
Accountant's Assistant[®] WalkThrough

version 2007.x.x



CS Professional Suite
Accounting Products



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1

Introduction

What is Accountant's Assistant?

Accountant's Assistant[®] is the software that integrates directly with your Creative Solutions Accounting[™] (CSA) software. It provides the link that allows you to transfer data smoothly between your CSA software and your client's Client Bookkeeping Solution[®] (CBS) software. At the same time, it is the tool that enables you to maintain control over the way financial data is managed in your client's business.

Your client exports data to you from CBS, and you retrieve that data into Accountant's Assistant in your own office. You then review the data and any electronic notes left for you by the client. After making any necessary corrections to the client's transactions, you transfer the data to your CSA software, where it is automatically organized for use in CSA. Within minutes of receiving your client's data, you can produce financial statements and other reports using accurate and consistent data.

With Accountant's Assistant, you can customize the CBS software your clients use to meet their needs and also to meet your own needs when working with their data. As a client becomes more proficient with using the CBS software or as his or her needs change, **you** can decide which CBS client modules and features are most appropriate to provide for the client.

From your perspective, CBS eliminates data-entry bottlenecks and improves turnaround time. You help your clients organize their company bookkeeping records, but you don't need to learn several different software programs or accommodate multiple formats. Your client's CBS records are clean, well maintained, and well organized. And because the

data is transferred directly from CBS, the transcription errors are eliminated. CBS streamlines your data-entry workload, and you gain a clearer understanding of your client's business.

What is Client Bookkeeping Solution?

Client Bookkeeping Solution is an innovative client bookkeeping system that gives your clients easy-to-use tools to automate daily checkwriting and recordkeeping tasks while it reserves the higher-level accounting tasks for you.

Your client uses CBS CheckWriter[®] (and, optionally, any or all of the add-on client modules) to write checks, post them to accounts you have defined, and maintain an ongoing record of cash flow. At the end of the period, your client sends you the data — complete and automatically organized — on removable media, via email, or via the Internet.

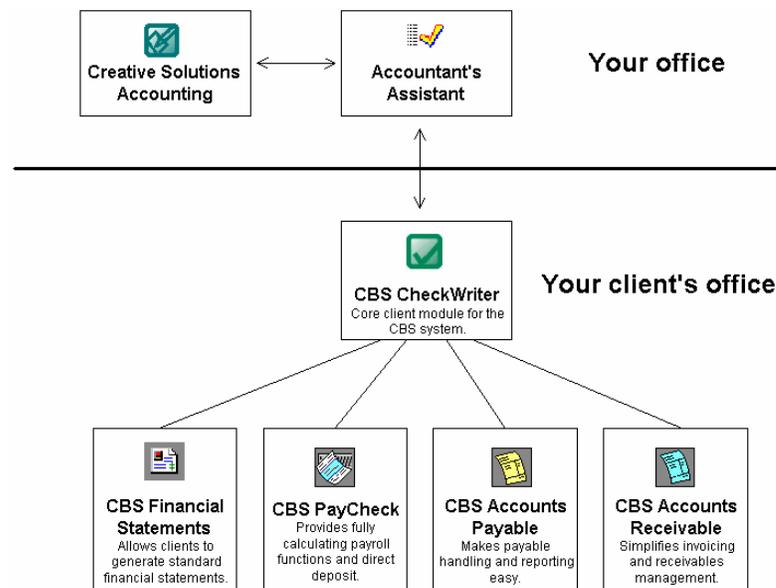
- CBS CheckWriter, the core client module, simplifies bookkeeping tasks such as data entry for regular and noncalculating payroll checks, check printing, and report preparation. CBS CheckWriter also maintains an unlimited number of transactions for each checkbook account and automatically calculates your balances for up to 100 bank accounts.
- The optional CBS PayCheck[™] module automatically calculates payroll amounts for your client's salaried and hourly employees. CBS PayCheck calculates all withholdings, 401(k) contributions where appropriate, special deductions such as loan repayments, and other miscellaneous deductions, based on data entered during employee setup. If you choose to enable the direct deposit features for your clients, they can use CBS to create electronic payment system (EPS) records to transmit to InterceptEFT Corporation, who then uses the EPS records to create ACH files to transmit to the appropriate financial institutions.

Disclaimer: InterceptEFT is an unaffiliated third party that some of our customers have engaged to provide direct deposit, tax payments, ACH processing, or credit card merchant services.

- The optional CBS Accounts Payable module schedules payments, tracks cash requirements and discounts, and produces aging reports for better cash-flow management.

- The optional CBS Accounts Receivable module simplifies receivables management by providing powerful yet flexible solutions for completing daily tasks, summarizing customer activity, and reporting critical sales information.
- The optional CBS Financial Statements module allows your clients to generate interim financial statements using any of the predefined financial statement forms for balance sheet, income statement, cash flow, and trial balance.

From your client's perspective, CBS automates day-to-day checkwriting and recordkeeping tasks, saving substantial time and effort over manual systems. CBS keeps your client's information well organized and helps to manage cash more effectively by continuously displaying up-to-date bank balances. At the end of the processing period, they receive sophisticated reports and other services from you faster than ever before. CBS helps your clients maximize productivity while it increases the value and trust they place in you!



Note: To view system requirements for Client Bookkeeping Solution and other CS Professional Suite software products, visit our website at CS.Thomson.com or Go.Thomson.com.

Installing the appropriate license to complete this WalkThrough

The Accountant's Assistant software is included on the CS Professional Suite Accounting Products CD. To complete the steps in this WalkThrough, you need to have either a full or trial license installed for Write-Up CS™ and for Accountant's Assistant.

If no CSA products are currently licensed on your computer

If the installation program does not detect any CSA products currently licensed on your computer, it will prompt you to install trial licenses or to download valid licenses via CS Connect.™ Use the following steps to download up-to-date licenses at any time.

1. Click the **CS Connect**  button on the CSA toolbar.
2. In the CS Connect dialog, verify that the **Retrieve Licenses** checkbox is marked, and then click the **Call Now** button. CS Connect logs in to the CS Connect servers.
3. Follow the remaining prompts to download and then apply your updated licenses.
4. The program may prompt you to restart your computer to complete the CSA installation. You can have the installation program automatically restart your computer, or you can choose to restart it later. Note, however, that if prompted to restart, you cannot begin using CSA until you restart your computer.

If you are currently licensed for one or more CSA products

If you are currently licensed for one or more CSA products but need to install a trial license for Write-Up CS, Accountant's Assistant, or both, follow the steps below.

1. From the CSA main window, choose **Help / About CSA**.
2. Click the **Trial Licenses** button.
3. In the Trial Licenses dialog, mark the checkbox for Write-Up CS and/or Accountant's Assistant, and then click the **Done** button. The program will close briefly and then reopen so that you can evaluate the software.

Installing Client Bookkeeping Solution

Please note that CBS supports both **Standalone** and **Network Administrator** installations of the program. For details about installation options, please refer to the *Client Bookkeeping Solution CheckWriter Getting Started* guide, which is accessible from the CBS help in PDF format. To open this guide in the Adobe® Reader® version 5.0.5 or higher, choose **Help / Getting Started Guide** from the CBS main window.

Follow these steps to complete the **Standalone** installation of CBS.

1. Close all programs that may be running on your local computer, including your email program and any background virus protection software.
2. Insert the Client Bookkeeping Solution CD into the CD drive on your computer. The installation program will open automatically after a few seconds — or choose **Run** from the Windows Start menu, browse to the CD drive and type **Setup.exe** to start the installation.

Note: If you have a prior version of CBS on your computer and you choose to install to the same location, the program prompts you to **uninstall** it before proceeding.

3. In the Installation Type dialog, select **Standalone** from the drop-down list, click the **Next** button, and then respond to the installation prompts. Please note that the recommended settings are presented as the default selections for each prompt.
4. After the program has been successfully installed, click the **Finish** button. If the program instructs you to restart your computer, be sure to do so before starting the CBS program.

Important information before you begin

Please read the information in this section to learn about preparations you need to make before beginning this WalkThrough, how to use this WalkThrough according to your needs, how this WalkThrough is organized, and how to get help if you need it.

Important! Prepare transfer and export files

During this WalkThrough, you will generate an accountant's transfer file in Accountant's Assistant and an export file in Client Bookkeeping Solution. You can choose to generate these files to a form of removable media (ZIP disk, CD, USB drive, etc.) or you can generate them to a folder on your computer or via email.

How to use this WalkThrough

Depending on your particular needs, you may use this WalkThrough for several purposes.

- **To preview the software before purchase.** You may use this WalkThrough to learn about Accountant's Assistant, its functions and features, and why it is the smart solution for both you and your clients.
- **To prepare for a CBS demonstration with a client.** You may find this WalkThrough helpful when preparing to demonstrate Client Bookkeeping Solution to your clients. Although this WalkThrough is not intended to be read or otherwise used by your client directly, you can use it to refresh your own knowledge of the processing cycle and

the individual modules. In addition, you will notice sections entitled “What to Tell Your CBS Client” throughout this WalkThrough. These sections highlight program features and benefits that you may want to point out during a CBS demonstration with your client.

- **To introduce Accountant’s Assistant to members of your staff.** There may be other people in your office who need to understand how to use Accountant’s Assistant and CBS. They can use this WalkThrough to get a general overview of the CBS processing cycle and principles.

Organization of this WalkThrough

In addition to the introductory chapter, this WalkThrough includes three other parts.

- **System setup and the CBS processing cycle.** Demonstrates the typical CBS processing cycle, including system setup at both your office and your client’s office, normal processing, and the transfer of client transactions back to your Write-Up CS software at the end of each period.
- **Overview of CBS add-on modules.** Provides more information about the optional CBS PayCheck, CBS Accounts Payable, CBS Accounts Receivable, and CBS Financial Statements modules.
- **Conclusion.** Presents information on how to prepare this WalkThrough for the next user within your firm and provides a summary of the CS Professional Suite of integrated software products.

Comprehensive help topics

As with all CS Professional Suite products, the primary documentation for both Accountant's Assistant and Client Bookkeeping Solution is provided in comprehensive help topics, which are accessible from the Help menu in each product. These topics cover basic procedures and overview information, as well as context-sensitive help for each data-entry window or dialog.

Note: Your CBS client has access to all help documentation created for the CBS CheckWriter program. Note, however, that your client can access the help topics for the CBS add-on modules only if they are licensed for those modules. In addition, if you've disabled the CheckWriter payroll or checkbook reconciliation functions during the client setup process, those help topics will not be available to the client.

As you are reading this guide, you will find it helpful to examine the help topics related to each feature of Accountant's Assistant. Choose **Help / Accountant's Assistant Help Topics**.

- In the Accountant's Assistant help browser, click a topic in the left frame to view it in the right frame.
- Press F1 or CTRL+F1 from any window or dialog in the program to open a help topic for that window or dialog.
- Click the **Contents** button to view topics organized by chapters.
- Click the **Index** button to view topics organized by keywords.
- Click the **Search** button, enter a word or phrase to search for, and then click the  button to search for topics that contain a specific word or phrase.
- For optimal viewing of the help topics, maximize the help browser window by clicking the  button in the upper-right corner of the help browser.

- To print the selected topic, right-click in the topic and choose Print from the context menu.

Both Accountant's Assistant and CBS include a number of documents in Portable Document Format (PDF). To view or print any of these documents, you must have Adobe Reader version 5.0.5 or higher installed on your computer. If you do not have Adobe Reader installed, open CSA and choose **Help / On the Web / Adobe Reader** to access the Adobe website from which you can download and install the Reader. If your clients do not have Adobe Reader installed on their computers, they can install it by running the **Adobe Acrobat Reader.exe** file from the Client Bookkeeping Solution CD.

Introduction



2

System Setup and the CBS Processing Cycle

Restoring the CBS Training Company in CSA

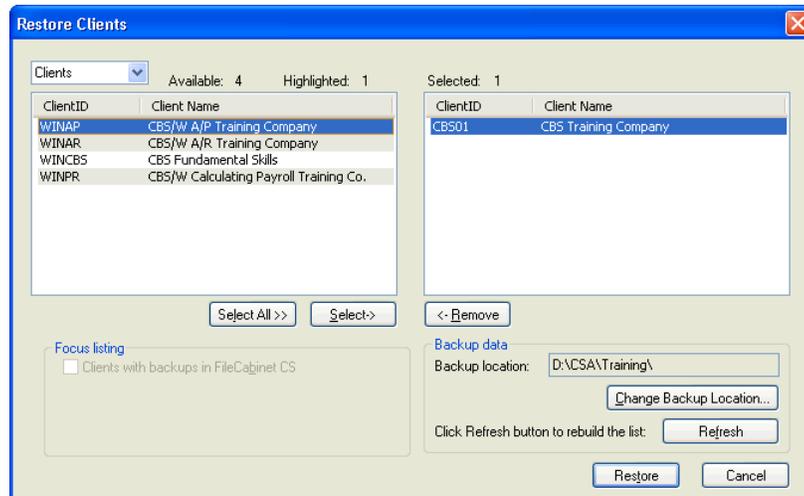
Follow the steps below to open CSA and then to restore the **CBS Training Company** sample client from the Client Bookkeeping Solution CD.

1. If you chose to add the CSA shortcut icon to your desktop during the installation process, you can start the program by double-clicking that icon. (Or click Start on the Windows taskbar and choose All Programs / Creative Solutions / Creative Solutions Accounting.)
2. Insert the Client Bookkeeping Solution CD into your CD drive.

