
ENGAGEMENT CSTM

Tutorial

version 2008.x.x

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1

Introduction

Welcome to the *Engagement CS™ Tutorial*. The Engagement CS software is part of the Creative Solutions Accounting™ (CSA) software that is fully integrated with Trial Balance CS™ and the Financial Reporter module within the CS Professional Suite® Accounting Product software. Engagement CS offers advanced reporting and diagnostic features and a completely paperless engagement process. From compilation and review to audit, it provides a robust, flexible, and secure environment in which to prepare all your engagements. It also includes complete integration with PPC's practice aids and direct links and integration with Microsoft® Excel® and Word.® Engagement CS provides you with Windows® (2000/XP or higher) standard interface and menus, which will shorten the learning curve for employees.

- **Trial Balance CS**

The timesaving features of Trial Balance CS make it ideal for handling annual engagements with maximum efficiency. It enables you to easily switch the basis for your financial statements from cash to accrual, tax, book, and more. When integrated with Write-Up CS, it provides even more detailed analysis capabilities for interim engagements, regardless of the number of periods being processed.

- **Financial Reporter module**

The Financial Reporter module makes it easy to custom design financial statements, footnotes, and charts and graphs that can easily be inserted into an engagement.

This self-paced instructional tutorial has been designed to teach you how to use Engagement CS. Our goal in this tutorial is to make you feel comfortable with the program and show you how to use it most effectively in your practice.

Before you begin

The Engagement CS software is included on the CS Professional Suite® Accounting Products CD. To complete the steps in this tutorial, you need to have either a full or trial license installed for Engagement CS (Trial Balance CS comes with Engagement CS).

Prior to starting this tutorial, you should first review the information presented in the following guides that are available with your CSA software.

- The **CS Professional Suite Accounting Products Installation and Program Essentials** guide provides detailed instructions for installing the software and for setting up CS Connect,[™] which is the electronic communication system between your office and Thomson Reuters. CS Connect enables you to download licenses and software updates and to send or receive other kinds of information in a convenient and economical way. The guide also includes chapters on viewing user bulletins, performing some initial setup tasks, and using the program's help topics. It is available both as a printed document and as a PDF document accessible from the CSA help.
- The **Trial Balance CS Getting Started** guide provides an overview of the main features of the Trial Balance CS software. This guide includes a brief trial balance processing walkthrough in which you can create grouping schedule codes and subcodes, define tickmarks, and customize the Trial Balance window view to use either the split-screen view or normal view. This guide is available both as a printed document and as a PDF document accessible from the CSA help.
- The **Engagement CS Getting Started** guide introduces the concepts, terminology, and main features of the Engagement CS software. It covers features designed to be used both by the staff in charge of an engagement and by other staff members working in the field or collaborating with other engagement staff in a networked environment. This guide is available both as a printed document and as a PDF document accessible from the CSA help.

- The **Sample Statements and Charts** document displays the sample statements and charts that are available with the Financial Reporter module and that you can customize for use with your own clients. It also includes a detailed section on working with charts. To view or print this document, search on **Sample Statements and Charts (PDF)** from the index of the CSA help browser.

If you do not have a printed copy of the relevant documents listed above, you can view or print a PDF copy using the Adobe® Reader® version 7.0 or higher. Search on **Getting started guides** from the index of the CSA help browser, and click the subentry for the guide you want to view or print.

To download the Adobe Reader from CSA, choose Help / On the Web / Adobe Reader to open the Adobe website.

The primary documentation for the Engagement CS software is provided in the comprehensive Creative Solutions Accounting help, accessible from the CSA Help menu.

Using this tutorial

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

- **To preview the software before purchase.** You may use this tutorial to learn about Engagement CS, its functions and features, and why it is the smart solution for both you and your clients.
- **To train members of your staff.** There may be other people in your office who need to understand how to use Engagement CS. They can use this tutorial to get a general overview of the Engagement CS processing cycle and principles.

To complete this tutorial, you should start at the beginning and work your way through each section in sequence. That will ensure that the data for the client you are setting up in this tutorial will match the data in the illustrations provided throughout this document. After you have completed the entire tutorial, you can use this document as a quick reference guide to help you recall the correct steps to follow for any group of procedures.

Note that the staff in charge must set up the following items before staff members can begin working in the engagement. Please refer to the *Engagement CS Getting Started* guide for more information.

- Groups and group privileges
- Staff and staff privileges
- Signoff types

Licensed users of Engagement CS should start with the **CSENG01** sample client when completing the steps in this tutorial.



Tip

As you are working through this tutorial, press F1 or CTRL+F1 to see overview help for the active window or dialog.

Tutorial conventions

The following terms and conventions are used throughout this tutorial.

- Function keys and shortcut keys that you press on the keyboard (TAB, ENTER, or CTRL+F1, for example) appear in all capital letters.
- Bold characters are used for commands or options that you should choose or text that you should enter.
- In some cases, commands are provided with slashes. For example, “Choose **File / Open Engagement Client**” tells you to choose **File** from the Engagement CS menu bar and then choose **Open Engagement Client** from the pull-down File menu.
- If a procedure directs you to **mark** a checkbox or to **choose** an option, that means to click it once with the left mouse button so that a checkmark (✓) appears in the checkbox or a highlight appears in the option circle.
- The context menu (also called the shortcut menu) appears when you right-click in an unused gray area of a window or dialog. It lists all of the commands that also appear on the Edit menu and that pertain to the type of record or item that is currently selected in the active window or dialog. Note that you can also quickly open the context menu from the keyboard by pressing the **F3** function key.

- Engagement CS relies on the Windows standard convention of using the TAB key to move from field to field within a window or dialog. However, if you prefer to use the ENTER key rather than TAB to move the cursor from field to field, you may do so by marking the **Use enter key to move between fields** checkbox in the Setup / User Preferences dialog in CSA. For more information, search on **User preferences** from the index of the CSA help browser and click the **Setting user preferences for data entry (user-specific)** subentry.



2

Working with the Sample Client Data

This section of the *Engagement CS Tutorial* provides a brief overview of the process to open a sample client and save the sample client under a new name.

Note that the staff in charge must set up the following items before staff members can begin working in the engagement. Please refer to the *Engagement CS Getting Started* guide for more information.

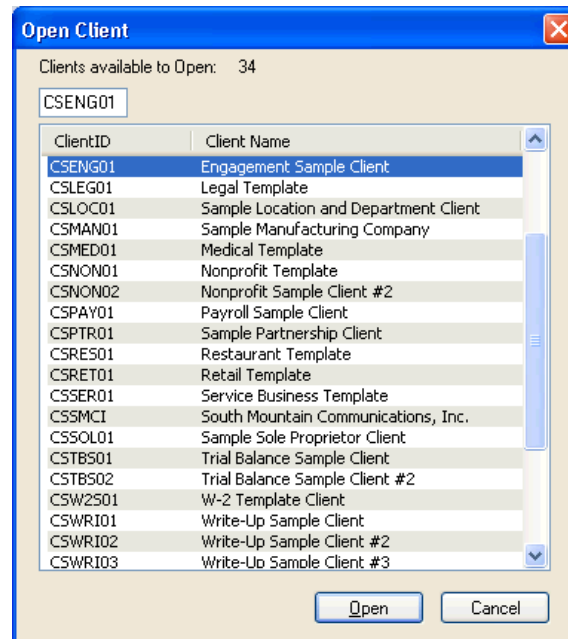
- Groups and group privileges
- Staff and staff privileges
- Signoff types

For this tutorial we will copy the existing **CSENG01 – Engagement Sample Client** to our new working client, called **CSENG01XX** (where XX represents your first and last initials). This enables you to leave the original sample client intact for others in your office to use to become acquainted with Engagement CS.

Opening the client in CSA

Important! If you have marked the **Launch Engagement CS after login** checkbox on the Engagement CS tab of the Engagement CS User Preferences dialog, the program will launch directly without first opening the client in CSA. If that is the case, you should choose **File / Exit to Creative Solutions Accounting** to close Engagement CS. We want to open the sample client in CSA so that we can make a copy of that client database.

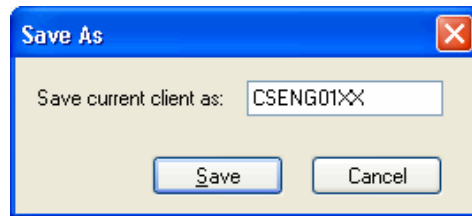
1. From the CSA main window, choose **File / Open Client**.
2. Select client **CSENG01 – Engagement Sample Client**, and click the Open button.



Saving a copy of the sample client

Use these steps to create a copy of the **CSENG01 – Engagement Sample Client** that you will use to complete the exercises in this tutorial. This leaves the original sample client intact for others in your office to become acquainted with the Engagement CS program.

1. With the **CSENG01 – Engagement Sample Client** open in CSA, choose **File / Save As**.
2. In the Save As dialog, enter **CSENG01XX** (where XX represents your initials or unique identifier) as the new client ID for your copy of the **CSENG01 – Engagement Sample Client**. (Note that you can use up to 11 alphanumeric characters to create a unique client ID.)



3. Click the Save button to close the original client and open the copy that you have just created. Note that the new client ID now appears in the title bar of the CSA main window.



3

Engagement Processing

After the groups and group privileges, the staff and staff privileges, and the signoff types have been defined in CSA, you can begin to familiarize yourself with the engagement workspace.

Customizing the Engagement CS workspace

- ▶ In CSA, choose **File / Engagement CS** to open the Engagement CS workspace.

Toggling views on and off in the workspace


When you open the program for the first time you will notice that the Engagement CS workspace is divided into three main windows.

- **Tree View window.** Displays folders, workpapers, and documents in a tree structure.
- **Document View window.** Displays currently selected documents and is the primary window in the engagement workspace.
- **Notes View window.** Lists notes for documents or workpapers currently displayed in the Document View window.

For your convenience you can customize the Engagement CS workspace by doing the following.


- ▶ From the command menu, choose **View** to toggle on/off any of the following toolbars or windows.
 - Standard Toolbar
 - Page Navigation Toolbar
 - Tree View Window
 - Notes Window

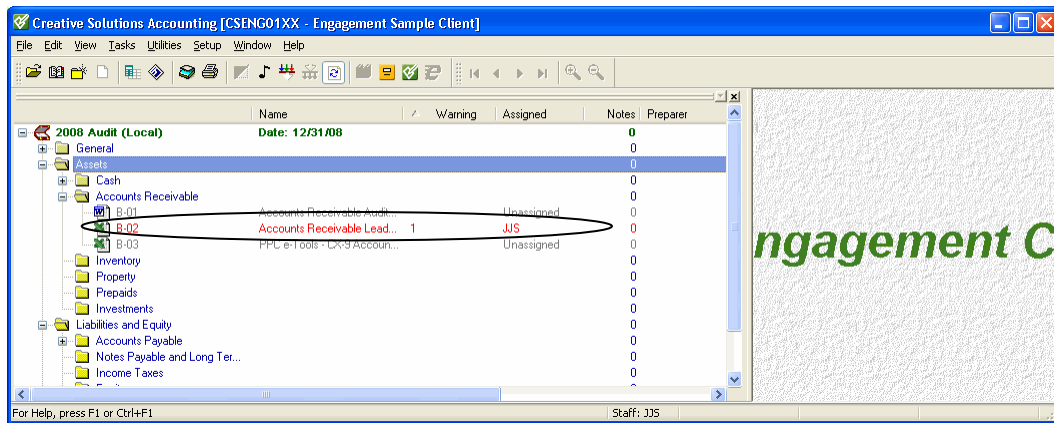
Notes

- The Document View window is the main window in the Engagement CS workspace and **cannot** be closed. When there are **no** workpapers or documents open in the window, the “Engagement CS” title appears in the Document View window of the workspace. This allows you to easily identify that you currently have Engagement CS open within Creative Solutions Accounting.
- You can adjust the width or height of the Notes View or Tree View window by positioning the mouse pointer over the horizontal or vertical border. When the mouse pointer changes its appearance to , click and hold the border and drag it to the size you desire.

