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CREATIVE SOLUTIONS ™

Solutions

TECHNOLOGY
LEVELS
THE PLAYING
FIELD

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Solutions

In This Issue

COVER: *Partners in life, as well as their accounting firm — Shawn and Pam Hardister are not only husband and wife, but partners in Hardister Co., LLC. Integrated software helps make their small firm competitive with much larger firms. (Photos by David Wolff.)*

Closing the Divide Between the Professional Tax and Accounting Market and Advanced Technology

Having worked exclusively with the tax and accounting profession for more than 25 years, we know that accountants are not typically among the early adopters of new technology. However, we know that some of our users are among the most progressive in implementing advanced technologies to achieve paperless workflow processes, zero-time data entry, and web-based client services. This transition has helped firms to elevate the level of service provided to their clients and eliminate geographical constraints. These users understand the power of technology and have been a leading source for others interested in taking advantage of today's technological innovations.

Our early-adopting users understand that advanced technology represents a strategic asset for their firms. Applied smartly, technology allows them to gain a competitive advantage, improve productivity and performance, enhance and expand client services, enable new ways of managing and organizing workflow, and ultimately develop new business. These users have taken advantage of such innovative tools as client portals and web-based applications to implement paperless workflow processes, including tax, audit, and payroll. With client portals, users extend the convenience of Internet-based services to their clients, enabling clients to access their financial documents and bookkeeping software on a 24/7 basis. Implementing web-based applications, users enjoy the convenience and flexibility of the virtual office—eliminating the barriers of time and distance, and even allowing them to set up remote offices and employ staff from around the world.

Based on this progressive trend, our philosophy has always been that we are your technology partner. To further support this commitment, Creative Solutions is pleased to announce that Thomson Tax and Accounting recently accepted a three-year sponsorship of *The CPA Technology Advisor's* Productivity Survey. The Productivity Survey is a premier online tool that allows firms to rate themselves in several technologically related areas and then compare their scores to industry norms. Launched last year, the Productivity Survey has already been completed by approximately 1,000 firms, providing substantial data from which firms can compare their own productivity scores. The process for the Productivity Survey is as follows:

1. Firms access the Productivity Survey at www.cpatechnologyadvisor.com/productivity

2. Firms receive a report of their Productivity Score™ within 48 hours, complete with suggestions for improvement in areas where scores are below industry averages.

3. Based on suggestions offered in the report, firms are encouraged to implement changes as needed and then come back and take the survey again to check score improvements. This process offers reasonable benchmarks for firms looking to improve processes by applying advanced technologies.

4. The Productivity Survey is continuously enhanced. In late spring of this year, firms will be able to retrieve average scores based on geographic area and comparable firm size.

Firms that lead the pack in new technology adoption are those working fewer hours and reporting higher revenue. In fact, the 2005 *CPA Technology Advisor* Productivity Survey reported that firms in the upper quartile work an average of 3% fewer hours and earn approximately 64% more than their slower-adopting counterparts. Of course, Creative Solutions is pleased to offer many technologically advanced products and services to help firms significantly accelerate productivity and efficiency in all areas of operations. And, as always, we are here as your technology partner to help you each step of the way.

Jonathan A. Baron
Jonathan A. Baron
Executive Vice President, Accounting Market, Thomson Tax and Accounting
President and CEO, Thomson/Creative Solutions

New Project Management Module for Practice CS Enhances Workflow Management

New for 2006, the Project Management module for Practice CS is a powerful tool in Practice CS to manage your firm's workflow and ensure peak productivity all year round. The module enables you to track projects and tasks with pinpoint accuracy so you can stay on top of billable hours, staff assignments and critical due dates.
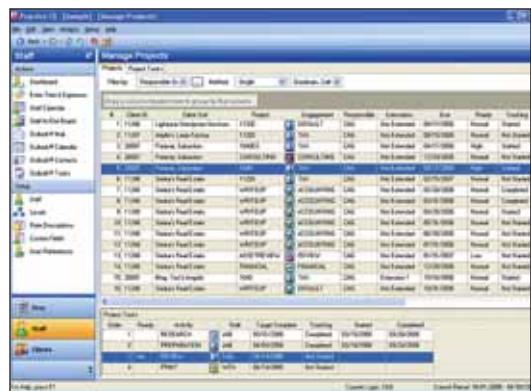
An integral part of Practice CS, Project Management enhances your ability to monitor workflow and ensure efficiency. This comprehensive module enables you to:

- Track all due dates
- Manage the workflow of each individual project
- Monitor staff assignments and performance
- Control the generation of recurring projects with flexible options
- Update project and task information, assign work, and review your workload with the Manage Projects screen
- Track budget information at project or task level
- Manage the progress of all projects in process

Project Management is an exceptionally intuitive and easy-to-use module. Offering a familiar Microsoft®

Outlook®-style interface, it enables you and your staff to quickly get up to speed. You will find that navigating through the system's features requires little effort.

