2012 Knowledge-Based™ Nontraditional Engagements (3/30/12) for Knowledge Coach

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Release Bulletin

Welcome to the *2012 Knowledge-Based Nontraditional Engagements (3/30/12)*, the latest title available in the ProSystem *fx*® Knowledge Coach series! Please review this bulletin prior to installation and use. If you have any questions, call Technical Support at 1-800-PFX-9998, option 4.

Knowledge-Based Nontraditional Engagements is designed to help the practitioner efficiently and effectively perform nontraditional engagements in accordance with applicable standards issued by the American Institute of Certified Public Accountants (AICPA).

The knowledge-based methodology for nontraditional engagements is a risk-based methodology for conducting nontraditional engagements. It emphasizes using knowledge of the entity, subject matter, and suitable criteria to perform procedures and when applicable, make risk assessments and recommendations in connection with an engagement.

Nontraditional engagements are often unique and complex, and require specialized accounting, attestation, and consulting knowledge. Conducting nontraditional engagements requires the exercise of the practitioner's professional judgment. This edition includes specific up-to-date guidance for nontraditional engagements, and is published for the purpose of communicating, to users of the toolset, updates, and enhancements included in the current version. This document is not and should not be used as an engagement program to update the documentation of an engagement started in a previous version of this product.

The methodology is presented in terms of its application for attestation and consulting-based engagements including:
- Examination-Level Attestation Engagements
- Review-Level Attestation Engagements
- Agreed-Upon Procedures Engagements (General)
- Examination-Level Engagements on Prospective Financial Statements
- Compilation Engagements on Prospective Financial Statements
- Agreed-Upon Procedures Engagements on Prospective Financial Statements
- Examination-Level Engagements on Pro Forma Financial Information
- Review-Level Engagements on Pro Forma Financial Information
- Engagements to Report on the Effectiveness of an Entity's Internal Control over Financial Reporting or Management's Written Assertion (Integrated with an Audit of Financial Statements)
- Examination-Level Engagements on an Entity's Compliance with Specified Requirements or the Responsible Party's Written Assertion
- Agreed-Upon Procedures Engagements on an Entity's Compliance with Specified Requirements or the Responsible Party's Written Assertion
- Examination-Level Engagements on Management's Discussion and Analysis
- Review-Level Engagements on Management's Discussion and Analysis
- Engagements to Report on Controls at a Service Organization (SOC1)
- Engagement To Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality, and Privacy (SOC 2)

- Due Diligence Engagements: Buyer's Assistance
- Due Diligence Engagements: Seller's Assistance
- Risk Assessment Engagements
- Prime Plus Services Engagements

The methodology emphasizes the processes through which information or knowledge flows through the engagement process. The tools in this edition have been developed in accordance with authoritative guidance including the Statements on Standards for Attestation Engagements (SSAEs), Statements on Standards for Consulting Services (SSCSs), and related AICPA standards and requirements.

The 2012 documents include Accounting Research Material links to specific guidance that provides instant access to detailed analysis related to the steps and processes discussed in the workpapers.

For more information on the Knowledge-Based Methodology and how it works within ProSystem *fx*® Knowledge Coach, refer to the Additional Information section in this bulletin.

WORKPAPER NOTES

Note: There are five separate content packages for the Knowledge-Based Nontraditional Engagements title. The five packages are listed below. All of on these packages only require one license to be assigned to the user in the Admin Module. Please see the section Installation Instructions below for more information.
- Knowledge-Based Nontraditional Engagements – Examinations – Available March 30th
- Knowledge-Based Nontraditional Engagements – Reviews – Available March 30th
- Knowledge-Based Nontraditional Engagements – Compilations – Available March 30th
- Knowledge-Based Nontraditional Engagements - Agree-Upon Procedures – Available April 22nd
- Knowledge-Based Nontraditional Engagements – Consulting – Available April 22nd

Note: A separate e*fx* news will be sent shortly to existing customers with information on how to receive the Agreed Upon Procedures and Consulting titles prior to April 22nd.