Refreshing documents on demand

You can choose to have the program refresh documents on an on-demand basis after changes are made. This is controlled by the Refresh

Documents on Demand  button on the Engagement CS toolbar. This button is toggled on (pressed) by default so that you can open, update, and close workpapers multiple times without invoking the automatic refresh of the workpapers in the engagement. Workpapers that are outdated appear in the Tree View window in red text with an associated number in the Warning column indicating that it is outdated.



Notes

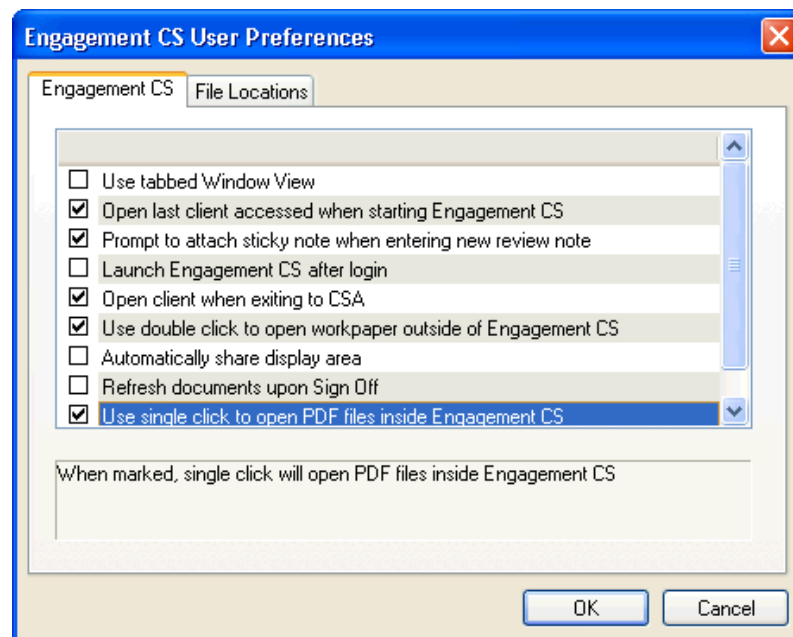
- Choose **Edit / Refresh / Refresh Outdated Documents** to refresh only those documents that have been flagged as outdated in the Tree View window.
- When outdated documents exist in the engagement, the program prompts you to refresh the current document or current engagement when you perform various tasks in Engagement CS (such as wrap-up, printing, or check in / check out).
- To sign off or to modify an existing signoff requires the current document to be refreshed if it is outdated. This includes signoffs for single documents, multiple documents, or the entire engagement. Note that if the **Refresh documents upon Sign Off** checkbox is marked in the Engagement CS User Preferences dialog, the document is automatically refreshed on signoff whether the on-demand toggle is on or off.

Turning on the tabbed view

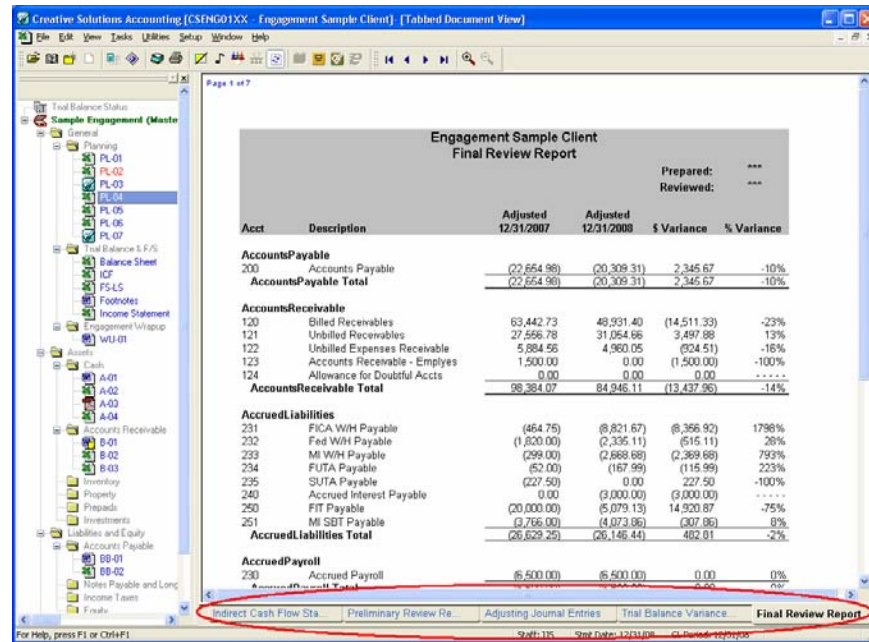
You can view multiple documents in the Document View window of the Engagement CS workspace by marking the **Use tabbed Window View** checkbox in the Engagement CS User Preferences dialog. This enables you to easily navigate among multiple workpapers and documents that may be open in the Document View window.

Follow these steps to enable the tabbed window view.




1. In Engagement CS, choose **Setup / User Preferences** to open the Engagement CS User Preferences dialog.
2. Mark the **Use tabbed Window View** checkbox and click OK. When you select more than one document in the Tree View window, this will display a tabbed page for each open document in the Document View.



The Document View window will look similar to the following illustration when the **Use tabbed Window View** checkbox is marked in the Engagement CS User Preferences dialog.




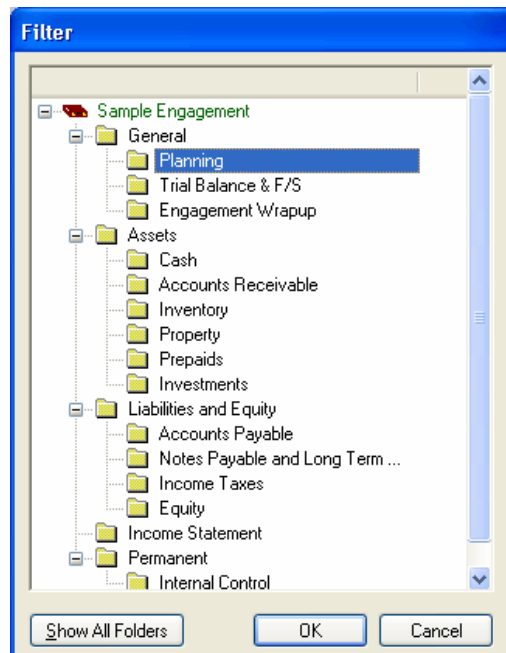
Using other engagement workspace features

- You can use the Zoom In  and Zoom Out  buttons on the Engagement CS toolbar to enlarge or shrink the workpaper image in the Document View window.
- You can use the Page  buttons on the Engagement CS toolbar to move through the pages of large workpapers in the Document View window.

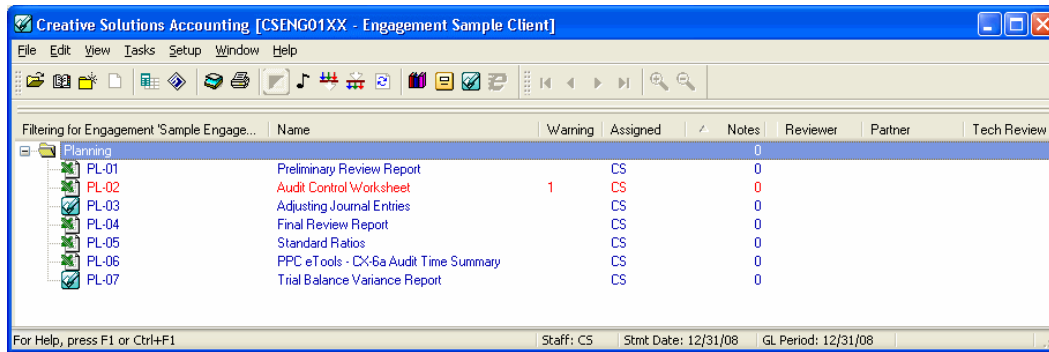
Filtering by folder

You can choose to view only those engagements or folders that you currently want to work with in the Tree View window.

1. Choose **View / Filter By Folder**, or click the Filter  button on the toolbar.
2. In the Filter dialog, highlight the **Planning** folder.



3. Click OK to close the Filter dialog and to open only the **Planning** folder in the Tree View window.



4. Choose **View / Show All Folders**, or click the Show all Folders button on the toolbar to show all folders in the Tree View window.

Working with engagement properties

If you have the appropriate privileges (predefined by the engagement staff in charge) for the group in which your staff ID has been set up, you can use the Engagement Properties dialog to view, add, modify, or delete staff assignments for the current engagement on the Staff Assignments tab. You can also use the Workpaper Assignments tab to define access privileges for the workpapers and documents in the current engagement.

- Choose **File / Engagement Properties** to open the Engagement Properties dialog.


Notes

- The engagement setup is usually done by the engagement staff in charge, but for this tutorial we will add our own staff ID to the engagement and define privileges for the workpapers we will be working with in the engagement.
 - Unless the following privileges have been set up for you by the staff in charge of the engagement, you can only **view** the Engagement Properties dialog and update signoff information.
 - Display engagement information on the General tab.
 - Add, edit, or remove signoff information.
 - Assign specific staff and signoff types for the current engagement.
 - Assign workpapers and documents to staff members who are working on the engagement.
 - Assign specific privileges to individual staff members who are assigned to the current engagement.
 - View all activity that has taken place in the current engagement.
-

You can use the Engagement Properties dialog to perform the following tasks. Note that when creating a new engagement, these tasks can also be completed using the New Engagement wizard.