For complete workflow management, the Project Management module, combined with the forward-thinking digital dashboard design of Practice CS, offers the best solution to meet the demanding needs of the busy tax and accounting practice. For more information, contact a Creative Solutions Account Representative at (800) 968-8900 or complete the enclosed business reply card.

Creative Solutions Moving to .NET Technology

Creative Solutions is beginning to incorporate Microsoft .NET technology throughout its product line. The new .NET technology is already being used in Financial Analysis CS, Practice CS, and ToolBox CS, and will gradually be rolled out in all of our products.

This change comes at a time when Microsoft is retiring technical support and security updates for its Windows® 98, Windows 98 Second Edition, and Windows Me operating systems, effective July 11, 2006. As a Creative Solutions customer, you will also be affected by this change at Microsoft. In July 2006, Creative Solutions will discontinue support of our applications running on these systems. This means that we will no longer test our software in the Windows 98 environment and will not address any issues that might arise with it. Our current minimum technical requirements for running Creative Solutions software are available in the References section of our website, at CreativeSolutions.Thomson.com/requirements. For more Microsoft information, go to www.microsoft.com/windows/support/endofsupport.mspx.

Introducing CBS Remote Payment Authorization

If you use Client Bookkeeping Solution® (CBS) to perform checkwriting services for any of your clients, but would prefer that your clients determine which of their vendors get paid and on what schedule, our new CBS Remote Payment Authorization option provides a convenient solution. This feature is available to any CBS Accounts Payable user who uses CBS Accounts Payable to process their clients' payable data. All your client needs is an Internet connection and a NetClient CS portal via your website.

Released on April 26, 2006, the CBS Remote Payment Authorization feature is a web solution that enables you to upload selected open payables from CBS Accounts Payable to a NetClient CS portal accessible via your website. Your client then accesses the data and chooses the transactions they want you to pay. You download your client's selections, update the accounts payable data in CBS, and process your client's checks as usual. You can even upload checkbook balances to the client portal so that your client can keep track of cash flow as they make their choices. And to ensure clear and timely communication between you and your client, you both can enter general and transaction-specific notes for the other to view.

For clients who may dispute a vendor invoice or have limited cash flow, the CBS Remote Payment Authorization feature enables them to make informed decisions about whom to pay and how much. For you, the time spent on guesswork or sending and receiving faxes and phone calls to determine which open payables to pay is eliminated. For more information, contact your Creative Solutions Account Representative at (800) 968-8900 or complete the enclosed business reply card.

New Multiple Early Registration Discounts for 2006 Users' Conference

For the first time ever—take advantage of multiple early registration discounts on the 2006 Creative Solutions Users' Conference set for Wednesday through Saturday, November 1-4, 2006 at the beautiful Gaylord Palms™ Resort and Convention Center in Orlando, Florida.

This year, choose from more than 60 workshops, including CS Professional Suite training as well as practice management and technology sessions, keynote addresses by nationally recognized speakers, and more! Other activities include a pre-conference golf outing, evening round-table discussions, and other optional events. The welcome reception is Wednesday evening, and the conference concludes at 12 noon on Saturday.

Register Early and Save up to $200

Because we realize the value of attending this conference, we're maintaining the same $995 registration fee as last year, and offering several early registration discounts to save you even more:

- **Early Bird Discount**—Register by **July 31** to **SAVE $100** (includes Last Chance Discount)
- **Last Chance Discount**—Register by **October 4** to **SAVE $50**
- **Previous Attendee Discount—SAVE $50**
- Additional firm attendees **SAVE $50**
- Register by **August 31 for FREE financing**—Pay half when registering, and half by October 4

Online Registration begins mid-June, 2006

Watch your mail for a flyer with details, or visit our website and click the Users' Conference link. For the easiest way to register, visit **CreativeSolutions.Thomson.com/UC** starting in mid-June, 2006. You'll find a PDF of the Users' Conference program, which provides all the information you'll need to register, including workshop descriptions and schedules. You can also register and request a printed program by calling Customer Service at (800) 968-0600—press 1, then 5.

