

Import Grouping Utility Instructions for ProSystem fx Workpaper Manager

Overview

The Import Grouping Utility may be used to import groups, subgroups, and group/subgroup account assignments to your ProSystem fx Workpaper Manager trial balance.

Download and Install the Import Grouping Utility

1. Close ProSystem fx Workpaper Manager before running this utility.
2. Download and save the Import Grouping Utility.xls file to the x:\Pfx Engagement\WM\Utilities directory (where x equals the drive letter the Workpaper Manager program is installed to).
3. Double-click on the Import Grouping Utility.xls file to open the utility.

Note: These instructions separate the steps used to import non tax groupings and tax groupings, however the non tax and tax groupings may be imported to the Workpaper Manager trial balance simultaneously using the Import Grouping Utility.

Using the Import Grouping Utility to Import Non Tax Grouping Data

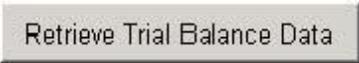
➤ **Using the Utility to Map the Grouping List to an Existing Workpaper Manager Grouping List**

Follow these steps to map your groups and subgroups to an existing ProSystem fx Workpaper Manager grouping list.

- 1) Open the file **Import Grouping Utility.xls** (located in the x:\Pfx Engagement\WM\Utilities directory). Go to the **Instructions** tab.
- 2) Open the Workpaper Manager binder.
- 3) Open the Workpaper Manager trial balance you want to import the groups and subgroups to.

Notes:

- You must be current editor of the trial balance.
 - Only one Workpaper Manager trial balance may be open when using this utility.
- 4) Switch focus to the Import Grouping Utility file, Instruction worksheet.
 - 5) Click the **Retrieve Trial Balance Data** button.



Retrieve Trial Balance Data

- 6) Select the Import Method you wish to use.
 - a) Select **Map to Workpaper Manager grouping list** to map your groups and subgroups to an existing ProSystem fx Workpaper Manager grouping list.
 - i) Select the Grouping List to map to.

Import Method:	
<input checked="" type="radio"/> Map to Pfx Engagement grouping list	
Grouping List:	
<input type="radio"/> Create new Pfx Engagement grouping list	
Grouping Name:	

- 7) Switch focus to the **Grouping List** worksheet.
- 8) Copy the Group IDs to map to the Workpaper Manager grouping list to the clipboard and Paste in the *Group ID* column (or enter them in the worksheet).
- 9) Copy the Subgroup IDs to map to the Workpaper Manager grouping list to the clipboard and paste in the *Subgroup ID* column (or enter them in the worksheet).

Note:

- If you selected to map to a Workpaper Manager grouping list, the Subgroup IDs do not have to be pasted in a separate column from the Group IDs.

Import Data - Non-tax Grouping List Information		
Group ID	Subgroup ID	Description
A		Cash
B		Marketable securities
C		Accounts receivable
C	C1	Accounts receivable - trade
C	C2	Accounts receivable - other
C	C3	Allowance for doubtful accounts
D		Inventory

- 10) Copy the group/subgroup description to the clipboard and paste in the Description column for the corresponding Group ID (as shown above).
- 11) Select the Workpaper Manager group/subgroup to map each of your groups/subgroups to in the *Map to this Workpaper Manager Group/Subgroup* column.

Import Data - Non-tax Grouping List Information			Map to This Pfx Engagement Group / Subgroup
Group ID	Subgroup ID	Description	Group / Subgroup
A		Cash	4110 Cash & Equivalents
B		Accounts receivable	
B	B-1	Trade receivables	4110 Cash & Equivalents 4110 4111 Cash
B	B-2	Allowance for doubtful accounts	4210 Receivables 4210 4211 Trade Notes & A/R

- 12) If importing Account group/subgroup assignments, switch focus to the **Assign Accounts** worksheet.

Notes:

- Only the account, description, and group/subgroup assignment will be imported to the Workpaper Manager trial balance. Account balances are not imported using this utility. You may use the Paste TB Import function in the Workpaper Manager trial balance to import the account balances.
- This utility may also be used to import the group/subgroup assignments for existing accounts in the Workpaper Manager trial balance.