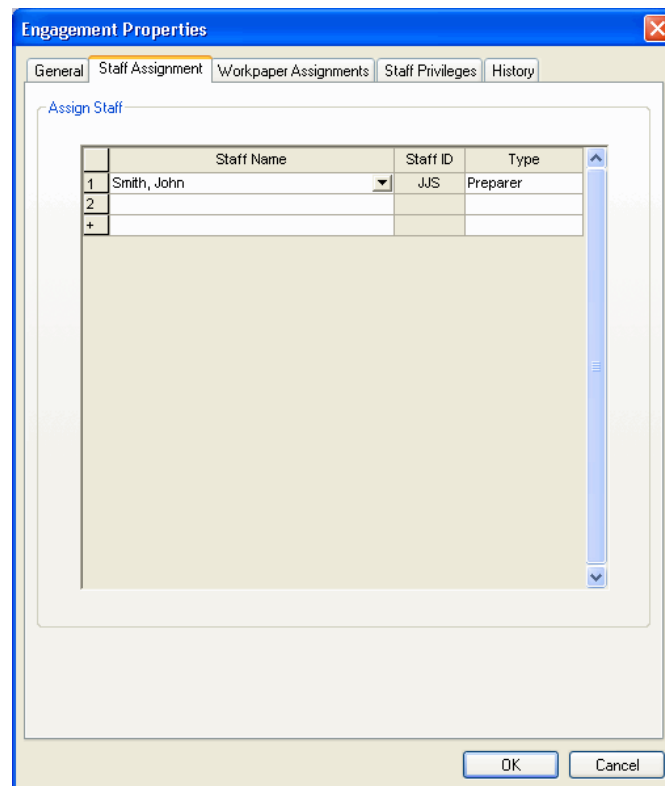
Assigning staff in the current engagement

Follow these steps to add your own staff ID on the Staff Assignments tab of the Engagement Properties dialog.

1. Choose **File / Engagement Properties** or click the Engagement properties  button on the toolbar to open the Engagement Properties dialog.
2. Click the **Staff Assignment** tab.
3. The drop-down list in the Assign Staff grid includes all staff members who have been previously set up on the Staff tab of the

Administration dialog and are marked as Engagement CS users. Select your name from the drop-down list.

4. From the drop-down list in the Type column, assign **Preparer** to your staff name. The signoff type that you select will be your default signoff type for all workpapers in the engagement. This field includes the default Preparer and Reviewer signoff types, and any that are user defined in CSA in the Setup / System Configuration / Signoff Types dialog. (For this tutorial there are no user-defined Signoff Types.)






Note: As with other grids used in CSA, you can delete an item in the grid by highlighting the row number, pressing the DELETE key on your keyboard, and then clicking the Yes button on the confirmation dialog when prompted.



Assigning workpapers in the current engagement

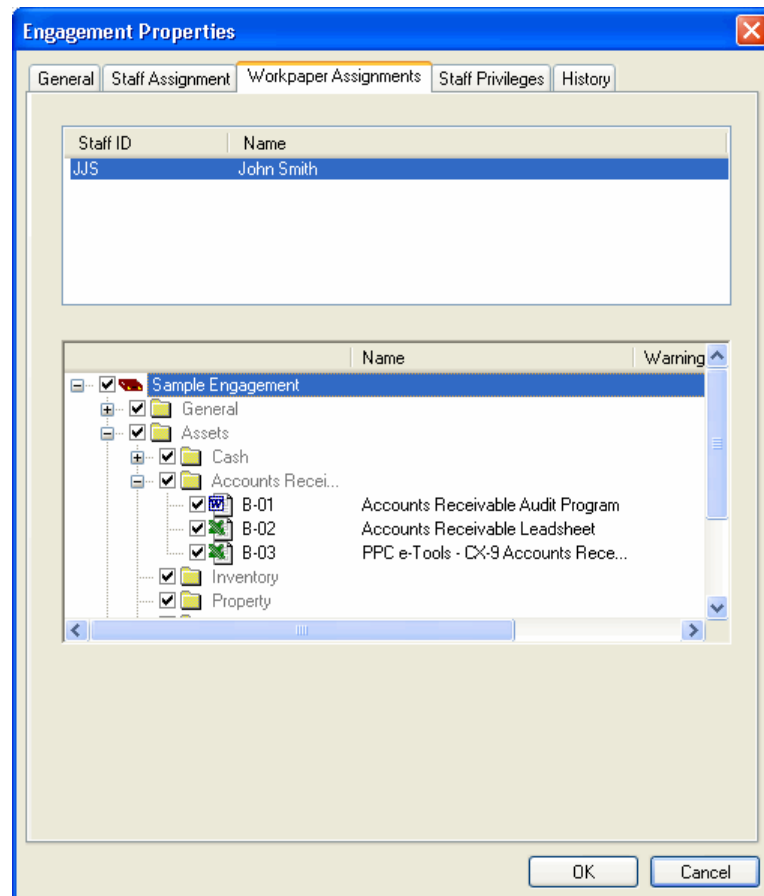
Let's assign all the workpapers in this engagement to your staff ID.

1. Click the Workpaper Assignments tab to assign access privileges for selected workpapers and documents in the current engagement.

The following legend illustrates the three symbols that may be assigned to a folder or workpaper in the engagement on the Workpaper Assignments tab.

| Checkbox Legend | |
|---|---|
|  | Assigned. The staff member will have read / write access to the workpaper or folder. Only one staff member at a time can be assigned full access. |
|  | Read Only. The staff member will have read-only access to the workpaper or folder. |
|  | Not Assigned. The staff member will not have access to the workpaper or folder. The staff member cannot view or open a folder or workpaper when they are not assigned to it. |

2. Highlight your staff ID in the Staff ID pane at the top of the Workpaper Assignments tab.
3. Expand the engagement view by clicking the expand tree  icons in the Tree View window (lower half of the Workpaper Assignments tab).
4. Click the checkbox with the briefcase  icon (**Sample Engagement**) twice until a checkmark appears in the checkbox. This changes the access privileges of the workpapers and documents in the engagement from Read Only to Assigned.



5. Click OK to close the Engagement Properties dialog.
6. Right-click within the Tree View window and choose **Expand** to open all the folders for the engagement.
7. Expand the Tree View window by positioning the mouse pointer over the vertical border of the window. When the mouse pointer changes its appearance to a double-headed arrow, click and hold the border and drag to the right until you can see the Assigned column in the Tree View window. Notice that all the workpapers and documents in the sample engagement are now assigned to your staff ID.

Viewing and modifying workpaper properties

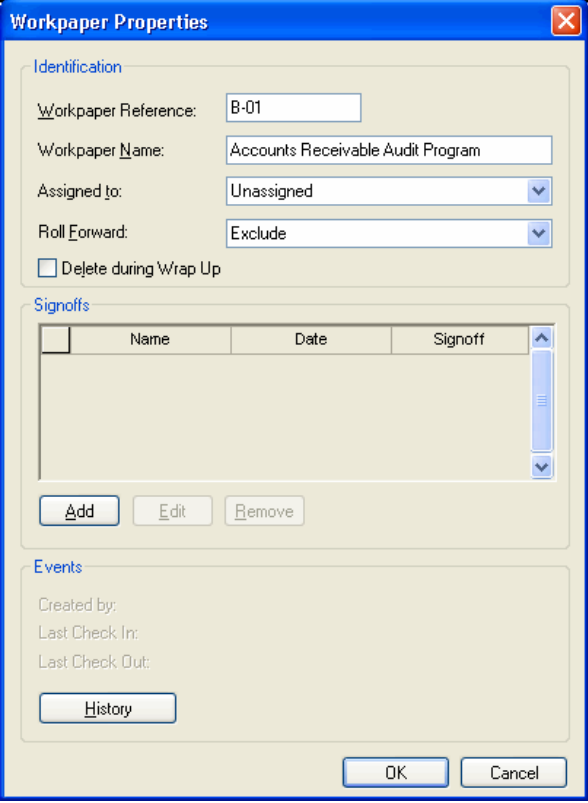
When you are assigned to a specific workpaper in the engagement you can open the Workpaper Properties dialog to view information pertaining to the workpaper change and to add or delete information at the individual workpaper level, such as:

- Modify the name and reference for the workpaper.
- Assign the workpaper to a specific staff member.
- Specify the Roll Forward treatment for the workpaper.
- Track, add, or remove signoffs.
- View the history of the current workpaper.

Reassigning the workpaper

Let's unassign and reassign a specific workpaper from the Workpaper Properties dialog.

1. In the Tree View window, highlight the **B-01** workpaper.
2. Right-click to open the context menu, and choose **Workpaper Properties** to open the Workpaper Properties dialog.
3. From the drop-down list in the **Assigned to** field, select **Unassigned**.



The 'Workpaper Properties' dialog box is shown with a blue title bar and a close button. It contains three sections: 'Identification', 'Signoffs', and 'Events'. The 'Identification' section has fields for 'Workpaper Reference' (B-01), 'Workpaper Name' (Accounts Receivable Audit Program), 'Assigned to' (Unassigned), and 'Roll Forward' (Exclude). There is a checkbox for 'Delete during Wrap Up'. The 'Signoffs' section has a table with columns 'Name', 'Date', and 'Signoff', and buttons 'Add', 'Edit', and 'Remove'. The 'Events' section has labels for 'Created by:', 'Last Check In:', and 'Last Check Out:', and a 'History' button. At the bottom are 'OK' and 'Cancel' buttons.

| Name | Date | Signoff |
|------|------|---------|
|------|------|---------|

4. Click OK, and then click another document in the Tree View window to observe that the information in the Tree View window for the **B-01** workpaper has changed: the column text is grayed and the information in the Assigned column has changed from your staff ID to **Unassigned**.
5. Repeat steps 1–4, but this time reassign the workpaper back to your own staff ID. Click OK and notice that the information in the Tree View window has changed back to being assigned to your staff ID, and that the text appears in blue.

Working with CSA trial balance data

The integration capabilities between Trial Balance CS and Engagement CS enable you to open the Trial Balance window directly in the Engagement CS workspace. You can perform trial balance functions like adding, editing, and deleting entries in the Trial Balance split-screen window. You can also right-click to open the context menu in the Trial Balance window to modify the Trial Balance view.

The trial balance can only be assigned to **one** engagement staff ID at a time.

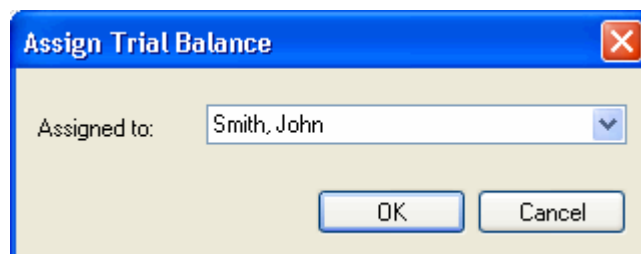
Important! When the trial balance has been assigned to a user on the engagement team and checked out of the Master Client Data (MCD), you are prohibited from entering data in the Trial Balance grid for the current CSA client until the trial balance has been checked back in to the Master Client Data. In addition, if another staff member is accessing the client in CSA, the trial balance will not be available for editing in Engagement CS.

