

# CorpSystem Workpaper Manager

## Welcome to CorpSystem Workpaper Manager v. 7.0

This bulletin provides important information about the v. 7.0 release of CorpSystem Workpaper Manager. Please review this bulletin carefully. If you have any questions, contact Technical Support at 1-866-513-CORP (1-866-513-2677). Additional information is available on [CCH Support Online](#).

**Note:** There are two guides that provide important information relating to the installation and deployment of CorpSystem Workpaper Manager v. 7.0. These are the *Installation Guide* and the *Deployment Planning Guide* found in the Documents folder on the Workpaper Manager DVD.

## New in this Release - CorpSystem Workpaper Manager

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### Prepare Fund Engagements More Efficiently

Workpaper Manager v. 7.0 offers a new type of trial balance specific for working with funds. This provides efficient fund setup along fund types and subtypes. Fund types, fund subtypes, and funds enable you to define a hierarchical view of the fund balances, which can be reviewed in the fund trial balance, and fund trial balance reports. Use these new fund enhancements as follows:

- **Create a new fund trial balance using one of the four templates provided: Blank Fund Trial Balance, GASB Fund Trial Balance, Government Fund Trial Balance, or NFP Fund Trial Balance.** The fund trial balance better accommodates fund engagements with more than 65,000 accounts.
- **Set up funds** either by importing from an Excel worksheet using Paste Funds Import or manually entering them using the Funds Setup dialog.
- **Define a fund mask** if the account number structure includes the reference to the fund index for easier mapping. Define the fund mask in the Funds Setup dialog.
- **Assign accounts to funds** through Paste TB Import by importing the fund index along with the accounts or by automatically assigning imported accounts to funds using the fund mask. This can also be done manually in two ways: using the Funds Setup dialog or through the enhanced Chart of Accounts dialog.
- **Review data using the new fund trial balance** through two new worksheets for viewing the data by fund: Fund Group Summary and Fund Sub-Group Summary.
- **Modify trial balance views of the fund data on-the-fly** using the new Select Funds dialog, which allows you to select a single period and balance type, and then choose the funds, fund types, and fund subtypes that you want to review.
- **Create custom reports in Word or Excel using TB links** which have been enhanced to include the fund information. Copy and paste a TB link at the fund, fund type, and/or fund subtype level from the two new fund worksheets of the fund trial balance to create your own custom financial statements or other types of reports. In addition, use the Insert TB Link dialog to create TB links that include the fund information.
- **Create fund trial balance reports in Excel** to analyze fund data. Using the Create Fund Trial Balance Reports dialog, choose the tab location to save your report; select to see funds in rows or columns; select individual funds, fund types, and fund subtypes to include in the report, as well as all of the other selections available in the existing reporting functionality. There is also enhanced protection for the data in these reports to reduce corruption and errors.
- **Create more flexible journal entry reports** with options to review the journal entries by fund or across all funds, as well as across all journal entry types using the new Create Fund Journal Entry Report dialog.

**Note:** For further information on transitioning to the new Fund functionality, please refer to the Fund Trial Balance section of the *User Guide*, which includes "Migrating from Non-fund Trial Balance(s) to a Fund Trial Balance."

## Enhanced Chart of Accounts Dialog

The enhanced Chart of Accounts dialog makes it easy to search for where an account is grouped, as well as allowing for assignment or reassignment to a group or subgroup. For a fund trial balance, the enhanced Chart of Accounts dialog allows for assigning accounts to funds as well.

- **Assign a fund** to new or existing accounts.
- **Assign a group and subgroup** to new or existing accounts for a selected grouping list.
- **Find where an account is grouped** using the filter row and custom filter functions.

## Improved Workflow with Synchronization Enhancements

You will now be able to work more efficiently and have an improved workflow with the following updates to synchronization:

**Continue working while a binder is synchronizing** (full binder synchronization or express synchronization) in the following ways:

- A binder can be opened immediately after a full or express synchronization is initiated, allowing you to continue working while synchronizing.
- Initiate a full or express synchronization from an open binder (Note: all workpapers selected for synchronization must be closed before starting the synchronization).
- Selecting a workpaper to open in a binder which is currently synchronizing will reprioritize it in the synchronization queue. When finished synchronizing, the workpaper will open automatically, allowing you to continue working while the binder synchronization is in progress.

