td>222,445</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Total</td>
<td>1,072,189</td>
<td>759,385</td>
<td>1,010,911</td>
<td>XFOOT</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adding a total in cell E3 brings the workpaper back in balance, and the XFOOT is replaced with an amount.
Overview

When you create a ProSystem fx Engagement workpaper in Word, you have access to special Engagement menu commands, toolbar, functions, and formulas.

These functions are only available in ProSystem fx Engagement workpapers. They cannot be used in Word documents created outside of Engagement; however, you can insert your Word documents into an Engagement binder by selecting File/New/Workpaper From File. See Chapter 8, Managing Workpapers, for instructions.

This chapter shows you how to use Engagement-specific features in Word. For general information about using Word, see the Microsoft Office documentation and Word help.

Engagement-Specific Features in Microsoft Word

When you open a Word document created in ProSystem fx Engagement, Word opens with the Engagement-specific features added to the program’s standard interface. This happens when you view the workpaper outside Engagement, in its native application. When you view the workpaper inside, it is read-only and you do not have access to Word or Engagement-specific features in Word. When you open a Word document that has not been created in ProSystem fx Engagement, the Engagement-specific features are unavailable.

This chapter provides an overview of the Engagement-specific features, including menus and commands, toolbar, functions, and fields.

ProSystem fx Engagement Menus and Commands

When you open a ProSystem fx Engagement Word document, an Engagement menu with several new commands is added to the Word menus. A number of these commands are also available when you right-click the document in Word.

