WORKPAPERS CS
Report Options Comparison with Engagement CS

General information

Workpapers CS™ includes a number of standard reports that you can use to present firm and client information in a useful and organized manner. You can customize any of these standard reports or create your own reports from scratch using the robust and versatile Report Designer.

Many of the reports you generated in Engagement CS™ can be duplicated in Workpapers CS using similar reports and report options. The following tables are organized by report name in Engagement CS and report options settings in Engagement CS. The right-hand column displays information about how to obtain equivalent report information from Workpapers CS.

You may be directed to choose options in the Print Reports screen in Workpapers CS, or you may be directed to modify the report using the Report Designer. Use the Print Reports screen to select reports and to specify print options for each report. Use the Report Designer to modify the actual report format and content by editing the text or by adding, deleting, or modifying variables contained in the report.

Print options

Follow these steps to select a report to print in Workpapers CS.

1. Choose File > Print Reports.
2. In the Available Reports list, double-click the report to print.
3. Select the desired print options and then preview or print the report.

Date, filtering, and sorting print options

The Print Reports screen for most reports includes a Dates section and a Filtering and Sorting section. If the Print Reports screen does not include these sections for the selected report, you may need to enable those sections in the Report Designer. To enable these sections or to specify the date options available for the *Date* field and the tabbed pages available in the Filtering and Sorting section, follow the steps below.

1. Choose File > Report Designer.
2. In the Reports list in the Report Designer, click the + sign next to the Accounting folder to expand the list of reports, and then double-click the report to modify.
3. Choose File > Page Setup, and then click the Report tab.
4. In the Date Options section, select the desired date type, and then mark the checkbox for each date option to include in the drop-down list.
5. In the Filtering and Sorting Options section, mark the checkbox for each tab to display in the Filtering and Sorting section, and then click OK to close the Page Setup dialog.
6. Save the report, and then close the Report Designer.
7. In the Print Reports screen, select the report you just modified. The modified print options are now available for the report.

Regions and sections to include

The Print Reports screen for most reports may include a Regions to Include section and/or a Sections to Include section. If the Print Reports screen does not include these sections for the selected report, the report does not contain optional regions or sections. Use the Report Designer to designate regions and/or sections of a report as optional sections. Those regions and sections will then be listed in the Regions to Include and Sections to Include sections of the

Print Reports screen. You can choose to include or omit those regions or sections when printing the report.

To make a region or section optional, follow these steps.

1. Choose File > Report Designer.

2. In the Reports list in the Report Designer, click the + sign next to the Accounting folder to expand the list of reports, and then double-click the report to modify.

3. In the design grid, highlight the region, row, group of rows, column, or group of columns to make optional.

4. In the Region Properties, Row Properties, or Column Properties, mark the *Optional region* or *Optional section* checkbox, and then enter a name for the section in the *Section name* field.

   Note: The *Region name* field is disabled for Region Properties; the application automatically enters the region name in that field. To rename a region, click anywhere in the region and choose Edit > Rename Region.

5. In the Region Properties, Row Properties, or Column Properties, mark the *Print by default* checkbox to have the application automatically mark the checkbox for the optional region or section at print time to include it in the report.

6. Save the report, and then close the Report Designer.

7. In the Print Reports screen, select the report you just modified. The Regions to Include and/or Sections to Include sections now include the regions and sections you just modified. Mark or clear the checkboxes for the regions and sections to include or exclude in the report.

Report options

Important! If a report that was available in Engagement CS is not listed, it is either not applicable to the procedures and workflow of Workpapers CS or there is not yet a comparable report.

Adjusting Journal Entry

The comparable report in Workpapers CS is **Adjusting Journal Entries**.

In Engagement CS	In Workpapers CS
Sort options (Sort options include Reference number and Entry type.)	Sort order options available in each of the Journal Entries tabs of the Print Reports screen for this report include Date, Description, Journal Code, Journal Description, and WP Reference. Sort order options available in each of the Journal Entry Distributions tabs of the Print Reports screen for this report include Amount, Description, GL Account Description, Sequence Number, and WP Reference.
Range to print (Range to print options include All and Reference number range.)	Ranges are available as one of the filtering options in the various Journal Entries tabs.
Entry types to include (Entry type options include Adjusting, Tax adjustment, Reclassifying, Other, Budget, Potential, Eliminating, and Tax adjustment by Tax Code.)	By default, the report offers Adjusting, Reclassifying, Tax adjustment, Other, Potential, and Tax code journal entry types. To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for this report.
Account description	By default, the report includes account descriptions. To exclude them, use the Report Designer to delete the unnecessary account description variables from the report. To include or exclude specific account descriptions, use the filtering options in the Filtering and Sorting section.
Separate debit/credit columns	By default, the report includes separate debit/credit columns. To include a single amount column only, use the Report Designer to modify the report as follows. 1. Delete the existing Credit column. 2. Select BA in the *Amount type* field of Cell Properties for the amount cells in the existing Debit column. 3. Update the applicable column heading text as desired.
Net income effect	By default, the report includes net income effect amounts. To exclude this section, clear the *Net Income Effect* checkbox in the Sections to Include section of the Print Reports screen for this report.
Workpaper reference	By default, the report includes workpaper references. To exclude this section, clear the *WP Reference* checkbox in the Sections to Include section of the Print Reports screen for this report.