We advise you to install Knowledge Coach 1.10.5 before updating to the 2012 Nontraditional Engagement Title. Knowledge Coach 1.10.5 will ensure that rows and sub-rows are not hidden in your updated content. For more information on Knowledge Coach 1.10.5, and the tables and rows where this issue can occur when updating to 2012 Employee Benefit Plans, review the Release Notes and associated Knowledge Base article at the following link: http://support.cch.com/updates/KnowledgeCoach/.

The 2012 Knowledge Tools have been updated to take into account new or pending professional standards and guidance, including the requirements of Government Auditing Standards (GAGAS), 2011 Revision, guidance and tools for conducting engagements to report on controls at a service organization relevant to security, availability, processing integrity, confidentiality, and privacy (SOC 2), and references to both pre-clarity and auditing standards resulting from the AICPA Auditing Standards Board's *Clarity Project* where applicable. The 2012 edition of *Knowledge-Based Nontraditional Engagements* is current through Statements on Standards for Attestation Engagements (SSAE) No.17, Reporting on Compiled Prospective Financial Statements When the Practitioner's Independence Is Impaired and the Government Auditing Standards (GAGAS), and 2011 Revision.

Knowledge-Based Attestation Documents (KBAs): Updated throughout to reflect changes in attestation standards and GAGAS, where applicable; and update or add new practice points addressing relevant issues.

Workpaper	Update	Roll forward Considerations
KBA-102 Findings Summary and Report Conclusions Worksheet: Examination-Level and Review-Level Engagements	Practice point added to help users properly document the elements of a finding in accordance with GAGAS.	
KBA-104 Evaluating and Communicating Internal Control Deficiencies and Noncompliance	Noncompliance table has been added to document identified instances of noncompliance.	

Workpaper	Update	Roll forward Considerations
KBA-201 Attestation Client/Engagement Acceptance Form	New considerations added for assessing management integrity.	
KBA-502 Attest Program: Review-Level Engagement	Risk assessment tools (not required for review-level engagements) removed.	Some risk assessment information entered in this workpapers is no longer considered necessary to complete this type of engagement and will be removed upon update and rollforward.
KBA-901 Engagement Review and Approval Checklist	Updated to include procedures for engagements conducted in accordance with GAGAS and to enhance documentation of the reviews by the engagement partner and the firm quality control reviewer.	
KBA-902 Attestation Engagement Documentation Checklist	Updated to include procedures for engagements conducted in accordance with GAGAS and to enhance documentation of firm quality control procedures.	

Attestation Programs (ATTs): Updated throughout to add new procedures for engagements conducted in accordance with GAGAS.

Workpaper	Update	Roll forward Considerations
ATT-100 Tailoring Question Workpaper	New tailoring questions added to this workpaper showing applicable procedures in ATT-101 through ATT-114, AID-201, AID-302, AID-702, KBA-902.	
ATT-101 through ATT-112	Updated to include GAGAS procedures.	
ATT-113 Overall Attestation Program: Examination-Level Engagement to Report on Controls at a Service Organization (SOC 1)	Updated to include GAGAS procedures and new procedures required by the AICPA Guide *Service Organizations—Applying Statement on Standards for Attestation Engagements No. 16*.	
NEW ATT-114 Overall Attestation Program: Examination-Level Engagement To Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality, and Privacy (SOC 2**)**	New engagement program added or conducting SOC 2 engagements in accordance with professional standards.	
ATT-301 Understanding the Entity and Its Environment: Complex Entities	Updated factors for consideration added to aid the practitioner in understanding the nature of the entity and considering the risks of fraud.	
NEW ATT-301N Understanding the Entity and Its Environment: Noncomplex Entities	This new tool was added to document the practitioner's understanding of the entity and its environment for noncomplex entities.	
ATT-401 Understanding the Entity and Its Environment - Complex Entities	Illustrative control examples moved from the appendix to a separate resource document.	
NEW ATT-401N Understanding the Entity and Its Environment: Noncomplex Entities	This new tool was added to document the practitioner's understanding of entity-level controls for noncomplex entities.	