Creative Solutions and Rivet Software Partner to Enhance XBRL Capabilities in the CS Professional Suite

Creative Solutions and Rivet™ Software, a leader in Financial Integrity Management™ and XBRL solutions, have formed a partnership that will significantly enhance the XBRL capabilities within the CS Professional Suite. Combining Rivet's Dragon Tag™ and Dragon View™ applications with Creative Solutions' leading tax and accounting software will enable you to quickly and cost-effectively create and review XBRL documents.

Rivet's Dragon Tag application is an easy-to-use Microsoft Office add-in that simplifies the process for converting Microsoft Word® and Excel financial data into XBRL format. Dragon Tag insulates you from the complexity associated with XBRL documents by offering "drag-and-tag" functionality to quickly create

XBRL documents. Rivet's Dragon View is an intuitive application that allows you to review and display XBRL information in the format you need—without requiring in-depth knowledge of XBRL.

As regulatory and compliance requirements like Sarbanes Oxley and Basel II become increasingly more rigid, the adoption of XBRL will accelerate. Providing a faster and more efficient financial reporting process, XBRL is quickly becoming the standard within the tax and accounting arena. Accommodating the need for powerful XBRL reporting, the partnership between Creative Solutions and Rivet leverages the comprehensive functionality of the CS Professional Suite and Rivet Software's XBRL applications to provide the profession with the most powerful tax and accounting solutions available.

Best Practices Summer Series Focuses on Your Productivity

Our Best Practices Summer Series training is a unique opportunity for you and your staff to:

- find out how other firms are implementing new technology to provide additional services to their clients
- learn some new software shortcuts and everyday usage tips
- meet fellow practitioners from around the country.

This summer, we'll be offering the following classes throughout July and August in various locations throughout the country:

- **Paperless Payroll Best Practices with Payroll CS**—Make payroll processing more efficient and profitable.
- **Financial Reporting Best Practices**—Learn how you can perform profitable analysis work for new and current clients.

ULTRATAX/1040 PORTALS

"Using Creative Solutions and UltraTax/1040 Portals keeps our client service first rate—even on vacation!"

The day after finishing 900 returns from basic to complex, I was seated next to my wife Carmen on a flight to Hawaii, the start of our annual post-tax season vacation. Even then, I like to stay in touch—and Creative Solutions technology makes it possible. I can display completed tax returns via secure and private web portals from nearly anywhere, allowing me to keep client service at high levels while enjoying a well-earned break.

UltraTax/1040 Portals worked very well for us. We have hundreds of clients that are non-local. Delivery of the tax return can be difficult for snowbirds and other remote clients. We used the portals most often to present draft copies of the tax return so that clients could see the progress of their tax returns. Especially for last minute filers, it was great to be able to deliver a form 1040V or to have them sign an 8879 and return it to our office.

We also have used the portal with a small community bank with which we have many mutual clients. The clients often forward the link directly to the bank loan officers so they can have access at any time. It is excellent, since the bank can pull down only the forms they need.

We are hoping next year we can create the electronic file, print the paper file, and post the portal copy all in one step. UltraTax/1040 Portals will help keep our practice ahead of the competition.—*Lloyd Leuthner, CPA, Leuthner Tax Office Inc., Green Bay, Wisconsin*

myPAY SOLUTIONS

"We're confident Creative Solutions is going to do the job right."

We love myPay Solutions (MPS), the new Creative Solutions service bureau payroll service, and recommend it to other accountants. MPS allows us to outsource payroll, which can be labor-intensive and which generates lower margins than most of the services we provide.

Another benefit of signing with MPS, is that myPay prepares our firm's payroll at no cost—relieving us of a huge administrative burden.

Clients like that the data imports directly into our system, so there's no transcription involved, and their reports are based on their data. Also, they like that they'll have a contact at MPS—a dedicated payroll specialist assisting them on their account. In addition, it's considerably less expensive for the client than having us do their payroll.

Some clients want to work directly with MPS, others still want us to be involved. For example, some don't want to handle the check printing and getting involved with MICR toner. So we'll do that for them.