In Engagement CS	In Workpapers CS
Details (When marked, shows the journal entry distribution descriptions.)	Use the Report Designer to modify the report as follows. 1. Add the applicable column to display the distribution descriptions, or use the existing Description column if you plan to replace the existing account descriptions with the distribution descriptions. 2. Add the appropriate description variable corresponding to the proper journal entry distribution row in the corresponding column. For example, on the Adjusting journal entry row, add the Chart of Accounts Activity > Adjusting Journal Entry > Distributions > Description variable. 3. Update the applicable column heading text as desired.

Chart of Accounts

The comparable report in Workpapers CS is **Chart of Accounts – Condensed** or **Chart of Accounts – Detailed**.

In Engagement CS	In Workpapers CS
Sort order (Sort order options include Account number, Account type, and Loc/Dept grouped by combining accounts.)	Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code.
Tickmarks	To include tickmarks, mark the *Tickmarks* checkbox in the Sections to Include section of the Print Reports screen for the detailed version of the report.
Workpaper reference	To include workpaper references, mark the *WP Reference* checkbox in the Sections to Include section of the Print Reports screen for the detailed version of the report.
Balance / Basis (When marked, allows you to select a Basis of Unadjusted, Adjusted, Report, Tax, or Other.)	Use the Report Designer to modify the report as follows. 1. Add the applicable column(s) to display balances. 2. Add the Chart of Accounts Activity > Amount variable in the account detail row for the corresponding column(s). ***Note:*** If using combining/core accounts only, add the Chart of Accounts Activity > Core > Amount variable. 3. Select the desired Period and Basis in the Cell Properties.
Print combining accounts / Print combining accounts only	By default, combining/core accounts are included as Workpapers CS supports posting directly to core accounts. To include combining accounts only, use the Report Designer to create a conditional expression in the report that prints the account detail row only if **ChartofAccounts.Accounts.GLAccount** = **ChartofAccounts.Accounts.CoreGLAccount**.

In Engagement CS	In Workpapers CS
Grouping schedules	By default, the detailed version of the report includes codes and subcodes for the default Account Classification account grouping. To exclude the codes and subcodes, use the Report Designer to make these columns of the report optional.

Client Information Report

The comparable report in Workpapers CS is **Client Information – Workpapers**.

In Engagement CS	In Workpapers CS
General Information tab (When marked, the report includes information from the General Information tab of the File > Client Properties dialog.)	By default, the report includes general information. To exclude the general information, use the Report Designer to make these rows of the report optional.
General Information tab / Advanced Properties (When marked, the report includes information from the Contact tab of the File > Client Properties > General Information tab > Advanced Properties dialog.)	By default, the report includes additional contact information. To exclude this section, clear the *Additional Contacts* checkbox in the Sections to Include section of the Print Reports screen for this report.
General Ledger tab or Trial Balance tab (When marked, the report includes information from the General Ledger tab or Trial Balance tab of the File > Client Properties dialog.)	By default, the report includes accounting information. To exclude this section, clear the *Accounting Information* checkbox in the Sections to Include section of the Print Reports screen for this report.
General Ledger tab / Period End Dates or Trial Balance tab / Period End Dates (When marked, the report includes information from the File > Client Properties > General Ledger tab or Trial Balance tab > Period End Dates dialog.)	By default, the report includes period end dates. To exclude this section, clear the *Period End Dates* checkbox in the Sections to Include section of the Print Reports screen for this report.

Financial Statement Worksheet

The comparable report in Workpapers CS is **Financial Statement Worksheet**.