Note: If you press and hold down the SHIFT key while inserting the CD, the automatic installation program will not start. If the automatic installation program does start, simply click the **Cancel** button, and then exit the installation program.

3. In CSA, choose **File / Restore**.
4. In the Clients Not Found dialog, click the **Change Backup Location** button.
5. Navigate to the CD drive containing your Client Bookkeeping Solution CD, double-click the **Training** folder, select the **CSA** folder, and then click **OK**.

- In the left pane, double-click the **CBS01** client to select it and move it to the right-hand pane. (If you don't see the **CBS01** client and you are in the correct folder, make sure you have selected **Clients** from the drop-down list above the Available pane.)

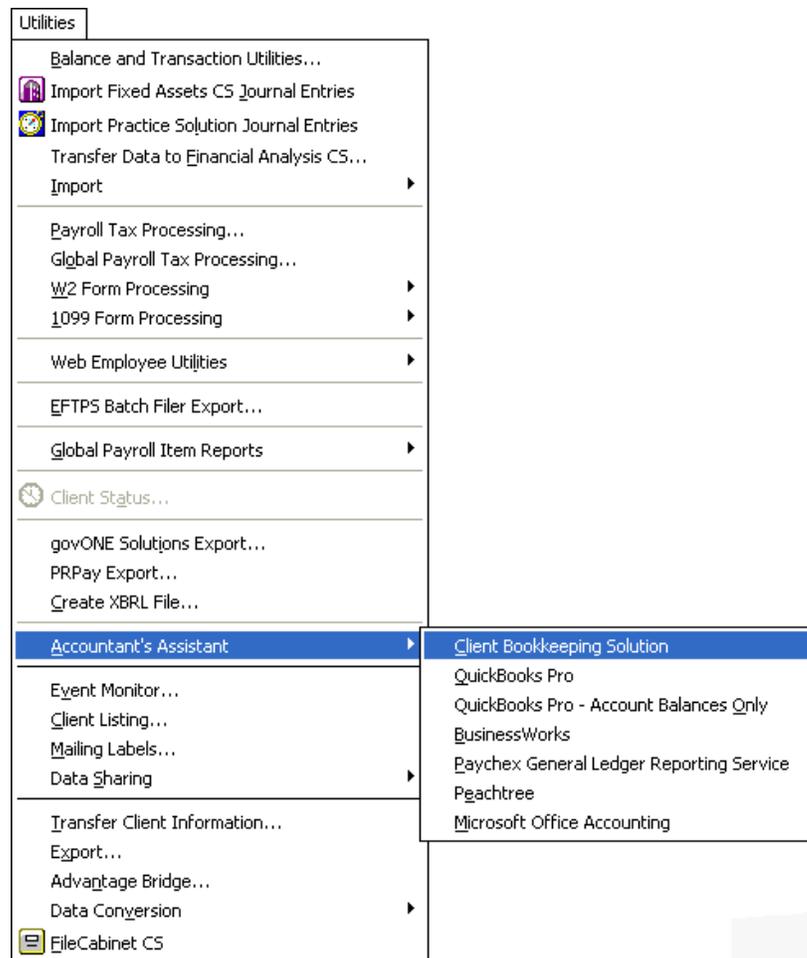


- Click the **Restore** button.
- When the restore process is complete, click the **Done** button. CSA automatically opens the client database you just restored.

Opening Accountant's Assistant

Accountant's Assistant is part of the CBS Master License but is an integrated module in your CSA software. You can access Accountant's Assistant only from within CSA.

From the CSA Utilities menu, point to **Accountant's Assistant** and then choose **Client Bookkeeping Solution**.



Note: Accountant’s Assistant allows you to import client data from other client accounting products. For detailed information, refer to the PDF document entitled “Importing Client Data from non-CBS Client Accounting Products via Accountant’s Assistant” by searching on **Importing client data** from the CSA help index, and then selecting the topic called **for Non-CBS products via Accountant’s Assistant (PDF)**.

Using Accountant’s Assistant

When you open Accountant’s Assistant, the menu bar across the top of the CSA application window changes to enable you to perform various tasks in or access features of Accountant’s Assistant. The following table lists the Accountant’s Assistant functions that are accessible from the pull-down menus.

Note: Some commands do not appear on the Edit menu unless certain windows are open.

After you look at this table, please do not take any actions at your keyboard until we instruct you to do so.

File menu	Printing and previewing reports; exiting Accountant’s Assistant.
Edit menu	Cutting, copying, and pasting text; reviewing and deleting notes; viewing checkbook balances; editing accounts.
Tasks menu	Retrieving data from a client export file; generating an accountant’s transfer file; processing transactions; transferring transactions to CSA; recreating prior generated files.
Setup menu	Entering miscellaneous information; specifying journals; setting security options; setting options for the Bookkeeping Activity Monitor; specifying file locations; restricting payroll items; setting up employee templates; setting up or modifying payroll items and payroll tax tables; setting up account groups.
Window menu	Arranging the open windows in your Accountant’s Assistant workspace.
Help menu	Opening the Accountant’s Assistant help browser.

CS Professional Suite software conventions

This section provides some background information about using your keyboard in CBS, selecting menu items, opening windows and dialogs, and exiting a window or dialog. Because all CS Professional Suite software products are designed to use the same operating conventions and vocabulary, you may be familiar with the information in this section if you already use other CS Professional Suite products. If so, you may skip this section and go to the section called “Setting up a new CBS CheckWriter client” on page 17 of this WalkThrough.

How to use the keyboard

Most CS Professional Suite products use the same keyboard conventions, and the special key combinations perform the same actions in all CS Professional Suite products. For this WalkThrough, you may rely on the keystroke instructions we give you. We tell you exactly what actions to take at your keyboard every step of the way.

Keyboard shortcuts

Keyboard shortcuts are special keys (such as F1 or ESC) that you use either alone or in combination with the SHIFT, CTRL, ALT, or CTRL+SHIFT keys. These keyboard shortcuts enable you to access various types of help, to quickly navigate through fields in windows and dialogs, to open drop-down lists, and so forth, without having to use the mouse.

Accessing help	
View topic help on the active window	F1 or CTRL+F1
Editing	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V

Navigation and Special Functions	
Open a "context menu" relevant to the selected dialog or field	F3
Open a drop-down list attached to the current field	F4
Move to previous field (CSA only)	F9
Move to next field (CSA only)	F10
Move to last character of current field	END
Move to first character of current field	HOME
Move to last item in list in window or dialog (while in Browse mode)	CTRL+END
Move to first item in list in window or dialog (while in Browse mode)	CTRL+HOME
Move forward through fields or make selection from drop-down list	TAB
Move to next tabbed page	CTRL+TAB
Move to previous tabbed page	SHIFT+CTRL+TAB
Move one character to left within a field	←
Move one character to right within a field	→
Move to previous item in list	↑
Move to next item in list	↓
Move to beginning of field	CTRL+←
Move to end of field	CTRL+→
Scroll up one page in a list	PAGE UP
Scroll down one page in a list	PAGE DOWN
"Press" the default button	ENTER
Close dialog without saving / exit edit mode (while in Browse mode)	ESC
Move to a field or activate a button	ALT+(letter)



Tips for the accountant

- Because CS Professional Suite products use the same general conventions, once you learn how one product works, learning and understanding the next is fast and easy.
- You can learn about CBS capabilities by using it in your own practice. When you use CBS yourself, it is easy to demonstrate it and answer questions that a prospective CBS client may have.

Setting up a new CBS CheckWriter client

CBS takes advantage of the client data already accumulated in your CSA software. When setting up a new CBS client, you can simply transfer most of the initial data, including the Chart of Accounts, vendor information, and payroll information from CSA.

Although much of the initial setup data can be transferred from CSA, you do need to enter some additional setup information in Accountant's Assistant. For example, you can enter some miscellaneous information, and, optionally, set up passwords and access restrictions.

When you finish setting up information, Accountant's Assistant copies that information to an accountant's transfer file or includes that information as an attachment to an email message that contains the data your client needs to start using CBS. The setup files can then be imported into the CBS program on your client's computer.

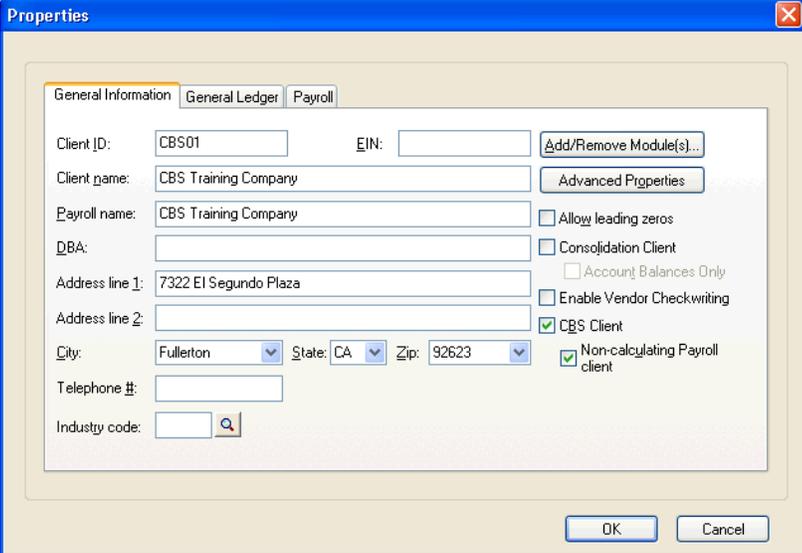
Note: Sample data for the **CBS01 (CBS Training Company)** client already includes most of the startup data mentioned above, so for this exercise you will do minimal data entry with the setup commands.

Setting up a sample CSA client

You first need to designate the CSA client as a CBS client.

1. Exit Accountant's Assistant by clicking the **Done** button above the shortcut bar.
2. In CSA, click the **Client Properties**  button on the toolbar or choose **File / Client Properties**.
3. In the General Information tab of the Properties dialog, mark the **CBS Client** checkbox. If the client will be using the noncalculating payroll features available for CBS CheckWriter, also mark the **Non-calculating Payroll client** checkbox and then click OK.

Important! If you will be processing payroll for the client in CSA (rather than having the client process payroll in CBS), do **not** mark either checkbox.



The screenshot shows the 'Properties' dialog box with the 'General Information' tab selected. The fields are filled with the following information:

- Client ID: CBS01
- EIN: (empty)
- Client name: CBS Training Company
- Payroll name: CBS Training Company
- DBA: (empty)
- Address line 1: 7322 El Segundo Plaza
- Address line 2: (empty)
- City: Fullerton
- State: CA
- Zip: 92623
- Telephone #: (empty)
- Industry code: (empty)

On the right side, the following checkboxes are checked:

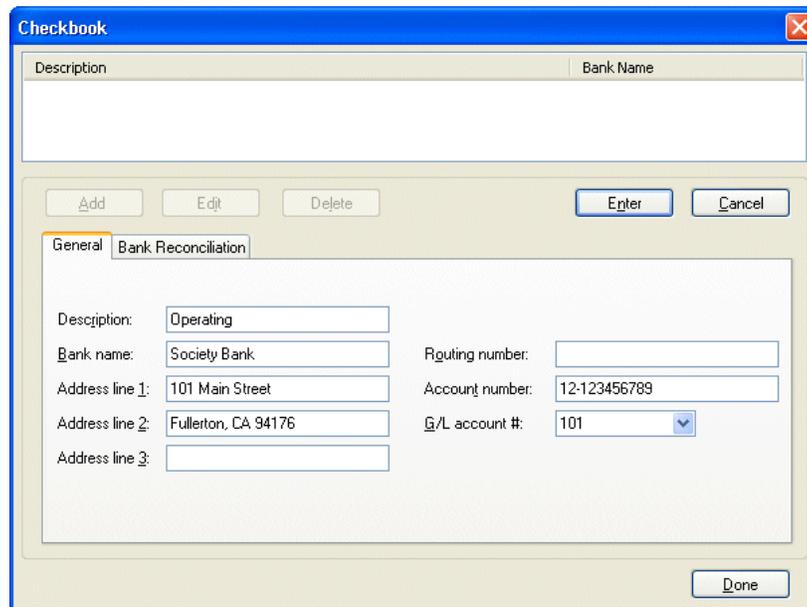
- CBS Client
- Non-calculating Payroll client

Other checkboxes on the right are unchecked: Allow leading zeros, Consolidation Client, and Account Balances Only. The 'Enable Vendor Checkwriting' checkbox is also unchecked. Buttons for 'Add/Remove Module(s)...' and 'Advanced Properties' are visible. At the bottom, there are 'OK' and 'Cancel' buttons.

Important! For every CBS client, you must select both the General Ledger module and the Payroll Compliance module in the Add / Remove Module(s) dialog. To access this dialog, click the **Add / Remove Module(s)** button on the General Information tab of the File / Client Properties dialog in CSA.

4. Choose **Setup / Checkbook**. In the General tab of the Checkbook dialog, enter the following information.

Description	Operating
Bank Name	Society Bank
Address	101 Main Street, Fullerton, CA 94176
Account number	12-123456789
G/L account #	101



5. After you've finished entering the information, click the **Enter** button to save it, and then click the **Done** button to close the dialog.

Setting up the client in Accountant's Assistant

Set up miscellaneous information

Use the Miscellaneous Information dialog in Accountant's Assistant to enter general setup information applicable to your client's CBS software. On the tabbed pages of this dialog, you can set up the default Export frequency and (for CBS PayCheck only) the default payroll frequency, specify general ledger account numbers, and restrict ranges of accounts from the Chart of Accounts. By restricting account ranges, you can prevent your client from viewing, adding, changing, or deleting information for any accounts that fall within these ranges.