**Note:** To ensure your workpapers show the updated TB Links, the trial balances will always be synchronized first. Therefore, if you open a workpaper, there might be a slight delay depending on the number and size of trial balances in your binder (one exception is that you can open a PDF without waiting).

**Stop one or all pending or in-progress binder synchronizations** from the Synchronization Job Queue. If synchronization is stopped, the status in the Synchronization Job Queue will be "Stopped."

**Successfully transferred workpapers are immediately committed.** In past versions, the data transfer was not committed until the entire binder contents were synchronized with both locations. In v. 7.0, the data transfer is committed on a workpaper-by-workpaper basis. Once all of the data for an individual workpaper is transferred to both locations, that workpaper is committed. If an error occurs during the synchronization process or a binder synchronization is stopped manually by the user, only workpapers that have not successfully transferred will have to be resynchronized, saving time on the next synchronization. (In those situations, the status in the Synchronization Job Queue will be shown as either "Partially Failed" or "Stopped" respectively.)

**Additional information is displayed in the Synchronization Job Queue**, including the estimated time remaining on in-progress binder synchronizations, the number of workpapers transferred, and the bytes of data that have transferred.

**Note:** If an error occurs while synchronizing a finalized binder down to your local file room or the synchronization is stopped manually, this may result in a finalized binder that does not contain all of the workpapers. This will be displayed with a different binder icon in the binder view. When the binder is opened or rolled forward, a message will be displayed indicating this situation.

## One-Click Sign Off on Workpapers in the Binder View

New toolbar and right-click menu items have been added so preparers and reviewers can more easily sign off on one or more workpapers from the Binder view.

## Clearer Indication of Checked Out Workpapers

Updated icons in the binder view offer a clearer indication that a binder has workpapers checked out or is read-only. A solid blue icon with a white arrow indicates this binder has workpapers that are checked out.

## Technologies

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The following new technologies are now supported with CorpSystem Workpaper Manager v. 7.0:

- Microsoft Windows 8
- Microsoft Office 2013 (32-bit)
- Adobe Reader XI
- Microsoft Windows Server 2012

- Internet Explorer 10
- Microsoft .NET 4.5 (32 & 64-bit)
- IPv6
- Citrix Xen App 6.5

In the next scheduled release of CorpSystem Workpaper Manager in 2014, the technologies listed below will no longer be supported:

- Microsoft Windows XP
- Microsoft Office 2003

## Important Notes

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### SQL Server 2008, 2008 R2 and SQL Server 2012 (Express, Standard, or Enterprise) are Supported Platforms

CorpSystem Workpaper Manager no longer supports SQL Server 2005 or SQL Server 2005 Express. If you are upgrading from a version prior to 6.11, this will require an upgrade to SQL Server 2008, 2008 R2 (Express, Standard, or Enterprise) or SQL Server 2012 (Express, Standard or Enterprise) prior to installing CorpSystem Workpaper Manager v. 7.0. Please refer to the *Deployment Planning Guide* (found in the Documents folder on the Workpaper Manager DVD) for further information and recommendations.

### CorpSystem Workpaper Manager Versions Prior to v. 6.5 Will No Longer Be Supported in 2014

Starting January 1, 2014, we will be dropping support for versions of Workpaper Manager prior to v. 6.5.

And as indicated in a prior e-fxNews release bulletin, the 2013 Tax Grouping Update will only support CorpSystem Workpaper Manager versions 6.5 and higher. Please plan accordingly and, if necessary, upgrade to one of these supported versions before December 2013.

### Issues Resolved

The following issues reported by CorpSystem Workpaper Manager users have been resolved:

- Performance improvements have been made in the Account Groupings dialog, including improving the performance when expanding or collapsing the group/subgroup tree control.
- Workpaper Manager no longer crashes when opening a workpaper due to a disabled Workpaper Manager ribbon.
- Beginning balances in write up trial balance reports display correctly after rolling forward a binder.
- Portal users can now link clients from Workpaper Manager when the client name contains a comma.