Practice Aids (AIDs): Updated throughout to include GAGAS considerations where applicable and provide references to both pre-clarity and auditing standards resulting from the AICPA Auditing Standards Board's *Clarity Project* where applicable:

Workpaper	Update	Roll forward Considerations
AID-201- Nonattest Services Independence Checklist	Updated to help the practitioner document considerations of practitioner independence regarding the provision of nonattest services and independence considerations related to other issues, such as client relationships, external impairments, and organization impairments, including those required by both the 2007 and 2011 revisions of GAGAS and the AICPA Auditing Standards Board's *Clarity Project* where applicable.	
AID-302- Inquiries of Management and Others within the Entity about the Risks of Fraud	Updated to include fraud inquiries related to management override of internal controls and tips received from whistleblower programs.	
AID-601- Considering Reliance on the Work of Internal Auditors or Other Responsible Party Personnel	Updated to include new procedures related to using the work of the internal audit function or other responsible party personnel.	
OLD AID-603 Using the Work of a Specialist	Workpaper removed.	This workpaper will need to be deleted before attempting to update or roll forward. To keep your data, publish this workpaper, and then delete the Knowledge Coach version of the workpaper.
NEW AID-603 Using the Work of a Management's Specialist	Designed to help the practitioner evaluate the qualifications and independence of a management's specialist, document his (her) understanding of a specialist's methods and assumptions, and document the procedures performed and the decision to use the work of a specialist.	This new workpaper replaces the prior version of AID-603 Using the Work of a Specialist. No data will roll forward from the previous year. To insure your information is kept, publish the previous year's workpaper prior to updating, insert the new workpaper, and then transfer over any necessary data.
NEW AID-604 Using the Work of a Practitioner's Specialist	Designed to help the practitioner evaluate the qualifications and independence of a practitioner's specialist, document his (her) understanding of a specialist's methods and assumptions, and document the procedures performed and the decision to use the work of a specialist.	This new workpaper replaces the prior version of AID-604 Using the Work of a Specialist. No data will roll forward from the previous year. To insure your information is kept, publish the previous year's workpaper prior to updating, insert the new workpaper, and then transfer over any necessary data.
AID-701 Sampling Worksheet for Tests of Controls	Guidance in the appendix was moved to a separate resource document.	
AID-702 Designing Tests of Controls	Procedures added for using evidence obtained in previous engagements.	
AID-801 Sampling Worksheet for Substantive Tests	Guidance in the appendix was moved to a separate resource document.	

Workpaper	Update	Roll forward Considerations
AID-902 Changes to Attest Documentation after the Date of the Practitioner's Report	The table was enhanced to include circumstances encountered and attest evidence obtained.	

Practitioner's Reports (RPTs): Updated to provide new illustrative example reports for SOC 1 and SOC 2 engagements.

- **NEW RPT-959 Service Auditor's Engagement (SOC 1): Unqualified Opinion on a Description of a Service Organization's System, The Suitability of Design and the Operating Effectiveness of Controls (Type 2)**
- **NEW RPT-966 Service Auditor's Engagement (SOC 1): Adverse Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls (TYPE 2)**
- **NEW RPT-967 Service Auditor's Engagement (SOC 1): Disclaimer of Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls (TYPE 2)**
- **NEW RPT-970 Service Auditor's Engagement (SOC 1): Illustrative Management Assertions for a Type 2 Report (Subservice Organization and Carve-Out Method is Used)**
- **NEW RPT-971 Service Auditor's Engagement (SOC 2): Unqualified Opinion on a Description of a Service Organization's System and the Suitability of the Design of Controls relevant to security, availability, processing integrity, and confidentiality(TYPE 1)**
- **NEW RPT-972 Service Auditor's Engagement (SOC 2): Unqualified Opinion on a Description of a Service Organization's System and the Suitability of the Design of Controls relevant to the Privacy Principle (TYPE 1)**
- **NEW RPT-973 Service Auditor's Engagement (SOC 2): Unqualified Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls relevant to security, availability, processing integrity, and confidentiality (TYPE 2) (Subservice Organization and the Inclusive Method is Used)**
- **NEW RPT-974 Service Auditor's Engagement (SOC 2): Unqualified Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls relevant to security, availability, processing integrity, and confidentiality (TYPE 2) (Subservice Organization and the Carve Out Method is Used)**
- **NEW RPT-975 Service Auditor's Engagement (SOC 2): Unqualified Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls relevant to the Privacy Principle, and Its Compliance With Commitments in Its Statement of Privacy Practices (TYPE 2)**
- **NEW RPT-976 Service Auditor's Engagement (SOC 2): Unqualified Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls relevant to the Privacy Principle, and Its Compliance With Commitments in Its Statement of Privacy Practices (TYPE 2) (Subservice Organization and the Inclusive Method is Used)**
- **NEW RPT-977 Service Auditor's Engagement (SOC 2): Unqualified Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls relevant to the Privacy Principle, and Its Compliance With Commitments in Its Statement of Privacy Practices (TYPE 2) (Subservice Organization and the Carve Out Method is Used)**
- **NEW RPT-978 Service Auditor's Engagement (SOC 2): Qualified Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls relevant to security, availability, processing integrity, and confidentiality (TYPE 2)**
- **NEW RPT-979 Service Auditor's Engagement (SOC 2): qualified Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls relevant to the Privacy Principle, and Its Compliance With Commitments in Its Statement of Privacy Practices (TYPE 2)**
- **NEW RPT-980 Service Auditor's Engagement (SOC 2): Adverse Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls relevant to security, availability, processing integrity, and confidentiality (TYPE 2)**

