



ProSystem fx<sup>®</sup> Workpaper  
Manager

 Wolters Kluwer

Tax Regrouping Utility

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## Overview

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The Tax Regrouping Utility is for regrouping accounts in a destination account grouping list based on the grouping of the accounts in a source account grouping list within the same trial balance. The utility will do the following in the destination account grouping list:

- Group the Chart of Accounts based on a source account grouping list.
- Create subgroups that exist in the source grouping list that do not already exist in the destination grouping list.
- Optionally assign account and ratio classifications to the groups of the destination grouping list based on the source account grouping list.
- Optionally assign account and ratio classifications to subgroups that are created by the utility in the destination grouping list based on the source account grouping list.

The utility will group the accounts of the source grouping list to the groups and subgroups of the destination grouping list as long as both grouping lists are of the same type (i.e. GoSystem C Corp grouping list to a ProSystem *fx* C Corp grouping list. Or, a Financial Statement grouping list to a Lead and Sublead grouping list.)

The Tax Regrouping Utility supports regrouping for the following source and destination tax grouping lists:

- GoSystem Tax grouping list to the subsequent year GoSystem Tax grouping list of the same entity type.
- Lacerte tax grouping list to the subsequent year Lacerte tax grouping list of the same entity type.
- ProSystem *fx* Tax grouping list to the subsequent year ProSystem *fx* Tax grouping list of the same entity type.
- GoSystem Tax grouping list to a ProSystem *fx* Tax grouping list of the same entity type.
- Lacerte tax grouping list to a ProSystem *fx* Tax grouping list of the same entity type.
- GoSystem Tax grouping list to a Lacerte tax grouping list of the same entity type.
- Lacerte tax grouping list to a GoSystem Tax grouping list of the same entity type.

# General Information

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## Who can run this Utility?

- Any user that has a Workpaper Manager profile created on the computer.
- If an admin-user logs into the utility, the utility can be run against binders of any Workpaper Manager user with a profile on the computer.
- If a non-admin user logs into the utility, the utility can only be run on binders that exist in their specific local file room.

## Requirements

- Must be current editor of the trial balance
- In a Shared File Room environment, the utility must be run on the host computer of the user that is sharing his/her file room.

## Important Information

- Having any trial balance or any trial balance function dialogs open when running this utility may cause problems with the account grouping list. As a result, it is recommended that all trial balances and trial balance function dialogs are closed prior to running the utility.
- It is recommended that all Workpaper Manager binders be closed when running this utility.
- It is recommended that the binder be synchronized to the central file room or a binder package is created prior to running this utility.
- When running the utility against a trial balance in a Shared File Room, make sure no one is working in the trial balance.
- You can optionally select to copy the account and ratio classifications from the source grouping list to the destination grouping list. Do not select to copy the classifications if you do not want the classifications in the destination grouping list to be overwritten by the classifications assigned in the source grouping list. **Note:** For subgroups, the classifications are only copied if the subgroup is created by the utility in the destination grouping list.
- If a group does not exist in the destination grouping list, it will NOT be created, only subgroups will be created.
- If there is an account grouped in the source grouping list for a group that does not exist in the destination grouping list, the group will NOT be created in the destination grouping list and the account will not be grouped.
- If the groups and subgroups are not in alpha-numeric order in the source grouping list, the subgroup will be placed in alpha-numeric order in the destination grouping list.
- If the user's login name contains an apostrophe, the user will not be able to log in to this utility.

## Download Information

Download the Tax Regrouping Utility.exe file to your hard drive before running it. It is recommended that you save the file to your X:\Pfx Engagement\WM\Utilities folder to keep it located with other Workpaper Manager utilities.