We found that the most efficient way to set clients up was to tell them exactly what they need to do, have them do it themselves, and then carefully review what they've done.

MPS allows us to provide a higher level of service to clients at a lesser cost. You always need more good people—people you can count on to do a job and do it right. We have that confidence in Creative Solutions. MPS is like having another trusted employee—except that, with revenue sharing, it's like an employee who pays you!—*Jason Lawhorn, CPA, Operations Principal, Lawhorn & Associates, PLLC*

- **Practice Management—Best Practices**—Go beyond time and billing to simplify firm management and drive efficiencies in every aspect of your practice.
- **FileCabinet CS™—Beyond the Basics**— Establish new process efficiencies in electronic document management.

Learn how to utilize some of the advanced features of CS Professional Suite software products while earning valuable CPE credits (3 per class). The cost is just $99 per seminar, per person and special discounts are available.

Visit **CreativeSolutions.Thomson.com/Training**, contact an Account Representative at (800) 968-8900, or check the enclosed business reply card.

Creative Solutions' Website is Now Customized to Your Needs

In April, we implemented several important changes to the way information is accessed and presented to you on our website. All visitors now enjoy easier navigation, which lets you find the information you need more quickly than ever before. And registered users are now greeted with customized content, which gives you quicker access to the information and services that are relevant to your unique needs.

Customized content reflects your licensed products and also contains resources that are geared toward your individual and firms' needs, such as training opportunities, special offers, specific news and information about relevant events, useful links, email subscriptions and more. Other changes include a Support section that displays support-oriented links and information. And a separate area, My Account, allows registered users to access their accounts any time of the day or night, including individual and firm-specific information.

Be sure you make a point to log in to **CreativeSolutions.Thomson.com**, where you can experience these updated features 24/7, including access to demos, downloadable trials, and useful marketing materials for use by your firm.

HARDISTER CO., LLC
Atlanta, Georgia

4 Employees
- 2 Partners
- 2 Part-Time Support Staff

Clients:
- 125 Individual
- 50 Business

In order to add more value to their client relationships, the Hardisters are adding financial planning to the services they offer clients. Creative Solutions integrated software helps free up their time.

TECHNOLOGY LEVELS THE PLAYING FIELD

SHAWN AND PAM HARDISTER FOUND THAT USING INTEGRATED SOFTWARE FROM CREATIVE SOLUTIONS ALLOWED THEM TO OFFER THE PROFESSIONAL SERVICES OF A MUCH LARGER FIRM WHILE KEEPING THE PERSONAL TOUCH OF A SMALL FIRM.

DAVID WOLFF

They are partners in work, as well as in life. Shawn W. Hardister and Pamela D. Hardister are partners in Hardister Co., LLC. They are also husband and wife. Furthermore, they still are, after getting through a busy tax season in one piece with the aid of their integrated software from Creative Solutions.

By 2001, Shawn Hardister had been in finance and accounting for 14 years—graduating from the University of North Carolina, starting at Price Waterhouse, and moving more recently to the health care industry as a CFO—until he helped reorganize himself out of a job.

"My wife, Pam, and I met in college and were both CPAs," he says. "We always thought about starting our own business, and now I was faced with deciding what I was going to do. I proposed the idea of forming Hardister Co., LLC to Pam as we drove back from Christmas vacation, and she looked at me like I was crazy. But she warmed up to it."

Shawn had a strong vision for the company, targeting small businesses without controllers or chief financial officers, with the goal to serve the company and the owner. Today, Hardister Co., LLC has about 200 clients, ranging from startups to businesses with $10 million in revenue and up to 150 employees.

"Coming out of big corporations, we wanted to start a business where we could help people and they would really appreciate our service," he says. "We wanted to get involved in our clients' businesses, see them grow and form long-term relationships.

I was looking for something that would eventually replace my corporate income, while providing more personal gratification than I was getting in that environment. Now we have a real impact when we provide advice to small businesses, and we're getting positive feedback."

Building a practice on the right technology

"Creative Solutions integrated technology is one of the reasons we didn't have to hire people early in our business," Pam says. "For example, if we're involved in an

> **"With Creative Solutions, we only have to enter data once in one program because the programs talk to each other."**

audit or client compilation, that information also affects their tax return. The data can be integrated into the tax software so we don't have to input it twice."