You can also enter references that will help you recognize the different types of information your client exports to you at the end of each processing period. Finally, you can specify whether your client will have access to the checkbook reconciliation feature, an optional CBS feature that helps automate the checkbook reconciliation process; whether the client's CBS program is to use the cash basis accounting method; whether your client will have access to the direct deposit features; and which CSA vendors should be sent to CBS.

1. From the CSA main window, choose **Utilities / Accountant's Assistant / Client Bookkeeping Solution**.
2. From the Accountant's Assistant main window, choose **Setup / Miscellaneous Information**.

- Notice that the program entered **2** in the Deposits field in the Transaction references group box by default.

The screenshot shows the 'Miscellaneous Information' dialog box with the following settings:

- Client configuration:**
 - Export frequency: Monthly
 - Next export date: 11/30/07
 - Export and Retrieve CBS Data:
 - Export via the Internet:
 - Include client backup with export data:
- General ledger accounts:**
 - Undistributed: 999
 - Unprinted checks JE acct: [empty]
 - Bank service charges: [empty]
 - Interest Income: [empty]
 - Auto balancing adjustment: [empty]
- E-mail options:**
 - E-mail client data when Generating:
 - E-mail address for client Export data: [empty]
 - Default 1099 type: Nonemployee Compensation
- Transaction references:**
 - Deposits: 2
 - Journal Entries: [empty]
 - Unprinted checks JE: [empty]
- Restricted account ranges:**

From	To
- Other options:**
 - Disable CheckWriter payroll:
 - Disable Checkbook Reconciliation:
 - Generate All Payroll Items:
 - Enable InterceptEFT Direct Deposit:
 - Enable Payroll Item Descriptions:
 - Allow Selection of 1099 Item:
 - Allow non-1099 vendors for CheckWriter:
 - Agents:
 - Other:

- Be sure that the Miscellaneous Information dialog contains the information provided exactly as shown in the illustration above. Click **OK** to close the Miscellaneous Information dialog.

Tips for the accountant

- You specify how each client uses CBS — from setting the GL accounts your client can access to specifying the export method for transferring data from your client.

- The references you specify (in the Transaction references group box) will help you recognize the different types of information your client will transfer back to you at the end of each processing period.
- Accountant's Assistant assigns the selection in the Default 1099 type field to any new CBS vendors designated as 1099 recipients when the Allow Selection of 1099 Item checkbox is not marked for the client.
- By default, Accountant's Assistant transfers only 1099 vendors to a CBS CheckWriter client. However, if you mark the **Allow non-1099 vendors for CheckWriter** checkbox and the **Agents** and/or **Other** checkbox, the program transfers information for the additional vendor types. (Choosing these options also affects the type of vendor information you retrieve from the client's export files.)

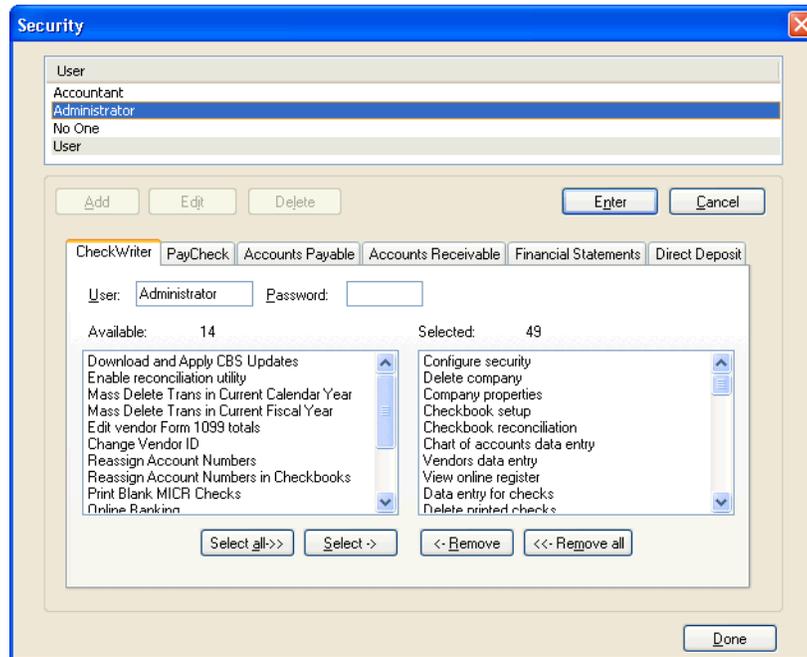
CBS updates vendor records, which are exported from CBS, retrieved into Accountant's Assistant, and finally transferred back to CSA. Information for the **1099 distributions** grid (in the Setup / Vendors / Distributions tab of CSA) is based on actual transactions and is controlled only by the accountant. It is this information that the program subsequently uses to produce the actual Form 1099.

- From anywhere in CSA, Accountant's Assistant, or CBS, you can press F1 or CTRL+F1 to view the help topics associated with the active window or dialog.

Set up security

CBS includes a password-based security system that you use to restrict not only who has access to the program, but also which features those individuals can access. By setting up passwords, you can prevent your client from making undesired changes to certain information or even from seeing certain parts of the CBS software.

1. From the Accountant's Assistant main window, choose **Setup / Security**.
2. Use the Security dialog to define an unlimited number of users and passwords for your client and to set up the CBS features available for each user.



For the purposes of this WalkThrough, you do not need to add any users. Note, however, that four default users are already available in the User list. When setting up an actual CBS client in Accountant's Assistant you should specify a password for the Administrator and any other users that you set up before transferring the users to CBS.

3. Click the **Done** button to close the Security dialog.

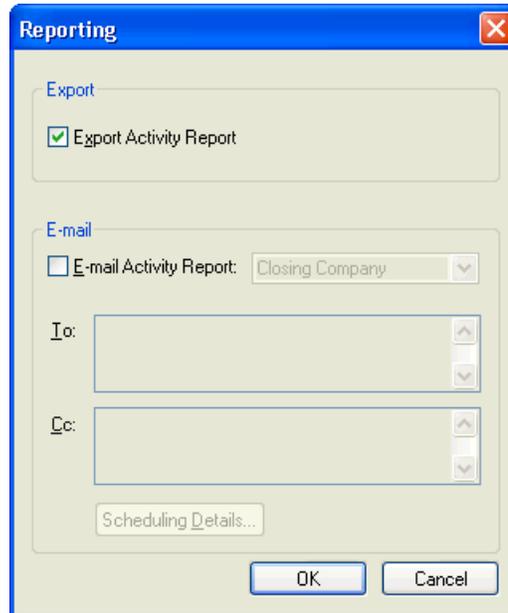
Set up the Bookkeeping Activity Monitor

When preparing setup information for the client in Accountant's Assistant, you can use the Bookkeeping Activity Monitor to instruct the client's CBS software to automatically report information to you whenever certain trigger activities occur within the client's software. As the accountant, you can define which CBS bookkeeping events should be reported to you. You can also specify whether the activity report is to be sent back via email or via the retrieval of the client's export data into Accountant's Assistant.

1. From the Accountant's Assistant main window, choose **Setup / Bookkeeping Activity Monitor**.
2. On the first row of the grid in the Bookkeeping Activity Monitor dialog, select **Adjustment** from the F4 drop-down list in the Activity field, enter **Adjustment activity** in the Description field, and enter **1.00** in the Amount field.
3. Press the TAB key to move to the next row in the grid and select **Balance** from the F4 drop-down list in the Activity field, enter **Low balance warning** in the Description field, and **1000.00** in the Amount field.



4. Click the **Reporting Defaults** button.
5. In the Reporting dialog, verify that the **Export Activity Report** checkbox is marked (to ensure that the specified activities will be included with the client's CBS export data) and then click **OK**.



6. Click the **Done** button to save the setup information and close the Bookkeeping Activity Monitor dialog.

Generate the accountant's transfer file

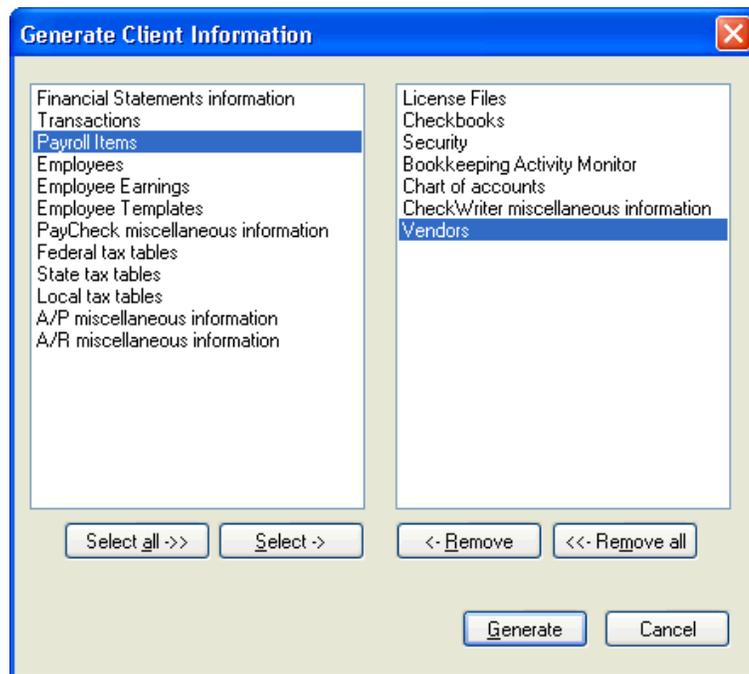
By default, Accountant's Assistant attempts to create the accountant's transfer files on the A: drive; however, you can specify a different location if necessary. For this WalkThrough, change the Generate data location to a folder on your hard drive.

1. Choose **Setup / File Locations**.
2. In the Generate field, enter **c:\Accountant's Transfer Files** and click **OK**. Accountant's Assistant will create the Accountant's Transfer Files folder on your computer when you generate the data.
3. Choose **Tasks / Generate** or click the **Generate**  icon on the shortcut bar.

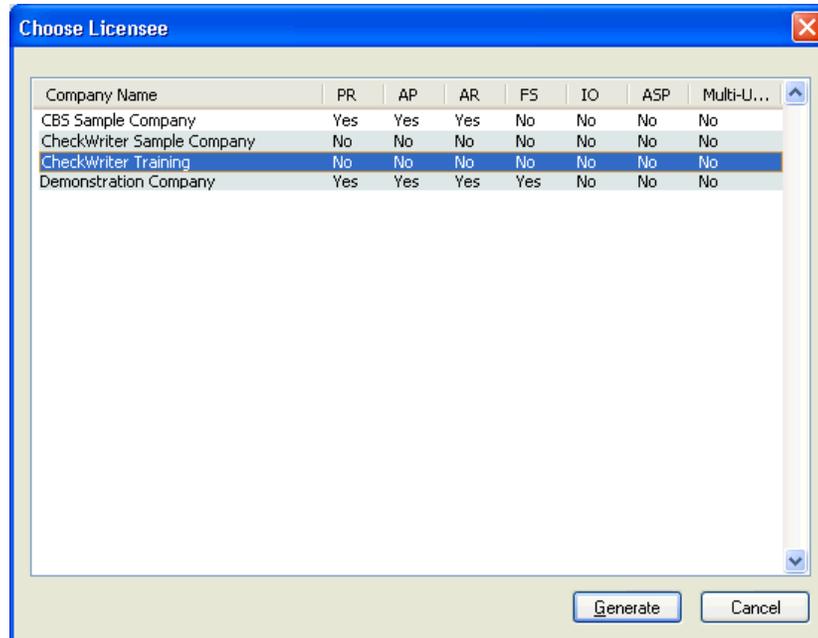
4. In the Generate Client Information dialog, select the items to include in the client's transfer file. The items you choose depend on which modules the client has and which client files need to be updated.

For this WalkThrough, highlight the following items in the left pane and then click the **Select** button to move them to the right pane.

- License Files
- Checkbooks
- Security
- Bookkeeping Activity Monitor
- Chart of accounts
- CheckWriter miscellaneous information
- Vendors



5. Click the **Generate** button.
6. In the Choose Licensee dialog, select the **CheckWriter Training** license, and then click the **Generate** button.



Accountant's Assistant verifies that the selected data can be transferred to CBS. If no errors are found, the program transfers the data and displays a message telling you the generate process is complete. Click **OK**.

7. Click the **Done** button on the toolbar to close Accountant's Assistant. You can then exit CSA or minimize the CSA main window.

The client setup in CSA and Accountant's Assistant is now complete. Normally, you would go to your client's office with the transfer file or email the file to your client, and complete the CBS setup. For this WalkThrough, we will continue the setup process on your computer.

Setting up CBS at the client's office

From the Windows Start menu, choose **Programs / Client Bookkeeping Solution / Client Bookkeeping Solution 200X.x**, where 200X.x represents the applicable CBS version number.

Note: If you chose to add the CBS shortcut to your desktop during the installation process, you can start CBS by double-clicking that icon.