Assigning the trial balance

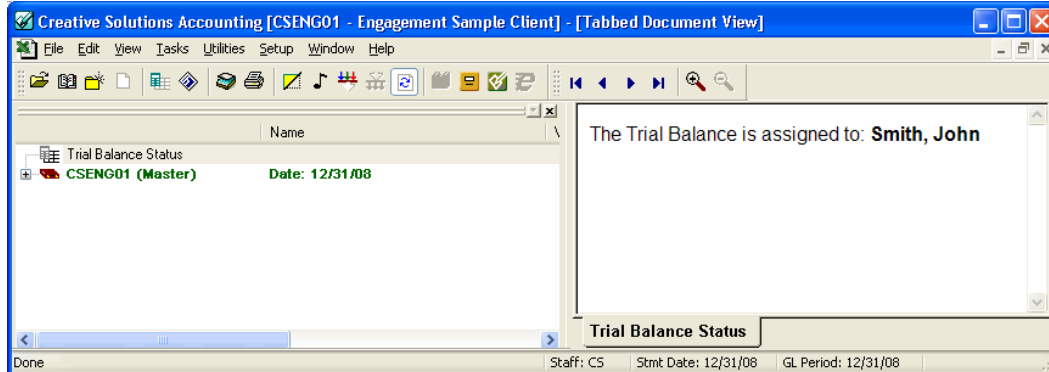
As staff in charge of the engagement, you can open the Trial Balance view and work with journal entries from within Engagement CS.

For the purposes of this exercise, let's assign the trial balance to your own staff ID.

1. Choose **Tasks / Assign Trial Balance** to open the Assign Trial Balance dialog.
2. From the drop-down list in the **Assigned to** field, select your own staff ID, and then click OK.



- Click the **Trial Balance Status** icon in the Tree View window to view it in the Document View window. Notice the text now indicates that the trial balance is assigned to your staff ID.




Opening the trial balance in Engagement CS

As a staff member who has been assigned the trial balance, you can open the trial balance within the Engagement CS workspace and access the following Trial Balance CS commands on the Setup menu.

- Chart of Accounts
- Account Groups
- Grouping Schedules
- Tickmarks
- Balance Definitions
- Additional Amounts

Note: The Utilities menu in Engagement CS provides many of the same commands that are available in Trial Balance CS such as, Import, Create Rounding Journal Entry, Transfer Client Information, and Data Conversions.

- Choose **Tasks / Trial Balance** or click the Trial Balance  button on the toolbar in Engagement CS.

2. In the Select Trial Balance View dialog, select **Adjusted Balances** and click OK to open the Trial Balance window within the Engagement CS workspace. Expand the Document View window as needed.

Creative Solutions Accounting [CSENG01XX - Engagement Sample Client] - [Trial Balance [Adjusted Balances: 12/31/08]]

| Number | Description | Type | Prior Period | Unadjusted Balance | Adjusting Dr | Adjusting Cr | Adjusted Balance | Reclassifying Dr | Reclassifying Cr | Rep |
|--------------|---------------------------------|------|--------------|--------------------|--------------|--------------|------------------|------------------|------------------|-----|
| 120 | Billed Receivables | A | 63,442.73 | 48,831.40 | 2,000.00 | 0.00 | 48,831.40 | 4,000.00 | 0.40 | |
| 93 | to reclass receivables | R/E | | | | | | 4,000.00 | | |
| 91 | to record additional revenue | A/E | | | 2,000.00 | | | | | |
| 121 | Unbilled Receivables | A | 27,558.78 | 31,054.66 | 0.00 | 0.00 | 31,054.66 | 0.34 | 4,000.00 | |
| 93 | to reclass receivables | R/E | | | | | | | 4,000.00 | |
| 122 | Unbilled Expenses Receivable | A | 5,884.56 | 4,960.05 | 0.00 | 0.00 | 4,960.05 | 0.00 | 0.05 | |
| 123 | Accounts Receivable - Employees | A | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 124 | Allowance for Doubtful Accts | A | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 140 | Deposits & Prepaid Expenses | A | 4,500.00 | 4,500.00 | 0.00 | 0.00 | 4,500.00 | 0.00 | 0.00 | |
| 150 | Leasehold Improvements | A | 28,000.00 | 28,000.00 | 0.00 | 0.00 | 28,000.00 | 0.00 | 0.00 | |
| 151 | Furniture & Fixtures | A | 4,181.97 | 4,881.97 | 0.00 | 0.00 | 4,881.97 | 0.03 | 0.00 | |
| 152 | Office Equipment | A | 28,116.01 | 60,461.01 | 0.00 | 0.00 | 60,461.01 | 0.00 | 0.01 | |
| 153 | Software | A | 6,025.00 | 6,895.00 | 0.00 | 0.00 | 6,895.00 | 0.00 | 0.00 | |
| 160 | Acc. Dep. - Lse Hld Imprvments | A | -7,300.00 | -10,900.00 | 0.00 | 0.00 | -10,900.00 | 0.00 | 0.00 | |
| 161 | Acc. Dep. - Furn. & Fixtures | A | -2,275.75 | -3,501.10 | 0.00 | 0.00 | -3,501.10 | 0.10 | 0.00 | |
| 162 | Acc. Dep. - Office Equipment | A | -18,022.39 | -18,652.42 | 0.00 | 0.00 | -18,652.42 | 0.42 | 0.00 | |
| Total | | | | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 9,006.92 | 9,006.92 | |

| Reference | Entry Type | Date | Account | Amount | Description | WP Reference | Difference | Tax Export |
|-----------|-----------------|----------|---------|-----------|------------------------------|--------------|------------|------------|
| 1 91 | Adjusting | 12/31/07 | 120 | 2,000.00 | to record additional revenue | | | |
| 2 91 | Adjusting | 12/31/07 | 420 | -2,000.00 | to record additional revenue | | | |
| 3 92 | Adjusting | 12/31/07 | 700 | 3,000.00 | to record interest accrued | | | |
| 4 92 | Adjusting | 12/31/07 | 240 | -3,000.00 | to record interest accrued | | | |
| 5 93 | Reclassifying | 12/31/07 | 120 | 4,000.00 | to reclass receivables | | | |
| 6 93 | Reclassifying | 12/31/07 | 121 | -4,000.00 | to reclass receivables | | | |
| 7 94 | Reclassifying | 12/31/07 | 260 | 5,000.00 | to reclass current portion | | | |
| 8 94 | Reclassifying | 12/31/07 | 210 | -5,000.00 | to reclass current portion | | | |
| 9 95 | Other | 12/31/07 | 733 | 6,000.00 | to record SBT liability | | | |
| 10 95 | Other | 12/31/07 | 251 | -6,000.00 | to record SBT liability | | | |
| 11 96 | Tax adjustments | 12/31/07 | 740 | 7,000.00 | to record FIT liability | | Permanent | |
| 12 96 | Tax adjustments | 12/31/07 | 250 | -7,000.00 | to record FIT liability | | Permanent | |
| 13 97 | Potential | 12/31/07 | 646 | 8,000.00 | to record potential expense | | | |
| 14 97 | Potential | 12/31/07 | 200 | -8,000.00 | to record potential expense | | | |

For Help, press F1 or Ctrl+H F1

Staff: CS Stmt Date: 12/31/08 GL Period: 12/31/08

Customizing the Trial Balance window

To illustrate the seamless integration between Trial Balance CS and Engagement CS, let's modify the Trial Balance view directly in the Engagement CS workspace.

1. With your mouse pointer on the Trial Balance window, right-click and choose **View Maintenance** from the context menu to open the Trial Balance CS View Maintenance dialog.
2. With the Adjusted Balances item selected, click the Edit button.
3. In the Columns Selected list, select **Prior Balance** and click the Remove button, or double-click the item to move it to the Columns Available list.

4. Click Enter and then click Done. Notice that the Prior Period column no longer appears in the Trial Balance grid. You can restore the column using the same dialog.

Note: While in the Trial Balance window, you can choose any of the items shown in the right-click context menu to modify the Trial Balance.

- Cut and copy entries in the grid
- Show entry detail
- View the Trial Balance window as a split screen, with the Adjusting Journal Entry grid in the bottom half of the window

Editing account information in the Chart of Accounts dialog

If you have been assigned the trial balance in Engagement CS you can access the CSA client data to modify the existing Chart of Accounts and

account groups. Use these steps to edit an account in the Chart of Accounts from the Engagement CS workspace.

1. In Engagement CS, choose **Setup / Chart of Accounts** to open the Chart of Accounts dialog.
2. Highlight account **115 – Marketable Securities** in the Chart of Accounts list, and then click the Edit button.
3. Enter **Other Assets** in the Description field.
4. Enter Tax Code **432** or select it from the drop-down list, and then click Enter.

| G/L Acct # | T... | Description |
|------------|------|------------------------------|
| 101 | A | Checking - General |
| 108 | A | Checking - Payroll |
| 109 | A | Petty Cash |
| 110 | A | Cash - Savings |
| 115 | A | Other Assets |
| 120 | A | Billed Receivables |
| 121 | A | Unbilled Receivables |
| 122 | A | Unbilled Expenses Receivable |

Buttons: Add, Edit, Delete, Enter, Cancel

Mask: CCCCCC.CCC

Number: 115

Type: A

Description: Other Assets


Tax Code: 432

Done

5. Click Done to close the Chart of Accounts dialog. Notice that the description for Account **115** is now **Other Assets** in the trial balance that is open in the Engagement CS workspace.
6. Close the Trial Balance window within the Engagement CS workspace by clicking the lower **X** in the upper-right corner.

Inserting a new document into the engagement

The Insert Engagement Document wizard enables you to insert a variety of workpaper types into the engagement from one convenient location.

- ▶ Choose **File / New / Document** or click the New Document  button on the toolbar to open the Insert Engagement Document wizard.

Adding a custom Excel workpaper

For a detailed example of how to add a custom Excel workpaper to the engagement, please refer to the “Creating a custom workpaper” section starting on page 45 of this tutorial.

Adding a document from PPC’s e-Tools, PPC’s SMART e-Practice Aids, or the PPC Library,

For examples of how to add a various documents from PPC’s e-Tools or the PPC Library, please refer to “Appendix: Integration with PPC’s Practice Aids” starting on page 117 of this tutorial.

Adding documents from existing clients

Follow these steps to insert an existing document from an existing client template into the current engagement.

1. In Engagement CS, choose **File / New / Document** and click the Other tab.
2. Select the **Document from an existing client** option and click the Continue button.
3. Click Continue to open the **New Engagement – Existing Client** page, and select the client and engagement from which you want to copy a document.
4. Click Next to display the Tree View window of the source client’s engagement, and mark the checkbox next to the document(s) that you want to copy to the current engagement.

