



Tax & Accounting

Corporate

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

**To minimize data entry and stay in compliance with changing industry regulations, turn to CCH ProSystem fx Workpaper Manager. Workpaper Manager supports better workflow by allowing your data to flow automatically into CCH ProSystem fx Tax and all related workpapers. And it is versatile enough to work for tax, accounting and finance departments.**

Make your existing workpapers more efficient without changing the way you work. Your files stay in the same native formats you already use — Microsoft<sup>®</sup> Excel<sup>®</sup>, Word, Outlook<sup>®</sup> and PDF files — with the addition of Workpaper Manager's advanced functionality:

- Electronic binders and a Windows<sup>®</sup> Explorer-style interface help you find what you need.
- Binder synchronization ensures team members have the most up-to-date files.
- Security features help you stay in compliance by creating a controlled process around your workpapers.
- Audit trails track workpaper history and sign offs.
- Dynamic links between trial balance data and workpapers help save time and increase accuracy.

mechanics of tax return data entry. A variety of dashboards give you an at-a-glance overview of your entire team:

- CCH ProSystem fx Workpaper Manager displays recently used binders, offers multiple sorting options and identifies binders that are past due, have checked out workpapers, have new notes, or have not been synchronized in a week.
- Binder Snapshot displays the current user's workpapers and workpaper count, as well as notes and sign-off details in one convenient location.
- Trial Balance Snapshot displays a digital dashboard for high-level financial data, ungrouped accounts and out-of-balance status for the selected trial balance and grouping list. Consolidated trial balances are displayed using the hierarchy of consolidation.

## Analyze Your Team's Workflow with Digital Dashboards

Organizing your data for tax compliance purposes will allow you to focus on important tax issues and planning, rather than the

### Take Control of Your Workpapers

Enjoy the convenience of instantly accessible workpapers. CCH ProSystem fx Workpaper Manager provides powerful tools that allow you to continue using your existing workpapers, while adding the following capabilities:

- Check out workpaper files and synchronize work from any location.
- Automate the creation of new projects with binder templates customized to fit your organization's needs.
- View staff members assigned to each project binder.
- Create, respond to and clear various types of notes for the team, open items and next period issues.
- Manage secure online sign offs by preparer and multiple reviewers, and lock documents after final review.
- Finalize binders to prevent future changes and further secure the integrity of your workpapers and process.
- Roll forward an entire binder, including trial balances, linked financials and workpapers, with a single mouse click, leaving behind a secure archival binder for the previous period while starting work in the new current period binder.

### Security and Administration Tools

The Administrator module allows you to customize the application to fit the way you work. With the Administrator module, you can:

- Create staff groups to represent the different titles and roles of your staff members, and choose which rights to grant for each staffing title.
- Update staff member titles for promotions or changes with all new security rights of the title automatically applying to the staff member as they log into the program.

- Assign staff members using flexible assignment options that allow you to grant access to electronic binders to all staff, binder teams or individual staff members.
- Share staff information, licensing and binders in a multi-office environment, with or without a wide area network, using Office Servers.
- Share your own department or company tips and policies using a customizable Tips of the Day feature.

### Versatile Trial Balance Functionality

Take advantage of the only trial balance system built using Microsoft® Excel® and Word technology on top of a powerful SQL database. With CCH ProSystem fx Workpaper Manager's trial balance feature, you can:

- Import trial balance data easily from virtually any general ledger system.
- Select the account balance types and related journal entries you need for your company.
- Post journal entries that dynamically update all workpapers, journal entry reports, tax returns and financial reports.
- Link trial balance tax data to CCH ProSystem fx Tax for automatic journal entry revisions and full M-3 support for all business return types, including 1120, 1120S, 1065 and 990 returns.
- Summarize trial balance data for a variety of reporting needs with unlimited account groupings, including tax return lines, financial reporting, user-defined and key performance indicators.
- Maintain account balances for current and up to 36 prior periods using monthly, quarterly, semi-annual or annual binders.
- Maintain multiple divisional or company trial balances in one binder for combined or consolidated reporting.
- Import budget balances and easily create budget-to-actual reports utilizing additional balance types.

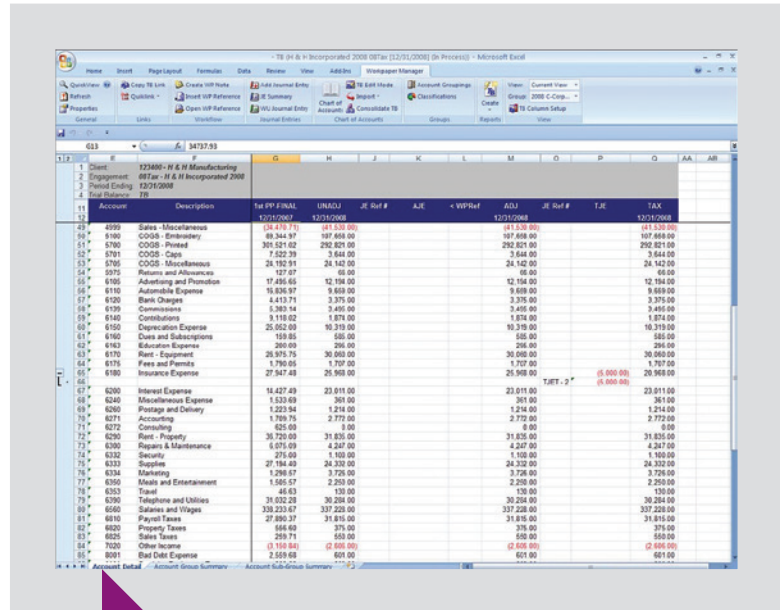
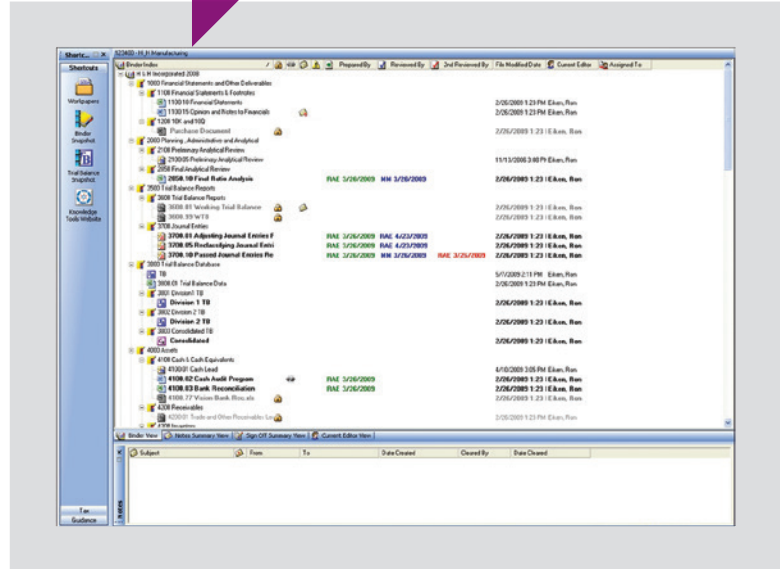
- Display balances and columns exactly as you choose with customizable trial balance views.
- Generate linked monthly management reports that automatically refresh with all changes to the trial balance.