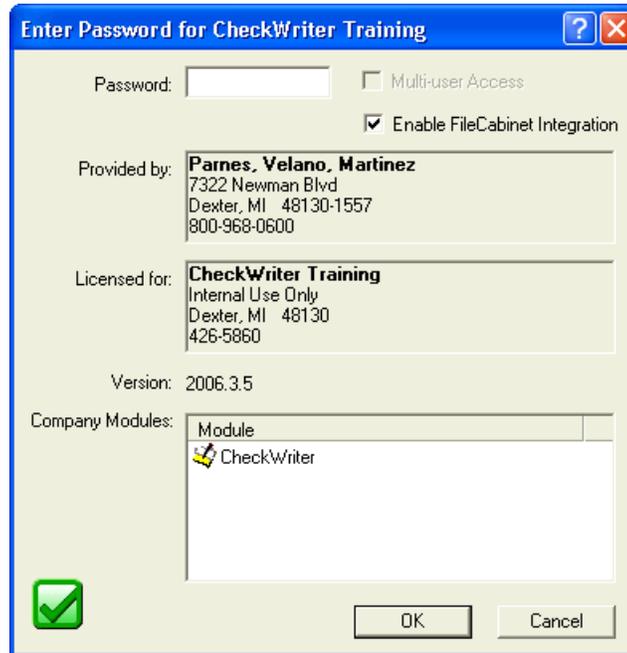
Import data from the accountant's transfer file

Before you can begin to process actual transactions, you first need to import the company's initial setup files from the transfer file that you created in Accountant's Assistant.

1. Choose **Utilities / Options** and click the CBS Data Folders tab.
2. In the Import from accountant field, enter **c:\Accountant's Transfer Files**, and click **OK**.
3. Choose **File / Import / From Accountant** or click the **Import from**



Accountant icon on the shortcut bar. Follow the prompts that appear. When the Enter Password dialog opens, click **OK**.



Note: Because you did not set up a password for this client in Accountant's Assistant, there is no need to enter a password.

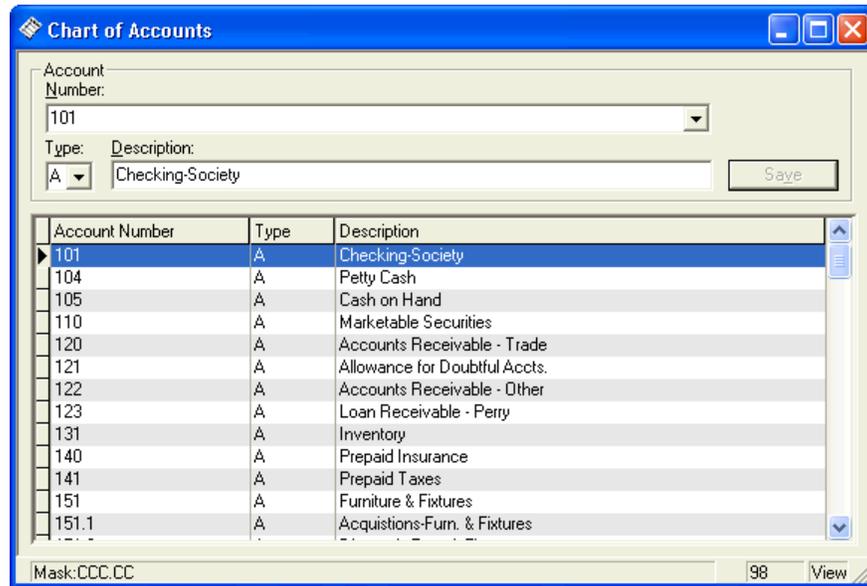
4. After copying the information from the transfer file, CBS displays a message prompt informing you that it created a diagnostic file. Click **OK**.
5. The program then displays another message prompt stating that the import is complete. Click **OK**.
6. The Enter Password dialog opens again. Click **OK** to open the CBS main window.

Review the Chart of Accounts

When you use Accountant's Assistant to transfer information to your client, you take advantage of an invaluable timesaving feature. Because you already set up the Chart of Accounts in CSA, this information was available for transfer to the client when you generated the transfer file.

Therefore, you do not need to re-enter any of the information for the Chart of Accounts in CBS.

In CBS, choose **Setup / Chart of Accounts** to open the Chart of Accounts window.



Notice that the list includes all accounts that are part of the CSA client, so your client doesn't need to re-enter all of the accounts. By transferring the Chart of Accounts, you also ensure that the same information you have set up in CSA is reflected in your client's CBS program, reducing the chance of transcription errors.

You can also restrict ranges of accounts from your CBS clients by specifying account ranges in Accountant's Assistant, ensuring that your client will not add or modify certain accounts.

- ▶ Click the Close window  button to close the Chart of Accounts window.

Review the vendor database

To open the Vendors window, choose **Setup / Vendors** or click the **Vendors** icon on the CheckWriter shortcut bar.

Vendor ID	Name	Payee Name	Description
ACEH	Ace Hardware	Ace Hardware	
CARR	Carlson Realty, Inc.	Carlson Realty, Inc.	
OFFM	Office Max, Inc.	Office Max, Inc.	
	(New vendor)		

Notice that data for the three vendors that were present in the CSA sample client were imported into CBS. There is no need to re-enter this information at the client's office. You can highlight any vendor in the listview pane to see the details for that vendor.

Tips for the accountant

- If you enter the general ledger account number(s) associated with a vendor in the Setup / Vendors window in either CBS or CSA, CBS automatically distributes the check amount to the correct general ledger account when your client writes a check to that vendor.
 - **CSA:** In the Account # field on the Distributions tab (prior to generating the transfer file)
 - **CBS:** On the default Distributions tab

- If your client usually pays a particular vendor the same amount with each check (for example, a standard rent payment), they could enter that amount in the **Amount** field on the Distributions tab of the Vendors window in CBS. When your client adds a new check for that vendor, the program automatically records the amount. During data entry, the client can manually override any default account number or amount that you set up for a vendor.

Note: If your clients will be creating several transactions that use much of the same information, they can set up memorized transactions in CBS. For more information, see the “Memorized transactions” section on page 55 of this WalkThrough.

- CBS can handle and track vendor payment amounts associated with a single 1099 type, multiple 1099 types, or with partial 1099 amounts. CSA automatically tracks all 1099 amounts for the client’s vendors and updates these amounts based on the actual transactions retrieved from the client’s export data. (For clients using CBS version 2004.1.0 or earlier, CSA compares the 1099 total to the transaction total and adds any difference to the Adjustment field of the 1099 Distributions grid in the CSA vendor record.)

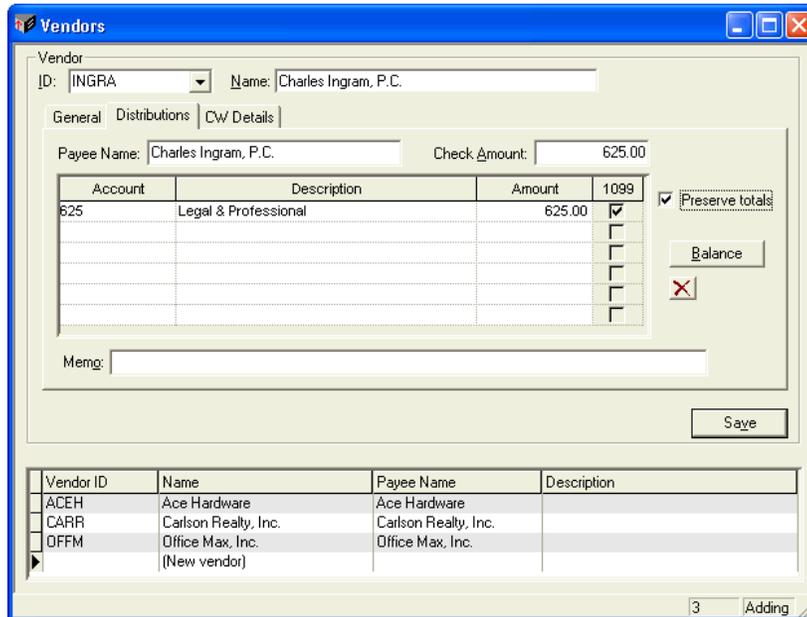
Add a vendor in CBS

1. Highlight (**New Vendor**) in the Vendor list and then enter the following information.

ID	INGRA
Name	Charles Ingram, P.C.
Address	9282 S. First, Fullerton, CA 92624
EIN#	41-4990021
Ven desc	Charles Ingram

Note: The drop-down lists for the City and Zip fields are user-defined lists. You control the items that appear in those drop-down lists. The items in the lists are shared between all CBS modules. For example, if you add a new city to the City user-defined list, that city will be available in the drop-down list for any City field in the program. For additional information on user-defined lists, search on **User-defined lists:List dialog** from the Index in the CBS Help Topics dialog.

2. On the Distributions tab, enter **625.00** in the Check Amount field.
3. In the Distributions grid, select **625** from the drop-down list in the Account column of the first row. Notice that the program automatically fills in both the account description and the (remaining) distribution amount on that row.



4. Click the **Save** button. CBS adds the new vendor to the listview pane at the bottom of the Vendors window.

 **What to tell your CBS client**

- When you enter a transaction for any of the saved vendors, CBS recalls the vendor information you entered in the Setup / Vendors window. You can simply select that vendor's ID from the drop-down list in the Checkbook window, and CBS automatically records the other vendor information that was saved as part of the vendor record.
- CBS allows you to consolidate open items for a vendor so that you can print a single check to pay that vendor.
- You can set up recurring payments (such as monthly rent payments) using the Setup / Memorized Transactions window.

 **Tips for the accountant**

- When the client marks the 1099 checkbox for a distribution on the Distributions tab of the Setup / Vendors window, CBS stores that information and includes it with the client's export data. You then retrieve that data in Accountant's Assistant and then subsequently transfer it to CSA. At the end of the year, you will have all the information you need to produce a Form 1099 for each of your client's 1099 vendors.
- After you retrieve the client's export data in Accountant's Assistant, be sure to print the **Vendor Diagnostics Report**. The client's export data includes any new vendors added by the client. This data is then added to the client in CSA. (The types of vendors for which data is retrieved from the client's CBS export data into Accountant's Assistant depend on the options you selected in the CheckWriter tab of the Setup / Miscellaneous Information dialog.)
- If you did not select any 1099 items for the existing vendor in CSA and you did not assign a 1099 form type for a 1099 vendor in CBS, CSA adds the default 1099 form assignment in Accountant's Assistant (as specified on the CheckWriter tab of the Setup / Miscellaneous Information dialog) to the vendor record.
- If your client deletes any vendors in CBS, you will need to manually delete those vendors in CSA.

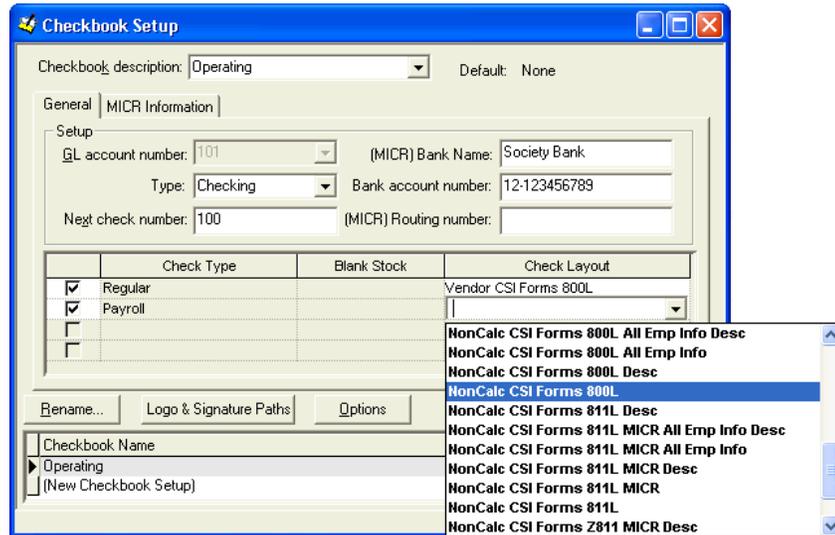
Choose a check layout

The Checkbook Setup dialog enables you to specify information about a specific checkbook and to select the check layout to use for that checkbook.

1. Choose **Checkbook / Setup**.
2. Select **Operating** from the Checkbook Description drop-down list.
3. In the Check Layout column on the General tab, select the layouts shown below for the Regular and Payroll check types.

Regular	Vendor CSI Forms 800L
Payroll	NonCalc CSI Forms 800L

4. Click the **Save** button.



Record the checkbook's beginning balance

1. Choose **Checkbook / Open** to open the client's default checkbook.

All of the checkbook data-entry fields available for the current user (based on the user password) are displayed in this window. As the accountant, you can control the data-entry settings either by changing the security settings during the client setup in Accountant's Assistant or by changing the security settings in CBS.

The screenshot shows the 'Operating - Checkbook' window. At the top, there are fields for 'Type: Check', 'Vendor check' (checkbox), 'Pay preference: Paper', and 'Check #:'. Below these are 'Date:', 'ID:', 'Payee:', and 'Amount: 0.00'. There are tabs for 'Distributions', 'Address', and 'Details'. A 'Memo:' field is present. A table with columns 'Account', 'Description', and 'Amount' is shown. To the right of the table is a 'Preserve totals' checkbox, a 'Balance' button, and a red 'X' button. At the bottom, there are buttons for 'Options...', 'Filters...', 'Print...', and 'Save'. A summary table at the bottom shows columns for 'Date', 'Number', 'ID', 'Description', 'Payment', 'Deposit', and 'Balance'. The current row shows '(New checkbook item)'. At the very bottom, there is a status bar with 'Filter: All', 'TBal: 0.00', 'Bal: 0.00', and 'Adding'.