In Engagement CS	In Workpapers CS
Sort order (Sort order options include Account number and Loc/Dept grouped by combining accounts.)	Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code.
Data range (Data range options include Current period and Year to date.)	By default, the report includes year-to-date data based on the date selected in the Dates section of the Print Reports screen for this report (Current period or Single period). To include current period data, use the Report Designer to change the Period in Column Properties from CY to CP.
Year (Year options include Single year, All years, and Range of years.)	By default, the report includes data for a single year. To include data for multiple years, select multiple instances of the report in the Print Reports screen and individually select the desired year for each instance of the report.
Report end date (Allows you to select a period that corresponds with the Data range and Year options.)	By default, the report allows a report end date selection by selecting a date option in the Dates section of the Print Reports screen for this report.
Number of units in current period	The option to specify a number of units in the current period has no equivalent in Workpapers CS, as one unit per current period is implied.
Extra lines per account	To include extra lines, mark the *Blank Line Between Accounts* checkbox in the Sections to Include section of the Print Reports screen for this report.
Location and/or Department (Allows you to select all locations and/or departments or a specific location and/or department to filter accounts.)	By default, the report includes all accounts. To include accounts for specific segment codes only, select the following filter options in the Chart of Accounts tab of the Print Reports screen for this report. ▪ Filter by: **Segment Code** ▪ Method: **is in the list** ▪ Selected: <select the segment codes to include>

In Engagement CS	In Workpapers CS
Print combining accounts (Available when the sort order is Loc/Dept grouped by combining accounts.)	By default, combining/core accounts are included, as Workpapers CS supports posting directly to core accounts. To group accounts by their combining/core account, use the Report Designer to modify the report as follows. 1. Add new rows above and below the existing account detail row and create nested repeating levels so the existing account detail row will repeat for each core account. ***Note:*** To group the new row range into repeating level 1, highlight the rows and choose Format > Row > Group into Repeating Level. Ensure that the existing account detail row is in repeating level 2. 2. Add the Chart of Accounts > Accounts > Core GL Account variable in the first cell of the new row (in repeating level 1) above the account detail row. ***Note:*** Mark the *Print distinct values* checkbox in Cell Properties to ensure that each core account is printed only once, as multiple accounts belong to the same core account. 3. Add new cell formulas in repeating level 1 below the account detail row if subtotals are desired for each core account group.
Print zero balance accounts	By default, the report includes only accounts with activity. To include all accounts, use the Report Designer to remove the conditional expressions from the account detail rows.

Grouping Schedule

The comparable report in Workpapers CS is **Account Groupings**.

In Engagement CS	In Workpapers CS
Sort order (Sort order options include Alpha and Order entered.)	Sort order options available in the Account Groupings tab of the Print Reports screen for this report include Category Sequence Number, Code, Description, GL Account, and Sequence Number.
Grouping selection (Grouping selection options include All and each individual grouping schedule.)	By default, the report includes all account groupings. To include selected accounting groupings only, select the following filter options in the Account Groupings tab of the Print Reports screen for this report. ▪ Filter by: **Description** ▪ Method: **is** or **in the list** ▪ Selected: <select the account grouping(s) to include>
Balance (Balance options include Unadjusted, Adjusted, Report, Tax, and Other.)	By default, the report offers all balances. To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for this report.

In Engagement CS	In Workpapers CS
Include prior year balances (Balance options include Unadjusted, Adjusted, Report, Tax, and Other.)	Use the Report Designer to modify the report as follows. 1. Copy and paste existing balance columns to add other applicable balance columns. 2. Select **1PY** in the *Period* field and select the desired balance type in the *Basis* field of Column Properties for each new column. 3. Mark or clear the *Optional section* checkbox and enter a desired Section name in the Column Properties for each applicable column. 4. Update applicable column heading text as desired.
Include unadjusted budget balances	To include budget balances, mark the *Budget 1* and/or *Budget 2* checkboxes in the Sections to Include section of the Print Reports screen for this report.
Include adjusted budget balances	To include budget balances, mark the *Budget 1* and/or *Budget 2* checkboxes in the Sections to Include section of the Print Reports screen for this report.
AJE display (AJE display options include None, Total, and Details.) (Available when an applicable basis is selected.)	By default, the report offers adjustments. To include or exclude them, mark or clear the *Adjusting JE Detail*, *Reclassifying JE Detail*, *Tax JE Detail*, and/or *Other JE Detail* checkboxes in the Sections to Include section of the Print Reports screen for this report. To include totals only, use the Report Designer to hide the applicable adjustment detail rows. ***Note:*** The rows should not be made optional or removed, as the totals use cell formulas that reference them.
Include account number (When marked, the report includes account detail for each code/subcode instead of subtotals only.)	By default, the report includes account detail. To exclude account detail and show balances on the subcode row instead of with each account, use the Report Designer to modify the report as follows. 1. Mark the *Optional section* checkbox and enter a desired Section name in the Row Properties for each row in the repeating group for accounts. 2. Add new rows under the existing account details that are set up to be alternate subcode rows. These rows should include the balance subtotals. 3. Create conditional expressions for the alternate subcode rows to print only if the optional account detail row has a **RowCount < 1**.
Include subcode	By default, the report includes subcode detail. To exclude subcode detail, use the Report Designer to hide the applicable rows or ungroup and delete the unnecessary rows.
Include tickmarks / Place at end of report	The Report Designer does not currently include variables for tickmarks for this report.