These commands are in alphabetical order in the table on the following page.
<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
<th>Toolbar Icon</th>
<th>Menu</th>
<th>In Right Click Menu?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Groupings</td>
<td>Organizes accounts into groups. See Account Groupings on page 7-48.</td>
<td>Engagement</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Add Journal Entry</td>
<td>Adds a journal entry. See Creating Journal Entries on page 7-60.</td>
<td>None</td>
<td>Journal Entry</td>
<td>No</td>
</tr>
<tr>
<td>Classifications</td>
<td>Allows you to view and edit account and ratio classifications.</td>
<td>None</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>Allows you to add, modify, and delete trial balance accounts. You can also add balances to difference columns in the trial balance. See Adding, Modifying, or Deleting Trial Balance Accounts on page 7-45.</td>
<td>None</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Consolidate TB</td>
<td>Consolidates data from single company trial balances into a consolidated trial balance. See Consolidating Trial Balances on page 7-78.</td>
<td>Engagement</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Create Workpaper Note</td>
<td>Creates a note for a workpaper. See Creating and Responding to Notes on page 8-55.</td>
<td>Engagement</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Date Functions</td>
<td>Inserts date information at the cursor location. When you select this command, a menu of available dates displays. See Date Functions on page 10-11.</td>
<td>Date Functions</td>
<td>Engagement</td>
<td>Yes</td>
</tr>
<tr>
<td>Drill Down TB Link</td>
<td>Drills down to the accounts that make up the dollar amounts calculated in the linked formula. See Drilling Down to Trial Balance Accounts on page 8-50.</td>
<td>Edit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Freeze Engagement Links</td>
<td>Freezes links so that linked items are not changed if the trial balance and/or name and date properties are changed. See Freezing Engagement Links on page 10-7.</td>
<td>Engagement</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Import Conversion Wizard</td>
<td>Assists in importing trial balance data from other supported trial balance software programs. See Converting and Importing Trial Balance Data on page 7-20.</td>
<td>None</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Insert CCH Footnote</td>
<td>Inserts a CCH Footnote where the cursor is positioned in the Word workpaper. See CCH Footnotes on page 10-5.</td>
<td>Engagement</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
<td>Toolbar Icon</td>
<td>Menu</td>
<td>In Right Click Menu?</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------</td>
<td>------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Insert TB Link</td>
<td>Creates links from the trial balance without having to open the trial balance. See <em>Insert TB Link</em> on page 8-47.</td>
<td><img src="image1" alt="Icon" /></td>
<td><strong>Edit</strong></td>
<td>Yes</td>
</tr>
<tr>
<td>Insert WP Reference</td>
<td>Inserts a link to a workpaper in a binder. See <em>Workpaper Reference Links</em> on page 8-51.</td>
<td><img src="image2" alt="Icon" /></td>
<td><strong>Workpaper Reference</strong></td>
<td>Yes</td>
</tr>
<tr>
<td>Journal Entry Summary</td>
<td>Enables you to add, modify, or delete journal entries. See <em>Using the Journal Entry Summary Window</em> on page 7-64.</td>
<td><img src="image3" alt="Icon" /></td>
<td><strong>Journal Entry</strong></td>
<td>No</td>
</tr>
<tr>
<td>Name Functions</td>
<td>Inserts text information at the cursor location. When you select this command, a menu of available text items displays. See <em>Name Functions</em> on page 10-9.</td>
<td><img src="image4" alt="Icon" /></td>
<td><strong>Engagement</strong></td>
<td>Yes</td>
</tr>
<tr>
<td>Open WP Reference</td>
<td>Opens the referenced workpaper. See <em>Opening a Workpaper Reference Link</em> on page 8-53.</td>
<td><img src="image5" alt="Icon" /></td>
<td><strong>Workpaper Reference</strong></td>
<td>Yes</td>
</tr>
<tr>
<td>Paste TB Link</td>
<td>Pastes the trial balance cells from the Clipboard to the cursor location. You have the option of pasting the amount of each cell or the sum of all cells. See <em>Pasting Trial Balance Amounts - General</em> on page 8-43.</td>
<td><img src="image6" alt="Icon" /></td>
<td><strong>Edit</strong></td>
<td>Yes</td>
</tr>
<tr>
<td>QuickView</td>
<td>Displays the balance broken down by assets, liabilities and equity, revenue, expenses, and net income. See Chapter 7, <em>Using the Trial Balance</em>, for more information.</td>
<td><img src="image7" alt="Icon" /></td>
<td><strong>None</strong></td>
<td>Engagement No</td>
</tr>
<tr>
<td>Refresh</td>
<td>Updates all links in the document to the most current trial balance information. See <em>Refreshing Links</em> on page 10-7.</td>
<td><img src="image8" alt="Icon" /></td>
<td><strong>Engagement</strong></td>
<td>No</td>
</tr>
<tr>
<td>Replace TB Link Name</td>
<td>Changes the links in a workpaper to another trial balance name. See <em>Replacing TB Link Names</em> on page 10-7.</td>
<td><img src="image9" alt="Icon" /></td>
<td><strong>None</strong></td>
<td>Engagement No</td>
</tr>
<tr>
<td>Tickmark Definition</td>
<td>Defines tickmark symbols and descriptions. See <em>Tickmark Definition</em> on page 8-64.</td>
<td><img src="image10" alt="Icon" /></td>
<td><strong>Tickmark</strong></td>
<td>No</td>
</tr>
<tr>
<td>Tickmark Toolbar</td>
<td>Opens the tickmark toolbar so you can insert a tickmark in the workpaper. See <em>Opening the Tickmark Toolbar</em> on page 8-66.</td>
<td><img src="image11" alt="Icon" /></td>
<td><strong>Tickmark</strong></td>
<td>No</td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
<td>Toolbar Icon</td>
<td>Menu</td>
<td>In Right Click Menu?</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------</td>
<td>------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>TB Column Setup</td>
<td>Defines and changes trial balance columns. See <em>Trial Balance Column Setup</em> on page 7-14.</td>
<td>Engagement</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>Unfreeze Engagement Links</td>
<td>Reactivates frozen links so that changes once again flow to linked documents or reports. See <em>Unfreeze Engagement Links</em> on page 10-8.</td>
<td>Engagement</td>
<td>Engagement</td>
<td>No</td>
</tr>
<tr>
<td>View Field Codes</td>
<td>Toggles the value and the formula used with links. See <em>Viewing Field Codes</em> on page 10-6.</td>
<td>None</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Write Up Journal Entry</td>
<td>Organizes the transaction data in journals. See <em>Using Write Up Journals</em> on page 7-87.</td>
<td>Journal Entry</td>
<td>Journal Entry</td>
<td>No</td>
</tr>
</tbody>
</table>

Using Engagement with Word 2007

Engagement takes advantage of the new Ribbon interface in Word 2007. The *Engagement* tab displays all of the functions you need to complete workpaper tasks.

