


# CCH Workpapers



Workpapers are the smart solution for accounting professionals

## Why choose CCH Workpapers?

Boosting accuracy and efficiency, workpapers streamline the process of evaluating and documenting the financial position of businesses or individuals.

### → Familiar from the start

Most accountants are very familiar with how to use Microsoft Excel® so we've combined the strengths of Microsoft Excel® and the in-built smarts of our workpapers to create an intelligent and flexible tool that enables accountants to do their job with a tool they are already very familiar with.

### → Over 60 workpaper templates to help get you started

With a suite of over 60+ workpapers you can be assured we'll have a workpaper template for every occasion and the flexibility of our system even means you can easily integrate your own templates.

### → Reduce time wasted with pick up and put down

Get an instant overview of the status of each workpaper so you easily keep track of progress and reduce time wasted becoming reacquainted with a job.

### → Keep track of queries

Our interactive notes tool helps you keep track of queries for individual workpapers. Easily raise a query and assign it as open or resolved.

### → Supporting documents at your fingertips

Easily add, edit and review supporting documents associated with a particular workpaper.

### → Import GL balances with tools you already use

Improve efficiencies by importing and refreshing general ledger balances throughout the workpapers as you go.

### → Automatic journal creation

Save valuable time by creating journals within a workpaper and uploading to your general ledger software with ease.

### → Rapidly roll-over data

Save time and ensure consistency by importing relevant settings and data from the previous year such as hire purchase and term loan details.

### → Check the box for compliance

Our integrated validation tool, crafted by tax experts will help you assess whether the preparer has complied with NZ tax regulations, assisting with training and improving accuracy across your firm.

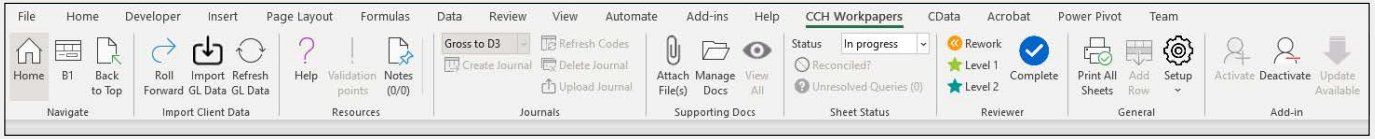
### → Peace of Mind

We act as your compliance watchdog, keeping up-to-date on all the latest tax and accounting legislation – so you don't have to.

### → Integrates with

iFirm, APS, MYOB AO, MYOB AE, Reckon One and Xero.

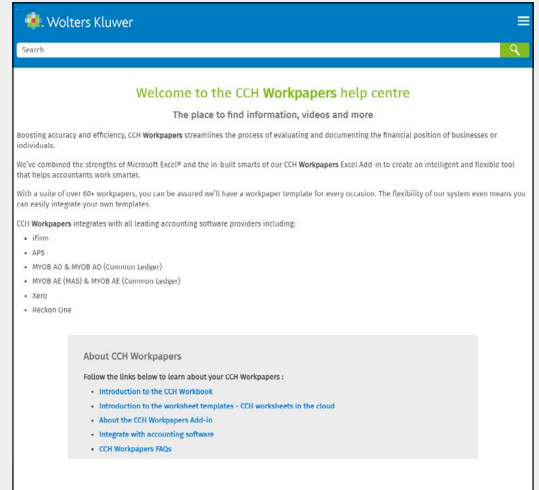
# Workpaper Highlights



CCH Workpapers Microsoft Excel® ribbon

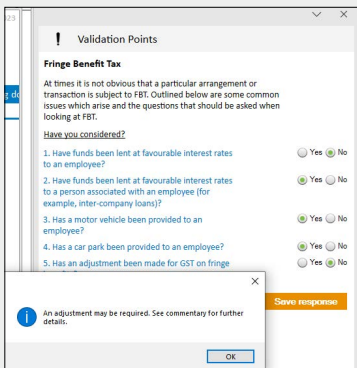
Code	Description	Workpaper	GL Bal	WP Bal	Reconciled	Variance	Prior GL	Variance	Notes	Docs	Status	
8400	Savings account	F1.1	-	7,751.87	✗	(7,751.87)	-	-		0	2	Complete
8404	Bank account 647	F1.2	28,239.27	28,239.27	✓		-	28,239.27		0	2	Complete
8403	Overlapping account	F1.5	(5,928.16)	(5,928.16)	✓		-	(5,928.16)		0	1	Complete
610	Accounts receivable	G1	2,907.55	2,907.55	✓		-	2,907.55		0	1	Complete
	Total GST	L1	728.39	(522.14)	✓	1,250.53	78.83	649.56		0	2	Complete
631.630	Stock	G2 (1)	-	3,597.00	✗	(3,597.00)	-	-		0	0	Complete
<b>Total Current Assets</b>			<b>27,947.05</b>									

Review summary worksheet = easy reconciliation with GL

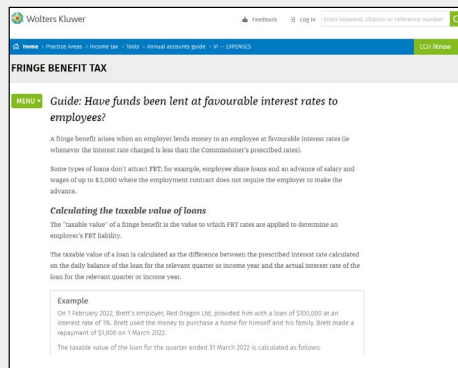


Comprehensive help site

## Validation



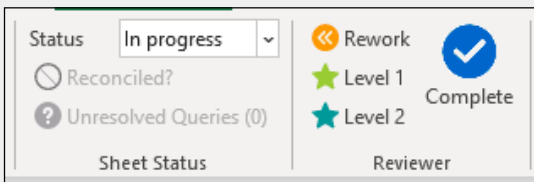
Points panel



Validation points link to commentary written by CCH tax & accounting experts

VP #	Validation comment/question	URL link	further information (optional)
1	Has motor vehicle been provided to employee	<a href="#">https://businessresources.cch.compoint.com/lookup.aspx?VP_ID=1001&amp;VP_Cat=CCH&amp;VP_Tier=1&amp;VP_Vol=1001&amp;VP_SubCat=CCH&amp;VP_Vol=1001</a>	
2			
3			
4			
5			

Or create your own validation points



Flexible reviewer tools

Reviewer level	Password	Status	Track changes?	Lock?	Exclude sheets?
3 (overview)		Complete	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2		Level 2 review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1		Level 1 review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Rework required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Plus

- Interactive Notes tool
- Flexibility to add your own workpapers or customise ours