- **NEW RPT-981** Service Auditor's Engagement (SOC 2): Adverse Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls relevant to the Privacy Principle, and Its Compliance With Commitments in Its Statement of Privacy Practices (TYPE 2).
- **NEW RPT-982** Service Auditor's Engagement (SOC 2): Disclaimer of Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls relevant to security, availability, processing integrity, and confidentiality (TYPE 2)
- **NEW RPT-983** Service Auditor's Engagement (SOC 2): Disclaimer of Opinion on a Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls relevant to the Privacy Principle, and Its Compliance With Commitments in Its Statement of Privacy Practices (TYPE 2)
- **NEW RPT-984** Illustrative Management Assertion on Controls at a Service Organization Relevant to the Security, Availability, Processing Integrity, and Confidentiality Principles
- **NEW RPT-985** Illustrative Management Assertion Regarding a Description of a Service Organization's System, the Suitability of the Design and Operating Effectiveness of Its Controls Relevant to the Privacy Principle, and Its Compliance With Commitments in Its Statement of Privacy Practices)
- **NEW RPT-986** Service Auditor's Engagement (SOC 3): Unqualified Opinion on Management's Assertion Related to a Service Organization's System AND the Suitability of the Design and Operating Effectiveness of Controls relevant to security, availability, processing integrity, confidentiality, and Privacy
- **NEW RPT-987** Illustrative management Assertion for Service Auditor's Engagement (SOC 3) on the Suitability of the Design and Operating Effectiveness of Controls relevant to security, availability, processing integrity, confidentiality, and Privacy

Correspondence Documents (CORs): Updated to provide new illustrative example engagement letters and management representation letters for SOC 1 and SOC 2 engagements.

- **NEW COR-206** Engagement Letter: Engagement To Report on Controls at a Service Organization (SOC 1)
- **NEW COR-207** Engagement Letter: Engagement To Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality, or Privacy (SOC 2)
- **NEW COR-912** Representation Letter: Type 2 Engagement to Report on Controls at a Service Organization (SOC 1)
- **NEW COR-913** Representation Letter: Type 2 Engagement to Report on Controls at a Service Organization (SOC 1) (Inclusive Method is used to Present the Subservice Organization)
- **NEW COR-914** Representation Letter: Engagement to Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality, and Privacy (SOC 2) NEW COR-212 Request from Client to Predecessor Practitioner to Release Information to Successor Practitioner

Resource Documents (RESs): Updated throughout to include GAGAS considerations and provide references to both pre-clarity and auditing standards resulting from the AICPA Auditing Standards Board's *Clarity Project* where applicable.