Shawn and Pam both worked for Price Waterhouse, where the software technology of choice was CCH, and they started out with ProSystem fx®. After some time, it became apparent that the Hardisters wanted to align with a single company that could offer true software integration.

"We didn't find that with CCH," Pam says, "so we turned to Creative Solutions in 2003. We had already switched our research engine from CCH to RIA, which is a Thomson product. We found RIA very easy to use, so it was a natural fit to look at Creative Solutions products."

Shawn explains, "We can be on a line in a tax return for an IRA deduction and right-click for research. UltraTax CS integrates with RIA's research program and takes me right to the research for that deduction in the tax return. If we didn't have that integration, we'd have to open the Internet, log on, and do a search for IRA deductions."

UltraTax CS easily imports data from Excel spreadsheets, which is another major timesaver.

"I had a client with 425 stock sales this year," Shawn says. "Instead of re-entering these transactions line by line into the tax preparation software, I was able to import from the broker's Excel file right into UltraTax CS, which saved six hours or more. Doing data input into a tax return doesn't add value for the client. With Creative Solutions, we only have to enter data once in one program because the programs talk to each other."

Playing on a level playing field

Creative Solutions technology gives the Hardister firm the feeling of a much larger accounting firm.

"With Creative Solutions, we've been able to migrate to a paper-less environment," Pam says. "When clients call, instead of stepping out of the office to grab their file to answer questions, we're able to locate their documents in FileCabinet CS. Everything is at our fingertips, and that's a major time-savings. Normally you'd find that capability at a very large firm, and for a small company like ours to have that same capability is very empowering."

Creative Solutions software is helping Hardister Co., LLC, add more value and separate itself from the competition.

From left to right: Pam Hardister; Lynn McLarty, paraprofessional; Shawn Hardister; Beth Summers, administrative assistant.

According to Shawn, FileCabinet CS is extremely intuitive. "Every client has a drawer in FileCabinet CS, and within that are folders. If we want to look at the tax return, we go to that folder," he says.

"There are other folders for leases, bank documents, correspondence with tax authorities, and financial statements. Instead of putting clients on hold or calling them back, we just click on our computer desktop, pull up their documents, and talk to them."

Clients benefit, too

It's not just the Hardisters who enjoy the advantages of Creative Solutions software. Clients reap the benefits, too. One client needed some tax returns to present to the bank. The Hardisters created a secure portal using NetClient CS that allowed the client to go to her portal, retrieve the documents, and print them in her office.

"One of our clients was at a bank applying for a loan," Shawn says. "From the loan officer's desk, he logged onto our website and retrieved his tax returns. That gave him instant credibility with the banker."

A local printing company takes full advantage of Hardister's services via Client Bookkeeping Solution and a NetClient CS portal. "He may be in his office or at the beach when he reviews his books. He lets us know when he's finished for the month,

we prepare his financial statements and put PDFs of them on his NetClient CS portal, and he can access them," says Shawn. "The important thing is that we're involved with him throughout the year, so as things come up we're aware of them. At the end of the year, preparing his financials or tax returns is no big deal. We just call him and say the forms are ready." Being able to monitor a business's performance throughout the year is very valuable.

"It lets companies understand how they're performing," Pam says, "as opposed to reaching the end of the year and having no idea what their tax bill will be. Printing is a very equipment-intensive business. If the owner calls me wondering if he can afford a $50,000 piece of printing equipment, I know his situation. It may be a piece of used equipment and won't qualify for a particular deduction. He may be better off buying a new unit. We already know the nuances of his business by working closely with him. If we didn't have Creative Solutions products, we couldn't get that close to the client throughout the year. Planner CS, for example, helps us greatly in projecting tax liability. We can model different scenarios without a lot of data input because we can import available information."

Creative Solutions products also make training new employees easier. "We hired a bookkeeper last fall and she had never

worked with any of this software. The layout is very intuitive, and it was easy to bring her up to speed on Write-Up CS," Shawn says. "When we needed her to help us with tax returns, she had no problems with UltraTax CS, because it worked just like the accounting product."

Another client benefit of Creative Solutions software is the ease with which reports can be customized. "If a client has a logo, it's easy to add it to his documents," Pam says. "Certain clients like different fonts, and they're easy to change. We can give them their own special 'look.'"

Adding more value

By taking advantage of advanced technology, and sharing data across programs, Creative Solutions software is helping Hardister Co., LLC add more value and separate itself from the competition.