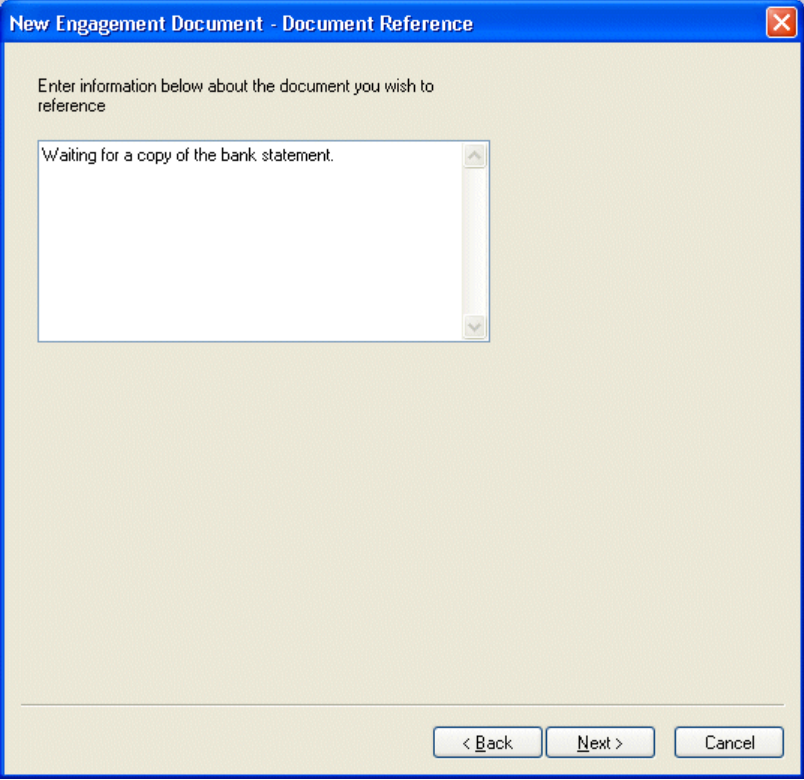
5. Click Next and enter the name and workpaper reference, assign a staff member, and select the treatment for the document during Roll Forward in the New Engagement Document – Properties page.
6. Click Finish to insert the document into the current engagement.

Note: If the source file is an Excel or Word document that was previously linked to the Trial Balance, it will be recalculated to reflect the new client name, text, amounts, and so forth for the current engagement client.

Adding a document reference to the engagement

For the purposes of this tutorial, we will add a document reference to the engagement (which we will mark for deletion during the wrap-up process).

1. Select the **Cash** folder in the Tree View window of the Engagement CS workspace.
2. Right-click the folder and choose **Insert New Document**.
3. Select the **Document Reference** option on the Insert Engagement Document – Type dialog, and click Continue.
4. Enter the following text in the available field on the New Engagement Document - Document Reference dialog:
Waiting for a copy of the bank statement.



New Engagement Document - Document Reference

Enter information below about the document you wish to reference

Waiting for a copy of the bank statement.

< Back Next > Cancel

5. Click Next to open the New Engagement Document - Properties dialog, and enter **Bank statement reminder** in the Enter a name for the new document field.
6. Enter **A-05** in the Enter a Workpaper Reference field.
7. Select your name from the drop-down list in the Assign Responsibility for This Document to a Staff Member field.
8. Mark the **Delete during Wrap Up** checkbox and click the Finish button to insert the document reference into the engagement.

New Engagement Document - Properties

Enter a name for the new document. This is the name that Engagement CS will use to reference this document.

Bank statement reminder

Enter a Workpaper Reference:

A-05

Assign responsibility for this document to a Staff member:

Smith, John

Select treatment of this document during the Roll Forward procedure:

Exclude ☒ Delete during Wrap Up

< Back Finish Cancel

Notes

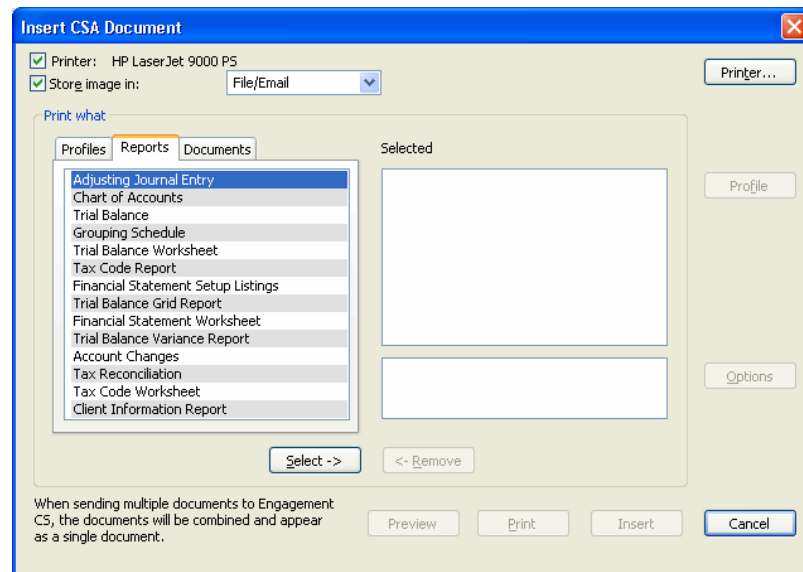
- The text is entered into a Word document that can be edited.
 - The variables for Workpaper Name, Workpaper Reference, Preparer / Reviewer, and Signoff are inserted into the header section of the document that is added to the engagement.
-

Adding a CSA financial statement, transmittal letter, or report

Seamless integration between Engagement CS, Trial Balance CS, and the Financial Reporter module allows you to easily incorporate a static copy of CSA financial statements, transmittal letters, and reports into your current engagement. Note that you are able to do this only if the Trial Balance is available to you in the Master Client Data (MCD) or the Local Client Data (LCD).

Follow these steps to add a CSA financial statement, transmittal letter, or report to your engagement.

1. In Engagement CS, choose **File / New / Document** to open the New Document dialog.
2. In the Other tab, click the **CSA Financial Statement, Transmittal Letter, or report** option.
3. Click the Continue button to open the Insert CSA Document dialog where you can select a report or document to insert into the engagement. Note that you can store an image of the document or send a report directly to a file or email attachment as a PDF; or to FileCabinet CS™ or GoFileRoom™ when the appropriate licenses are installed.



The Insert CSA Document dialog is similar in appearance to the Print dialog in CSA where you can select documents to insert into the engagement from the Reports tab and/or Documents tab.

4. Highlight the report(s) or document(s) from the left pane and click the Select button to move the item(s) to the Selected pane.
5. Click the Insert button to insert the report(s) or document(s) into the engagement.

Notes

- When selecting multiple documents to insert into Engagement CS, the documents will be combined and appear as a single document.
 - You may preview or print any group of financial statements, transmittal letters, or reports from the Insert CSA Document dialog.
 - If you are a licensed user of CS Professional Suite software and FileCabinet CS is installed on your computer, you can select **FileCabinet CS** from the **Store image in** field to store an electronic copy of the selected report(s) in your FileCabinet CS folder.
-

Adding blank Excel or Word workpapers

You can easily add a blank Excel or Word workpaper in Engagement CS that will be linked to the client's trial balance. This allows workpapers, letters, and other documents to be created from scratch in the program.

Follow these steps to insert a blank Excel or Word workpaper into the engagement.

1. In Engagement CS, choose **File / New / Document**.
2. Click the **Blank Excel workpaper** or **Blank Word workpaper** option on the Excel / Word tab of the New Document dialog.
3. Click the Continue button and enter the name and workpaper reference, assign a staff member, and select the treatment for the workpaper during Roll Forward in the New Engagement Document – Properties page.
4. Click the Finish button to insert the workpaper into the current engagement.

Additional methods for inserting workpapers into an engagement

Engagement CS also enables you to drag and drop a workpaper into an engagement and to scan documents directly into the engagement. In addition, you can choose to "print to" Engagement CS from other CS Professional Suite products or from Windows-based software.

Dragging and dropping a document into an engagement

You can easily add new workpapers to the engagement by dragging and dropping the items with your mouse pointer from Windows Explorer® to the Tree View window in the engagement workspace.

Follow these steps to insert a new workpaper by dragging and dropping it into Engagement CS.

1. Using Windows Explorer, browse to the location of the document or workpaper that you wish to import into the engagement.
2. Adjust the size of both Windows Explorer and Engagement CS so that both appear on your computer screen.
3. Click the document in Windows Explorer and drag it to the appropriate engagement folder in the Tree View window of Engagement CS.
4. Choose **Copy** from the system prompt.
5. Enter the name, workpaper reference, assign a staff member, and select the treatment for the document during roll forward in the New Engagement Document Properties page.
6. Click Finish.

Notes

- When you use the drag-and-drop method to insert multiple files at one time into the engagement workspace, they are treated as separate workpapers and require unique names and references in the New Engagement Document Properties page.
 - You can drag and drop email messages into the engagement and open them in Microsoft Outlook or Outlook Express when you select them from the engagement workspace.
-

Scanning a document into an engagement

A scanner captures images from physical documents for electronic editing and for display on the screen. There are many types of scanners, including hand-held, sheet-fed, flatbed, or all-in-one units; the right type of scanner for your firm depends on your office environment. High-resolution scanners are generally preferable if you need to prepare high-resolution printed documents, but low-resolution scanners are adequate for capturing images for display on the screen.


Most scanners come with software from the manufacturer (HP Precision Scan, for example). The software enables you to adjust settings such as the number of dots per inch (DPI) and output type. Within the scanning software, you can adjust the resolution and other scan options as necessary; how these options should be adjusted can vary with the type of scanning software you are using.

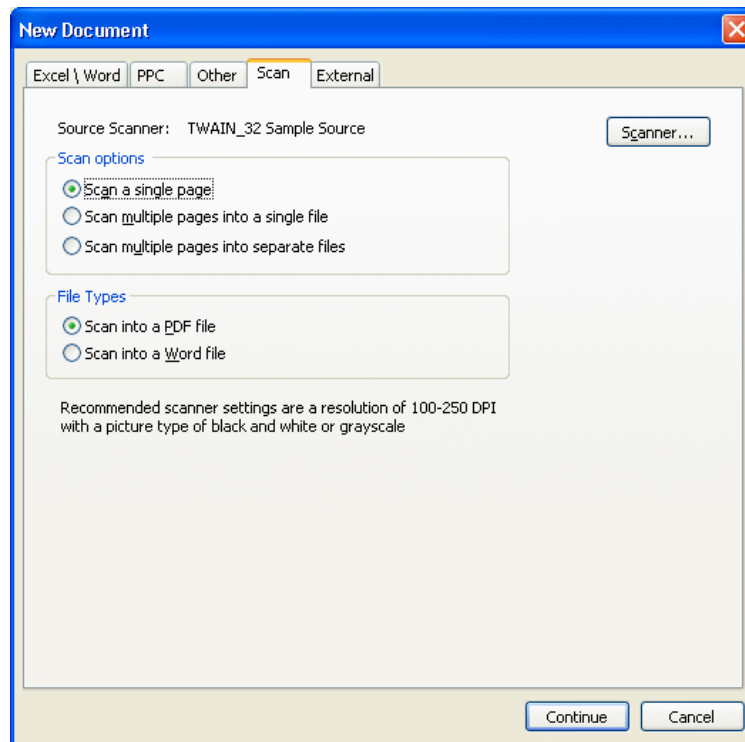
Engagement CS supports virtually all scanners with a TWAIN interface. With TWAIN, you can access the scanner from the software in which you want to keep the image, scan the image, and save it directly into the software. TWAIN is the standard for scanner control software; nearly all scanners available today feature a TWAIN interface.

Notes

- You can use network scanners, but the scanning software must be installed locally on each machine that uses the Engagement CS scanning feature.
- Most WIA device drivers are TWAIN compliant and work only with the Windows XP or higher operating system.