Account	Description	Amount

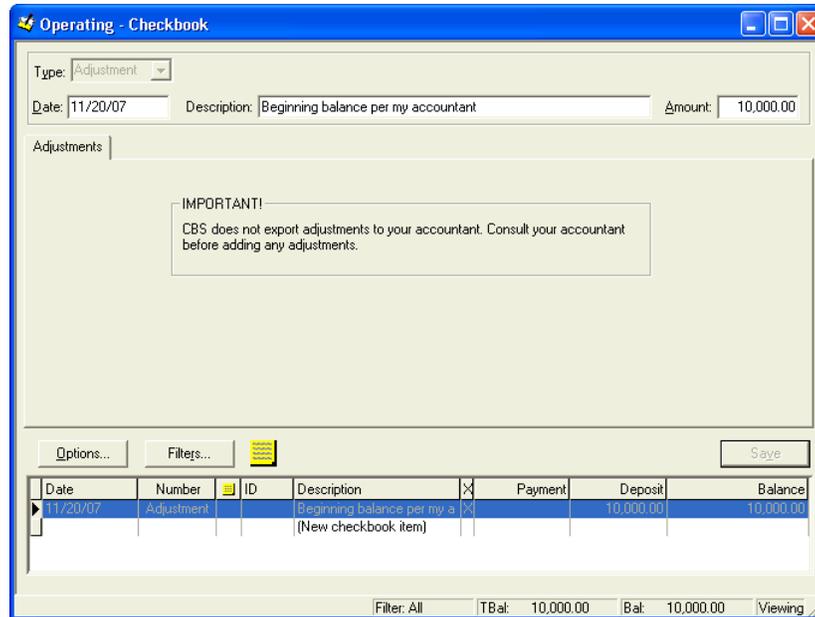
Date	Number	ID	Description	Payment	Deposit	Balance
			(New checkbook item)			

2. Select **Adjustment** from the F4 drop-down list in the Type field and then enter the beginning balance as an adjustment (so that it will **not** post to the General Ledger). Enter the following information.

Date	11/20/07
Description	Beginning balance per my accountant
Amount	10,000.00

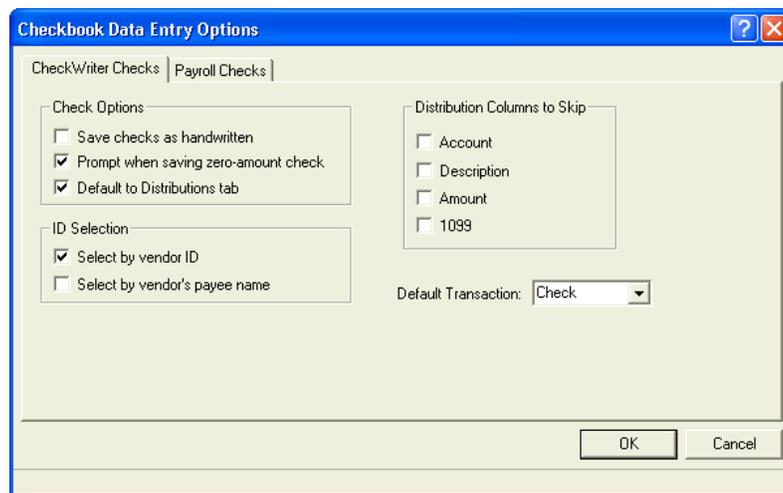
Note: Any adjustments you make in CSA may also be recorded as an adjustment in the CBS Checkbook data-entry window. For example, if you complete the reconciliation for the client at your own office, you may direct your client to enter bank reconciliation adjustments in CBS. Or you can create or modify a transaction in CSA and then transfer that transaction to the client through Accountant's Assistant.

3. Click the **Save** button. Notice that the program updated the tentative balance (**TBal**) and the current balance (**Bal**) fields on the Status bar at the bottom of the Checkbook window.



Verify the data-entry options and enter a check

1. Click the **Options** button in the Checkbook data-entry window.
2. In the CheckWriter Checks tab of the Checkbook Data Entry Options dialog, notice that the **Select by vendor ID** option in the ID Selection group box is already marked by default. Click **OK** to return to the Checkbook window.



3. Click the **New checkbook item** row at the bottom of the listview pane in the Checkbook data-entry window to highlight it.
4. Select **Check** from the drop-down list in the Type field.
5. Select **Handwritten** from the drop-down list in the Pay preference field, and then record a check with the following information:

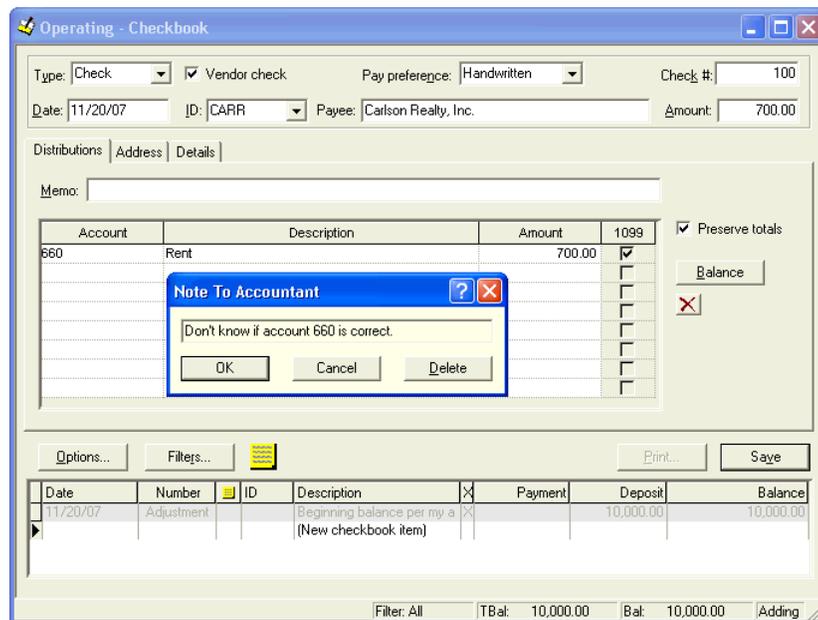
Check#	100
Date	11/20/07
ID	CARR

Notice that the program automatically fills in the Payee field, the Amount field, and the check distribution using the information from the existing vendor record.

Notes

- CBS treats a check that is recorded and saved as Handwritten like a printed check.
- Your client can press F4 to open a popup calendar from any date field and press F7 to open a popup calculator from any amount field in CBS.

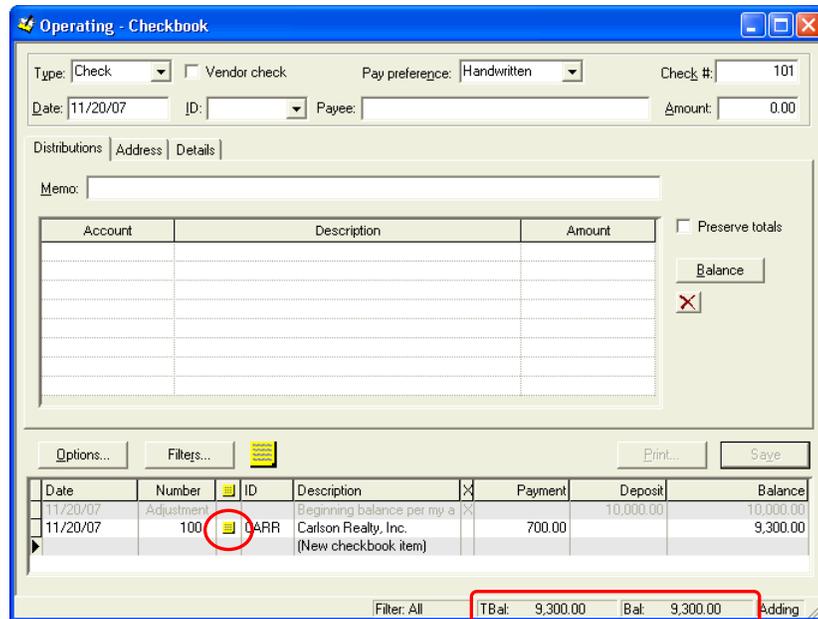
6. Choose **Edit / Note to Accountant**, or click the **Note** button. In the Note to Accountant dialog, enter **Don't know if account 660 is correct**, and then click **OK**.



Note: In CBS, if a client has a question about a transaction or is unsure of the appropriate account number or check distribution to use, the client can attach an electronic “note to accountant,” as described in Step 6 above. When the client exports the transaction, CBS attaches the note to the transaction. In Accountant’s Assistant, you can review the notes, correct account numbers as necessary, and quickly continue processing the client’s transactions. If your client does not select an account number for a distribution and does not attach a note, CBS automatically attaches a generic note to draw your attention to that transaction.

- To save the check and open a new (blank) checkbook record, click the **Save** button.

Notice that the program added the transaction to the listview pane and updated the balances on the status bar (**TBal** and **Bal** fields). Also notice that the Note  icon appears in the row with the check you just entered, indicating that a note is attached to that transaction.



 **What to tell your CBS client**

- CBS saves time because it automates the most labor-intensive, repetitious activities associated with checkwriting and recordkeeping.
- CBS allows you to save a memorized transaction for any type of transaction and then recall the memorized transaction instead of entering the data manually.
 - Use the Setup / Memorized Transactions window to save information for these memorized transactions. To recall the memorized transaction information, select the memorized Payee ID or Name or Description in the appropriate field.
 - Mark the **Memorize New Transactions** checkbox in the General tab of the Utilities / Options dialog. CBS then automatically prompts you to memorize a transaction the first time you enter a new check for a unique payee or save a new deposit, other payment, other deposit, or journal entry with a unique summary description.
- Each time you record a handwritten check, print a check, or record a deposit, CBS automatically recalculates the checkbook balance so you will always know how much cash is available. You can use this information to better manage cash flow.
- You can attach an electronic note to any transaction if additional information is needed or if there is a question about the proper way to handle a certain transaction. Because you can enter the note at the time the question comes up, you don't need to recall the question much later.
- CBS enhances your company's professional image by enabling you to issue computer-printed checks.
- You can press F1 from any field or CTRL+F1 from any window or dialog in CBS to access help topics directly related to whatever task you're currently working on. With this context-sensitive help, you can save time in finding answers to questions about how a window or dialog works or about what information to enter in a particular field.

Record a deposit

1. In the Checkbook window, select **Deposit** from the drop-down list in the Type field and enter the following information.

Date	11/20/07
Description	Cash receipts – sales
Amount	725.00
Account	403

The screenshot shows the 'Operating - Checkbook' window. At the top, the 'Type' is set to 'Deposit'. The 'Date' is '11/20/07', the 'Description' is 'Cash receipts - sales', and the 'Amount' is '725.00'. Below this, there are tabs for 'Distributions' and 'Details'. The 'Distributions' tab is active, showing a table with columns 'Account', 'Description', and 'Amount'. One entry is visible: Account 403, Description 'Sales, Candy & Tobacco', Amount 725.00. To the right of this table is a 'Balance' button and a red 'X' icon. At the bottom of the window, there are buttons for 'Options...', 'Filters...', and 'Save'. Below these buttons is a table of transactions:

Date	Number	ID	Description	Payment	Deposit	Balance
11/20/07	Adjustment		Beginning balance per my a		10,000.00	10,000.00
11/20/07	100	CARR	Carlson Realty, Inc. (New checkbook item)	700.00		9,300.00

At the bottom right of the window, it shows 'Filter: All', 'TBal: 9,300.00', 'Bal: 9,300.00', and 'Adding'.

2. To save the deposit record, press ENTER or click the **Save** button.

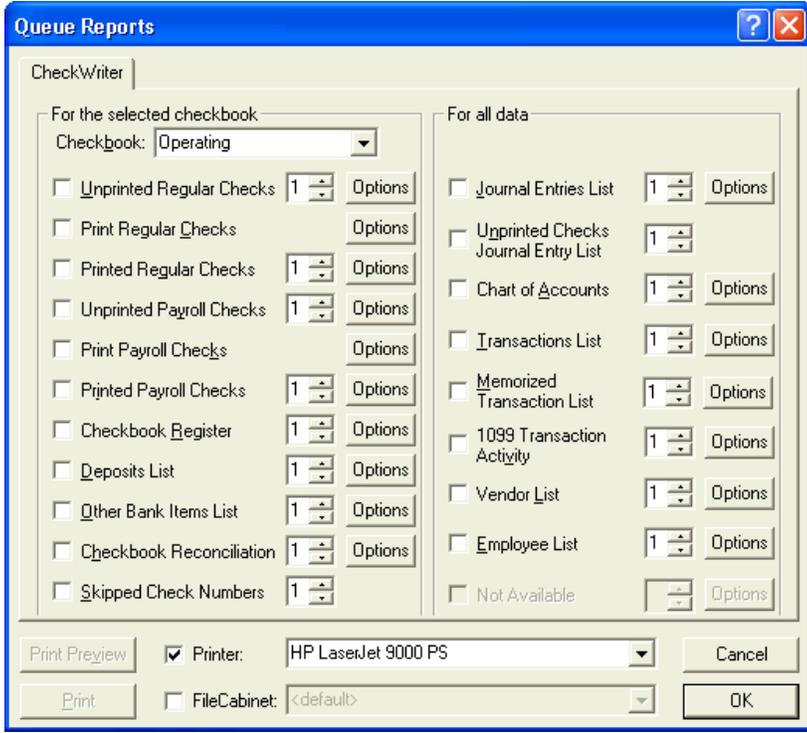
What to tell your CBS client

If your typical deposit includes multiple account distributions, you can set up a Memorized Transaction for such deposits to simplify data entry. When you need to record a daily deposit, you need to fill in only the current day's deposit amounts; the program enters the rest of the information for you.

Select and preview or print CBS reports

Your CBS clients can print a variety of reports that are useful for managing their day-to-day business operations.