This makes it possible for them to explore new market niches. One of them is offering financial planning services.

"We're CPAs and CFPs," Shawn says. "Clients appreciate what we do for them. They tell us we know everything about them and ask if we can help with their investments and retirement planning, too. So, we're moving into this area. We want to wrap our arms around all their needs."

ULTRATAX CS

Q: Can I view the Home Page when I don't have a client open?

A: Yes. By default, the Home Page appears when you initially open UltraTax CS. To view the Home Page when no client is open, clear the *Display the Home Page only when UltraTax CS is first opened* checkbox in the Setup / User Preferences / Misc tab. The Home Page contains valuable information including available updates, forms approval, User Bulletins, version information, client status detail, and much more.

Q: If I already have data in an Excel file, can I import this into an UltraTax CS statement to avoid rekeying?

A: Yes, each data entry field with a statement dialog attached can receive imported data from an Excel spreadsheet. This can be especially helpful with Schedule D transactions. Open a statement dialog by clicking the 'S' button and choose Statement / Import Spreadsheet. In the Import Spreadsheet – Step 1 of 2 dialog, click the Browse button to navigate to your Excel document, and click Next. Then, use the Import Spreadsheet – Step 2 of 2 dialog to map the columns of your spreadsheet to the columns in the statement dialog in UltraTax CS. After mapping all columns, click the Import button to retrieve the data from Excel.

Q: How do I force a form to print when it is not required?

A: Certain forms have specifications as to when they are required to be filed, including Schedule B, Form 4562, Form 6251, and Form 3800. Sometimes it is helpful to print these forms to elevate client questions. To print a form for all clients when not required, choose Setup / <product name>, click the Tax Return button, then use the Return Collation dialog to change the print condition of the form from As Required to Always if data. If you want to print the form only for a particular client, open that client's return, press CTRL+F to switch to form view, then choose View / Display All Forms. In the folders block, select the form you want to print, and then choose Edit / Overrides / Force Form to Print.

WRITE-UP CS

Q: Is there a keyboard shortcut I can use to switch between transaction data entry and payroll check entry?

A: Yes, you can toggle back and forth between the Transactions window and the Payroll Check Entry window by pressing the F8 key. Using this shortcut will also automatically increment your check numbers.

Note: If you have Write-Up CS set up to automatically update your tax tables, it will attempt to do so the first time you open the Payroll Check Entry window after downloading the updates. This process requires all other windows to be closed, so the Transactions window must be in balance for this process to be completed successfully. After the updates have been applied, you will be able to move quickly between the two data entry windows.

Q: I want to make sure transactions are entered in the same General Ledger period for which they are dated. Can the program warn me if I am entering transactions in the wrong period?

A: Yes, there is an option you can select to prevent transactions from being entered in the wrong period. With the client database open, choose Tasks / Transaction Entry. From the Transactions window, choose Edit / Options and mark the *Prompt if date is not within current GL period* checkbox.

Q: I've set up an automatic journal entry, but I don't think the program is calculating it properly. Can I see how the program calculated an automatic journal entry?

A: Yes, by opening the Transactions window and choosing Edit / Automatic Journal Entries Diagnostics. The dialog that opens shows step-by-step calculations detail for the automatic journal entry.

PAYROLL CS

Q: I am working on my June payroll, but I accidentally moved my PR period forward to the month of July and entered the checks. Do I have to delete those checks before I revert to the prior period?

A: No. As of Payroll CS v.2006.1.1, you no longer need to delete the checks to revert to a prior period as long as the checks are still unprinted. If there are no printed, handwritten, or voided checks for the later period, you can simply choose File / Select Period to Process and move the payroll period back to the prior month. Any unprinted checks will automatically revert to the prior payroll period.

Q: How do I create a magnetic media file to submit to my state?

A: Use the following steps to create a magnetic media file to submit to your state.

1.) Open the client database and choose Utilities / Payroll Tax Processing.
2.) Retrieve and complete all required information on the applicable tax form(s) as usual.
3.) Choose File / Print.
4.) In the Print Tax Forms dialog, mark the *Process magnetic media file* checkbox, which is

accessible only if magnetic media processing is available for the selected form type.

5.) Click OK.

6.) Choose File / Mag Media Utilities. You can use the commands in this pull-down menu to combine files, preview the file, verify the file, or remove clients.