- 13) Copy the account number and description to the clipboard and paste to the **Number (ID)** and **Description** columns in the Assign Accounts worksheet.
- 14) Enter or copy/paste the group/subgroup index the account should be assigned to in the **Group Index** and **Subgroup Index** columns.

Note: The Group Index and Subgroup Index columns should correspond to groups/subgroups in the Group ID and Subgroup ID columns of the Grouping List worksheet. If using the **Map to Workpaper Manager grouping list** option, you should use the original group/subgroup index and not the Workpaper Manager group/subgroup index you are mapping to.

Import Data - Account		Import Data - Tax Grouping List	Import Data - Non-tax Grouping List		
Number (ID)	Description	Group Index	Subgroup Index	Group Index	Subgroup Index
101	Petty cash			A	
102	Bank balance			A	
103	New bank account			A	
108	Accounts receivable			B	B-1
109	Accounts receivable - miscellaneous			B	B-2
115	Marketable securities			B	

- 15) Return the focus to the Instructions worksheet and select the **Import Grouping** button.

Note: This process may take a while depending on the number of groups, subgroups and detail accounts to import.

- 16) You will receive a confirmation message:



- 17) The new grouping list and or account assignments should now be in the Workpaper Manager trial balance.

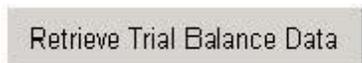
➤ Using the Utility to Create a New Workpaper Manager Grouping List

Follow these steps to import a new grouping list to the ProSystem fx Workpaper Manager trial balance.

- 1) Open the file **Import Grouping Utility.xls** (located in the x:\Pfx Engagement\WM\Utilities directory). Go to the **Instructions** tab.
- 2) Open the Workpaper Manager binder.
- 3) Open the Workpaper Manager trial balance you want to import the groups and subgroups to.

Notes:

- You must be current editor of the trial balance.
 - Only one Workpaper Manager trial balance may be open when using this utility.
- 4) Switch focus to the Import Grouping Utility file, Instruction worksheet.
 - 5) Click the **Retrieve Trial Balance Data** button.



- 6) Select the Import Method you wish to use.
 - a) Select **Create new Workpaper Manager grouping list** to create a new grouping list using the same group/subgroup indexes and descriptions as your import data in the Grouping List worksheet.
 - i) Enter the Grouping Name for the new grouping list.

Import Method:	
<input type="radio"/>	Map to Pfx Engagement grouping list
Grouping List:	Financial Statements
<input checked="" type="radio"/>	Create new Pfx Engagement grouping list
Grouping Name:	New Grouping List

- 7) Switch focus to the **Grouping List** worksheet.
- 8) Copy the Group IDs to import/map to Workpaper Manager to the clipboard and Paste in the *Group ID* column (or enter them in the worksheet).
- 9) Copy the Subgroup IDs to import/map to Workpaper Manager to the clipboard and paste in the *Subgroup ID* column (or enter them in the worksheet).

Notes:

- If you selected to map to a Workpaper Manager grouping list, the Subgroup IDs do not have to be pasted in a separate column from the Group IDs.
- If importing subgroups to a new grouping list, the subgroup's corresponding Group ID should be in the Group ID column of the same row as shown below.

Import Data - Non-tax Grouping List Information		
Group ID	Subgroup ID	Description
A		Cash
B		Marketable securities
C		Accounts receivable
C	C1	Accounts receivable - trade
C	C2	Accounts receivable - other
C	C3	Allowance for doubtful accounts
D		Inventory

- 10) Copy the group/subgroup description to the clipboard and paste in the Description column for the corresponding Group ID (as shown above).
- 11) If importing Account group/subgroup assignments, switch focus to the **Assign Accounts** worksheet.