CCH ProSystem fx Workpaper Manager provides powerful tools that manage your existing workpapers and processes.

**Roll Forward Feature**

This time-saving feature allows you to instantly roll forward the entire binder with every workpaper and report in place. With CCH ProSystem fx Workpaper Manager’s Roll Forward feature, you can:

- Archive your prior period binder as the Roll Forward process creates a fresh binder for the next period with all trial balances and linked workpapers in place and automatically populated with current dates, account balances and variances.
- Start with only next period notes in place and all sign offs removed as you begin to work in a new reporting period binder. All workpapers are ready for team work and editing.
- View current and prior period binders side by side.
- Standardize workpapers and department workflow for current and future periods.
- Preserve customized documentation.
- Reduce costly searching for missing files and workpapers with organized binders that contain all related information for the reporting period.
- Save time and increase accuracy as monthly and periodic reporting become automatic.
- Run preliminary financial statements, with prior year comparisons, only seconds after importing the latest period trial balance information.



**Integrate Your Tax and Accounting Processes with CCH® ProSystem fx® Suite Solutions**

CCH ProSystem fx Workpaper Manager is only one of the many powerful solutions from Wolters Kluwer. We are continually seeking new opportunities to streamline your workflow and save you time.

Link trial balance data to CCH ProSystem fx Tax for automatic journal entry revisions and full M-3 support.

Currently, the following CCH ProSystem fx Suite solutions integrate with CCH ProSystem fx Workpaper Manager for maximum efficiency and value:

- Ensure trial balance and tax return data stay synchronized through powerful integration with ProSystem fx Tax, a comprehensive income tax compliance system used by leading corporations across the country.
- Store PDF versions of tax returns, e-filing acknowledgments and CCH® ProSystem fx® Fixed Assets reports in the CCH ProSystem fx Workpaper Manager binder with all related workpapers and move toward an integrated paperless office.

#### Continue To Use Your Existing Microsoft® Office® Software

CCH ProSystem fx Workpaper Manager has changed the way professionals work by successfully leveraging their investment in Microsoft® Office®. CCH ProSystem fx Workpaper Manager's exclusive use of these applications allows you to:

- Incorporate your existing Excel® and Word® workpapers and financial reporting into electronic binders, and automate them with CCH ProSystem fx Workpaper Manager's dynamic links.
- Easily capture project-related emails or file attachments and enjoy improved collaboration using seamless integration with Microsoft® Outlook®.
- Enjoy unlimited flexibility in document formatting and presentation with the tools you already know and use.
- Choose from more than 60 Excel® and Word templates or import your own departmental favorites.

- Reduce learning curve by building on your staff's existing Microsoft® Office® knowledge.

#### You might be interested in these complementary products:

##### CCH® IntelliConnect®

###### *Fast, accurate and complete tax research*

CCH IntelliConnect is the most powerful research platform available. It gives you unprecedented access to the industry's best content and tools. Specifically designed for the way you work, CCH IntelliConnect features an intuitive interface that's simple and easy to learn. Search your entire Wolters Kluwer Tax & Accounting US library within a few seconds and your results will be delivered in filtered, organized lists. Visit [EngageTax.WoltersKluwer.com/Intellconnect](https://EngageTax.WoltersKluwer.com/Intellconnect) for more information.

##### CCH ProSystem fx Tax

CCH ProSystem fx Tax is powerful enough to handle even the most complex returns and tax issues. In fact, it's the most comprehensive system in the profession, easily processing all types of corporate returns while offering extensive features and functionality that help increase your productivity. Visit [EngageTax.WoltersKluwer.com/ProSystemfxTax](https://EngageTax.WoltersKluwer.com/ProSystemfxTax) for more information.

##### CCH® Accounting Research Manager®

CCH ProSystem fx Workpaper Manager's integration with CCH Accounting Research Manager gives you direct access to objective and analytical accounting, auditing and SEC information. In addition, CCH Accounting Research Manager provides expert interpretive guidance to help you understand and comply with rapidly changing standards. While other research tools simply summarize the authoritative literature and leave you to make sense of it all, CCH Accounting Research Manager goes the extra mile to give you the clearest possible picture.