If you have a scanner installed and attached to your workstation, you can use the following procedure to scan a document into Engagement CS.

1. Click the Scan Pages  button on the Engagement CS toolbar.
2. In the Scan Images dialog, click the option appropriate for the document(s) you are scanning — to scan a single page, to scan multiple pages into a single file, or to scan multiple pages into separate files.



3. Click **Scan into a PDF file** or **Scan into a Word file**.
4. Click Next to open your scanning software, and then follow the directions provided with your scanning software.
5. After a page has been scanned, the New Engagement Document – Properties dialog opens automatically. Use the fields in that dialog to assign the workpaper's name, reference, and staff. If you have selected an option to scan multiple pages, the scanning software remains open after you move an image into Engagement CS so that you can scan the next page or next document.
 - If scanning multiple pages into a single document, click **Yes** at the prompt to scan additional pages.
 - If scanning multiple pages into separate files, click **No** at the prompt after scanning the last page of a document to add more images to the engagement.

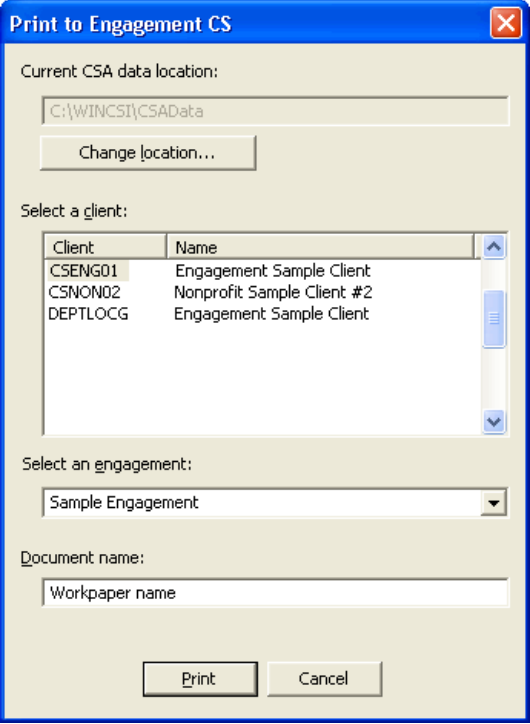
Note: Within the scanning software, you can adjust the resolution and other scan options as necessary. The way in which these options should be adjusted may vary depending on which scanning software you use.

Printing to Engagement CS from other CS Professional Suite products or Windows-based software

Engagement CS includes the Engagement CS print driver, which is installed to your local machine and enables you to print from other CS Professional Suite software products or from other Windows-based software applications directly into Engagement CS for a selected client and engagement.

As an example, you can use the following procedure to print a report form Fixed Assets CS™ as a workpaper for an Engagement CS client.

1. In Fixed Assets CS, choose **File / Print**.
2. In the Print dialog, click the Printer button, select **Engagement CS** from the drop-down list in the Printer field, and then click OK.
3. In the Print dialog, select the reports to print, and then click the Print button.
4. In the Print to Engagement CS dialog, select the Engagement CS client and engagement, enter the workpaper name, and then click the Print button.



The dialog box titled "Print to Engagement CS" contains the following fields and controls:

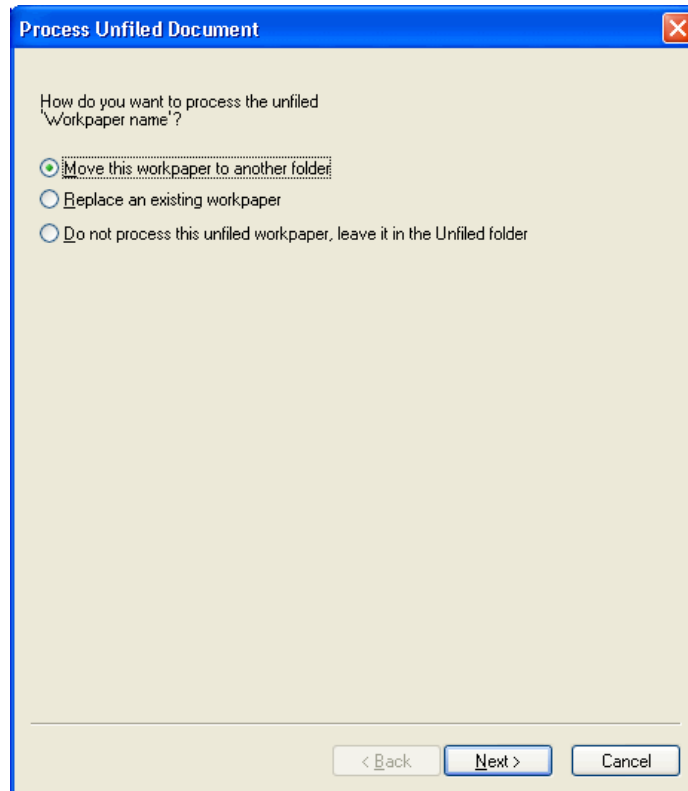
- Current CSA data location:** A text box showing "C:\WINCSI\CSAData" with a "Change location..." button below it.
- Select a client:** A list box with a table of clients.
- Select an engagement:** A dropdown menu showing "Sample Engagement".
- Document name:** A text box showing "Workpaper name".
- Buttons:** "Print" and "Cancel" buttons at the bottom.

| Client | Name |
|---------|----------------------------|
| CSENG01 | Engagement Sample Client |
| CSNON02 | Nonprofit Sample Client #2 |
| DEPTLOG | Engagement Sample Client |

All documents printed to an engagement in Engagement CS are initially filed in a **{Not Yet Filed}** folder, so you need to assign the file to the appropriate folder within your engagement.

5. Open the client in Engagement CS, highlight the new workpaper within the {Not Yet Filed} folder in the engagement, and choose **File / Process Unfiled Workpapers**.

6. In the Process Unfiled Document dialog, click the option **Move this workpaper to another folder** and click Next.



7. Select the folder where the new document should be saved, and then click Next.
8. Enter the name and workpaper reference, assign a staff member, select the Roll Forward treatment for the workpaper, and then click the Finish button to file the new document within the selected folder.



4

Integration with Microsoft Excel

Engagement CS integrates with Microsoft Excel so that CSA trial balance information can be linked from within Excel workpapers. Engagement CS provides a convenient pull-down menu and variable toolbar within Excel that combines the reliable linking of data from Engagement CS to Excel and the ability to use Excel's formatting and calculating features that are already familiar to you.

Notes

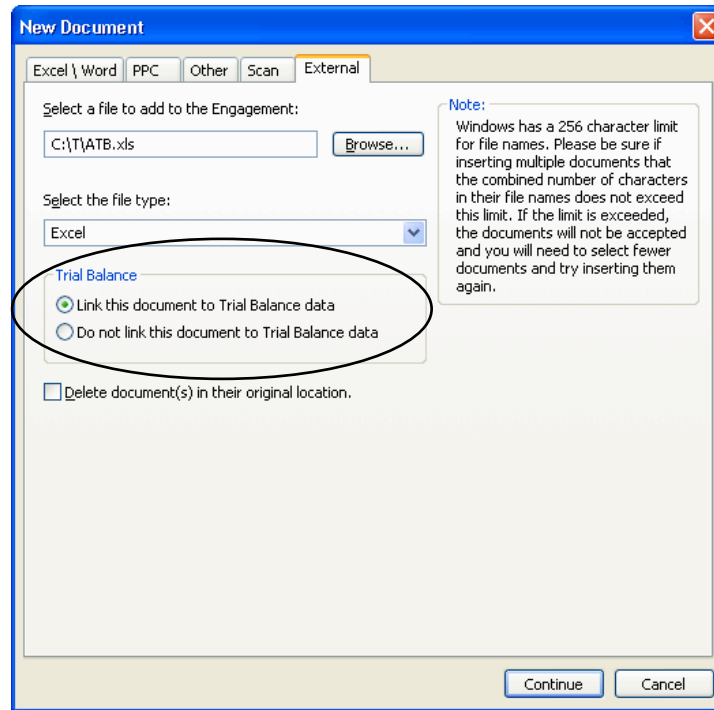
- You must have Microsoft Office 2000/XP or higher to take advantage of the integration features with Microsoft Excel from Engagement CS.
- Microsoft Excel workpapers can be launched within or outside the Engagement CS workspace.

Adding external Excel workpapers and financial statements to Engagement CS

To retain all of the Excel integration functionality with Engagement CS, you can insert an external Excel workpaper into Engagement CS from the New Engagement Document Wizard.

1. Choose **File / New / Document** and click the **External tab**.
2. In the Open dialog, browse to the location of the Excel file you want to add, select the file, and click the Open button.
3. In the New Engagement Document – Create dialog, you can choose whether or not you want to link the document to the Trial Balance.

You can choose whether or not you want to link the document to the Trial Balance from the New Engagement Document – Create page of the Create Workpaper wizard.



Note

- The original Excel workbook that was converted remains intact in the original location, and a copy of the workbook that now includes Engagement CS functionality is inserted into the engagement. You can access the Engagement CS formula toolbar and pull-down menus described on page 50.
 - You can drag and drop workpapers into the engagement from Windows Explorer. For details see, “Dragging and dropping a document into an engagement” (page 35).
-

Opening an Excel workpaper

There are two methods for opening an Excel workpaper created in Engagement CS.

Within Engagement CS

Select a workpaper in the Tree View window, right-click, and choose **Open** from the context menu to open the Excel workpaper within the Document View window in Engagement CS. Opening the workpaper within Engagement CS allows you to view other workpapers, and notes in the engagement without having to switch from CSA back to Engagement CS. Most Excel functionality is available, but a few items, such as page setup and print preview, are not available.

| Engagement Sample Client | | | |
|-----------------------------------|----------------------|----------------------|--|
| BALANCE SHEET | | | |
| As of December 31, 2008 and 2007 | | | |
| Adjusted | | | |
| ASSETS | | | |
| | 2008 | 2007 | |
| CURRENT ASSETS | | | |
| Cash | \$ 317,337.00 | \$ 192,895.00 | |
| Accounts Receivable | 84,946.00 | 98,385.00 | |
| Inventories | - | - | |
| Prepaid Expenses | 4,800.00 | 4,500.00 | |
| Total Current Assets | 406,883.00 | 295,780.00 | |
| PROPERTY AND EQUIPMENT | | | |
| Property & Equipment | 93,343.00 | 60,288.00 | |
| Software | 6,985.00 | 6,025.00 | |
| Less: Acc. Depreciation | (40,092.00) | (31,294.00) | |
| Net Property and Equipment | 60,246.00 | 35,029.00 | |
| TOTAL ASSETS | \$ 467,129.00 | \$ 330,809.00 | |

Outside of Engagement CS

Right-click the workpaper in the Tree View window and choose **Open with Excel** to open the workpaper outside of Engagement CS. Opening the document outside of Engagement CS gives you complete Excel functionality.