Click a button or drop-down list to use the appropriate function.

The *Workflow* group of the *Engagement* tab includes the six most recently used tickmarks. If no tickmarks have been used, the following tickmarks display by default:

- Agrees to
- Agrees to GL
- Agrees to Prior
- Footed
- Unreconciled Difference
- Immaterial

Ribbons are also available when working with trial balance-specific tasks and, if installed, Knowledge Tools-specific tasks.

Notes:

- Workpapers created with Word 2007 may not be easily viewed by users who do not have Word 2007 installed.
In a Word document, you can insert ProSystem fx Engagement information into the header and footer sections. The information that can be inserted into these sections includes the following:

- **Firm Information.** You can insert Name, Address1, Address2, City, State, ZIP, Country, Phone, Fax, and URL.
- **Client Information.** You can insert the client’s Name 1/Last Name, Name 2/First Name, M.I., ID, Address1, Address2, City, State, ZIP, Country, Phone, Fax, URL, Primary Email, Secondary Email, Entity Type, Industry, Federal ID, and State ID.
- **Engagement Information.** You can insert the binder Name, ID, Description, Due Date, Type, Charge Code, Lead Partner, Date of report, Report release date, Workpaper Name, and Workpaper Index.
- **Date Information.** You can insert the Current Year, Prior Year, Current Year Beginning, Current Year Ending, Current Period Beginning, Current Period Ending, Prior Year Ending, Prior Period Beginning, Prior Period Ending, and Period Sequence.

To enter header and footer information, do the following:

1. Select **View/Header and Footer**.
2. Click in the header or footer edit box and then click the **Name Functions** or **Date Functions** button on the Engagement toolbar.
3. Select the desired Engagement name or date information.
4. Click **Close**.

When you print the Word workpaper, the header and footer sections contain the Engagement information. Any changes to the linked name and date information are automatically updated.

**CCH Footnotes**

In order to insert a CCH Footnote into a workpaper, you must be the Current Editor of the workpaper. You cannot insert a CCH Footnote into a workpaper if the binder has been finalized.

To insert a CCH Footnote into a Word document, do the following:

1. Open the Word document into which you want to insert the footnote and position the cursor where you want to insert the footnote.
2. Click **Engagement/Insert CCH Footnote**, or click the **Insert CCH Footnote** button on the Engagement toolbar.
3. Browse to the CCH Footnotes directory. The **Look in** path defaults to the drive and directory entered on the **Practice Aids** tab in the Tools/Options dialog in ProSystem fx Engagement.
4. Highlight the footnote needed and click **Open** to insert the footnote.
Note: To use the CCH Footnotes, you must have a CCH GAAP Financial Statements Disclosures license. If you subscribe to the Aspen Publishers series, you can use the CCH Tax Research NetWork.

To launch the Web site, select Help/ProSystem fx on the Web/CCH Tax Research NetWork from the Binder window. You can also select Guidance on the Shortcuts bar and select the CCH Tax Research NetWork shortcut. You are prompted to enter your user ID and password, unless this information has been entered in your staff profile in the Administrator module.

Viewing Field Codes

Fields Codes are placeholders for data that might change in the document. They are inserted automatically when you create links or use the Name and Date functions. Field codes are usually hidden and display the results, such as values linked to the trial balance. Field codes appear between curly brackets or braces ({ }).

To view field codes, click the View Field Codes toolbar button, or press ALT+F9 to toggle on the display of the field codes in Word.