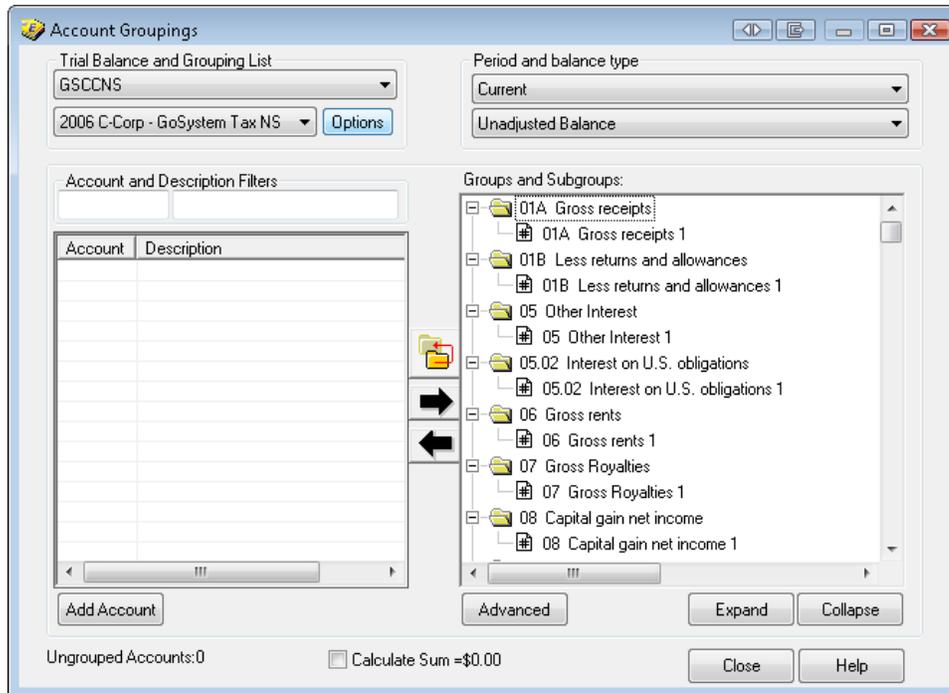
Download Description:	Tax Regrouping Utility
Workpaper Manager Version:	6.5 and higher
Release Date:	July 2014
File size:	266 KB
Approx. Download Time:	< 1 Min.
License:	Full Version
Platforms:	Vista/Windows 7/Windows 8/Windows 8.1/Server 2003 SP2/Server 2008/Server 2008R2 SP2/Server 2012/Sever 2012 R2

## Steps for using the utility

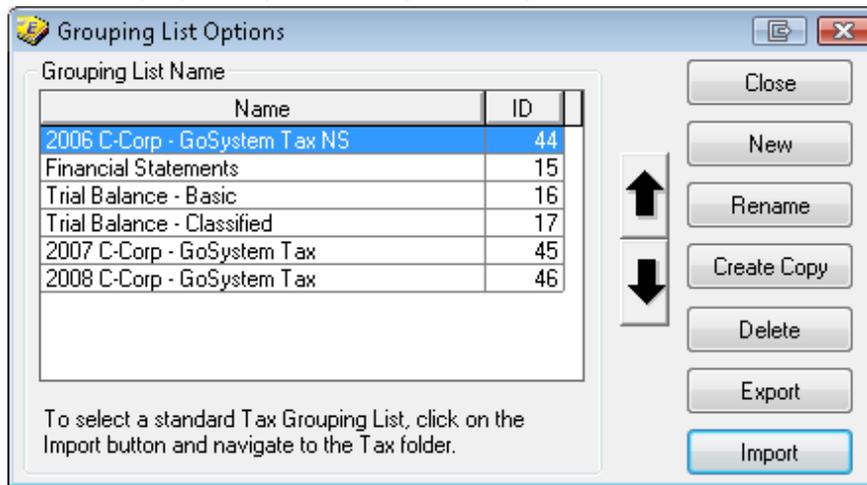
See this Knowledge Base article for the steps on [how to use the Tax Regrouping Utility](#).

