CCH® ProSystem *fx*® Engagement & CCH® ProSystem *fx*® Knowledge Coach

Welcome to CCH® ProSystem *fx*® Engagement v. 7.2 and CCH® ProSystem *fx*® Knowledge Coach v. 2.2

This Release Notes document provides important information about the v. 7.2 release of ProSystem *fx* Engagement and the v. 2.2 release of ProSystem *fx* Knowledge Coach. Please review this information carefully. If you have any questions, contact Customer Support at 1-800-PFX-9998 (1-800-739-9998), Option 4. Additional information is available on CCH Support Online.

Important: *Before upgrading to Engagement v. 7.2,* it is critical that each server and workstation has previously run the services security update provided in the February 2015 Update (or the May 2015 Update for Knowledge Coach users.)

Note: There are two guides that provide important information relating to the installation and deployment of ProSystem *fx* Engagement v. 7.2. These are the *Installation Guide* and the *Deployment Planning Guide* found in the Documents folder with the Install Media.

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Technologies Supported

As communicated last year, the following technologies are no longer supported with ProSystem *fx* Engagement v. 7.2:

- Microsoft Windows® Server 2003 and 2003 R2
- Microsoft Windows Vista®
- Adobe® 9

The following new technologies are now supported with the ProSystem *fx* Engagement v. 7.2:

♦ SQL Server® 2014, Service Pack 1

♦ Adobe® DC

♦ QuickBooks® 2015

The following technologies will no longer be supported with the next scheduled release of ProSystem *fx* Engagement in 2016:

♦ Microsoft Windows® Server 2008 and 2008 R2

♦ SQL Server® 2008 and 2008 R2

♦ Microsoft® Office 2007

New in this Release - ProSystem *fx* Engagement

One-Click Check In or Check Out of All Workpapers

The one-click check in option synchronizes changes from your local file room to the central file room, and also from the central file room to the local file room (if the workpaper already exists in the local file room). The current editor rights are relinquished from the workpapers during check in.

The one-click check out option synchronizes changes from both locations - local file room and central file room - simultaneously. You gain current editor rights to the available workpapers during check out.

This new feature will save both preparers and reviewers time by allowing them to bypass the synchronization wizard and the numerous steps needed to complete it. You can access this feature by selecting the binder in either the local file room or the central file room, and then the buttons on the toolbar or the right-click menu.

Drag and Drop from Microsoft® Outlook®

You can now drag and drop an Outlook® email message, an attachment from an Outlook® email message, or an Outlook® calendar item into an Engagement binder. This method simplifies the process because you will no longer need to use the Engagement ribbon and wizard to complete this task. In addition, as an added efficiency, you may drag and drop one or more items at a time.

Create Links from Microsoft® Excel® to Journal Entries

You can create links from Microsoft® Excel® workpapers to a journal entry debit or credit amount. Once links are setup, any changes to the Excel® workpaper automatically flow to the journal entry, which then flow to the trial balance and the trial balance reports. This feature will be beneficial for recurring journal entries, such as: tax adjustments, cash to accrual entries, not-for-profit functional expense schedules, and much more. The links will roll forward with recurring journal entries, thus saving time next year. The Journal Entry Summary dialog will indicate if a journal entry contains a link, which is helpful when reviewing the journal entries.

Start the process by opening the Microsoft® Excel® workpaper, and then select the dollar amount you want to link to a journal entry. You can either create a new journal entry with a link or add links to an existing journal entry. Select either "Add JE with Links" or "Add Links to Existing JE" from the Engagement ribbon or the right click menu.

Login Fields for CCH Axcess™ Suite Will Now Support More Characters

The login credentials for the CCH Axcess™ suite products have been expanded. The account number, name and password will now support any character on the keyboard. The length of the account number is unlimited.

Fund TB Reports No Longer Have Protected Cells in the Columns and Rows Around the Report

All blank columns and rows surrounding the Fund Trial Balance Reports are available for you to use. You may insert TB Links, tickmarks, comments, etc., as needed. This will eliminate issues with reports becoming corrupt if information was entered into these areas.

Enhanced Security with Wide Area Networks (WAN)

To further protect the workpaper files on the office servers, the synchronization service was enhanced to prevent unauthorized access to the physical file system.