Notes:

- Only the account, description, and group/subgroup assignment will be imported to the Workpaper Manager trial balance. Account balances are not imported using this utility. You may use the Paste TB Import function in the Workpaper Manager trial balance to import the account balances.
 - This utility may also be used to import the group/subgroup assignments for existing accounts in the Workpaper Manager trial balance.
- 12) Copy the account number and description to the clipboard and paste to the **Number (ID)** and **Description** columns in the Assign Accounts worksheet.
 - 13) Enter or copy/paste the group/subgroup index the account should be assigned to in the **Group Index** and **Subgroup Index** columns.

Note:

- The Group Index and Subgroup Index columns should correspond to groups/subgroups in the Group ID and Subgroup ID columns of the Grouping List worksheet.

Import Data - Account		Import Data - Tax Grouping List		Import Data - Non-tax Grouping List	
Number (ID)	Description	Group Index	Subgroup Index	Group Index	Subgroup Index
101	Petty cash			A	
102	Bank balance			A	
103	New bank account			A	
108	Accounts receivable			B	B-1
109	Accounts receivable - miscellaneous			B	B-2
115	Marketable securities			B	

- 14) Return the focus to the Instructions worksheet and select the **Import Grouping** button.

Note:

- This process may take a while depending on the number of groups, subgroups and detail accounts to import.
- 15) You will receive a confirmation message:



- 16) The new grouping list and or account assignments should now be in the Workpaper Manager trial balance.

Using the Import Grouping Utility to Import Tax Grouping Data

The Import Grouping Utility may be used to import subgroups to the system-defined tax grouping lists as well as assign accounts to the system-defined tax groupings. The import will add the system-defined tax grouping list based on the selections made on the Instructions sheet of the utility.

You will need to be familiar with the Workpaper Manager system-defined tax groupings when using this utility.

- 1) Open the **Import Grouping Utility.xls** file and go to the **Instructions** worksheet
- 2) Open the Workpaper Manager binder.
- 3) Verify the binder period information is correct before importing the data. The utility will add the system-defined tax grouping list based on the binder period information.
- 4) Open the Workpaper Manager trial balance you want to import the tax subgroups and/or account assignments to.

Notes:

- You must be current editor of the trial balance.
 - Only one Workpaper Manager trial balance may be open when using this utility.
- 5) Switch to the Import Grouping Utility file, Instructions worksheet.
 - 6) Click the **Retrieve Trial Balance Data** button.
 - 7) Select the **Tax Vendor** and **Tax Entity** (these selections are located under Step 3 in the Instructions worksheet). There is no need to select an Import Method when only importing the tax data.

Tax Vendor:	ProSystem fx Tax
Tax Entity:	C-Corp

- 8) Switch to the **Tax Grouping List** worksheet if you want to import subgroups to the system-defined tax grouping list.
- Enter or copy/paste the system-defined tax Group ID for the desired subgroup in the **Group Index** column. Note: The Group ID must correspond to a group index in the system-defined tax grouping list you are creating.
 - Enter or copy/paste the desired subgroup ID in the **Subgroup Index** column. **Note:** The subgroup index should be in the format **xxx.##**
 - Enter or copy/paste the desired subgroup description in the **Description** column. Note: The Description cannot be blank. In the example below, the user is importing 5 subgroups for the Pfx C-Corp tax group “26-Other Deductions”

Import Data - Tax Grouping List		
Group Index	Subgroup Index	Description
26	26.01	Utilities expense
26	26.02	Advertising expense
26	26.03	Shipping expenses
26	26.04	Administrative expenses
26	26.05	Telephone expenses

9. Switch to the **Assign Accounts** worksheet if you want to import the account assignments to the tax grouping list.
- Copy the chart of accounts (account number and account description) to the clipboard and paste to the **Number (ID)** and **Description** columns in the Assign Accounts worksheet.

Import Data - Account	
Number (ID)	Description
101	Petty cash
102	Bank balance

- Enter or copy/paste the Group Index and Subgroup Index (if applicable) in the **Group Index** and **Subgroup Index** columns (under the heading **Import Data – Tax Grouping List**).

Import Data - Tax Grouping List	
Group Index	Subgroup Index
L01	
L01	

Notes:

- The Group Index must correspond to a group index in the system-defined tax grouping list you are creating.
- If you are assigning accounts to subgroups, the Group Index and Subgroup Index must correspond to a Group Index and Subgroup Index on the Tax Grouping List worksheet.