1. Choose **File / Queue Reports** or click the **Reports**  icon on the CheckWriter shortcut bar to open the Queue Reports dialog.

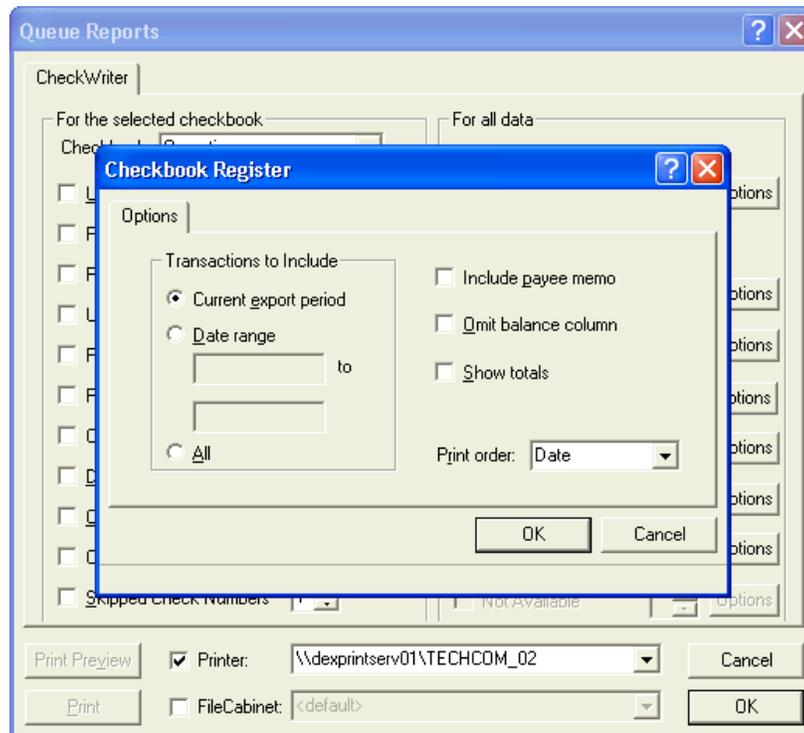


The screenshot shows the 'Queue Reports' dialog box. The 'Checkbook:' dropdown is set to 'Operating'. The 'For the selected checkbook' section lists reports such as 'Unprinted Regular Checks', 'Print Regular Checks', 'Printed Regular Checks', 'Unprinted Payroll Checks', 'Print Payroll Checks', 'Printed Payroll Checks', 'Checkbook Register', 'Deposits List', 'Other Bank Items List', 'Checkbook Reconciliation', and 'Skipped Check Numbers'. The 'For all data' section lists reports such as 'Journal Entries List', 'Unprinted Checks Journal Entry List', 'Chart of Accounts', 'Transactions List', 'Memorized Transaction List', '1099 Transaction Activity', 'Vendor List', 'Employee List', and 'Not Available'. The 'Printer:' dropdown is set to 'HP LaserJet 9000 PS' and the 'FileCabinet:' dropdown is set to '<default>'. The 'Print' button is disabled.

The program uses data from the checkbook selected in the Checkbook field when generating any of the reports listed on the left side of this dialog. The program uses data from all CBS checkbooks when generating any of the reports listed on the right side of the dialog.

2. Click the **Options** button associated with the Checkbook Register report to select the information to include on the report. CBS saves with each checkbook the options you select for each report. In the

Checkbook Register dialog, select the **Current export period** option, and then click **OK**.



3. In the Queue Reports dialog, mark the checkbox for the **Checkbook Register** report and then click the **Print Preview** button to see the report on your computer monitor.

CheckWriter Training Internal Use Only, Not for Distribution, Dexter, MI 48130 Checkbook Register Operating Current Export Period - 11/30/07 - By Date					
Number	Date	Payee/Description	Checks \ Payments	Deposits \ Additions	Balance
		Beginning balance			0.00
Adjust	11/20/07	Beginning balance per my accountant		10,000.00	10,000.00
Deposit	11/20/07	Cash receipts - sales		725.00	10,725.00
100	11/20/07	Carlson Realty, Inc.	700.00		10,025.00

4. To close the Print Preview window and return to the Queue Reports dialog, click the Close window  button in the upper-right corner of the Print Preview window.
5. Click **OK** to close the Queue Reports dialog.

 **What to tell your CBS client**

- CBS provides you with a number of valuable reports that help you manage the day-to-day operations of your company's business.
- These reports can help to alert you about potential problems before you print any checks. For example, you can use the **Unprinted Payroll Checks** report to verify the accuracy of each payroll check before printing those checks.

Exporting data from CBS and then retrieving the data in Accountant's Assistant

At the end of each processing period, your client chooses **File / Export To Accountant** to create an export file to transmit to you. CBS uses EXPORTDATA as the filename extension for all export files. From your own office, you retrieve the client's export file into Accountant's Assistant for further processing before finally transferring the data from Accountant's Assistant to CSA to prepare financial statements.

Back up client data

It is recommended that your clients create a backup copy of their company data in CBS before creating the export file. You should strongly encourage your client to make a backup of company data before each export. CBS automatically prompts the user to do so whenever the client chooses the File / Export To Accountant command.

Export to accountant

By default, CBS attempts to create the client's export file on the A: drive; however, your client can specify a different location if necessary. For this WalkThrough, change the export data location to a folder on your hard drive.

1. Choose Utilities / Options and click the **CBS Data Folders** tab.
2. In the Export to accountant field, enter **c:\CBS export data** and click **OK**. CBS will create this folder on your computer when you export the data.
3. In CBS, choose **File / Export To Accountant** or click the **Export**



To Accountant icon on the CBS shortcut bar. Although your client should always make a backup copy of their company data prior to exporting, for this WalkThrough we will not make a backup copy, so click **No** when prompted to back up the company data.

4. In the Export Details dialog, note that the checkbox associated with the CBS CheckWriter module is already marked. Click the **Continue** button.

	Data To Export	Export Frequency	Previous Export Date	Current Export Date	Next Export Date	Next Export Date Override
<input checked="" type="checkbox"/>	CheckWriter	Monthly	None	11/30/07	12/31/07	None
<input type="checkbox"/>						

5. After preparing the company data for export, CBS displays a message prompt asking if you would like to create the CBS export data folder. Click **Yes**.

Important! If the client attempts to export CBS data before the next-scheduled export date (and thus may be exporting transactions with dates in the future) the program displays a warning dialog asking the client to verify that the export dates are correct and that they want to proceed with the export.

If the client intends to proceed with the export, they should have backed up their CBS data. If the client clicks the Yes button in the warning dialog, the program will proceed with the export. The client will not be able to reopen data for the exported period. Only transactions dated after the export date will remain in their current files; all other transactions are exported and are considered historical transactions.

6. If the program displays a message prompt asking if you would like to email the zipped export file to your accountant, click **No**.
7. At the end of the export process, CBS displays a message prompt informing you that the company data was exported successfully. Click **OK**.

 **Tips for the accountant**

- CBS does **not** allow the client to modify the dates, amounts, or account distributions for any transactions that have been exported to the accountant. This ensures that the data in CBS will match the data in your office for accurate recordkeeping. Note that the program **does** allow the client to modify the vendor address or detail distributions for exported transaction records.
- Starting with CSA version 2006.2.0 and CBS version 2006.3.0, you can use the one-step or two-step integration between CBS and CSA. The CheckWriter tab of the Setup / Miscellaneous Information dialog in Accountant's Assistant includes the following options.

Note: These options require an active Internet connection.

- **Export and Retrieve CBS Data (one-step).** You may want to mark this checkbox in the following situations.
 - Your client uses CBS ASP and you use CSA in the Virtual Office CS™ environment.
 - You process data for the client in CBS through Virtual Office CS and you use CSA in Virtual Office CS.
 - You enter data in CBS for your clients and you use CSA to process that data in your office. Note that both CBS and CSA must be installed on the same computer or network location in order to share data.

If you mark this checkbox, when you click the **Retrieve** icon, Accountant's Assistant automatically exports and retrieves the client data in one step. For additional information, search on **Exporting and retrieving CBS data from your client** from the index in the CSA help browser.

- **Export via the Internet (two-step).** Mark this checkbox to have your CBS clients export their data (and optionally a client backup file) to a secure Thomson Tax & Accounting server. You can then retrieve the export data from the same location, thus eliminating the need for your clients to provide you with an export file on removable media or in an email message.

For additional information, search on **Exporting and retrieving CBS data from your client** from the index in the CSA help browser, and then select the topic called **Export via the Internet (two-step process)(Accountant's Assistant)**.

Retrieve the exported data into Accountant's Assistant

1. In CSA, open the **CBS01** client and choose **Utilities / Accountant's Assistant / Client Bookkeeping Solution**.
2. Choose **Setup / File Locations**.
3. In the File Locations dialog, enter **c:\CBS export data** in the Retrieve field and click **OK**.

4. From the Accountant's Assistant main window, choose **Tasks / Retrieve** or click the Retrieve  icon on the shortcut bar. (For this WalkThrough, click **No** when prompted to back up the client data before retrieving.) Accountant's Assistant begins retrieving the client's export data and then displays a message telling you that the retrieval process is complete.

 **Tip for the accountant**

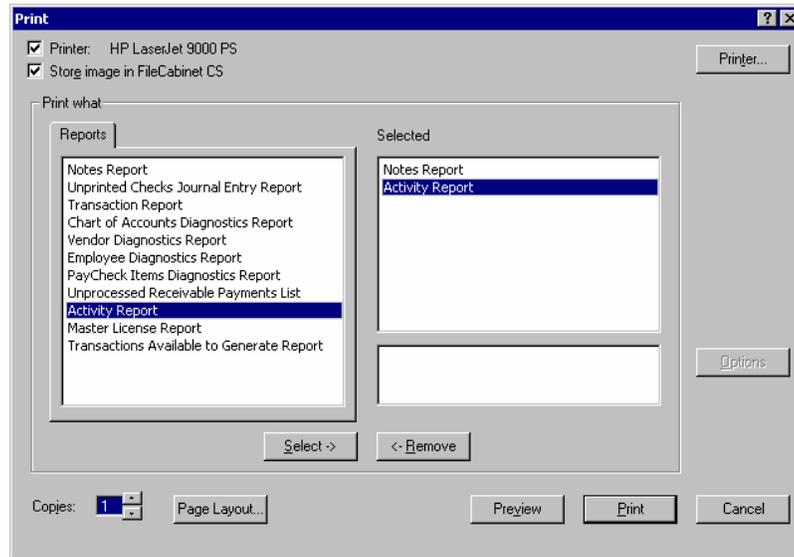
If both you and your client choose to use email to transmit CBS export files, CBS makes it easy to do that. When the export is complete, CBS prompts the client to send the file to you via email. If the client clicks Yes at this prompt, CBS automatically generates an email message with an attached file containing the export data.

After saving the email attachment file to your own hard drive, you simply need to specify the folder where the export file is stored (in the Retrieve field in the Accountant's Assistant Setup / File Locations dialog) and then retrieve the data.

Preview or print reports in Accountant's Assistant

Accountant's Assistant includes several types of reports to help you process the client transactions prior to transferring the data to CSA.

1. From the Accountant's Assistant main window, choose **File / Print Reports** or click the Print Reports  icon on the shortcut bar.
2. Double-click both the **Notes Report** and the **Activity Report** in the left pane to move them to the right pane (as shown in the following illustration).



3. Click the **Preview** button to view the reports on your computer monitor. In the Print Preview window, click the **Next Page** or **Prev Page** button to move through the pages of the selected reports.



4. Click the **Close** button to close the Print Preview window. When prompted to delete notes, click **No**.



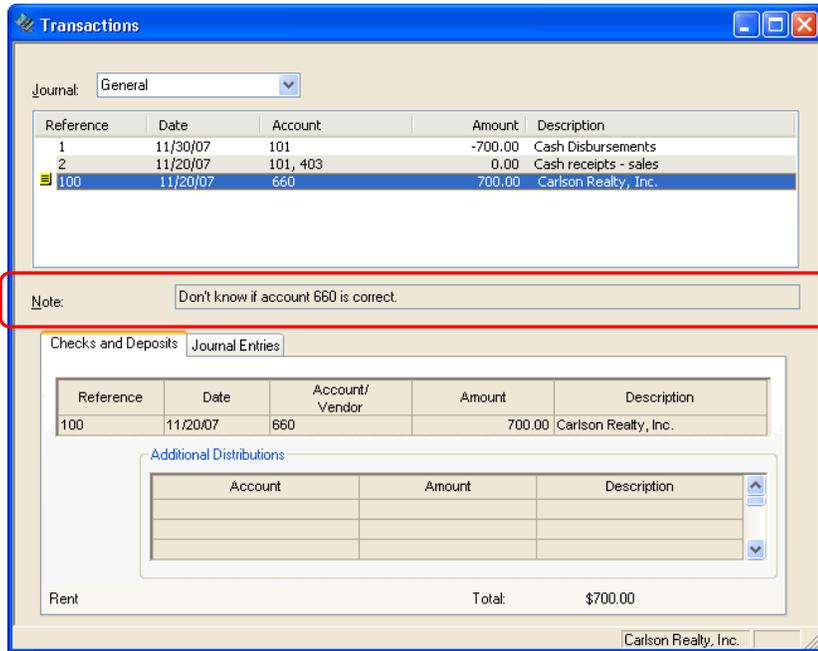
Tips for the accountant

- Accountant's Assistant includes diagnostic reports that allow you to see the changes your client has made in CBS. Unlike other bookkeeping programs, you will always be up to date with changes that your client makes.
- You can use the notes the client records during data entry — or notes that CBS records automatically if any account numbers are missing — to provide the information you need to complete the transactions for processing.