If the destination grouping list is not already a grouping list associated with the same trial balance as the source grouping list, perform the following steps:

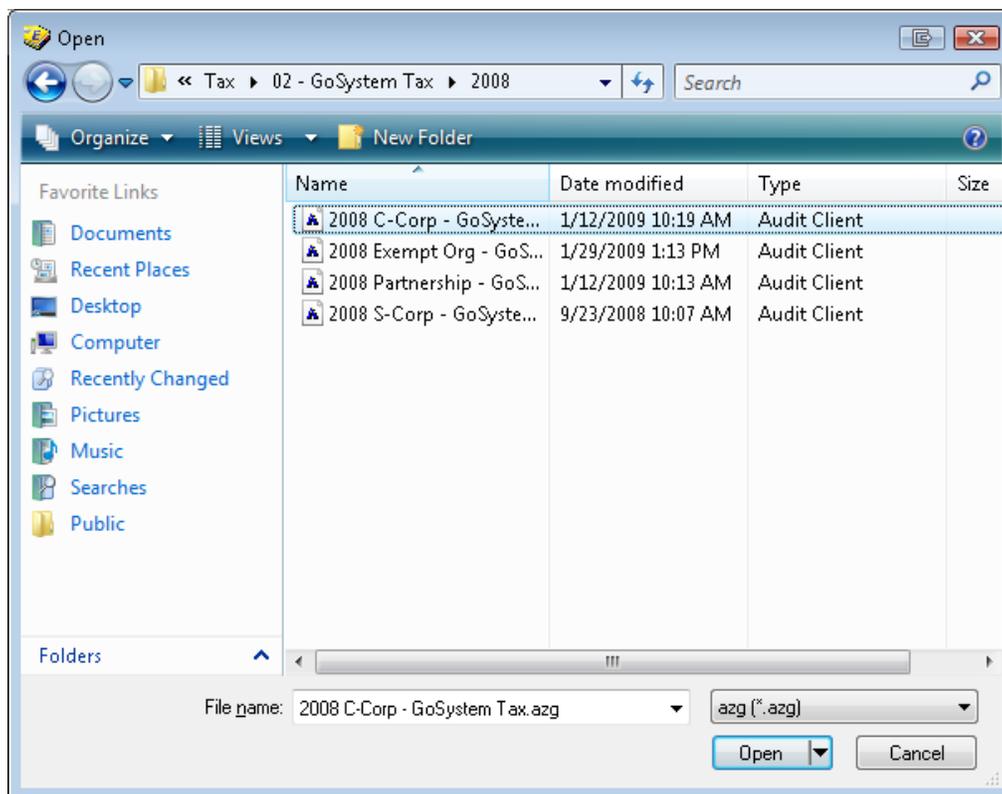
1. In ProSystem fx Workpaper Manager, open the Account Groupings dialog.
2. In the Account Groupings dialog, click **Options**.



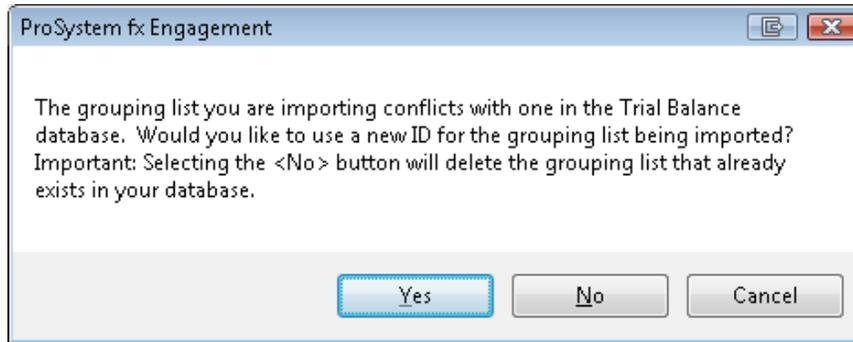
3. In the Grouping List Options dialog, click **Import**.