All of the field codes in the document display. This may be helpful when reviewing the formulas and links inserted in a Word workpaper.

Using Tickmarks in Word Workpapers

Tickmarks in a Word workpaper function the same as in any workpaper. For details, see Using Tickmarks in Workpapers on page 8-64.

Linking ProSystem fx Engagement Information

You can link the following types of information into Word Engagement workpapers.

- **Name functions.** These are used to insert the information of a client, firm, engagement binder, and workpaper.

- **Date functions.** These are used to insert dates for the current or prior periods.

- **Trial Balance Links.**
  - *Copy/Paste TB Links.* These links are created by copying and pasting cells from the Excel trial balance into your Word workpaper. For more information, see Chapter 8, Managing Workpapers.
  - *Insert TB Links.* This option allows you to create links from the trial balance to a Word workpaper without opening the trial balance. You build a formula by selecting specific parameters. For more information, see Chapter 8, Managing Workpapers.

- **Workpaper References.** These are links to other workpapers in the binder. Once the link is created, you can open the referenced workpaper. For more information, see Chapter 8, Managing Workpapers.

For general instructions on using Word, refer to the Microsoft Office documentation and the Word help file.
Replacing TB Link Names

Within your Word workpapers, you can replace the name of the trial balance in the trial balance links. This feature is especially useful if you have changed the name of a trial balance used in a link and you need to update that link. Instead of updating the link manually, you can specify the new trial balance name with which to replace the old.

To replace the trial balance name in a TB link, do the following:

1. From the Word workpaper, select the corresponding links in which to replace the trial balance name.

2. Select Engagement/Replace TB Link Name. The Replace TB Links dialog displays.

3. From the Replace TB Link Name With drop-down list, select the new trial balance name.

4. Select one of the following radio buttons.
   - **Selected links only.** Replaces the TB name in the selected links with the specified TB name.
   - **All links in workpaper.** Replaces the TB name of all links in the workpaper with the specified TB name.

5. Click OK. Engagement automatically replaces the TB link(s) names according to the selections made and refreshes all TB links in the workpaper.

Refreshing Links

When you open Word workpapers and reports, the links automatically refresh. To refresh links when the Word file is open and a change has been made, select Engagement/Refresh, or click the Refresh toolbar button. The latest information displays with all links in the open workpaper.

**Note:** If you do not want to refresh the links in the workpaper every time you open it, select Tools/Options in the File Room window or Binder window, then uncheck the **Auto refresh workpapers** option on the General tab of the Options dialog.

Freezing Engagement Links

If you freeze Engagement links within an Excel or Word document and Engagement reports, changes to the trial balance and/or name and date properties are not carried to the documents or reports. Links are not automatically refreshed before they are frozen, so use the Refresh function prior to freezing the links.

**Note:** Be sure to open the report at least once before you freeze links. This ensures that the links are correct.
When you freeze Engagement links within a workpaper or report, you cannot insert new links or use the following functions:

- Name and Date
- Refresh
- Replace TB Link Name
- Paste TB Link
- Insert TB Link

You cannot freeze engagement links in an open, locked workpaper. The workpaper must be closed in the Binder window before Engagement links can be frozen. You cannot lock Knowledge Coach workpapers.

When a workpaper is rolled forward, frozen Engagement links remain frozen. If you copy a workpaper with frozen links, the links remain frozen. If you save a binder as a template, the Engagement Links remain frozen in the binder template and are frozen in any binders created from the template.

You must be the Current Editor of a workpaper to freeze Engagement links and you must belong to a staff group that has rights to Freeze Engagement links.

To freeze Engagement links, do the following:

1. Select the workpaper whose links you want to freeze.
2. Select the Engagement/Freeze Engagement Links menu option or click the Freeze Engagement Links toolbar button.