- **RES-001 KBA Methodology Overview** – Updated to reflect the inclusion of GAGAS standards and SOC 2 engagements.
- **RES-002 Index of Attestation Programs, Forms, and Other Practice Aids** – Updated to reflect organizational changes.
- **NEW RES-005 Sampling Guidance for Tests of Controls** – Provides sampling guidance for tests of controls.
- **NEW RES-006 Sampling Guidance for Tests of Details** – Provides sampling guidance for substantive tests of details.
- **NEW RES-007 Sample Process Narrative** – Provides an example of a process narrative.
- **NEW RES-008 Guidelines for Performing Effective Walkthroughs and Making Inquiries** – Provides guidelines for performing effective walkthroughs and making inquiries.
- **NEW RES-009 Entity-Level Controls - Examples of Control Objectives and Control Activities** – Provides example control objectives and control activity examples for entity-level controls.

- **NEW RES-010 Assertions and Examples of "What Can Go Wrong" and Related Controls That Address "What Can Go Wrong"- Revenue, Accounts Receivable and Sales** – Provides assertions and examples of "what can go wrong" and related controls that address "what can go wrong" for the revenue, accounts receivable, and sales transaction cycle.
- **NEW RES-011 Assertions and Examples of "What Can Go Wrong" and Related Controls That Address "What Can Go Wrong"- Purchases, Inventory, and Cost of Sales** – Provides assertions and examples of "what can go wrong" and related controls that address "what can go wrong" for the purchases, inventory, and cost of sales transaction cycle.
- **NEW RES-012 Assertions and Examples of "What Can Go Wrong" and Related Controls That Address "What Can Go Wrong"- Property, Plant and Equipment** – Provides assertions and examples of "what can go wrong" and related controls that address "what can go wrong" for the property, plant, and equipment transaction cycle.
- **NEW RES-013 Assertions and Examples of "What Can Go Wrong" and Related Controls That Address "What Can Go Wrong"-Other Assets** – Provides assertions and examples of "what can go wrong" and related controls that address "what can go wrong" for the other assets transaction cycle.
- **NEW RES-014 Assertions and Examples of "What Can Go Wrong" and Related Controls That Address "What Can Go Wrong"- Accounts Payable and Cash Disbursements** – Provides assertions and examples of "what can go wrong" and related controls that address "what can go wrong" for the accounts payable and cash disbursements transaction cycle.
- **NEW RES-015 Assertions and Examples of "What Can Go Wrong" and Related Controls That Address "What Can Go Wrong"- Payroll** – Provides assertions and examples of "what can go wrong" and related controls that address "what can go wrong" for the payroll transaction cycle.
- **NEW RES-016 Assertions and Examples of "What Can Go Wrong" and Related Controls That Address "What Can Go Wrong"- Treasury** – Provides assertions and examples of "what can go wrong" and related controls that address "what can go wrong" for the treasury transaction cycle.
- **NEW RES-017 Assertions and Examples of "What Can Go Wrong" and Related Controls That Address "What Can Go Wrong"- Treasury** – Provides assertions and examples of "what can go wrong" and related controls that address "what can go wrong" for the income taxes transaction cycle.
- **NEW RES-018 Assertions and Examples of "What Can Go Wrong" and Related Controls That Address "What Can Go Wrong"- Financial Reporting and Closing Process** – Provides assertions and examples of "what can go wrong" and related controls that address "what can go wrong" for the financial reporting and closing process.
- **NEW RES-019 Trust Services Principles and Criteria for Security, Availability, Processing Integrity, Confidentiality, and Privacy** – Provides the Trust Services Principles and Criteria used in conducting SOC 2 and SOC 3 engagements.

Additional Information on Knowledge Coach and the KBA Methodology

KBA Methodology

Knowledge-Based™ Methodology for Nontraditional Engagements - Allows the results of one set of procedures to become the input for the next. The key components of the Knowledge-Based™ Methodology for Nontraditional Engagements include:
- An **Overview** that guides practitioners through the methodology.
- Customizable **Engagement Programs** that take practitioners through related steps and procedures.
- **Practice Aids** to help practitioners complete steps or processes outlined in the overall engagement programs.
- **Practitioner's Reports** that provide a variety of sample practitioner's reports on nontraditional engagements.
- **Correspondence** documents that provide sample engagement and representation letters to be used to comply with professional standards, SSAE, and SSCS requirements and in other common situations.
- **Knowledge-Based Attestation** documents integral to the overall engagement processes that contain steps and procedures required by professional standards.