Database Backup and Restore Utility

We've added storage compression with the Database Backup and Restore Utility, so that the size of the backup files is smaller. The storage compression is available with Standard and Enterprise editions of Microsoft SQL Server® versions 2008 R2, 2012 and 2014; and with Enterprise edition of Microsoft SQL Server® version 2008. We've also improved the performance of the utility, so depending upon your environment and other factors, you may find it takes less time to run the backup.

Updated Templates and Packages

The following updates were made to enhance usability:

- The sample binder templates were updated to the current year.
- The sample binder packages were updated to the current year.
- A new account grouping list was added to the Governmental Fund Trial Balance template.
- A new account grouping list was added to the NFP Fund Trial Balance template, which replaces the two existing account grouping lists.

Both Options Enabled for Send to Portal and Send to Document

Both Send To options will now always be enabled, allowing you to select where you want to send the workpaper directly to: CCH® ProSystem *fx*® Document, CCH Axcess™ Document or CCH Axcess™ Portal.

New in this Release - ProSystem *fx* Knowledge Coach

Knowledge Coach Diagnostic Summary

You can now see all open Knowledge Coach diagnostics in one view with the new Diagnostic Summary. Use it to eliminate scrolling through the binder and clicking on each workpaper to see the open diagnostics. Use the sorting and filtering features to focus in on the diagnostics that are important to you, given the type of diagnostic, the phase of the engagement (by filtering on a Tab), who worked on the document, and more. Drill down directly to the diagnostic in the workpaper to clear issues. You can also delete diagnostics and insert missing workpapers, directly from the list. For greater efficiency, leave this dialog open on another monitor so that it can be used as a tool throughout your work.

Access the Diagnostic Summary View from an open binder by going to View > Knowledge Coach Diagnostic Summary or by choosing Knowledge Coach Diagnostic Summary from the Shortcuts Bar.

Improved Performance

You can expect to see 15-40% faster times in the following areas, when you compare the times to the Engagement 7.1 release:

- Open binder and refresh Knowledge Coach diagnostics
- Open the first Knowledge Coach workpaper
- Copy/paste Knowledge Coach workpaper or binder
- Synchronize > Check in > Check out Knowledge Coach workpaper from an open binder
- Express synchronize Knowledge Coach binder
- Roll forward Knowledge Coach binder

Easier to Insert Independent Knowledge Coach Workpapers

On the New Knowledge Coach Workpaper dialog, it is now clearer how to add independent workpapers without adding all of the foundation workpapers. This is useful when you want to add, for example, a Financial Statement Disclosure Checklist for a particular industry, like Real Estate, to a binder for a Review engagement where you've used the Knowledge Based Reviews title. To use this feature, simply check the option to "Add Independent Workpapers without Foundation Workpapers."

Updating Knowledge Coach Workpapers to the Latest Title Version

To improve data integrity, you will no longer be allowed to skip a year when updating to the latest version of a Knowledge Coach title. For example, when updating from the 2013 version of a title, you will only be able to select the 2014 version of that title. This is due to

the complications of supporting the relatively rare scenarios where this is required, and the vast amount of testing it takes to ensure data integrity in these cases.

You will be alerted if there are newer titles installed. Sometimes workpapers are added to new versions of titles or content moves from place to place, so we will provide steps to update to newer titles while mitigating potential data loss.

Issues Resolved

Issues identified in a previous release of ProSystem *fx* Engagement have been resolved to enhance your workflow, including:

♦ You can have two people with the same workpaper open in the same binder at the same time in a shared file room.

♦ Fund Journal Entry Reports will correctly display the workpaper references that end in zero.

♦ With Knowledge Coach workpapers, comments in program step tables will not be converted to characters.

♦ KBA-301 Materiality, Tolerable Misstatement and Thresholds workpaper can now be deleted and re-added to the binder without closing and re-opening the binder.

♦ Synchronization of Knowledge Coach workpapers now automatically includes Foundation and Related workpapers. When you perform a partial synchronization, all Knowledge Coach workpapers (Foundation and Related) will be automatically included in the synchronization. This will ensure that the system is able to flow certain data into the appropriate Knowledge Coach workpapers, and data loss will not occur.