7.) Once you have verified that the magnetic media file is correct, choose File / Mag Media Utilities / Save to Submittable Media.

Note: This last step is an important one. When state payroll tax form magnetic media files are created, they are automatically encrypted for security and stored in the \Wincsi\CSASys\MagMedia\year\quarter folder. Before submitting these files to the appropriate agency, you must use the Save to Submittable Media command, at which point the files are decrypted. Using the Restore from Submittable Media command encrypts the files once again. You can use the preview function to view the decrypted file.

TRIAL BALANCE CS

Q: **How can I get my Grouping Schedule Report to show subtotals by category?**

A: Use the following steps to create a Grouping Schedule Report that shows subtotals by category.

1.) Open the client database and choose Setup / Grouping Schedules.

2.) Highlight the corresponding grouping schedule and click Edit.

3.) For each grouping code that you want to categorize, select a category from the drop-down list in the Category column.

4.) After choosing a category for each grouping code, click Enter to save changes and then click Done.

5.) Choose File / Print Reports.

6.) Highlight the Grouping Schedule Report in the Reports tab of the Print dialog and click Select.

7.) Click the Options button and mark the *Subtotal by grouping code category* checkbox within the Options dialog.

8.) Click OK and then click Print.

Q: **How can I set up a tax code account grouping so that I can export grouped information for specific tax codes to UltraTax CS, Lacerte, or ProSystem fx?**

A: Use the following steps to set up tax code account groupings.

1.) Choose Setup / Chart of Accounts.

2.) From the Chart of Accounts window, choose Edit / Tax Code Account Groupings.

3.) Enter a description, tax code, and account range.

4.) Click Enter to save the changes.

Note that group tax code assignments override those assigned to individual accounts. Also note that if you are creating an export file for Lacerte or ProSystem fx, you need to choose Utilities / Tax Export, and mark the Export details checkbox from the selected export dialog.

ENGAGEMENT CS

Q: **I've been assigned to only one part of an engagement and have no need to view the entire tree view. How do I filter my tree view to see only those items relevant to me?**

A: Highlight the engagement that you want to filter and choose View / Filter By Folder. Select the individual folder to display from the tree view in the Filter dialog and click OK. Your tree view should now display only the contents of the selected folder.

Q: **Is there a way I can have the program open Engagement CS directly instead of having to open CS Professional Suite first?**

A: Yes, open Engagement CS and choose Setup / User Preferences. Mark the *Launch Engagement CS after login* checkbox so that Engagement CS opens directly when you open the program. Note that this option is login-specific for each user and does not affect the login behavior for other staff members.

FINANCIAL ANALYSIS CS

Q: **Is there a way to back up and restore client data within Financial Analysis CS?**

A: Yes. Beginning with v.2006.1.0, Financial Analysis CS enables you to back up and restore your data. First, choose Help / About Financial Analysis CS to verify that you have the correct version installed. Then choose File / Backup or File / Restore.

Please note the following when backing up your data: All data within the application is backed up to a single Microsoft SQL database file, including your client's global information and reports. We recommend that you create a folder designated for your backups and browse to this location when performing the backup procedure. By default, the backup file name will include a year, month, date, and time stamp, as follows: "FACS_YYYYMMDDTTTTTT.bdf". It is very important

to review the reminders available in the program's help topics. For additional backup pointers, search on **Backup/Restore** from the Index tab of the Financial Analysis CS help browser.

Q: How can I create a Variance column in the Reports area of Financial Analysis CS?

A: If you have installed the 2006.1.x version of Financial Analysis CS, you can choose Insert / Column / Variance Column or Add Column / Variance Column in the Report Designer to easily insert a preformatted column into your report. Other preformatted columns include Variance Percentage and Totals columns.

CLIENT BOOKKEEPING SOLUTION

Q: Is there a way for my client to renumber an account in the Chart of Accounts?

A: Yes, starting with CBS version 2006.2.x, you can give your client security rights to renumber accounts (including the GL account number used for a CBS checkbook). The client can do this by choosing Edit / Reassign Account Numbers from the Checkbook / Setup window or from the Setup / Chart of Accounts window.

Q: Several of my clients are switching to CBS from other programs. Is there a way for them to import their customer and invoice item data from the other programs so they don't have to set them up in CBS?