Professional Standards- The practice aids and tools in the *2012 Edition of Knowledge-Based Nontraditional Engagements* are designed to assist practitioners by:

- Facilitating compliance with professional standards
- Encouraging more effective engagements through tailored engagement programs and comprehensive practice aids
- Helping practitioners to focus on the subject matter and suitable criteria, and, when applicable, respond to identified risks
- Enhancing engagement documentation

ProSystem *fx*® Knowledge Coach

ProSystem *fx*® Knowledge Coach functionality allows practitioners to use the Knowledge-Based methodology more efficiently by eliminating the need for duplicate entries of the same information and by tailoring documentation to each particular engagement. The **ATT-100 Tailoring Question Workpaper** document in Knowledge Coach presents engagement-level questions designed to aid in tailoring the engagement documentation to fit each client. Completing the questions helps the practitioner avoid duplication and unnecessary workpapers.

Before you begin your engagement, please review the guidance in **ATT-101 through ATT-114 Overall Attestation Programs**. These workpapers are intended to be your road map through a Knowledge-Based methodology. Start your engagement with **ATT-100 Tailoring Question Workpaper** and **ATT-101 through ATT-114 Overall Attestation Programs**.

Information Flow helps cut down on the time spent duplicating information across forms. In addition, the flow of consistent information ensures information and updates to information are not missed between workpapers. Drill-down functionality helps the user navigate quickly to the source of the information, aiding in the review of the engagement file.

Diagnostics help you keep track of unresolved issues such as unanswered questions, missing workpaper, and more. Diagnostics now show when a form table has not been answered.

Links to Accounting Research Manager (ARM) - If you subscribe to an ARM library that includes non-traditional engagement content, you can link directly to source material from Resources within Knowledge Coach documents. Also, if you subscribe to the *Knowledge-Based Nontraditional Engagements Guide* on ARM, you can take advantage of links to the engagement guide material from within the Knowledge Coach documents.

Interpretive Guidance is integrated into each Knowledge Coach template through the Tips view of each new task pane. Informational features include Practice Points, Examples, Optional Workpapers, and Resources to help practitioners work more effectively and efficiently. We have also added the ability to navigate from Resources within a document or the tip pane directly to CCH's Accounting Research Manager and industry guides by simply clicking on the Reference.

Important Notes

- Save changes to workpapers before closing the workpaper or the binder to ensure data is correctly updated.
- If your Current Editor Knowledge Coach MS Word workpapers become read-only or crash, please do the following:
    - Keep the binder with the affected workpapers open.
    - Contact Customer Service at 1-800-PFX-9998, option 4 to obtain a repair utility.
- Knowledge Coach cannot be used within the Shared File Room (SFR) feature of Engagement. However, Knowledge Coach workpapers can be shared across team members through check in, check out, workpaper assignment, synching to the central file room, and through peer-to-peer synch in the same way that other Engagement workpapers are shared.

System Requirements

- This title MUST be used with ProSystem *fx* Engagement version 6.8 and higher. If you are upgrading from ProSystem *fx* Engagement 6.0, 6.1, 6.1.2, or 6.5, please contact Technical Support at 1-800-PFX-9998, option 4 for detailed instructions.
- A minimum of 2GB of RAM is required for optimal performance when opening and navigating through ProSystem *fx* Knowledge Coach documents.

Download Instructions

Download the *2012 Knowledge-Based Nontraditional Engagements* from the **ProSystem *fx* Knowledge Coach Updates** section of the ProSystem *fx* Engagement Support Web site at the following URL: **http://support.cch.com/updates/KnowledgeCoach**, then select the **Knowledge Coach Series** and **Download file** link next to the **2012 Knowledge-Based Nontraditional Engagements**. On some occasions, the content package file (.KCP) will download with the extension changed to .ZIP. If this occurs, please change the extension of the downloaded file to .KCP using all capital letters.

Note: There are five separate content packages for the Knowledge-Based Nontraditional Engagements title. The five packages are listed below. All of on these packages only require one license to be assigned to the user in the Admin Module. Please see the section Installation Instructions below for more information.