| Engagement Sample Client BALANCE SHEET As of December 31, 2008 and 2007 Adjusted | | | |
|---|----------------------|----------------------|--|
| ASSETS | | | |
| | 2008 | 2007 | |
| CURRENT ASSETS | | | |
| Checking - General | \$ 18,236.00 | \$ 81,252.00 | |
| Checking - Payroll | 1,039.00 | - | |
| Petty Cash | 1,000.00 | 1,000.00 | |
| Cash - Savings | 292,162.00 | 110,643.00 | |
| Other Assets | 5,000.00 | - | |
| Billed Receivables | 52,931.00 | 63,443.00 | |
| Unbilled Receivables | 27,055.00 | 27,557.00 | |
| Unbilled Expenses Receivable | 4,960.00 | 5,885.00 | |
| Accounts Receivable - Employees | - | 1,500.00 | |
| Deposits & Prepaid Expenses | 4,500.00 | 4,500.00 | |
| Total Current Assets | 406,883.00 | 295,780.00 | |
| PROPERTY AND EQUIPMENT | | | |
| Leasehold Improvements | 28,000.00 | 28,000.00 | |
| Furniture & Fixtures | 4,882.00 | 4,182.00 | |
| Office Equipment | 60,461.00 | 28,116.00 | |
| Software | 6,995.00 | 6,025.00 | |
| Less: Acc. Depreciation | (40,092.00) | (31,294.00) | |
| Net Property and Equipment | 60,246.00 | 35,029.00 | |
| TOTAL ASSETS | \$ 467,129.00 | \$ 330,809.00 | |

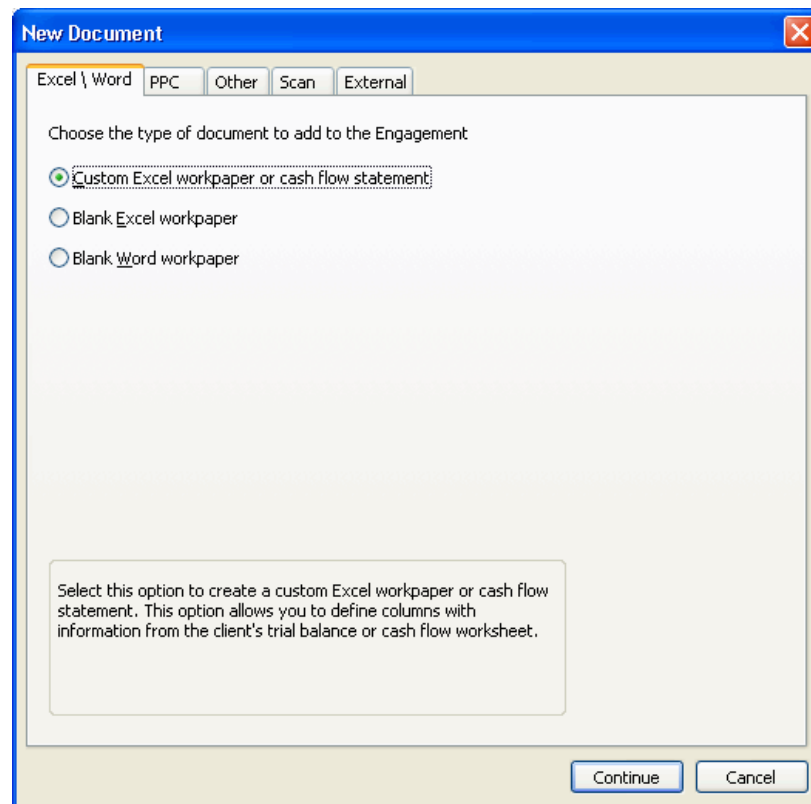
Notes

- The Excel workpaper created in Engagement CS should be launched only from within Engagement CS, and not from Excel. Opening the Excel workpaper from the engagement workspace maintains a link to CSA client trial balance data and the full functionality of the Engagement CS toolbar and pull-down menus within Excel.
- You can mark the **Use double-click to open workpaper outside of Engagement CS** checkbox on the Engagement CS tab of the Setup / User Preferences dialog.

Creating a custom workpaper

You can use the Insert Engagement Document wizard in Engagement CS to add a workpaper to an engagement, record information about the document, specify a name and reference, and assign the document to a staff member. In this exercise, we will create a custom workpaper that we will define.

1. Highlight the **Cash** folder in the Tree View window.
2. Choose **File / New / Document** to open the New Document dialog.
3. Click the **Custom Excel workpaper or cash flow statement** option on the Excel / Word tab and click Continue.



4. In the Create Workpaper Wizard click the **Individual Accounts** option and click Next.

5. Mark the checkbox for account **101 Checking - General**.

| | Account | Description |
|-------------------------------------|---------|-------------------------------|
| <input checked="" type="checkbox"/> | 101 | Checking - General |
| <input type="checkbox"/> | 108 | Checking - Payroll |
| <input type="checkbox"/> | 109 | Petty Cash |
| <input type="checkbox"/> | 110 | Cash - Savings |
| <input type="checkbox"/> | 115 | Other Assets |
| <input type="checkbox"/> | 120 | Billed Receivables |
| <input type="checkbox"/> | 121 | Unbilled Receivables |
| <input type="checkbox"/> | 122 | Unbilled Expenses Receivable |
| <input type="checkbox"/> | 123 | Accounts Receivable - Emplies |
| <input type="checkbox"/> | 124 | Allowance for Doubtful Accts |
| <input type="checkbox"/> | 140 | Deposits & Prepaid Expenses |
| <input type="checkbox"/> | 150 | Leasehold Improvements |
| <input type="checkbox"/> | 151 | Furniture & Fixtures |

6. Click Next to define the columns for the workpaper.
7. Highlight Column C and select **Amount** from the column type drop-down list.
8. Define the amount for Column C as follows:

| | |
|-----------------------|----------|
| Type of Amount | Adjusted |
| Period | [CP] |
| Year | 1P |

Create Workpaper Wizard

Select a template to create your workpaper
 Template: <None>

Click on the Column ID you want to define

- Column A: Account Number
- Column B: Description
- Column C:**
- Column D:
- Column E:
- Column F:
- Column G:
- Column H:
- Column I:
- Column J:
- Column K:
- Column L:
- Column M:
- Column N:
- Column O:
- Column P:

Then click on the column type you want to assign
 Amount

What amount do you want to display?

Type of amount: Adjusted

Period: [CP] Year: 1P

Location: All Department: All

Filter Loc/Dept

Move Up Move Down Add Column Clear Column

Click Next to continue or click Cancel to exit the Custom Workpaper Wizard

Save Template

< Back Next > Cancel

9. Click the Add Column button.
10. For Column D, select **Amount** from the column type drop-down list.
11. Define the amount for Column D as follows:

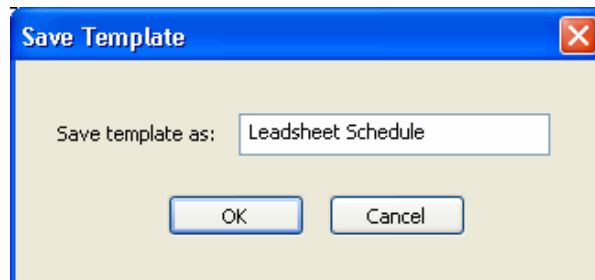
| | |
|-----------------------|------------|
| Type of Amount | Unadjusted |
| Period | [CP] |
| Year | C |

12. Click the Add Column button.
13. For Column E, select **Amount** from the column type drop-down list.

14. Define the Amount for Column E by selecting **Adjusted JE** from the drop-down list in the Type of Amount field.
15. Click the Add Column button.
16. For Column F, select **Amount** from the column type drop-down list.
17. Define the amount for Column F as follows:

| | |
|-----------------------|----------|
| Type of Amount | Adjusted |
| Period | [CP] |
| Year | C |

18. Click the Add Column button.
19. Click the Save Template button to save the current column definitions to be used for future workpapers.
20. Enter the name **Leadsheet Schedule** in the Save Template dialog and click OK.



21. Click Next and enter **Leadsheet Schedule-Cash** as the name for the new document and **A-06** as the workpaper reference on the Properties page of the Create Workpaper Wizard.

New Engagement Document - Properties

Enter a name for the new document. This is the name that Engagement CS will use to reference this document.

Leadsheet Schedule-Cash

Enter a Workpaper Reference:

A-06

Assign responsibility for this document to a Staff member:

Smith, John

Select treatment of this document during the Roll Forward procedure:

Exclude ☐ Delete during Wrap Up

< Back Finish Cancel

22. Assign responsibility for the document to your own staff ID and select **Exclude** from the Roll forward drop-down list.
23. Click **Finish** to create the workpaper in Excel. (Notice that the newly created Excel Workpaper (A-06) now appears within the Cash folder in Tree View window.)
24. If prompted, click Yes to update all linked information in the workpaper.

Notice that, after you've created a custom workpaper, the document automatically opens in Excel with the integrated Engagement CS pull-down menus and variable toolbars present.

Using the Engagement CS toolbar in Excel

The Engagement CS toolbar and pull-down menu in Excel provide the following commands.

- **Insert Multiple Formula.** Inserts a formula that enables you to add, subtract, multiply, or divide two or more CSA formulas.
- **Clear During Roll Forward.** Flags selected cells in the workpaper as cleared when the workpaper is rolled forward into the next year's engagement. The selected cells would typically contain information (such as workpaper reference, tickmarks, or procedure completed signoffs).
- **Recalculate.** Recalculates the workpaper to include changes made to the trial balance or journal entries in the CSA client since the Excel workbook was last opened or created.
- **Hide/Show Zero Balance Rows.** Toggles the display of zero-balance rows on Excel workpapers. Affected rows remain hidden or revealed until the opposite option is selected, even if the balance changes. You can apply this command to the active worksheet or all worksheets in the current workbook.
- **Insert Workpaper Link.** Inserts a hyperlink to another workpaper within the current engagement. You can choose **Tasks / Update Workpaper Links** from Engagement CS to update the workpaper name and reference for workpaper links inserted into Microsoft Excel when the targeted workpaper name or reference has been changed.
- **Tickmarks.** Inserts a tickmark (predefined in the Trial Balance CS client data) where the cursor is located in the workpaper.
- **Tickmark Legend.** Inserts a Tickmark Legend containing predefined tickmarks from the Trial Balance CS client data where the cursor is located in the workpaper.
- **Procedure Completed.** Inserts your initials and the current date (in mm-dd-yy format) into the selected cell of the workpaper.
- **Check Mark.** Inserts a checkmark where the cursor is located in the workpaper.

- **N/A.** Inserts the text “N/A” where the cursor is located in the workpaper.
- **Help.** Opens specific help for Engagement CS integration with Excel.

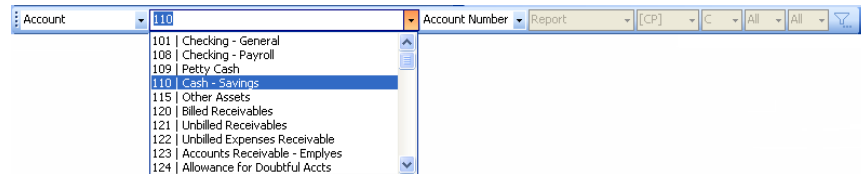
Important! Integration with Microsoft Excel is a one-way link from the CSA client database to Excel. The Excel workpaper refreshes automatically when it is first opened in Engagement CS. Subsequent updates made to the client’s database in CSA while the Excel workpaper is open are reflected in the workpaper when you click the Recalculate button from the Engagement CS toolbar or pull-down menu in Excel.