## Installation

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Please refer to the *Installation Guide* and the *Deployment Planning Guide* (found in the Documents folder on the Workpaper Manager DVD) for important information relating to the installation and deployment of CorpSystem Workpaper Manager.

### .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

The application will detect and prevent installation if these newer service pack levels are not installed:

- Windows XP SP3 (32-bit)
- Windows XP SP2 (64-bit)

It is strongly recommended that the latest service packs for other operating systems and other software are installed in order for Workpaper Manager 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 CorpSystem Workpaper Manager.

Refer to the *Installation Guide* for detailed information regarding the installation and configuration of CorpSystem Workpaper Manager.

**Note:** Workpaper Manager does not support 64-bit with any version of Microsoft Office.

## Upgrade CorpSystem Workpaper Manager

Installation of CorpSystem Workpaper Manager v. 5.7 or higher is required for upgrades to Workpaper Manager v. 7.0. Installation of v. 7.0 requires that all Workpaper Manager office servers and workstations be upgraded. If you are currently using a version prior to v. 5.7 and require assistance with upgrading, please contact Technical Support at 1-866-513-CORP.

**Important:** When upgrading the CorpSystem Workpaper Manager Administrator module from v. 5.7 or higher, users that have changed the logon account for the PFXSYNPFT Service to allow workpapers to reside on a remote server will be required to reset their user name and password after the installation of v. 7.0. Failure to do so will result in synchronization attempts being locked.

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

For specific user rights requirements, please refer to Appendix D in the *Installation Guide*.

## Ports

CorpSystem Workpaper Manager transfers data over the following ports:

- SQL Server (PROFXENGAGEMENT) - TCP port 2029; UDP port 1434
- PFXSYNPFTService - TCP port 6735
- PFXEngDesktopService - TCP port 6736
- PfxConfigUtility - UDP port 6737
- P2EWinService - TCP ports 943 and 4530
- SharedFileRoom (on Vista) - TCP port 445

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

Workpaper Manager allows for mass deployment/installation by way of pushing the install to computers. Installs using an MSI file vary depending on what deployment tool is used. For instructions on how to complete the installation with an MSI package using Active Directory, please refer to *the 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 Workpaper Manager Administrator or Workpaper Management modules on a 32-bit computer is 2 GB. In addition, CorpSystem Workpaper Manager 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 CorpSystem Workpaper Manager after the upgrade. It may be helpful to notify the end users of the additional initial login time.

## Attention Windows Server 2008 Users

Although CorpSystem Workpaper Manager v. 7.0 is supported with Windows Server 2008, upgrading to v. 7.0 from any Workpaper Manager version prior to v. 5.7.1 that is already installed on Windows Server 2008 is not supported. If a version prior to 5.7.1 is installed on Windows Server 2008, it may be necessary to migrate that installation to a supported Windows version in order to ensure a successful upgrade.

## Attention Novell Network Users

CorpSystem Workpaper Manager v. 7.0 utilizes Microsoft SQL database architecture; however, Workpaper Manager is fully compatible with Novell networks with one additional requirement. The SQL databases must reside on a computer with a Windows-based operating system (Windows XP Professional, Windows Vista, Windows 7, Windows 2003 or Windows 2008) and must be visible to the Novell

network. All workpapers can be maintained and stored on the Novell file server. For more information, please refer to Appendix D in the *Installation Guide*.

### SQL Express/SQL Upgrade

SQL Server Express is a free edition of SQL Server that may be used in conjunction with Workpaper Manager. If firms choose to purchase Microsoft SQL Server 2008, Microsoft SQL Server 2008 R2, or Microsoft SQL Server 2012, 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 for Microsoft SQL Server 2008 and Microsoft SQL Server 2008 R2, or <http://www.microsoft.com/sqlserver/en/us/default.aspx> for detailed licensing options for Microsoft SQL Server 2012.

**Important:** Workpaper Manager v. 7.0 supports Microsoft SQL Express 2008, 2008 R2 or 2012, and Microsoft SQL Server 2008 or 2012 as its database management tool.