Notes:

- You cannot freeze links in a Knowledge Coach workpaper.
- Freezing Engagement links does not freeze OLE or DDE links. It applies only to the trial balance, and name or date properties as stated above.
- The Freeze Engagement Links option removes non-password protection from a workpaper. If you want to secure a workpaper, you should apply password protection in Word or Excel. Links cannot be frozen in a password-protected document.
- If you publish a workpaper that has had the links frozen, the published workpaper contains the values of the links when frozen.
- Link formulas inserted manually after a workpaper’s links are frozen are not frozen unless you first unfreeze the workpaper and then refreeze it.

Unfreezing Engagement Links

You can unfreeze Engagement links that were previously frozen so they can be updated or changed. When you unfreeze links within an open workpaper or report, the links are automatically updated with any changes to the trial balance or name and date functions.

You must be the Current Editor of a workpaper to unfreeze links and you must belong to a staff group that has the rights to unfreeze Engagement links.
To unfreeze Engagement links, do the following:

1. Select a workpaper that has had Engagement links frozen.

2. Select **Engagement/Unfreeze Engagement Links** or click the **Unfreeze Engagement Links** icon on the toolbar.

**Note:** You cannot unfreeze Engagement links if the workpaper has been password-protected.

**Name Functions**

Name functions enable you to insert information about the client, firm, engagement binder, and workpaper. The information comes from the client, firm, binder, or workpaper Properties dialog. You can insert name functions in one of the following ways:

- You can insert it from a menu. From the Engagement menu or the right-click menu, select **Name Functions** and then select the function from the menu.
- Click the **Name Functions** button on the Engagement toolbar to display a menu of name functions.

There are several reasons for linking Name Functions to a workpaper. The simplest is so that you do not have to retype the same name information in every workpaper in your engagement binder or manually change it if anything changes from period to period.

Another advantage that ProSystem fx Engagement gives you is the ability to save binders and workpapers as templates. If you link any Name Functions into the binder template workpapers or the individual workpaper templates, you can create files from those templates and all of the name links reflect the correct information based on that client, firm, binder, and workpaper.

For example, you saved a workpaper in a binder called *ABC Annual Audit* in your ABC Corporation client folder as a template with those name fields linked. If you added that workpaper from the template you saved into a binder called *XYZ Quarterly Compilation* in your XYZ Corporation client folder, the *Binder Name* and *Client Name* fields reflect the XYZ information. You do not have to re-link these fields to a new Engagement binder.

Within the Name Functions, there are three categories: Engagement Info, Client Info, and Firm Info. Each category contains corresponding functions.