- Knowledge-Based Nontraditional Engagements – Examinations – Available March 30th
- Knowledge-Based Nontraditional Engagements – Reviews – Available March 30th
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Important: ProSystem *fx* Engagement version 6.8 or higher must be installed on the computer in order to install this Knowledge Coach title. Additional requirements include Microsoft Office 2007, Microsoft Office 2003 Primary Interop Assemblies (PIA) and Visual Studios 2005 Tools for Office Second Edition Runtime (VSTOR).

The following 2012 Knowledge-Based Nontraditional Engagements (3/27/12).KCP download is a proprietary file that must be installed from within Engagement. Save this KCP file to a location on your local drive, extract it, and follow the Installation Instructions included in the Release Bulletin.

Installation Instructions

Once you have downloaded your Knowledge Coach title, you will need to add it to the list of titles within ProSystem *fx* Engagement. The only additional system requirement is approximately 75MB of disk space to store your Knowledge Coach program content files. Please refer to the ProSystem *fx* Engagement with Knowledge Coach Release Notes for any other system requirements.

After downloading the *2012 Knowledge-Based Nontraditional Engagements* titles, do the following:

1. Launch the ProSystem *fx* Engagement Workpaper Management application so that the Local File Room is displayed.
2. Select **Tools > Knowledge Coach Titles**. The Knowledge Coach Titles window displays.
3. Choose **Add Title**.
4. Browse to the title package file (*.KCP) that you previously downloaded and extracted from the ProSystem *fx* Knowledge Coach Support Web site.
5. Choose **Open**. The system displays a progress indicator while the title package is added. You will receive a message that the title is successfully installed once the process is complete.

Once the title is added, it must be released for other staff members in your firm to use it. You may also wish to "unrelease" previous versions of the title.

To unrelease a title:

1. Select a version of the KB Nontraditional Engagements title.
2. Choose **Unrelease Title**. The date will be removed from the *Date released* column and staff members without staff group property rights to insert unreleased titles will not be able to insert the unreleased titles into a binder.

Note: You can determine this access in the **ProSystem *fx* Engagement Admin** module by selecting a staff group and choosing **File > Properties > Content > Insert Knowledge Coach workpapers from unreleased titles**.

To release a title:

1. Select a Knowledge Coach title in the list that has been added but is not yet released.
2. Choose **Release Title**. The current date and time will display in the *Date released* column and the status will change to "Released."

Note: You must add and assign a Knowledge Coach module, as well as the Knowledge Tools title license, in the ProSystem *fx* Engagement Administrator before using the workpapers.

Important: Once the *2012 Knowledge-Based Nontraditional Engagements* titles have been added and released, they will be automatically deployed to other staff members when they login to the "Office" location, or when they synchronize a binder that contains Knowledge Coach workpapers from this title.

Online Permission Key

Permission key files may be downloaded from our Web site at **http://tax.cchgroup.com** or when adding or updating the new licenses within ProSystem *fx* Engagement with Knowledge Coach version 6.8 and higher. After updating the license file in the ProSystem *fx* Engagement Admin module, licenses must be assigned to the staff who will use 2012 *Knowledge-Based Nontraditional Engagements*.

If you have not already established a Single Sign-on (SSO) account with Customer Service, we urge you to do so at this time.

Permission keys are no longer generally distributed via floppy diskette. You can choose to continue receiving the diskette by going to **http://tax.cchgroup.com/pfxsupport**, clicking the Firm Administration link, and making the appropriate selection (SSO access is required), or by contacting Customer Service at 1-800-PFX-9998, option 4.

Accounting Research Manager

CCH's Accounting Research Manager is the most comprehensive, up-to-date and objective online database of financial reporting literature. It includes all authoritative and proposed accounting, auditing, and SEC literature, plus independent, expert-written interpretive guidance.

Our Weekly Summary email newsletter highlights the key developments of the week, giving you assurance that you have the most current information. It provides links to new FASB, AICPA, SEC, EITF, and IASB authoritative and proposal-stage literature, plus guidance from financial reporting experts.

Our team of content experts updates the system on a daily basis, so you can stay as current as possible. What's more, our experts attend critical standard-setting meetings and summarize the results for you, which means you'll learn of newly released literature and deliberations of current financial reporting projects as soon as they occur! Plus, you'll benefit from their easy-to-understand technical translations. Our expert's interpretations clearly explain the rules from your perspective.