Process transactions in Accountant's Assistant

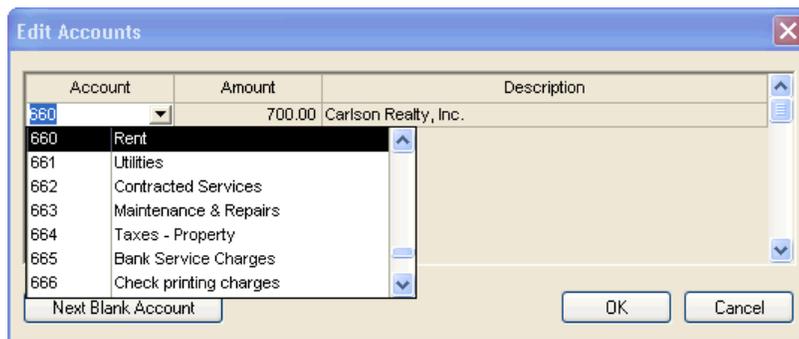
1. In Accountant's Assistant, choose **Tasks / Process Transactions**, or click the **Process Transactions** icon on the shortcut bar.
2. The Transactions window displays all transactions retrieved from CBS in the client's export file. Any transaction with an attached note is flagged by the Note  icon in the far-left column.

Highlight the CBS transaction to which you attached the note earlier during this WalkThrough exercise. The text of the note appears in the **Note** field just below the Transactions list.



- When reviewing notes from an actual CBS client, you might need to make corrections to the account number(s) for one or more transactions.

Choose **Edit Accounts** from the Edit menu or from the F3 or right-click context menu. In the Edit Accounts dialog, simply enter the correct account number or select it from the drop-down list.



You can have Accountant's Assistant automatically find the next transaction distribution with a missing account number by clicking the **Next Blank Account** button. However, because all accounts were assigned correctly for this WalkThrough, just click the **Cancel** button to exit the Edit Accounts dialog without making any changes.

4. When you've finished addressing all notes in the Transactions list, choose **Edit / Delete Notes For This Journal**, and then click **Yes** at the prompt.

Note: Before you can transfer the client's transactions from Accountant's Assistant to CSA, you must address and delete all notes and ensure that all transactions have account numbers assigned to them.

Transfer transactions from Accountant's Assistant to CSA

When you have finished verifying the accuracy and completeness of the client's data, you can complete the final step in Accountant's Assistant.

1. Choose **Tasks / Transfer to CSA**, or click the **Transfer to CSA**  icon on the shortcut bar. Accountant's Assistant automatically transfers all of the retrieved transactions to CSA — already processed and organized.
2. Click OK when prompted that the transfer is complete, and then click the **Done** button to exit Accountant's Assistant.

Once you've completed this last step in Accountant's Assistant, it's just as if you had entered the transactions yourself in CSA. You can edit the transactions if necessary (in the Tasks / Transaction Entry window), print financial statements, prepare quarterly reports, and share the data with other CS Professional Suite programs such as the UltraTax CSTM software.

Tips for the accountant

- Each client's transactions flow directly from CBS into Accountant's Assistant and then into CSA — so you don't have to re-enter them.

In minutes, not hours, you can begin producing the client's financial statements and payroll reports.

- CBS enables you and your client to work efficiently by minimizing the time each of you spends waiting for the other to process data.
- Because CBS is easy to learn and use, and because you prepare the setup information for the client in Accountant's Assistant, your **client** saves time. Because CBS ensures that the information included with the client's export data is accurate, complete, and organized, **you** save time. You both win.
- You and your CBS client can work together as a team, concentrating on what each of you does best.

Prepare reports in CSA

The information entered in CBS is available for reports in CSA immediately after you transfer the data from Accountant's Assistant to CSA.

1. In CSA, choose **File / Print Reports** or click the **Print Reports**



icon on the shortcut bar.

2. In the Reports dialog, double-click each of the following reports to select them.
 - General Ledger
 - Transaction Listing
 - Trial Balance
 - Vendor Activity Report
3. Click the **Preview** button to view the reports on your computer. In the preview window, click the Next Page button on the toolbar to view the pages of each report.
4. When you have finished viewing the reports, click the **Close** button on the toolbar to return to CSA.

Other features of CBS

In this WalkThrough, we have demonstrated the CBS processing cycle using the CBS CheckWriter module. Although we have demonstrated a number of CBS features, there are many features that cannot be shown in a brief WalkThrough. In this section, we mention several other CBS CheckWriter features that provide added functions and flexibility.

Memorized transactions

In CBS, memorized transactions are similar to templates. Your client can set up memorized transactions to help facilitate data entry for all transaction types (except adjustments). In each memorized transaction record, your client includes default information for all or only part of a transaction. When your client creates a transaction from that memorized transaction, CBS automatically recalls the default information, so the client does not need to enter that same information for every transaction.

To set up memorized transactions in CBS CheckWriter and CBS Accounts Payable, choose Setup / Memorized Transactions.

To set up memorized transactions in CBS Accounts Receivable, choose Tasks / Receivable Transactions and click the **Options** button. In the Receivable Data Entry Options dialog, click the **Memorized** option in the Set data entry mode group box, and then click **OK**. The Receivable Transactions window now includes the Memorized Transaction tab, which you can use to define the memorized transaction.

Noncalculating payroll

CBS CheckWriter includes features that allow the client to maintain noncalculating payroll (NCP) information. When your client uses the NCP feature, CBS maintains balances for each employee, which the client can then send to you, the accountant, for payroll tax processing.

In the Setup / Employees window, the client can enter and maintain general information about each employee in CBS CheckWriter. Your client can also enter information necessary for creating employee payroll checks and set up default distributions for each employee, eliminating the repetitive task of entering transactions for each check the client

issues. The client can use the Check Distributions tab to select the general ledger accounts to use for distributions.

Checkbook reconciliation

During the client setup procedures in Accountant's Assistant, you can choose whether to enable the CBS checkbook reconciliation features for the client.

- Using the windows and dialogs associated with the checkbook reconciliation feature in CBS CheckWriter, your client can enter the bank statement balances and dates, along with any adjustment information (interest income, bank charges, and so forth). While viewing the list of all outstanding checks, deposits, and adjustments, your client can mark items that have cleared through the bank, as indicated on their bank statement.
- The CBS online banking feature enables clients to directly access their account information on their financial institution's computers via Internet connection to view and to automatically reconcile checkbook transactions.
- For clients whose financial institutions do not yet support direct online transactions but that do supply file downloads from their websites, CBS also supports the OFX and QFX file formats typically used by financial institutions.

To enable the checkbook reconciliation features for a CBS client, be sure that the **Disable Checkbook Reconciliation** checkbox is **not** marked in the CheckWriter tab of the Setup / Miscellaneous Information dialog in Accountant's Assistant. Then, in the client's office you need to include **Checkbook reconciliation** among the selected security settings for at least one user. You may also choose to include the **Finalize out of balance reconciliation** security option.

 **Tip for the accountant**

For the latest information and more details about program updates and enhancements, click the **CBS User Bulletins** link on the Support page of our website at CS.Thosmon.com. User bulletins provide detailed information **for accountants** about new features and changes to the software.

Journal entries

In the CBS Journal Entries window, your client can record transactions other than checks, cash receipts, or deposits that won't affect the balance of any checkbook.

If you typically go to your client's office to do the period-end closing procedure, you may prefer to use the Journal Entries window to finish period-end journal entries at the client's office before creating the export file. Then, when you bring the export file to your own office, you will be ready to print financial statements.

Future-period transactions

Your client can enter transactions in CBS as future-period items. Future-period items have dates later than the end of the current CBS export period and do not transfer to Accountant's Assistant until the end of the period in which they become current. This feature allows your client to keep up with data entry and check processing for a new period even though the client may not be ready to close out the current period.

FileCabinet CS

If your client is licensed to use FileCabinet CS,[™] they can easily store and retrieve electronic images of printed checks, reports, and (if also using the optional CBS Accounts Receivable module) invoices and statements.

Direct deposit

Starting with CBS version 2005.2.0, you can enable the direct deposit feature for your CBS clients. If you enable this feature, the client can generate electronic payment system (EPS) records to transmit to InterceptEFT. InterceptEFT then creates Automated Clearing House (ACH) files and submits them to the appropriate financial institutions for vendor payments.

Disclaimer: InterceptEFT is an unaffiliated third party that some of our customers have engaged to provide direct deposit, tax payments, ACH processing, or credit card merchant services.

If your client is licensed for the optional CBS PayCheck module, they can use the direct deposit feature to create EPS records for employee payroll checks. For detailed information on the direct deposit feature in CBS, search on **Direct Deposit:Client Bookkeeping Solution Guide to Direct Deposit (PDF)** from the index in the CBS Help Topics dialog.



3

Overview of CBS Add-on Modules

CBS offers a win-win opportunity for both you and your clients. Your clients get an accounting program that takes advantage of all the power and easy-to-use features of Windows. The CBS software can help them manage their businesses better, and it can grow with them. You get the work-saving benefits of using standard setup procedures and of client data that transfers in standard formats, all of which minimize errors and reduce turnaround time. You will have more time available to offer your clients additional, value-added services.

Because you are the software provider, you set the terms, both for your client's use of the software and for the support you provide. CBS can ultimately help you save hours of staff time, get financial reports into your client's hands faster, and build long-term relationships with your client.

Fully integrated accounting software

When you retrieve transactions from a CBS client's exported data, those transactions carry seamlessly through the Accountant's Assistant module and then into your CSA program and the other integrated software products in the CS Professional Suite.

Overview of CBS PayCheck

CBS PayCheck is an extension of your CSA payroll, giving your client the additional information necessary to calculate and print payroll checks. With CBS PayCheck, your client no longer needs to calculate payroll checks by hand and then enter the distribution of gross pay and withholdings.

Your client can set up templates and employees in CBS and then enter either gross pay amounts for each employee or the number of hours worked during the current pay period. CBS PayCheck calculates withholdings, 401(k) contributions, special deductions such as loan repayments, and other miscellaneous deductions, based on information you provide when you set up your client's CBS PayCheck program. It also tracks benefit accruals such as vacation and sick time, and it provides your client with a variety of payroll reports.

Features

Using CBS PayCheck, your client can:

- Benefit from the timesaving features of automatic payroll data entry and reporting.
- Enter fully calculating payroll checks as unprinted or handwritten items.
- Print checks, either singly or in batches.
- Direct deposit employee checks.
- Maintain payroll data for both hourly and salaried employees.
- Calculate employee taxes for multiple state and local taxing entities.
- Track costs by department using the multi-department employee setup.

You can also maintain payroll tax tables in Accountant's Assistant and provide the updates your client needs, or you may choose to direct the client to update the tables in CBS.

CBS PayCheck reports

Your CBS PayCheck client can choose to print any combination of checks and reports from the PayCheck tab of the File / Queue Reports dialog. A variety of print options are available for each report. The following CBS PayCheck reports are available.

- **Unprinted Checks List.** Lists all unprinted payroll checks. Your client can use this report to verify the accuracy of each payroll check before printing the checks.
- **Printed Checks List.** Lists the check numbers, dates, payees, and amounts for all printed CBS PayCheck checks. Your client may choose the period for which to display the checks, the sort order, and the ranges of items to include.
- **Payroll Journal.** Shows payroll information for each paycheck as well as payroll distributions, FICA, and federal withholding totals for all employees included in the report.
- **PayCheck Items Report.** Lists information for a selected pay item, tax withholding item, deduction item, or PayCheck item report group for one or more employees and within the time period that the client specifies.
- **Earnings Report.** Tracks current, quarterly, and year-to-date hours, earnings, deductions, and withholdings for all or selected employees.
- **Earnings Summary.** Summarizes the current, quarterly, and year-to-date employee hours, earnings, tax withholdings, and deductions by payroll item or by PayCheck Item report group.
- **Employee List.** Displays the basic information on file for all or selected employees. Your client can choose either detailed or summary formats and select a variety of other print options, including options for printing mailing labels.
- **SUTA Employee List.** Displays total employee quarterly/annual wages and wages subject to SUTA tax for the selected state.
- **Workers' Compensation Report.** Lists employee ID and name, social security number, hours, total wages, excess wages, and taxable wages.

- **Deductions List.** Lists the deduction items set up for all or selected employees.
- **Employee Benefits.** Lists year-to-date used and accrued information for each employee's benefit accruals.
- **PayCheck Items List.** Displays detailed information about the specified PayCheck items.
- **Data Entry Worksheet.** Provides an organized way to gather and verify employee check data.

When you transfer setup information to your client's CBS PayCheck program, you are providing your client with state tax tables for all states that require withholding and any local tax tables that you have set up in CSA. Thus, CBS PayCheck can handle sophisticated calculations for situations in which an employee has local withholding on only a portion of the total wages. When you transfer the payroll files from Accountant's Assistant to CSA, all the information you need for FUTA payments and state unemployment reports is complete and ready to print; FICA information is precalculated for the 941 report. You can then process information for W-2s and other payroll reports in CSA.

Export frequency

The CBS PayCheck program uses a monthly export frequency. The client cannot overwrite this frequency.

Export to accountant

Your client can export CBS PayCheck data along with CBS CheckWriter information, or the client can export CBS PayCheck data separately from the File / Export to Accountant dialog.

Overview of CBS Accounts Payable

CBS Accounts Payable is an optional module that is totally integrated with the other CBS modules — adding several new windows and dialogs for accounts payable setup, payables data entry, and accounts payable reporting. By using CBS Accounts Payable, your client can gain tighter control over cash requirements and vendor payments.