In Engagement CS	In Workpapers CS
Include workpaper reference / Place at end of report	To include workpaper references, mark the *WP Reference* checkbox in the Sections to Include section of the Print Reports screen for this report. To place this section at the end of the report, use the Report Designer to move the applicable column to the desired location.
Subtotal by grouping code category	To group and subtotal by account grouping code category (which are available for all custom account grouping codes), mark the *Group by Category* checkbox in the Sections to Include section of the Print Reports screen for this report.
Print ungrouped accounts per schedule	The report does not currently include the option to include ungrouped accounts.
Page break after each code	Use the Report Designer to add a page break directly after the account grouping code total row.
Round amounts	Workpapers CS supports rounding per balance basis (set up in the Balance Definitions dialog, which is accessed from the Accounting Information tab of the Setup > Clients screen). Rounding affects all reports that display the corresponding basis types for which the *Round Balances* checkbox is marked. To display whole dollar amounts (rather than displaying the rounded cents as .00), use the Report Designer to change the number of decimal places by placing the cursor in the cell, choosing Format > Cells, clicking the Format tab, selecting the Amount category, and then entering 0 in the *Decimal places* field.
Print zero balance (Include zero balance options include Only accounts with activity or All accounts.)	By default, the report includes only accounts with activity. To include all accounts, use the Report Designer to remove the conditional expressions from rows 4 through 8.

Tax Code Report

The comparable report in Workpapers CS is **Tax Code Groupings**.

In Engagement CS	In Workpapers CS
Balance (Balance options include Unadjusted, Adjusted, and Tax.)	By default, the report includes the Unadjusted, Adjusted, and Tax balances. To exclude them, clear the *Unadjusted Balance*, *Adjusted Balance*, and/or *Tax Balance* checkboxes in the Sections to Include section of the Print Reports screen for this report.
Include prior year balances (Balance options include Adjusted and Tax.)	By default, the report includes the prior-year Adjusted balance. To include the prior-year Tax balance, mark the *Tax Balance – Prior Year* checkbox in the Sections to Include section of the Print Reports screen for this report.

In Engagement CS	In Workpapers CS
Display account detail (When marked, the report includes account detail for each tax code rather than subtotals only.)	By default, the report includes account detail. To exclude account detail and show balances on the tax code row instead of with each account, use the Report Designer to modify the report as follows. 1. Mark the *Optional section* checkbox and enter a desired Section name in the Row Properties for each row in the repeating group for accounts. 2. Add new rows under the existing account details that are set up to be alternate tax code rows. These rows should include the balance subtotals. 3. Create conditional expressions for the alternate tax code rows to print only if the optional account detail row has a **RowCount < 1**.
Display tax code group detail	By default, the report includes custom tax codes.
Display adjustments (When marked, the report includes detail for current year adjusting and tax journal entries.)	By default, the report includes adjustments. To exclude them, clear the *Adjusting JE Detail* and/or *Tax JE Detail* checkboxes in the Sections to Include section of the Print Reports screen for this report.
Include accounts with blank tax codes	By default, the report includes accounts with blank tax codes. To exclude this region, clear the *Blank Tax Codes* checkbox in the Regions to Include section of the Print Reports screen for this report.
Include M-3 codes	By default, the report includes M-3 tax codes. To exclude this region, clear the *M-3 Tax Code Groupings* checkbox in the Regions to Include section of the Print Reports screen for this report.
Round amounts	Workpapers CS supports rounding per balance basis (set up in the Balance Definitions dialog, which is accessed from the Accounting Information tab of the Setup > Clients screen). Rounding affects all reports that display the corresponding basis types for which the *Round Balances* checkbox is marked. To display whole dollar amounts (rather than displaying the rounded cents as .00), use the Report Designer to change the number of decimal places by placing the cursor in the cell, choosing Format > Cells, clicking the Format tab, selecting the Amount category, and then entering 0 in the *Decimal places* field.

Tax Code Worksheet

The comparable report in Workpapers CS is **Tax Code Worksheet**.

In Engagement CS	In Workpapers CS
The Tax Code Worksheet in Engagement CS does not provide any filtering or sorting options. By default, the worksheet lists tax-related information for the client's tax entity, including account balances for the current year, adjusted balances, and any relevant adjustments.	Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code.
	By default, the report includes year-to-date data based on the date selected in the Dates section of the Print Reports screen for this report (Current period or Single period). To include current period data, use the Report Designer to change the Period in Column Properties from CY to CP.
	By default, the report offers all Schedule M-3 tax codes. To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for this report.

Tax Reconciliation

The comparable report in Workpapers CS is **Tax Reconciliation Worksheet – Condensed** or **Tax Reconciliation Worksheet – Detailed**.