Newly available is the Knowledge-Based Nontraditional Engagements, a guide that helps you comply with the most recent professional standards and guidance for the conduct of nontraditional engagements and to integrate the use of nontraditional engagements practice aids, tools, and other resources with its guidance. This publication supplements and complements the Knowledge-Based documents that are available in Knowledge Coach.

With Accounting Research Manager, you maximize the efficiency of your research time, while enhancing your results. Visit **http://www.accountingresearchmanager.com** to learn more about our content, our experts, and how you can request your free trail. You can also access the Accounting Research Manager Web site by selecting the item in ProSystem *fx* Engagement from the Guidance tab on the Shortcuts bar in the Binder window.

Links to Accounting Research Manager (ARM)

As indicated above, subscribers to an Accounting Research Manager library that includes source content can link directly to source material from references within Knowledge Coach workpapers. These links have been updated to reference the new Codification released by the FASB and available on ARM. The Codification on ARM is fully integrated with U.S. and international accounting standards, other non-authoritative materials and industry leading interpretive guidance.

Using Your Knowledge Coach Content

To use your Knowledge Coach Workpaper Templates, open a binder in ProSystem *fx* Engagement, select the workpaper tab into which you would like to insert the workpaper, and select **New Knowledge Coach Workpaper** from the toolbar or File menu. The New Knowledge Coach Workpaper dialog displays (*Figure 1*).

Select the New Knowledge Coach Title with the content you would like to use. You can only select titles you have installed. The information displayed changes to reflect the workpaper organization available for the selected title. Select the Knowledge Coach Workpaper Templates to insert into your binder and click **OK**. The **Selected Workpaper Properties** dialog displays. Each workpaper name is automatically loaded into the Name field. Add a workpaper index in the Index field and make any Name modifications you desire. You can also modify the tab location or the roll forward settings for each workpaper. Then click **OK**. The integrated Knowledge Coach workpaper is now inserted into your engagement binder. For more information on how to use Knowledge Coach workpapers in your binder, see the Knowledge Coach User Guide.]
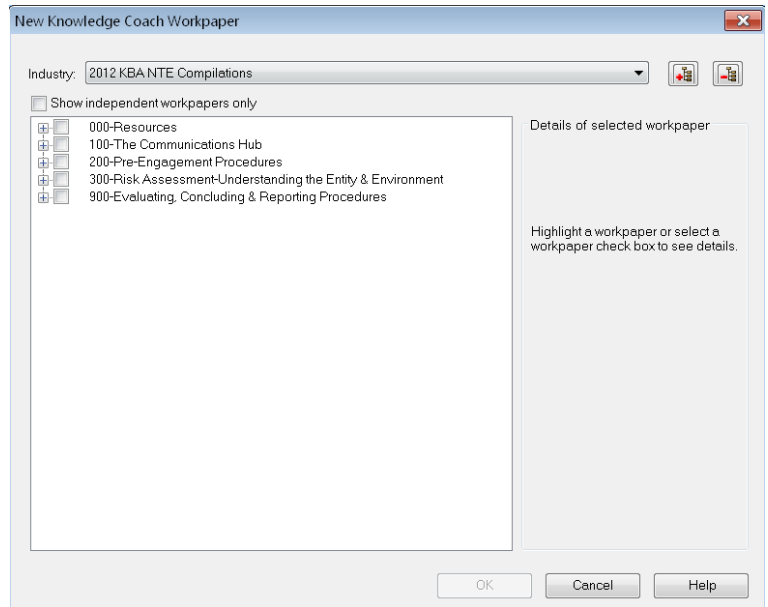
Figure 1 – New Knowledge Coach Workpaper

Download Description:	2012 Knowledge-Based Traditional Engagements (3/30/12)
Version:	Engagement v. 6.8 with Knowledge Coach or higher
Release Date:	March 2012
File size:	12MB
Approx. Download Time:	35 minutes at 56 kbps
License:	Full Version
Platforms:	Windows XP/Vista
Office:	Microsoft Office 2007 required

Contact Information

For a demo or to purchase additional titles as they become available — 1-800-PFX-9998, option 1
Technical Support — 1-800-PFX-9998, option 4, then option 1

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