



CorpSystem[®] Workpaper Manager

Make your workpapers more powerful without changing the way you work.

To minimize data entry and stay in compliance with changing industry regulations, turn to CorpSystem Workpaper Manager. Workpaper Manager supports better workflow by allowing your data to flow automatically into 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 Excel, Word, Outlook and Adobe PDFs — with the addition of Workpaper Manager's advanced functionality:

- Electronic binders and a Windows 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.

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

- Workpaper Manager Today 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.

TAKE CONTROL OF YOUR WORKPAPERS

Enjoy the convenience of instantly accessible workpapers. CorpSystem 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.

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 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 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 even 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.

ROLL FORWARD FEATURE

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

- Archive your prior period binder as the Roll Forward process creates a fresh binder copy 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 latest period trial balance information.

Account	Description	1st PP-FINAL 12/31/2007	UNADJ 12/31/2008	JE Ref #	AJE	WPRRef	ADJ	JE Ref #	TJE	TAX
4955	Sales - Miscellaneous	(34,470.71)	(1,530.00)				(41,530.00)			(41,530.00)
5100	COGS - Embroidery	89,344.97	107,658.00				107,658.00			107,658.00
5700	COGS - Printed	301,521.02	292,821.00				292,821.00			292,821.00
5701	COGS - Caps	7,522.39	3,644.00				3,644.00			3,644.00
5705	COGS - Miscellaneous	24,192.91	24,142.00				24,142.00			24,142.00
5975	Returns and Allowances	127.07	66.00				66.00			66.00
6105	Advertising and Promotion	17,495.65	12,194.00				12,194.00			12,194.00
6110	Automobile Expense	16,836.97	9,659.00				9,659.00			9,659.00
6120	Bank Charges	4,413.71	3,375.00				3,375.00			3,375.00
6139	Commissions	5,383.14	3,495.00				3,495.00			3,495.00
6140	Contributions	9,118.02	1,874.00				1,874.00			1,874.00
6150	Depreciation Expense	25,052.00	10,319.00				10,319.00			10,319.00
6160	Dues and Subscriptions	159.85	585.00				585.00			585.00
6163	Education Expense	200.00	255.00				255.00			255.00
6170	Rent - Equipment	26,975.75	30,060.00				30,060.00			30,060.00
6175	Fees and Permits	1,790.05	1,707.00				1,707.00			1,707.00
6180	Insurance Expense	27,947.48	25,968.00				25,968.00		(5,000.00)	20,968.00
6200	Interest Expense	14,427.49	23,011.00				23,011.00		(5,000.00)	23,011.00
6240	Miscellaneous Expense	1,533.69	361.00				361.00			361.00
6260	Postage and Delivery	1,223.94	1,214.00				1,214.00			1,214.00
6271	Accounting	1,709.75	2,772.00				2,772.00			2,772.00
6272	Consulting	625.00	0.00				0.00			0.00
6290	Rent - Property	36,720.00	31,835.00				31,835.00			31,835.00
6300	Repairs & Maintenance	6,075.09	4,247.00				4,247.00			4,247.00
6332	Security	275.00	1,100.00				1,100.00			1,100.00
6333	Supplies	27,194.40	24,332.00				24,332.00			24,332.00
6334	Marketing	1,298.57	3,726.00				3,726.00			3,726.00
6350	Meals and Entertainment	1,505.57	2,250.00				2,250.00			2,250.00
6353	Travel	46.63	130.00				130.00			130.00
6390	Telephone and Utilities	31,032.28	30,284.00				30,284.00			30,284.00
6560	Salaries and Wages	338,233.67	337,228.00				337,228.00			337,228.00
6810	Payroll Taxes	27,890.37	31,815.00				31,815.00			31,815.00
6820	Property Taxes	556.60	375.00				375.00			375.00
6825	Sales Taxes	259.71	550.00				550.00			550.00
7020	Other Income	(3,150.84)	(2,606.00)				(2,606.00)			(2,606.00)
8001	Bad Debt Expense	2,559.68	601.00				601.00			601.00

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

INTEGRATE YOUR TAX AND ACCOUNTING PROCESSES WITH CORPSYSTEM

Workpaper Manager is only one of the many powerful solutions from CCH. We are continually seeking new opportunities to streamline your workflow and save you time. Currently, the following CorpSystem solutions integrate with 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 CorpSystem Fixed Assets reports in the Workpaper Manager binder with all related workpapers and move toward an integrated paperless office.

CONTINUE TO USE YOUR EXISTING OFFICE SOFTWARE

CorpSystem Workpaper Manager has changed the way professionals work by successfully leveraging their investment in Microsoft® Office. 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 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.

IntelliConnect™

Fast, accurate and complete tax research

The functional and technological evolution to our renowned Tax Research NetWork™ research platform, IntelliConnect™ allows you to scour your entire CCH library of world-class tax and accounting information in just a few seconds.

You can conveniently access IntelliConnect and CCH Accounting Research Manager from within Workpaper Manager.

Never again will you have to wonder if you're looking in the right place; IntelliConnect searches it all and delivers results in filtered, organized lists. Designed for the way you work, IntelliConnect features an intuitive interface that takes just minutes to learn. You'll be amazed how much time you can save with features like filtering, multiple search tabs, search-within-a-search and a tri-screen view.

IntelliConnect makes it even easier to find answers fast with our outstanding tax and accounting content:

- **Corporate OmniTax™ Library** offers you unlimited access to the federal and state tax libraries of CCH, plus an integrated daily tax news service and a suite of helpful productivity tools and practice aids.
- **Tax Research Consultant™** provides a practical, real-world focus on income, estate, gift, excise and Social Security tax laws and the important issues you face every day.
- **State Business Income Tax Research & Compliance Manager™** is an integrated collection of superior income tax research and compliance materials, practice aids and tools, designed to help you find fast answers.
- **Sales Tax Research & Compliance Manager™** is an all-in-one tool that guides you through the many aspects of sales and use taxes, helping you navigate sales tax research, compliance and audit issues.

Accounting Research Manager (ARM)

Workpaper Manager's integration with ARM gives you direct access to objective and analytical accounting, auditing, and SEC information. In addition, ARM 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, ARM goes the extra mile to give you the clearest possible picture. Access to ARM provides you with:

- The most current, complete, and objective resource for your financial reporting needs — updated 5 times daily.
- Weekly summary email newsletter with current and key developments of the week and insightful guidance from financial experts. It also provides links to all FASB, AICPA, SEC, EITF, and IASB authoritative and proposal-stage literature.
- The latest changes to GAAP, GAAS and SEC rules. Enhance your results while maximizing your research time. Also, access insightful guidance on business combinations, revenue recognition, Sarbanes-Oxley, derivatives and hedging, goodwill, leases, and much more.

For more information about how CCH can automate your tax and accounting processes, call **1-866-513-CORP** (1-866-513-2677) or visit **CorpSystem.com**

Product information is subject to change without published notice. Visit CCHGroup.com/CorpSystem for the most up-to-date information about product enhancements, features, system requirements, and more.

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