In Engagement CS	In Workpapers CS
Format (Format options include Summary and Detailed.)	By default, the condensed version of the report is comparable to the summary format, and the detailed version of the report is comparable to the detailed format.
Tax code description (Available for Detailed format.)	By default, the detailed version of the report includes tax code descriptions. To exclude this section, clear the *Tax Code Description* checkbox in the Sections to Include section of the Print Reports screen for this report.
Difference type (Available for Detailed format.)	By default, the detailed version of the report includes difference types. To exclude this section, clear the *Difference Type* checkbox in the Sections to Include section of the Print Reports screen for this report.
Include / Exclude (Available for Detailed format.)	By default, the detailed version of the report includes the include/exclude tax export treatment. To exclude this section, clear the *Tax Export Treatment* checkbox in the Sections to Include section of the Print Reports screen for this report.

In Engagement CS	In Workpapers CS
Workpaper reference (Available for Detailed format.)	By default, the detailed version of the report includes workpaper references. To exclude this section, clear the *WP Reference* checkbox in the Sections to Include section of the Print Reports screen for this report.

Trial Balance

The comparable report in Workpapers CS is **Trial Balance – Condensed**, **Trial Balance – Detailed**, or **Trial Balance – Segmented**.

In Engagement CS	In Workpapers CS
Sort order (Sort order options include Account number, Account type, and Loc/Dept grouped by combining accounts.)	Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code. To group and subtotal by core account, the comparable report available in the Accounting CS Library is the **Trial Balance – Condensed – Grouped by Core Account**. For information on importing this or other reports, see the Help & How-To Center.
Basis (Basis options include Unadjusted, Adjusted, Report, Tax, and Other.)	By default, the segmented version of the report includes the Adjusted basis, the condensed version offers the Adjusted balance, and the detailed version offers the Beginning and Adjusted balances. To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for the condensed or detailed version of the report.
Amounts (Amount options include Balance, Budget, and Adjusted budget. When Balance is marked, the report includes the balance type selected in the *Basis* field.)	By default, the segmented version of the report includes the Adjusted basis, the condensed version offers the Adjusted balance, and the detailed version offers the Beginning and Adjusted balances. To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for the condensed or detailed version of the report.
Format (Format options include Summary and Detailed.)	By default, the condensed version of the report is comparable to the summary format, and the detailed version of the report is comparable to the detailed format.
Periods (Available for Detailed format.) (Period options include each period of the current year.)	By default, the detailed version of the report includes each period of the year based on the year selected in the Dates section of the Print Reports screen for this report (Current year or Single year).

In Engagement CS	In Workpapers CS
Data range (Available for Detailed format.) (Data range options include Current period and Year to date.)	By default, the condensed version of the report includes current period and current year-to-date data based on the date selected in the Dates section of the Print Reports screen for this report (Current period or Single period).
Year (Year options include Single year, All years, and Range of years.)	By default, the report includes data for a single year. To include data for multiple years, modify the report to add applicable columns by copying and pasting an existing balance column, and then select the desired period indicators for each column. It is possible to select multiple instances of the same report in the Print Reports screen and individually select the desired year for each instance of the report.
Report end date (Available for Summary format.) (Allows you to enter an end date for the report.)	By default, the report allows a report end date selection by selecting a date option in the Dates section of the Print Reports screen for this report.
Number of units in current period (Available for Summary format.)	The option to specify a number of units in the current period has no equivalent in Workpapers CS as one unit per current period is implied.
Extra lines per account	To include extra lines, mark the *Blank Line Between Accounts* checkbox in the Sections to Include section of the Print Reports screen for this report.
Include tickmarks	To include tickmarks, mark the *Tickmarks* checkbox in the Sections to Include section of the Print Reports screen for the condensed or detailed version of the report.
Include workpaper reference	To include workpaper references, mark the *WP Reference* checkbox in the Sections to Include section of the Print Reports screen for the condensed or detailed version of the report.
Include grid lines	To include gridlines, mark the *Gridline Between Accounts* checkbox in the Sections to Include section of the Print Reports screen for this report.
Separate debit/credit columns	Use the Report Designer to modify the report as follows. 1. Add other applicable balance columns. To do this, copy and paste an existing balance column. 2. Select DR and CR respectively in the *Amount type* field of Column Properties for each column. ***Note:*** To display the credit amounts as positive, place the cursor in the credit amount cell and choose Format > Cells, click the Format tab (Amount category), and then mark the *Multiply by -1* checkbox. 3. Update applicable column heading text as desired.