♦ Work with multiple Knowledge Coach binders open without issue. Sometimes a "Shared Services" error message appeared when working with two or three Knowledge Coach binders because the system was running out of memory. This has now been addressed and multiple binders can be open at the same time.

Important Notes

ProSystem *fx* Engagement and Knowledge Coach Versions Supported in 2015

Beginning in September 2015, we will no longer support Engagement versions prior to v. 7.0.

In order to ensure the highest quality support and product experience, CCH will only offer support for the current version and the two previous versions of the software. For this purpose, "support" is defined in two parts: Technical Compatibility and Customer Support.

For more information on the Engagement version support lifecycle, please visit: http://support.cch.com/answerdoc.aspx?id=sw43082.

For more information on the Knowledge Coach version support lifecycle, please visit:
http://support.cch.com/answerdoc.aspx?id=sw43088

Database Limit for Knowledge Coach Content Titles

If you are using SQL Server® 2008 Express and have more than 80 Knowledge Coach titles installed, you could encounter limits on adding additional titles. The limit is not an issue if you have upgraded to SQL Server® 2008 R2 or higher, or are running the Standard or Enterprise editions.

Knowledge Coach Base Title

Most Title Packages for Knowledge Coach v. 2.2 require a related Base Title to be installed before the Title Content Package. The Base Title is a package that contains data that is common to various titles. This allows the ability to decrease the size of each title and allows fixes to be made in one package rather than multiple title packages. Information on which Base Title is needed can be found on the ProSystem *fx* Knowledge Coach Updates site when the title is downloaded. The Base Title does not have to be released to everyone in order to use the Content Title.

Installation Information

Please refer to the *Installation Guide* and the *Deployment Planning Guide* for important information relating to the installation and deployment of ProSystem *fx* Engagement. These guides may be found in the Documents folder with the Install Media.

.NET 4.0 Full Required for All Installation Options

The installation requires .NET 4.0 Full for WM, TSClient, TSDatabase, Admin, and AdminWS installations.

Service Packs

It is strongly recommended that the latest service packs for operating systems and other software are installed in order for Engagement to run optimally. Please refer to the *Installation Guide* for more details on the recommended and required versions.

Upgrade Operating System or Microsoft® Office

If applicable, complete operating system or Microsoft® Office upgrades prior to installing the latest version of ProSystem *fx* Engagement.

Refer to the *Installation Guide* for detailed information regarding the installation and configuration of ProSystem *fx* Engagement.

Note: Engagement does not support any 64-bit editions of Microsoft® Office.

Upgrade ProSystem *fx* Engagement

Upgrades to ProSystem *fx* Engagement v.7.2 are supported from Engagement v. 7.0 and v. 7.1. It is required that all Engagement office servers and workstations be upgraded. If you are currently using a version prior to 7.0 and require assistance with upgrading, please contact Technical Support at 1-800-739-9998, option 4.

- ♦ Important: *Before upgrading to Engagement v. 7.2,* it is critical that each server and workstation has previously run the services security update provided in the February 2015 Update (or the May 2015 Update for Knowledge Coach users.)

- ♦ Note for Knowledge Coach Users: If upgrading, the installation will take longer due to changes made to the KC content database. This is a one-time occurrence and times will vary based on the number of titles installed.

When upgrading the ProSystem *fx* Engagement Administrator module from v. 7.0 or higher, you will be required to reset your name and password after the installation of v. 7.2, if you have changed the logon account for the PFXSYNPFT Service to allow workpapers to reside on a remote server. Failure to do so will result in failed synchronizations.

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

For specific user rights requirements, please refer to Appendix E in the *User Guide*.

Ports

ProSystem *fx* Engagement transfers data over the following ports:

- ♦ SQL Server (PROFXENGAGEMENT) - TCP port 2029; UDP port 1434
- ♦ Pfx.Engagement.SocketService - TCP port 4531
- ♦ PFXSYNPFTService - TCP port 6735
- ♦ PFXEngDesktopService - TCP port 6736
- ♦ PfxConfigUtility - UDP port 6737
- ♦ P2EWinService - TCP ports 943 and 4530
- ♦ SharedFileRoom - TCP port 445
- ♦ KC Shared Service - TCP port 8732

These ports are configured on the server and workstations during installation. However, if you are connecting over a VPN, through a firewall, or another device such as a router, you will need to ensure that these ports are opened for the program to work correctly.