### Operating Systems Not Supported

CorpSystem Workpaper Manager 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

## Conversion

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### Binders

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

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

### Templates and Binder Packages

All binder templates must be converted from the Workpaper Management module after installing Workpaper Manager v. 7.0. Binder templates created in v. 4.0 or later may be converted directly to v. 7.0. Binder template conversion must be run on a machine with a local installation of Workpaper Manager Workpaper Management. Users in a Citrix or Terminal Services environment should convert the binder templates in a non-Citrix or non-Terminal Services environment. The binder templates can then be copied to the Citrix or Terminal Server.

Trial balance templates created in Workpaper Manager v. 4.0 or higher can be converted via a process provided on the File menu of the CorpSystem Workpaper Manager File Room.

Binder packages created in Workpaper Manager v. 4.0 or higher will automatically be converted to v. 7.0 when received into a local file room. Binders archived in v. 4.0 or higher may be unarchived with v. 7.0. Binder backups created in Workpaper Manager v. 4.0 or higher can be restored into v. 7.0.

### Trial Balances

Trial balances created in Workpaper Manager v. 5.7 or earlier can be converted at a central file room or local file room level after the installation of CorpSystem Workpaper Manager v. 7.0 by using the Trial Balance Conversion Utility. Alternately, trial balances can be converted automatically during synchronization of the binder. Converting trial balances during the synchronization process will increase synchronization times.

## Database Backup & Restore

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Regular nightly backups of Workpaper Manager databases, workpapers, and templates will enable you to restore them in the event of a hardware failure or other disaster. In addition, with Workpaper Manager v. 7.0, 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 contact Technical Support at 1-866-513-CORP.

During the installation of the v. 7.0 Workpaper Manager Administrator module, the Database Backup and Restore Utility will automatically be installed to the x:\Pfx Engagement\Admin\Utilities\Backup Restore directory.

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

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

## Other Information

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### Microsoft Windows Vista, Windows 7, and Windows 8

When running the CorpSystem Workpaper Manager Configuration Utility in a Windows Vista, Windows 7, or Windows 8 environment with User Account Control (UAC) enabled, the Interactive Services Detection service must be running. The recommended best practice is to configure the Interactive Services Detection service to start automatically.

Virtualization included in Microsoft Windows Vista, Windows 7, or Windows 8 limits users' rights to certain directories with User Account Control (UAC) enabled. Due to these limitations, it is recommended that CorpSystem Workpaper Manager not be installed to the C:\Windows, C:\Windows\System 32, or C:\Program Files directories. For additional information, refer to [Microsoft's Windows Vista Application Development Requirements for User Account Control Compatibility](#) document. Please contact Technical Support at 1-866-513-CORP, for installations of CorpSystem Workpaper Manager v. 6.11 or higher that currently exist in these locations.

### Microsoft Office 2007, Office 2010, or Office 2013 Compatibility

Newly created Microsoft Office workpapers can be inserted in the binder using Office 2007, Office 2010, or Office 2013 formats; however, conversion of existing workpapers to the Office 2007, Office 2010, or Office 2013 formats must be performed outside of the Workpaper Manager binder. You can reference the following Support articles for more information, <http://support.cch.com/answerdoc.aspx?id=sw17786> and <http://support.cch.com/answerdoc.aspx?id=sw29881>. However, conversion of Microsoft Office 2003 workpapers to Office 2007, Office 2010, or Office 2013 formats is not required as files from all versions of Office can co-exist within the binder. Microsoft's Office Compatibility Pack is required when using Office 2007, Office 2010, or Office 2013 documents with previous versions of Office.

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

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

### Office Servers / Administrator Module

Changing the computer name after Workpaper Manager is installed is not supported in Workpaper Manager v. 7.0. Changing the computer name may cause login failures, synchronization failures, and database errors.

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

Static IP addresses are recommended for all office servers. Please refer to Appendix E in the *Installation Guide* for more information.

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

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

### Export to Tax

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

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

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

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

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

You can also refer to Appendix E in the *Installation Guide* for guidance on configuring workpaper storage on a Novell file server.

### **Shared File Room**

The Add/Remove Tax Grouping utility are not supported for use with Shared File Room.

### **General**

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

Large fonts are not supported by CorpSystem Workpaper Manager.