A: Yes, starting with CBS version 2006.2.x, the client can import customer and invoice item data, as well as sales tax, payment term, and finance charge information from a Microsoft Excel version 2000 or higher spreadsheet.

FIXED ASSETS CS

Q: Can I view an asset's prior-year home office or vehicle expenses?

A: Yes. In 2005 Fixed Assets CS, press F8 while in the Home Office or Vehicle / Listed tab for an asset that has prior-year information. Within these tabs, you can use the F8 key to toggle back and forth between current- and prior-year data.

Q: Does Fixed Assets CS automatically calculate the amount of Section 179 expense allowed for an asset?

A: Yes. Once you enter the cost, method, and life, press the F11 key to calculate the amount of Section 179 expense allowed for the asset. Fixed Assets CS looks at all assets purchased in the current year, the Section 179 expense already taken, and the total allowable amount to calculate the amount allowed for the current asset.

PRACTICE CS

Q: Can I see my Microsoft Outlook appointments and tasks in Practice CS?

A: Yes, Practice CS provides an Outlook-style view of appointments and tasks via the Staff Dashboard.

Q: Can I enter beginning work-in-process balances in Practice CS?

A: Yes, you can enter beginning balances by overriding amounts in Time and Expense Entry.

Q: Can I email my invoices to clients while using Practice CS?

A: Yes, you can email invoices from Practice CS. When you choose to print the invoices, you can output them to email, FileCabinet CS, a printer, and various file formats.

FILECABINET CS

Q: Is there an easy way to identify how much space I'm using for certain client drawers?

A: You can view detailed information about the current drawer, folder, or data location by clicking the Stats button in the following areas of FileCabinet CS.

- The Drawer Properties dialog – Available by choosing File / Drawer Properties when a drawer is selected in the Folders window

- The Folder Properties dialog – Available by choosing Edit / Folder Properties when a folder is selected in the Folders window

- The Data Locations tab – Available by choosing Setup / System Configuration

- The File Locations tab – Available by choosing Setup / User Preferences

The Drawer Stats dialog displays information for the current drawer such as the total size of the drawer, the total number of items in the drawer, and the number of documents of a certain type in the drawer, (such as printed documents, images, image groups, and so on).

Q: I scanned a source document into the wrong drawer this morning. How can I find it quickly?

A: FileCabinet CS allows you to print activity reports based on your Drawer List, on Drawer Contents, or on User Activity. To select and print FileCabinet CS reports, choose File / Print Reports.

To find a document you scanned this morning, you would click the User Activity option, click the Continue button. In the User / Events Selection dialog, you would choose yourself as the user and specify events logged on today's date. To refine the

report, you could also include only the events that contain the keyword "added." After clicking Continue, you would select all available drawers and click the Preview button to preview the report. The resulting report would show details about all documents that you added today, helping you to easily identify the misplaced document and move it to the correct drawer.

WEB SERVICES

Q: **How do I mark a client's Remote Payroll entry worksheet as complete without logging in as the NetClient CS user?**

A: The firm administrator can view a client's remote payroll status, mark the payroll as complete, and unlock the payroll from within the adminstration portal. To complete these tasks, log in to NetStaff CS as an administrator, click the NetClient CS tab, and then click the Remote Payroll navigation link on the left side of the page. The Status column shows the current payroll status (Completed, In progress, New Payroll, or Retrieved). To mark a payroll entry worksheet as complete, mark the corresponding checkbox in the Complete Payrolls column and click OK.

Q: **Can I access my client's CBS ASP data without logging in as the NetClient CS user?**

A: The NetStaff CS administrator can give NetStaff CS users permission to open specific clients' CBS ASP programs through NetStaff CS. Any NetStaff CS users who have permission to log in to CBS ASP as the client can view, add, or edit the CBS ASP user's data.

To give a NetStaff CS user permission to access a NetClient CS user's CBS ASP program, log in to NetStaff CS as an administrator, click the NetStaff CS tab, click the Permissions link to the right of the NetStaff CS user who will be given permission to access a client's CBS ASP program. In the User permissions page, mark the CBS ASP checkbox. Once this checkbox is marked, a list of all CBS ASP clients appears. Mark the checkbox to the right of each client whose CBS ASP program the current NetStaff CS user will need to access and then click OK. The next time the NetStaff CS user logs in to their portal, they will see a CBS ASP module that contains a CBS icon for each of the clients you indicated.

CS Professional Suite

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