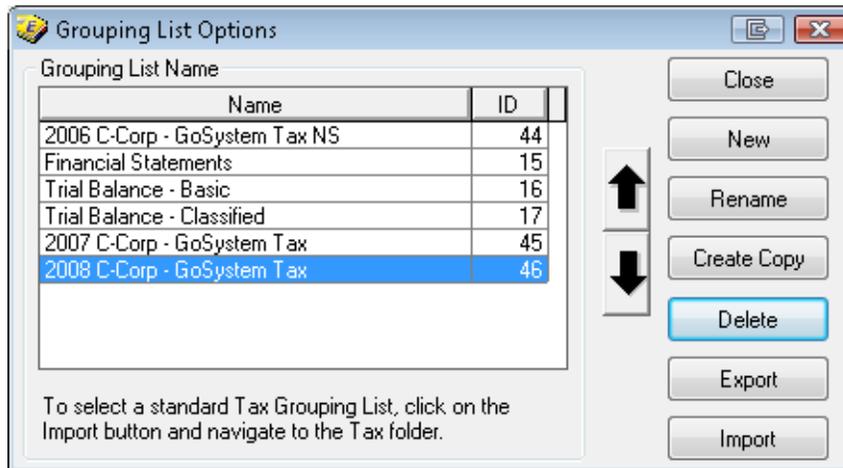
4. Select the grouping list .azg file you would like to import as the destination grouping list.



- Click **Open**.
- Click **Yes** if the message box below displays to prevent overwriting an existing grouping list.



- Both the Source and Destination grouping lists should now be listed in the dialog. Click **Close** to exit the dialog.



- If the trial balance or any other trial balance function dialogs are open, close them.

**!** **IMPORTANT!:** Running the utility with these open may cause problems later with the grouping lists.

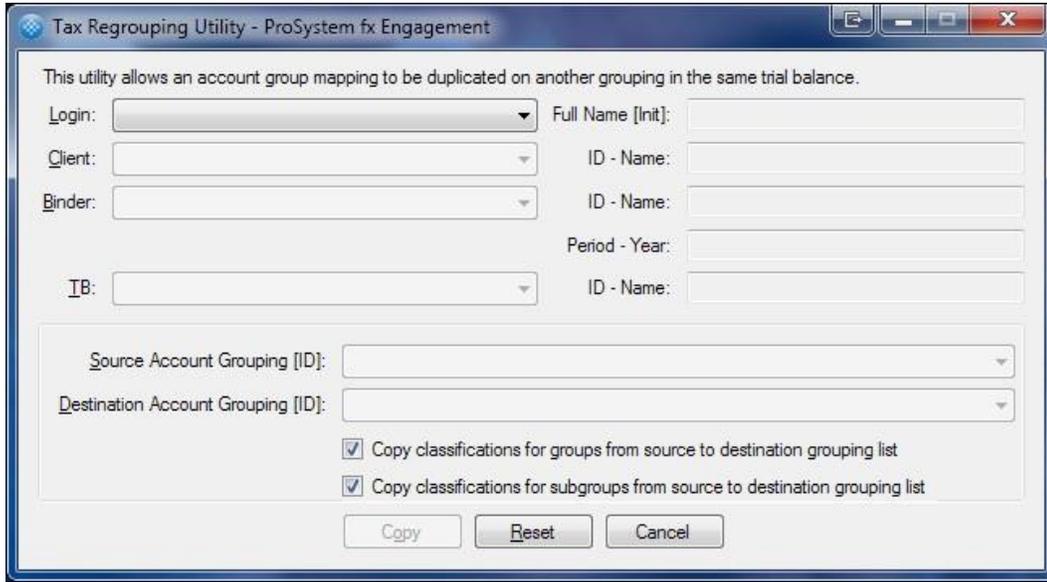
**Note:** It is recommended to do some sort of backup of the binder (either express sync or create a binder package) prior to running this utility.