The following table lists the functions as they appear in the Name Functions menu.
<table>
<thead>
<tr>
<th>Category</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement Info</td>
<td>Binder Name</td>
<td>Inserts the binder name.</td>
</tr>
<tr>
<td></td>
<td>Binder ID</td>
<td>Inserts the binder ID number.</td>
</tr>
<tr>
<td></td>
<td>Binder Description</td>
<td>Inserts the binder description.</td>
</tr>
<tr>
<td></td>
<td>Binder Type</td>
<td>Inserts the binder type.</td>
</tr>
<tr>
<td></td>
<td>Binder Due Date</td>
<td>Inserts the binder due date.</td>
</tr>
<tr>
<td></td>
<td>Binder Charge Code</td>
<td>Inserts the binder charge code.</td>
</tr>
<tr>
<td></td>
<td>Binder Lead Partner</td>
<td>Inserts the binder lead partner.</td>
</tr>
<tr>
<td></td>
<td>Binder Date of Report</td>
<td>Inserts the binder date of report.</td>
</tr>
<tr>
<td></td>
<td>Binder Report Release Date</td>
<td>Inserts the binder report release date.</td>
</tr>
<tr>
<td></td>
<td>Workpaper Name</td>
<td>Inserts the workpaper name.</td>
</tr>
<tr>
<td></td>
<td>Workpaper Index</td>
<td>Inserts the workpaper index number.</td>
</tr>
<tr>
<td>Client Info</td>
<td>Client Name 1/Last Name</td>
<td>Inserts the client name, line 1.</td>
</tr>
<tr>
<td></td>
<td>Client Name 2/First Name, M.I.</td>
<td>Inserts the client name, line 2.</td>
</tr>
<tr>
<td></td>
<td>Client ID</td>
<td>Inserts the client ID.</td>
</tr>
<tr>
<td></td>
<td>Client Address1</td>
<td>Inserts the client address, line 1.</td>
</tr>
<tr>
<td></td>
<td>Client Address2</td>
<td>Inserts the client address, line 2.</td>
</tr>
<tr>
<td></td>
<td>Client City</td>
<td>Inserts the client city.</td>
</tr>
<tr>
<td></td>
<td>Client State</td>
<td>Inserts the client state.</td>
</tr>
<tr>
<td></td>
<td>Client ZIP</td>
<td>Inserts the client ZIP.</td>
</tr>
<tr>
<td></td>
<td>Client Country</td>
<td>Inserts the client country.</td>
</tr>
<tr>
<td></td>
<td>Client Phone</td>
<td>Inserts the client phone number.</td>
</tr>
<tr>
<td></td>
<td>Client Fax</td>
<td>Inserts the client fax number.</td>
</tr>
<tr>
<td></td>
<td>Client URL</td>
<td>Inserts the client URL address.</td>
</tr>
<tr>
<td></td>
<td>Primary Email</td>
<td>Inserts the client primary email address.</td>
</tr>
<tr>
<td>Category</td>
<td>Function</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Client Info</td>
<td>Secondary Email</td>
<td>Inserts the client secondary email address.</td>
</tr>
<tr>
<td></td>
<td>Client Entity Type</td>
<td>Inserts the client entity type.</td>
</tr>
<tr>
<td></td>
<td>Client Industry</td>
<td>Inserts the client industry.</td>
</tr>
<tr>
<td></td>
<td>Client Federal ID/SSN</td>
<td>Inserts the client Federal ID or SSN.</td>
</tr>
<tr>
<td></td>
<td>Client State ID</td>
<td>Inserts the client state ID.</td>
</tr>
<tr>
<td>Firm Info</td>
<td>Firm Name</td>
<td>Inserts the firm name.</td>
</tr>
<tr>
<td></td>
<td>Firm Address1</td>
<td>Inserts the firm address, line 1.</td>
</tr>
<tr>
<td></td>
<td>Firm Address2</td>
<td>Inserts the firm address, line 2.</td>
</tr>
<tr>
<td></td>
<td>Firm City</td>
<td>Inserts the firm city.</td>
</tr>
<tr>
<td></td>
<td>Firm State</td>
<td>Inserts the firm state.</td>
</tr>
<tr>
<td></td>
<td>Firm ZIP</td>
<td>Inserts the firm ZIP</td>
</tr>
<tr>
<td></td>
<td>Firm Country</td>
<td>Inserts the firm country.</td>
</tr>
<tr>
<td></td>
<td>Firm Phone</td>
<td>Inserts the firm phone number.</td>
</tr>
<tr>
<td></td>
<td>Firm Fax</td>
<td>Inserts the firm fax number.</td>
</tr>
<tr>
<td></td>
<td>Firm URL</td>
<td>Inserts the firm URL address.</td>
</tr>
</tbody>
</table>

**Date Functions**

Date functions enable you to insert into workpapers dates related to the engagement. You can insert date functions in the following ways:

- You can insert it from a menu. From the Engagement menu or the right-click menu, select **Date Functions** and the select the function from the menu. If you are selecting a function for a prior period, select the period from the second menu that displays.

- Click the **Date Functions** button on the Engagement toolbar to display a menu of date functions.

There are several reasons for linking date functions to a workpaper. The simplest is so that you do not have to retype the same date information in every workpaper in your engagement binder or manually change it after you have rolled forward the binder to a different period.