Features

Using CBS Accounts Payable your client can:

- Handle either cash-basis or accrual-basis reporting.
- Set up an unlimited number of vendors. At the end of each accounts payable processing period, the client exports data for all Form 1099 vendors. You retrieve the data in Accountant's Assistant and then transfer it to CSA so you can produce the required 1099s at year end. CBS Accounts Payable maintains information for temporary and non-1099 vendors solely within the client database, although transactions written to these vendors transfer to your program automatically each period.
- Maintain fiscal-year-to-date information for all AP vendors, as well as calendar-year-to-date information for Form 1099 vendors.
- Define an unlimited number of time-based payment terms based on the vendor requirements. CBS uses these terms to automatically calculate discount dates and availability.
- Automatically create recurring payable transactions for recurring fixed expenses and contract-type transactions.
- Set up default general ledger account distributions for each vendor. If necessary, the client may override the defaults for particular payables.
- If using the CBS PayCheck module along with CBS Accounts Payable, track payroll liabilities automatically — in effect treating

employees' payroll withholdings as payables to the various federal and state tax authorities.

- Handle payments to businesses or individuals where only a portion of a payment is reportable on Form 1099, or where a payment is reportable on more than one 1099 form type.
- Handle check printing for full or partial payments of invoices, as well as prepayments. Also allows your client to record cash payments, credit memos, and handwritten checks.
- Print vendor checks, either singly or in batches.
- Consolidate multiple invoices from a vendor into a single check.

CBS Accounts Payable reports

Your CBS Accounts Payable client can choose to print any combination of checks and reports from the Accounts Payable tab of the File / Queue Reports dialog. A variety of print options are available for each report. The following CBS Accounts Payable reports are available.

- **Cash Requirements.** Lists and totals all open payable items, showing the exact amount of cash required **before** checks are printed. It also shows the total of unapplied credit amounts or prepayments affecting the amount of cash required.
- **Cash Req Projection.** Lists expected cash outflow based on current open transactions and expected open transactions based on the memorized transactions currently assigned to accounts payable vendors.
- **Aging Schedule.** Shows current and overdue open items in a selected range and for the specific time periods your client defines.
- **Payable / Payment List.** Lists CBS payables and/or payments based on a selected date range or for the last data-entry session.
- **Purchases Journal.** Lists purchases for the period your client specifies. Your client can print the Current version of this report at the end of each processing period, or the Cumulative version to track purchases for both the current period and their historical transactions.

- **AP Transactions List.** Displays information on all payable transactions that would transfer to you if the client were to export at this time. The report includes prepayments that have been applied since the last export, unapplied payments, voided transactions, expired discounts, and more.
- **Vendor Activity.** Tracks all vendor activity for the current processing period or for both the current and prior periods.
- **Vendor List.** Shows information about vendors in the company's database and allows you to print mailing labels.

Overview of CBS Accounts Receivable

CBS Accounts Receivable is an optional module that is totally integrated with CBS — adding several new windows, dialogs, and reports that enable your client to create invoices and process payments, track and project cash receipts, and produce statements. It helps your CBS client manage their business better by providing a clear picture at all times of which customers owe money, the amount they owe, and the payment schedule.

Your client can set up customer data, sales item information, payment terms, salesperson information (using either CBS noncalculating payroll or the optional CBS PayCheck module), and sales tax codes. Once this information has been entered, your clients will have the tools to analyze sales trends, identify problem customer accounts, and distinguish profitable product lines.

Features

Using CBS Accounts Receivable, your client can:

- Handle either cash-basis or accrual-basis reporting.
- Set up an unlimited number of receivables transactions, customers, sales items, sales tax entities, and sort codes for reporting.

- Maintain invoice and payment, credit memo, or refund information for all accounts receivable customers, as well as detailed information for all salespeople.
- Define an unlimited number of payment terms. CBS then uses these terms to automatically calculate discount amounts available to customers.
- Set up default invoice and shipping information for each customer.
- Generate a number of invoice and statement formats using the CBS Layout Editor.

CBS Accounts Receivable reports

Your CBS Accounts Receivable client can choose to print any combination of invoices, statements, and reports from the Accounts Receivable tab of the File / Queue Reports dialog. A variety of print options are available for each report. The following CBS Accounts Receivable reports are available.

- **AR Deposit Journal.** Helps your client to reconcile customer payments to deposited funds.
- **Aging Schedule.** Shows current and overdue open items in a selected range and for the specific time periods your client defines. This report lists all open finalized transactions, including invoices, finance charges, credit memos, unapplied write-offs, and unapplied coupons.
- **Customer Ledger.** Lists selected invoice or payment transactions for a specific customer, customer group, customer type, salesperson, sales department, GL Account, or GL Account group.
- **Invoice / Payment List.** Provides a listing and total for selected invoices and/or payments.
- **Memorized Transaction List.** Lists information about the memorized transactions set up in CBS Accounts Receivable.

- **AR Transactions List.** Displays information on all receivable transactions that would transfer to the accountant if the client were to export at this time. The report includes prepayments that have been applied since the last export, unapplied payments, voided transactions, expired discounts, and more.
- **Receipts Projection.** Lists expected cash inflow based on current open transactions and expected open transactions.
- **Sales Tax Report.** Lists information necessary to complete required entity tax returns.
- **Sales Report.** Tracks selected sales transactions. The client can select transactions for a specific customer, customer group, customer type, salesperson, or sales department.
- **Sales by Item / Service Report.** Displays the quantity sold and the percentage profit earned for selected sales or service items. The client can use this report to analyze a customer's buying habits, a salesperson's effectiveness in selling items, the makeup of items sold, or sales trends for specific items or item types.
- **Invoice Items List.** Provides information about all sales items or service items set up by the client for use on customer invoices.
- **Customer List.** Includes up-to-date information for selected customers. Your client can use the report to review the accuracy of customer information entered in the company database and to print mailing labels.

Overview of CBS Financial Statements

You can enable the CBS Financial Statements module for your clients. If you choose to include this module for your clients, they can generate interim financial statements in CBS.

A number of predefined financial statement layouts are included for your client to use, including balance sheet, income statement, cash flow (direct and indirect), and trial balance statements.

Features

Using CBS Financial Statements, your client can

- Specify individual print options for each statement.
- Group financial statements together to form a collection and specify individual print options for each statement in the collection.
- Specify the starting page number and restart the page numbering for each financial statement or collection of financial statements.
- Use whole numbers for percentages, amounts, or both.
- Include accounts with zero-amount balances.
- Print GL account numbers on the statements.
- Collate financial statements if printing multiple copies of any statements.



4

Conclusion

After you've finished this WalkThrough

If you have just completed this WalkThrough using a trial license and have not yet purchased the software, you can call your CS Account Representative at **800-968-8900** for more information and ordering assistance. Please note that if you purchase a CBS Master License, you will receive the CBS Master License Kit, which contains one complete set of all the CBS modules for use in your own firm and for demonstration purposes. You also receive the Accountant's Assistant module for CSA, full documentation for Accountant's Assistant and all CBS modules, and a packet of flyers for marketing CBS to your clients.

Important! Delete the WalkThrough client data

After you have completed the WalkThrough, please follow the instructions below to delete the WalkThrough data files from your program. This ensures that the next user of the WalkThrough can start from the beginning without any problems. To delete the WalkThrough data files, you must delete sample client **CBS01** from CSA and the imported company from CBS.

1. In CBS, open the **CheckWriter Training Company**.
2. From the CBS File menu, choose **Delete Company**. CBS will prompt you to verify that you want to delete the company. Click **OK**.
3. Exit CBS.
4. Start CSA and choose **File / Delete**.

5. If the client is currently open, the **CBS01** client will already be selected in the pane on the right of the Delete Clients dialog. If not, double-click the client in the Available pane on the left to move it to the Selected pane.
6. Click the **Delete** button. CSA prompts you to verify that you want to delete the client. Click **OK**.

This WalkThrough is now ready for the next user.

Finding additional help

If you have questions after completing this WalkThrough, you may want to review the *Accountant's Assistant Handbook* and the Accountant's Assistant help topics available from the Help menu.

The winning combination from Thomson Tax & Accounting

During this WalkThrough, we introduced you to many of the powerful capabilities available in CBS. In this section, we explain other important aspects of your investment. When you choose Client Bookkeeping Solution as your client accounting software, you open the door to additional timesaving opportunities.

- **Data integration.** CBS integrates with Write-Up CS. This means that once you enter data in Write-Up CS, you can transfer it to CBS in an immediately usable format, streamlining data entry and verification. With CS Professional Suite software, you don't need to run time-consuming data conversion programs or re-enter data.
- **CS support and services.** Our support staff of computer, accounting, and tax consultants strives to provide you with prompt and accurate support assistance so that you can continue your work. Other services, such as our CS Professional Suite Knowledgebase and our annual Users' Conference, also help you find answers to your questions by providing a means to help you communicate with your colleagues.

Add the above to the power of the CS Professional Suite software, and you have a winning combination!

Software integration

After you have installed CBS — including any of the optional CBS client modules — in your client's office, their exported transaction files come to you on removable media or via the Internet. When you retrieve data from those files using the software in your own office, it flows seamlessly through the Accountant's Assistant software and then into your Write-Up CS and other integrated programs in the CS Professional Suite. Each CS Professional Suite program shares the same data, streamlining the preparation of financial statements; individual, corporate, and partnership tax returns; depreciation schedules; and other reports.

Software products

The reliable and efficient products from Thomson Tax & Accounting use a common set of design standards to help you achieve the following in your firm.

Lower the learning curve. All software products from Thomson Tax & Accounting are designed to use the same operating conventions and vocabulary. Once you've learned how to use one product, you know how to use command menus, data-entry windows, function keys, and other elements of the user interface in other CS Professional Suite products.

Reduce the amount of time spent on data entry. Software products in the CS Professional Suite are designed so that you need to enter data only once. After you enter data in one product, the data can be used by other CS Professional Suite products.

Increase accuracy. After you initially enter the data and verify its accuracy, you never need to re-verify it.

Smooth workflow. Information is readily available when and where you need it. Integrated products eliminate the extra work that burdens users of nonintegrated software products. CS Professional Suite users don't need to run data conversion programs or troubleshoot conversion errors.

Support and services

All CS Professional Suite users know the emphasis we place on keeping our promises, whether it is a promise to stay with you until your question is fully answered or a promise to deliver one of our products promptly. We know that you depend on us to serve you, and we depend on you as well. We seek your advice, we solicit your reactions, and we rely on your input to improve our products and services. In short, with CBS you get more than a software product refined by thousands of users. You get a company committed to dealing with you honestly and fairly. You get a company committed to supporting your practice through tax, accounting, and practice management software, excellent support, and additional services.

All CS Professional Suite products are developed, sold, and supported by the professional staff at Thomson Tax & Accounting — not through a network of dealers. Our support staff includes consultants with computer, accounting, and tax expertise who take pride in personal attention and follow-through. Above all, they care about helping you. Their goal is to answer your question promptly, accurately, and professionally so that you can continue your work.

The following additional sources of help have been productivity boosters for other CBS users.

- The comprehensive help topics provide you with detailed information for any task or field in the program. The help follows standard Windows help conventions for ease of use.
- The Accountant's Resource Network 2 (ARNE2), a free, nationwide electronic information network, where CS Professional Suite users share tips and swap information about tax, accounting, and practice management software and computer hardware.
- Our annual Users' Conference provides an opportunity for users to share ideas, learn from the experience of others, attend training seminars, and satisfy CPE requirements — all in a relaxed, enjoyable setting.
- Web-based courses offered throughout the year allow you to experience the program's features with an expert support

representative, all from your own office. Web-based training is a cost-effective way to quickly learn CS Professional Suite software.

- Training courses for CBS are offered throughout the United States. On-site training at your location is also available for training several employees at once. On-site training allows instructors to use “real-world” examples you may encounter in your office.
- Thomson Tax & Accounting publishes information about new features to all users to keep them abreast of software updates and new product releases for the CS Professional Suite. The CS Professional Suite Knowledgebase on our website also includes tips from our support staff and provides information of value to practicing accountants on a variety of topics.

Your investment

When purchasing client accounting software, keep in mind that the purchase price is only a small part of your investment. When you evaluate software, consider the following:

- The proven track record of satisfying the needs of all users.
- Professional, accurate, and responsive support.
- A large selection of integrated products to automate processes used in your practice.
- Fast data entry and processing.
- Flexibility to handle special circumstances and complex client setup.
- Comprehensive reference guides and context-sensitive help.
- Availability of training classes, workshops, and customized on-site training.

When you combine CS Professional Suite software integration and service with the ease of use, flexibility, power, many timesaving features, and professional results that the Client Bookkeeping Solution software provides, you have an extremely valuable product to increase productivity, profitability, and client satisfaction.

Conclusion

If you want to serve more clients effectively and efficiently, CS Professional Suite software is the right investment. Thomson Tax & Accounting will be there every step of the way to support and enhance products to serve you better.

 **Appendix:**
**Importing Client Data from Other
Accounting Products**

For details on importing data from various client accounting packages, please refer to the PDF document entitled “Importing Client Data from non-CBS Client Accounting Products via Accountant's Assistant.” To open that document in the Adobe Reader, open CSA, search on **Accountant's Assistant** from the index in the CSA help browser, and then select the topic called **Importing Client Data for Non-CBS Products via Accountant’s Assistant (PDF)**.

Appendix: Importing Client Data From Other Accounting Products