In Engagement CS	In Workpapers CS
Separate debit/credit columns / Use total balance	Use the Report Designer to modify the report as follows. 1. Copy and paste an existing balance column to add other applicable balance columns. 2. Create conditional expressions for the amount cells to print only if the amount variable is >= 0 (for the debit amount cell) and to print only if the amount variable is < 0 (for the credit amount cell). ***Note:*** To display the credit amounts as positive, place the cursor in the credit amount cell and choose Format > Cells, click the Format tab (Amount category), and then mark the *Multiply by -1* checkbox. 3. Update applicable column heading text as desired.
Print combining accounts / Print combining accounts only (Available when the sort order is Loc/Dept grouped by combining accounts.)	By default, combining/core accounts are included, as Workpapers CS supports posting directly to core accounts. To group and subtotal by core account, the comparable report available in the Accounting CS Library is the **Trial Balance – Condensed – Grouped by Core Account**. For information on importing this or other reports, see the Help & How-To Center. To group accounts by their combining/core account, use the Report Designer to modify the report as follows. To include combining accounts only, use the Report Designer to modify the report as follows. 1. Replace the Chart of Accounts > Accounts > GL Account and Chart of Accounts > Accounts > GL Account Description variables with the Chart of Accounts > Accounts > Core GL Account and Chart of Accounts > Accounts > Core GL Account Description variables respectively. 2. Mark the *Print distinct values* checkbox in Cell Properties for the Account, Type, and Description cells to ensure that each core account is printed only once as multiple accounts belong to the same core account. 3. Replace the Chart of Accounts Activity > Amount variables with the Chart of Accounts Activity > Core > Amount variables.
Print locations/departments in separate columns (Available when the sort order is Loc/Dept grouped by combining accounts and when the Print combining accounts / Print combining accounts only option is selected.)	By default, the Trial Balance – Segmented report includes segment combinations in separate columns.
Print zero balance accounts (Include zero balance options include Only accounts with activity or All accounts.)	By default, the report includes only accounts with activity. To include all accounts, use the Report Designer to remove the conditional expressions from the account detail rows.

Trial Balance Variance Report

The comparable report in Workpapers CS is **Trial Balance Variance – Five Year Comparison** or **Trial Balance Variance – Two Year Comparison**.

In Engagement CS	In Workpapers CS
Type (Type options include Account number, Account groups, and each individual account group.)	By default, the report offers optional By Account Number and By Account Grouping regions.
Range of codes (When marked, allows you to select specific accounts or account grouping codes.)	By default, the report includes all accounts and account grouping codes. To include specific accounts or account grouping codes only, select the following filter options in the Chart of Accounts tab of the Print Reports screen for this report. ▪ Filter by: **Account** or **Account Grouping Code** ▪ Method: **is** or **is in the range** ▪ Selected: <select the accounts or codes to include>
Account detail	To include account details in the By Account Grouping region, mark the *By Account Grouping* checkbox in the Regions to Include section and mark the *Account Details* checkbox in the Sections to Include section of the Print Reports screen for this report.
Subcode detail (Available when a single account group is selected.)	By default, the report includes subcode details.
Comparison criteria (Allows you to select balances to compare by defining a Period and Amount Type for each desired balance.)	By default, the report includes comparisons for year-to-date Adjusted balances. To compare other specific balances, use the Report Designer to modify the report and select the desired period and basis in the *Period* field and *Basis* field of Column Properties for the applicable columns.
Thresholds (Allows you to enter a specific amount and/or percent threshold.)	By default, the report includes all accounts and account grouping codes. To include items that meet a specific threshold only, use the Report Designer to modify the report and set up conditional expressions to only print the applicable rows based on a desired $ Change and/or % Change. For example, if you want a $500 threshold in the By Account Number region, create a conditional expression in the report that prints the account detail row (row 4) only if **I4 <= 500 or I4 >= 500**.

In Engagement CS	In Workpapers CS
Sort order (Sort order options include Account number, $ change, and % change.)	Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code. Sort order options available in the Account Groupings tab of the Print Reports screen for this report include Sequence Number and GL Account.

Trial Balance Worksheet

The comparable report in Workpapers CS is **Trial Balance Worksheet**.