Once you have made all the tax code assignments on the Assign Accounts worksheet, switch focus back to the Instructions worksheet and click the **Import Grouping** button.

Note:

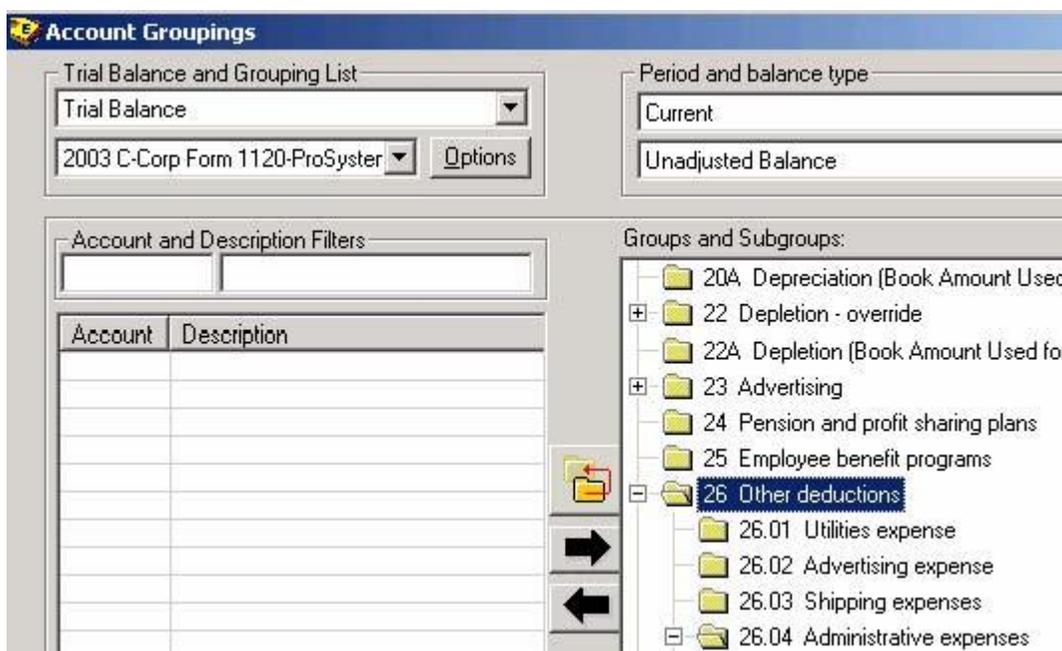
- This process may take a while depending on the number of groups, subgroups and detail accounts to

import.

10. You will receive a confirmation message.



- Switch to the Workpaper Manager trial balance and verify the changes in the Account Grouping dialog. The tax subgroups entered on the Tax Grouping List worksheet will now be added to the system-defined tax grouping list and the accounts will be assigned to the appropriate tax group or subgroup as defined on the Assign Accounts worksheet.



Note:

- If you are not familiar with the system-defined tax groupings in Workpaper Manager, follow the steps below to create a report that can be used as a reference when using the Import Grouping Utility to import tax subgroups and tax group/subgroup assignments.
 1. Create a 'dummy' binder in Workpaper Manager
 2. Create a new trial balance
 3. Open the trial balance
 4. Select **Workpaper Manager/Account Groupings**
 5. Click the **Options** button
 6. Click **Import**
 7. Select the Tax folder and click **Open**
 8. Select the desired system tax grouping list and click **Open**
 9. Close the Grouping List Options dialog.
 10. Close the Account Groupings dialog.

11. In the trial balance, select **Workpaper Manager/Create Reports/TB Reports**.
12. Select the tax grouping list in the **Grouping List** drop down.
13. Select the **Include all Account Groups** radio button.
14. Report Type should be **Summary – Groups**.
15. Click **OK** to create the report.
16. The report will be added to the Unfiled tab in the binder.
17. This report will list all tax groups in the selected tax grouping list that may be used as a reference when using the Import Grouping Utility.