Mass Deployment

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

Minimum Requirements

The minimum system memory for Engagement Administrator or Workpaper Management modules on a 32-bit computer is 2 GB. In addition, ProSystem *fx* Engagement requires MDAC 2.8 SP1 or higher on each workstation. Please see the *Installation Guide* for additional information.

Logging In After Update

If you are updating from a previous version, there is a VSTO clean-up process that will add time to the initial log in to ProSystem *fx* Engagement after the upgrade. It may be helpful to notify end users of the additional initial login time.

SQL Express/SQL Upgrade

SQL Server Express is a free edition of SQL Server that may be used in conjunction with ProSystem *fx* Engagement. If firms choose to purchase Microsoft SQL Server® 2008, Microsoft SQL Server® 2008 R2, Microsoft SQL Server® 2012 or Microsoft SQL Server® 2014, there may be additional licensing costs associated. Please refer to http://www.microsoft.com/sqlserver/en/us/editions/previous-versions.aspx for detailed licensing options.

Important: Engagement v. 7.2 supports Microsoft® SQL Server Express, Standard and Enterprise editions in versions 2008, 2008 R2, 2012 and 2014, as its database engine.

Operating Systems Not Supported

ProSystem *fx* Engagement should not be installed on the following:

♦ Microsoft® Small Business Server (for more information, see http://support.cch.com/answerdoc.aspx?id=sw34431)

♦ A Domain Controller Server (for more information, see http://support.cch.com/answerdoc.aspx?id=sw3787)

♦ An Exchange Server

♦ Linux, as it is supported for workpaper storage only.

Conversion of Binders, Templates, Packages and Trial Balance Databases

Binders

When upgrading, the Engagement binder databases will be converted during the installation process.

Important: Prior to installation, ensure there is a successful backup of the Engagement databases, workpapers, and templates. For additional information, please refer to Appendix G: Database Backup and Restore in the *User Guide*.

Templates and Binder Packages

All binder templates must be converted from the Workpaper Management module after installing Engagement v. 7.2. Binder templates created in v. 4.0 or later may be converted directly to v. 7.2. Binder template conversion must be run on a machine with a local installation of Engagement Workpaper Management. Users in a Citrix or Terminal Services environment should convert the binder templates in a non-Citrix or non-Terminal Services environment. The binder templates can then be copied to the Citrix or Terminal Server.

Trial balance templates created in Engagement v. 4.0 or higher can be converted via a process provided on the File menu of the ProSystem *fx* Engagement File Room.

Binder packages created in Engagement v. 4.0 or higher will automatically be converted to v. 7.2 when received into a local file room. Binders archived in v. 4.0 or higher may be unarchived with v. 7.2. Binder backups created in Engagement v. 4.0 or higher can be restored into v. 7.2.

Trial Balances

Trial balances created in Engagement v. 5.7 or earlier can be converted at a central file room or local file room level after the installation of ProSystem *fx* Engagement v. 7.2 by using the Trial Balance Conversion Utility. Alternatively, trial balances can be converted automatically during synchronization of the binder. Converting trial balances during the synchronization process will increase synchronization times. Please refer to the *Conversion Guide* for more information, which is available at CCH Support Online.

Database Backup & Restore

Regular nightly backups of Engagement databases, workpapers, and templates will enable you to restore them in the event of a hardware failure or other disaster. In addition, you can choose to incorporate differential backups as part of your backup strategy. If you require assistance in setting up a scheduled nightly backup or ensuring your current backup is capturing all necessary files, please visit http://support.cch.com/answerdoc.aspx?id=sw33890 or contact Technical Support at 1-800-739-9998, option 4.

During the installation of the Engagement Administrator module v. 7.2, the Database Backup and Restore Utility will automatically be installed to the x:\Pfx Engagement\Admin\Utilities\Backup Restore directory.