In Engagement CS	In Workpapers CS
Sort order (Sort order options include Account number, Account type, and Loc/Dept grouped by combining accounts.)	Sort order options available in the Chart of Accounts tab of the Print Reports screen for this report include Classification Code, Classification Subcode, Core GL Account, Core GL Account Description, GL Account, GL Account Description, M3 Tax Code, M3 Tax Code Subcode, Tax Code, Tax Code Subcode, and Type Code.
Basis (Basis options include Unadjusted, Adjusted, Report, Tax, Other, and Budget.)	By default, the report offers all balances. To include or exclude them, mark or clear the applicable checkboxes in the Sections to Include section of the Print Reports screen for this report.
Include prior year balances (When marked, the report includes prior year balances for the balance type selected in the *Basis* field.)	To include prior-year balances, mark the applicable checkboxes in the Sections to Include section of the Print Reports screen for this report.
Account type (Account type options include All, R&E, and A&L.)	By default, the report includes all accounts. To include specific account types only, select the following filter options in the Chart of Accounts tab of the Print Reports screen for this report. ▪ Filter by: **Type** ▪ Method: **is in the list** ▪ Selected: <select the account types to include>
Report end date	By default, the report allows a report end date selection by selecting a date option in the Dates section of the Print Reports screen for this report.
Extra lines per account	To include extra lines, mark the *Blank Line Between Accounts* checkbox in the Sections to Include section of the Print Reports screen for this report.
Include AJE description (Available when an applicable basis is selected.)	By default, the report includes the journal entry description. To exclude it, use the Report Designer to delete the unnecessary description variable from the report.

<table>
<tr><th>In Engagement CS</th><th>In Workpapers CS</th></tr>
<tr><td>Include tickmarks / Place at end of report</td><td>To include tickmarks, mark the Tickmarks checkbox in the Sections to Include section of the Print Reports screen for this report.</td></tr>
<tr><td>Include workpaper reference / Place at end of report</td><td>To include workpaper references, mark the WP Reference checkbox in the Sections to Include section of the Print Reports screen for this report.

To place this section at the end of the report, use the Report Designer to move the applicable column to the desired location.</td></tr>
<tr><td>Include grid lines</td><td>To include gridlines, mark the Gridline Between Accounts checkbox in the Sections to Include section of the Print Reports screen for this report.</td></tr>
<tr><td>Separate P&L and B/S columns</td><td>Use the Report Designer to modify the report as follows.
1. Add other applicable balance columns. To do this, copy and paste an existing balance column.
2. Create a conditional expression in the report that prints the amount variable in the P&L column only if ChartofAccounts.Accounts.TypeCode = “R” or ChartofAccounts.Accounts.TypeCode = “E”.
3. Create a conditional expression in the report that prints the amount variable in the B/S column only if ChartofAccounts.Accounts.TypeCode = “A” or ChartofAccounts.Accounts.TypeCode = “L” or ChartofAccounts.Accounts.TypeCode = “Q”.
4. Update applicable column heading text as desired.</td></tr>
<tr><td>Separate debit/credit columns</td><td>Use the Report Designer to modify the report as follows.
1. Copy and paste an existing balance column to add other applicable balance columns.
2. Select DR and CR respectively in the Amount type field of Column Properties for each column.
Note: To display the credit amounts as positive, place the cursor in the credit amount cell and choose Format > Cells, click the Format tab (Amount category), and then mark the Multiply by -1 checkbox.
3. Update applicable column heading text as desired.</td></tr>
</table>

In Engagement CS	In Workpapers CS
Separate debit/credit columns / Print net debit/credit amount	Use the Report Designer to modify the report as follows. 1. Add other applicable balance columns. To do this, copy and paste an existing balance column. 2. Create conditional expressions for the amount cells to print only if the amount variable is >= 0 (for the debit amount cell) and to print only if the amount variable is < 0 (for the credit amount cell). ***Note:*** To display the credit amounts as positive, place the cursor in the credit amount cell and choose Format > Cells, click the Format tab (Amount category), and then mark the *Multiply by -1* checkbox. 3. Update applicable column heading text as desired.
Print combining accounts / Print combining accounts only (Available when the sort order is Loc/Dept grouped by combining accounts.)	By default, combining/core accounts are included as Workpapers CS supports posting directly to core accounts. To group accounts by their combining/core account, use the Report Designer to modify the report as follows. 1. Add new rows above and below the existing account detail row and create nested repeating levels so the existing account detail row will repeat for each core account. ***Note:*** To group the new row range into repeating level 1, highlight the rows and choose Format > Row > Group into Repeating Level. Ensure that the existing account detail row is in repeating level 2. 2. Add the Chart of Accounts > Accounts > Core GL Account variable in the first cell of the new row (in repeating level 1) above the account detail row. ***Note:*** Mark the *Print distinct values* checkbox in Cell Properties to ensure that each core account is printed only once as multiple accounts belong to the same core account. 3. Add new cell formulas in repeating level 1 below the account detail row if subtotals are desired for each core account group. To include combining accounts only, use the Report Designer to modify the report as follows. 1. Replace the Chart of Accounts > Accounts > GL Account and Chart of Accounts > Accounts > GL Account Description variables with the Chart of Accounts > Accounts > Core GL Account and Chart of Accounts > Accounts > Core GL Account Description variables respectively. 2. Mark the *Print distinct values* checkbox in Cell Properties for the Account, Type, and Description cells to ensure that each core account is printed only once as multiple accounts belong to the same core account. 3. Replace the Chart of Accounts Activity > Amount variables with the Chart of Accounts Activity > Core > Amount variables.