Another advantage that ProSystem fx Engagement gives you is the ability to save binders and workpapers as templates. If you link any date functions into the binder template workpapers or the individual workpaper templates, you can create files from those templates and all of the date links reflect the correct information based on that binder’s period information.
For example, you saved a workpaper in a binder where you had linked the prior period and current year-end dates as column headers. If you saved that workpaper as a template and added it to a different binder, the dates would automatically change to that binder’s period information. You do not have to re-link these fields after inserting the workpapers into a new Engagement binder.

Calculating Dates

The dates inserted by these functions are calculated from dates in the Periods tab in the Binder Properties dialog. See Chapter 6, Creating and Using Binders, for details. If you change the period dates in the Periods tab, use the workpaper as a template, or move the workpaper to another binder, the dates are updated.

**Note:** The prior period dates are calculated from the current period dates. Therefore, if you change the current period dates in the Periods tab in the Binder Properties dialog, you are essentially changing the prior period dates as well.

Date Formats

When you select certain dates, a Date Format dialog displays.

You can then select which format you would like the date to be. If later you want to change the format, delete the link and add it again with the new format.

List of Date Functions

The following table lists the functions on the Date Functions menu. For prior-year commands, a menu displays that enables you to select the prior period.

<table>
<thead>
<tr>
<th>Category</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year</td>
<td></td>
<td>Inserts the current year.</td>
</tr>
<tr>
<td>Prior Year through</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PY-1</td>
<td>Inserts the 1st prior year.</td>
</tr>
<tr>
<td></td>
<td>PY-2</td>
<td>Inserts the 2nd prior year.</td>
</tr>
<tr>
<td></td>
<td>PY-36</td>
<td>Inserts the 36th prior year.</td>
</tr>
<tr>
<td>Current Year Begin</td>
<td></td>
<td>Inserts the beginning date for the current fiscal year.</td>
</tr>
<tr>
<td>Current Year End</td>
<td></td>
<td>Inserts the ending date for the current fiscal year.</td>
</tr>
<tr>
<td>Category</td>
<td>Function</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Current Period Begin</td>
<td></td>
<td>Inserts the beginning date for the current reporting period.</td>
</tr>
<tr>
<td>Current Period End</td>
<td></td>
<td>Inserts the ending date for the current reporting period.</td>
</tr>
<tr>
<td>Prior Year End</td>
<td>PYE-1</td>
<td>Inserts the fiscal year-end date of the 1st prior fiscal year.</td>
</tr>
<tr>
<td></td>
<td>PYE-2</td>
<td>Inserts the fiscal year-end date of the 2nd prior fiscal year.</td>
</tr>
<tr>
<td></td>
<td>PYE-36</td>
<td>Inserts the fiscal year-end date of the 36th prior fiscal year.</td>
</tr>
<tr>
<td>Prior Period Begin</td>
<td>PPB-1</td>
<td>Inserts the beginning date for the 1st prior reporting period.</td>
</tr>
<tr>
<td></td>
<td>PPB-2</td>
<td>Inserts the beginning date for the 2nd prior reporting period.</td>
</tr>
<tr>
<td></td>
<td>PPB-36</td>
<td>Inserts the beginning date for the 36th prior reporting period.</td>
</tr>
<tr>
<td>Current Period End</td>
<td>PPE-1</td>
<td>Inserts the period end date for the 1st prior period.</td>
</tr>
<tr>
<td></td>
<td>PPE-2</td>
<td>Inserts the period end date for the 2nd prior period.</td>
</tr>
<tr>
<td></td>
<td>PPE-36</td>
<td>Inserts the period end date for the 36th prior period.</td>
</tr>
<tr>
<td>Period Sequence</td>
<td></td>
<td>Inserts the period sequence selection.</td>
</tr>
</tbody>
</table>

**Note:** In the formulas showing prior year dates, you can change them to future dates by editing the formula. For example, if the formula shows =PYEDATE(1), then the prior fiscal year end displays. If you change the formula to =PYEDATE(-1), then next year’s fiscal year-end date displays. This can be used to automate the listing of future years in a payout schedule.
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