Important: If you are currently using third-party backup software to back up the Engagement databases, you will not be able to restore a single binder to the central file room. The ProSystem *fx* Engagement Database Backup and Restore Utility allows the restoration of a single binder or an entire central file room.

For additional information about the Database Backup and Restore Utility or instructions on setting up a scheduled task for the nightly backup, please refer to Appendix G: Database Backup and Restore in the *User Guide*.

Other Information

Microsoft® Windows® 7, Windows® 8 and Windows® 8.1

When running the ProSystem *fx* Engagement Configuration Utility in a Windows® 7, Windows® 8 or Windows® 8.1 environment with User Account Control (UAC) enabled, the Interactive Services Detection service must be running. The recommended best practice is to configure the Interactive Services Detection service to start automatically.

Virtualization included in Microsoft® Windows® 7, Windows® 8 or Windows® 8.1 limits users' rights to certain directories with User Account Control (UAC) enabled. Due to these limitations, it is recommended that ProSystem *fx* Engagement not be installed to the C:\Windows, C:\Windows\System 32, or C:\Program Files directories. For additional information, refer to Microsoft's Windows Vista Application Development Requirements for User Account Control Compatibility document. Please contact Technical Support at 1-800-739-9998, option 4, for installations of ProSystem *fx* Engagement v. 7.0 or higher that currently exist in these locations.

Microsoft® Office 2007, Office 2010, or Office 2013 Ribbon

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

Microsoft Office 365™

Microsoft offers multiple packaging options (called "plans") for Office 365™, which are either available with online only versions of the Office applications or desktop versions. (For example, Office 365™ Midsize Business or Office 365™ Enterprise E3.) To use Office 365™ with Engagement, you must subscribe to a version of Office 365™ that includes a desktop version and have the desktop version of Office installed on the PCs that will be running Engagement. In this scenario, the experience is essentially the same as the running Microsoft® Office 2013.

Note: CCH does NOT currently have plans to support online only versions of Office. This is largely due to the fact that Microsoft does not support customized ribbons/add-ons in the online versions.

To see a comparison of the different Office 365™ plans, and which ones include desktop versions of the applications, visit: http://office.microsoft.com/en-us/business/compare-all-office-365-for-business-plans-FX104051403.aspx.

Office Servers/Administrator Module

Changing the computer name after Engagement is installed is not supported. Changing the computer name may cause login failures, synchronization failures, and database errors.

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

Static IP addresses are recommended for all office servers.

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

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

Export to Tax

Dynalink from Engagement to CCH® ProSystem *fx*® Global *fx* Tax through a Citrix session is not supported.

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

When using the Dynalink option to export trial balance data to CCH® ProSystem *fx*® Tax or CCH Axcess™ Tax, the Employer ID # (EIN) used for the Dynalink configuration on the Tax Software Interface dialog in Engagement must be unique. If you have multiple clients that will be using the same EIN, please add additional characters to the end of the EIN to make each one unique (e.g., 99-999999-1).

Synchronization

Synchronization utilizes two services for data transfer. The services are PFXSYNPFTService.exe and PfxEngDesktopService.exe. For further information regarding these services and how they function, please refer to Appendix E in the *User Guide*.

Shared File Room

Knowledge Coach and the Add/Remove Tax Grouping utility are not supported for use with Shared File Room.

General

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

Large fonts are not supported by ProSystem *fx* Engagement.

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If you provided an email address with your order, you are already registered for CCH Software News and will receive information on the products your firm is currently licensed for in the near future. We encourage you to visit our Web site at CCH Support Online to review and update your firm's CCH Software News profile to ensure you are receiving information on all the CCH® ProSystem *fx*® products you desire.

If you have not provided us with your email address, please do so by taking one of the following actions:

♦ Complete the profile information below and fax this information to the attention of Customer Service at 1-800-PFX-9998 (1-800-739-9998), option 1, option 2.

♦ Visit our Web site at CCH Support Online and click on CCH Software News Profile Setup.

If you have any questions, please call Customer Service at 1-800-PFX-9998 (1-800-739-9998), option 1.

CCH Software News Profile Information

Account Number:	
Firm Name:	
Contact Name:	
Email Address:	
Phone Number:	