In Engagement CS	In Workpapers CS
Print zero balance (Print zero balance options include Only accounts with activity or All accounts.)	By default, the report includes only accounts with activity. To include all accounts, use the Report Designer to remove the conditional expressions from row 4 and rows 12 through 15.

Diagnostic Reports

In Engagement CS, you can access the Workpaper and Notes diagnostic reports from the File > Diagnostic Reports menu and you can open the Engagement Status report via the Utilities command menu in the engagement workspace.

Workpaper Report

The comparable report in Workpapers CS is the **Workpapers List**.

In Engagement CS	In Workpapers CS
Sort order (Sort the column order in the report by Workpaper Reference, Workpaper Name, Warning, Assigned, Notes, Signoff type)	Sort order options available in the Engagement Binder tab of the Print Reports screen for this report include Beginning Date, Completion Date, Ending Date, Name, Period End Date, Period Frequency, Report Release Date, Sequence Number, Status, and Type. Sort order options available in the Workpaper tab of the Print Report screen for this report include Assigned to Staff First Name, Assigned to Staff ID, Assigned to Staff Last Name, Name, Parent Folder Level, Parent Folder Name, Reference, Sequence Number, and Status.
Include selected workpapers (Include or exclude workpapers from the current engagement in the report.)	By default, the report lists all binders and workpapers for the selected client. To include or exclude selected workpapers and binders, use the appropriate filtering options in the Filtering and Sorting section of the Print Report screen.
Workpapers assigned to (Include workpapers assigned to specific staff.)	By default, the report lists the staff assignments for all workpapers for the selected client. To include or exclude workpapers that are assigned to specific staff, use the appropriate filtering options in the Filtering and Sorting section of the Print Report screen.
Include checked out and disconnected workpapers only	By default, the report lists all workpaper statuses for the selected client. To include or exclude specific statuses, use the appropriate filtering options in the Filtering and Sorting section of the Print Report screen.

In Engagement CS	In Workpapers CS
Exclude workpapers signed off by (Include or exclude workpapers signed off by staff that are assigned to specific signoff types.)	By default, the report lists all signoff types, the date that they were signed off, and by which staff ID. To include or exclude signoffs, use the appropriate filtering options in the Filtering and Sorting section of the Print Report screen.

Notes Report

The comparable report in Workpapers CS is the **Notes List**.

In Engagement CS	In Workpapers CS
Selected folders/workpapers (Allows you to select the folders and workpapers that contain notes in the report.)	By default, the report lists all folders and workpapers that contain notes for the selected engagement client. To include or exclude notes, use the appropriate filtering options in the Filtering and Sorting section of the Print Report screen.
Filter the report by note originator.	By default, the report lists all notes and by whom they were created. To include or exclude notes created by specific staff, use the appropriate filtering options in the Filtering and Sorting section of the Print Report screen.
Include notes detail.	By default, the report lists all details for notes. To include or exclude notes details, use the appropriate filtering options in the Filtering and Sorting section of the Print Report screen.
Filter by workpaper assignment.	By default, the report lists all staff assignments for each workpaper that contains a note. To include or exclude notes by staff assignment, use the appropriate filtering options in the Filtering and Sorting section of the Print Report screen.
Filter by the current status of the note.	By default, the reports list all note statuses. To include or exclude a specific status, use the appropriate filtering options in the Filtering and Sorting section of the Print Report screen.

Note: As an alternative to printing the Notes List and Workpapers List, you can configure the Workpapers Dashboard to view the Notes List and Workpapers List portlets for a real-time diagnostic view of those items.

Engagement Status Report

The comparable report in Workpapers CS is the **Engagement Binder List**.

In Engagement CS	**In Workpapers CS**
General tab – Sort order (Sort order column in report by Client ID, Engagement Date, Status, Audit Engagement, Release Date, Days Remaining, Archive)	Sort order options available in the Engagement Binder tab of the Print Reports screen for this report include Beginning Date, Completion Date, Ending Date, Name, Period End Date, Period Frequency, Report Release Date, Sequence Number, Status, and Type.
General tab – Include and/or exclude Completed engagements, Non-audit engagements, Archived engagements	By default, the report lists all binders, folders, and workpapers for the selected client. It also includes the number of notes (if present) for each workpaper, Staff Assigned status, Preparer Signoff (ID and date), and Reviewer Signoff (ID and date). To include or exclude selected workpapers and binders, use the appropriate filtering options in the Filtering and Sorting section of the Print Report screen.
Client Selection tab Print all clients or Print selected clients	Select this report on a per-client basis.