- Double click on **Tax Regrouping Utility.exe** in the folder where you downloaded the file to start the Tax Regrouping Utility. (Workpaper Manager does not have to be closed.)
- Enter valid ProSystem *fx* Workpaper Manager login information to log in to the utility.



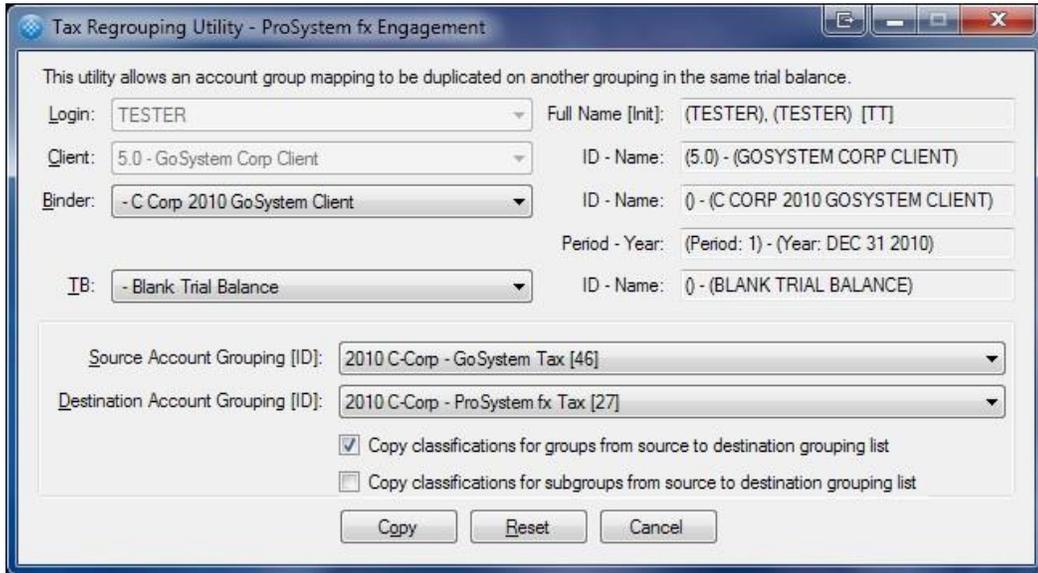
11. Select the Login, Client, Binder and TB in the dialog.

 **Note:** If you logged in to the utility as an ADMIN user, can select any user's ProSystem fx Workpaper Manager profile that exists on the computer.



12. Select the Source Account Grouping [ID] and Destination Account Grouping [ID]

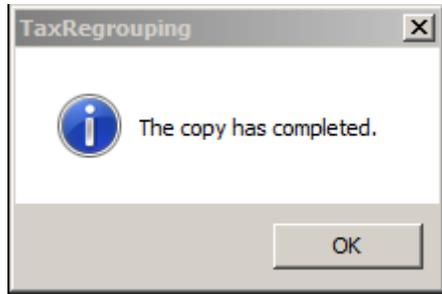
 **Note:** Only grouping lists with at least one account grouped to a group or subgroup are eligible as source grouping lists. Only grouping lists with NO accounts grouped to a group or subgroup are eligible as destination grouping lists.



13. If desired, you can unselect either of the copy classifications check boxes to not copy the account classifications from the source grouping list to the destination grouping list for groups and/or subgroups.

 **Note:** If you choose to copy the classifications for groups, classifications already assigned to groups in the destination grouping list will be overwritten. For subgroups, the classifications are only copied for subgroups that are created by the utility in the destination grouping list.

14. Click **Copy** to start the process of copying information from the source grouping list to the destination grouping list.



15. Click **OK** to close the message box.

If you have grouping lists for a different binder or trial balance against which you need to run the utility, change the client, binder and/or trial balance selections in the dialog or click **Reset**.