Using the Engagement CS Variable toolbar in Excel

The Variable toolbar appears below the Engagement CS menu in Microsoft Excel. With this toolbar you can create CSA formulas that link directly to the CSA client data for which you are creating the workpaper. The Variable toolbar consists of eight drop-down lists and allows you to insert the following Text and Amount variables:

| Text Variables | Amount Variables |
|--|---------------------------------------|
| Grouping Schedule Codes and Subcodes | Balances by Individual Account |
| Grouping Code and Subcode descriptions | Balances by Grouping Code and Subcode |
| Account Numbers | Balances by Account Groups |
| Account Descriptions | Journal Entry amounts |
| Client Text Variables such as Client ID, Client Name, Client address | Additional Amounts entered in CSA |
| Engagement Date | Cash flow line descriptions |
| Workpaper Name | Balances by cash flow line |
| Workpaper Reference | Net income balance |
| Workpaper Signoff information | |

You can select amount variables for different bases, periods, years, departments, and locations.



Using the drop-down lists in the Variable toolbar


- **Variable Type.** Select the type of variable to insert.

| | |
|-----------------|----------------------|
| Grouping Code 1 | Account |
| Grouping Code 2 | Account Groups |
| Grouping Code 3 | Cash flow lines |
| Grouping Code 4 | Text |
| Grouping Code 5 | Date |
| | Additional Amounts |
| | Workpaper Properties |
| | New income variable |

- **Variable Name.** The options in this drop-down list vary depending on which Variable Type is selected in the first drop-down list.
- **Type.** When the Variable Type selected is either a Grouping Schedule, Account, or cash flow line, this drop-down list allows you to choose to insert the amount, description, or account number / grouping code / subcode cash flow line of the Variable name selected in the second drop-down list. Use the remaining drop-down lists to define the amount to insert in the cell.
- **Basis.** Choose from Unadjusted, Adjusted, Report, Tax, Other, Budget, Adjusted Budget, Adjusted JE, Reclassifying JE, Other JE, Tax Adjustment JE, Potential JE, and Budget JE. (Only the journal entry **total** for the specified basis type is displayed.)
- **Period.** Select the desired period from the available periods. This varies depending on the processing type selected for the client in CSA (File / Client Properties).

- **Year.** Choose the desired year from the 10 years of data available – the current year plus 9 prior years.
- **Location.** If the CSA client has been set up with locations, choose the desired location or all locations.
- **Department.** If the CSA client has been set up with departments, choose the desired department or all departments.
- **Filter Locations and Departments** button. If the CSA client has been set up with locations and/or departments, the filter allows you to add multiple locations or departments together in a formula without the need to use the Insert Multiple Formula dialog.



Inserting multiple formulas

The Insert Multiple Formulas dialog allows you to add, subtract, multiply, or divide two or more CSA formulas. Click the  button on the toolbar to open the dialog.

The drop-down lists available in the dialog are the same as the drop-down lists available on the toolbar. However, you can enter only amount variables using this dialog. Once you have entered the first formula, use the **Operator** field to add, subtract, multiply, or divide another formula. Once you select the operator, you can select the next amount variable from the available drop-down lists.


Working on the Excel workpaper in Engagement CS

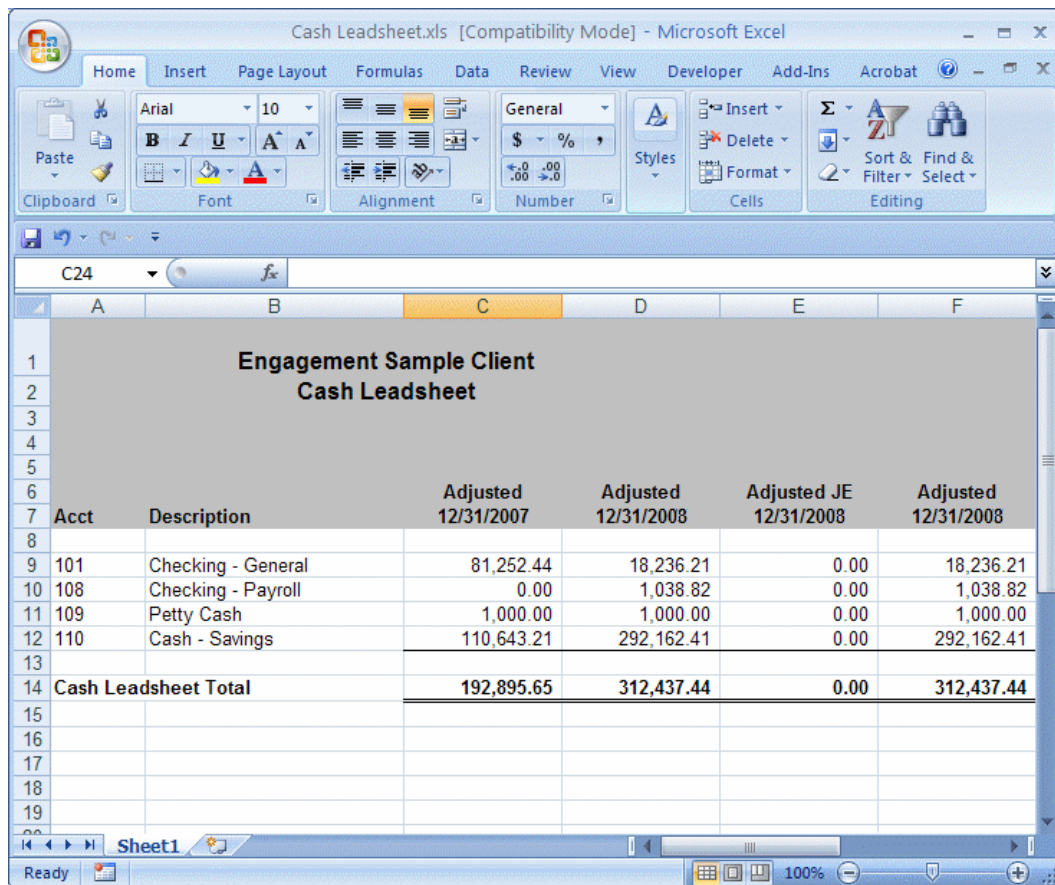
Now let's add some more cash accounts to the Leadsheet Schedule-Cash (A-06) workpaper that we created earlier in this chapter with the use of the Engagement CS variable toolbar that links directly to the CSA client data.

1. In the Leadsheet Schedule-Cash (A-06), select rows **10, 11, 12** right-click to open the context menu, and then choose **Insert** to add three blank rows below row **9** in the workpaper.
2. Highlight row **9** and click the Copy  button.
3. Highlight rows **10-12** and click the Paste  button.
4. Highlight cells **A10** through **F10** and select account **108 Checking – Payroll** from the **Variable Name** drop-down list on the Engagement CS Variable toolbar.

5. Repeat step 4 to add the following accounts for rows 11 and 12 respectively.

| Row | Account |
|-----|----------------------|
| 11 | 109 – Petty Cash |
| 12 | 110 – Cash – Savings |

6. Highlight the range of cells **C9** through **F11** and click the No Border button  on the Excel toolbar.



7. Choose **File / Save and Close** to save the changes to the Engagement CS copy of this document.
8. In Excel, choose **File / Exit Excel** to close the workpaper.



5

Integration with Microsoft Word

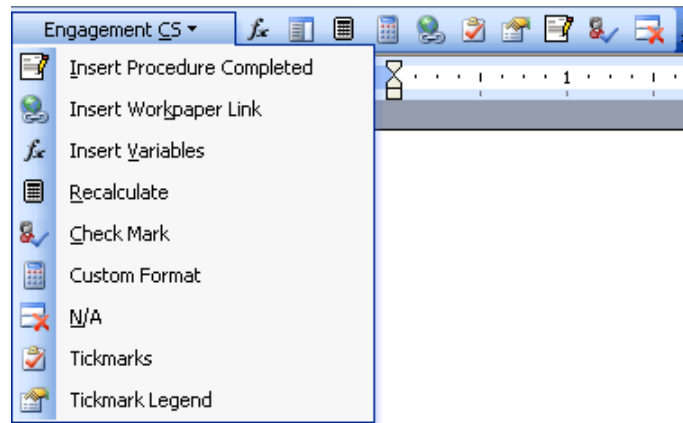
As with Microsoft Excel, you can use Engagement CS and Microsoft Word to mark procedures as completed, insert a workpaper link, and insert variables that are linked to CSA client data. In the following exercise, let's add a hyperlink in a Word document to an existing workpaper within the engagement.

Note: You must have Microsoft Office 2000/XP or higher to take advantage of the integration features with Microsoft Word from Engagement CS.

Integration with Microsoft Word documents

Engagement CS integrates with Microsoft Word to allow CSA trial balance information to be linked within Word documents. Engagement CS also provides options on the right-click context menu when a Word document is opened from within the Engagement CS workspace.

When Word is launched from Engagement CS, an Engagement CS toolbar and pull-down menu provide you with options similar to the right-click context menu plus a few more.




This add-in functionality combines the reliable linking of data from Engagement CS to Word so that you can perform the following tasks.

- **Insert Procedure Completed.** Inserts your initials and the current date (in mm-dd-yy format) into the workpaper at the current cursor position.
- **Insert Workpaper Link.** Inserts a hyperlink to another workpaper within the current engagement. You can choose Tasks / Update Workpaper Links from Engagement CS to update the workpaper name and reference for workpaper links inserted into Microsoft Word when the targeted workpaper name or reference has been changed.

Note: The update workpaper links utility will not update workpapers that are currently checked out from the engagement. These workpapers will need to be checked back into the Master Client Data before the links can be updated successfully.

- **Insert Variables.** Enables you to create new (or edit existing) formulas that link directly to the CSA client data for which you are creating the workpaper. You can also add, subtract, multiply or divide two or more CSA formulas together.
- **Recalculate.** Recalculates the workpaper to include changes made to the Trial Balance or journal entries in the CSA client since the Word document was last opened or created.
- **Check Mark.** Inserts a checkmark where the cursor is located in the workpaper.

- **Custom Format.** Opens the Custom Format dialog when you select a CSA variable or date field in the Word workpaper. Use this dialog to customize the number or date variables in the workpaper.
- **N/A.** Inserts the text “N/A” where the cursor is located in the workpaper.
- **Tickmarks.** Inserts a tickmark (predefined in the Trial Balance CS client data) where the cursor is located in the workpaper.
- **Tickmark Legend.** Inserts a Tickmark Legend containing predefined tickmarks from the Trial Balance CS client data where the cursor is located in the workpaper.
- **Engagement CS Help.** (Only available from the right-click context menu.) Opens specific help for Engagement CS integration with Word.

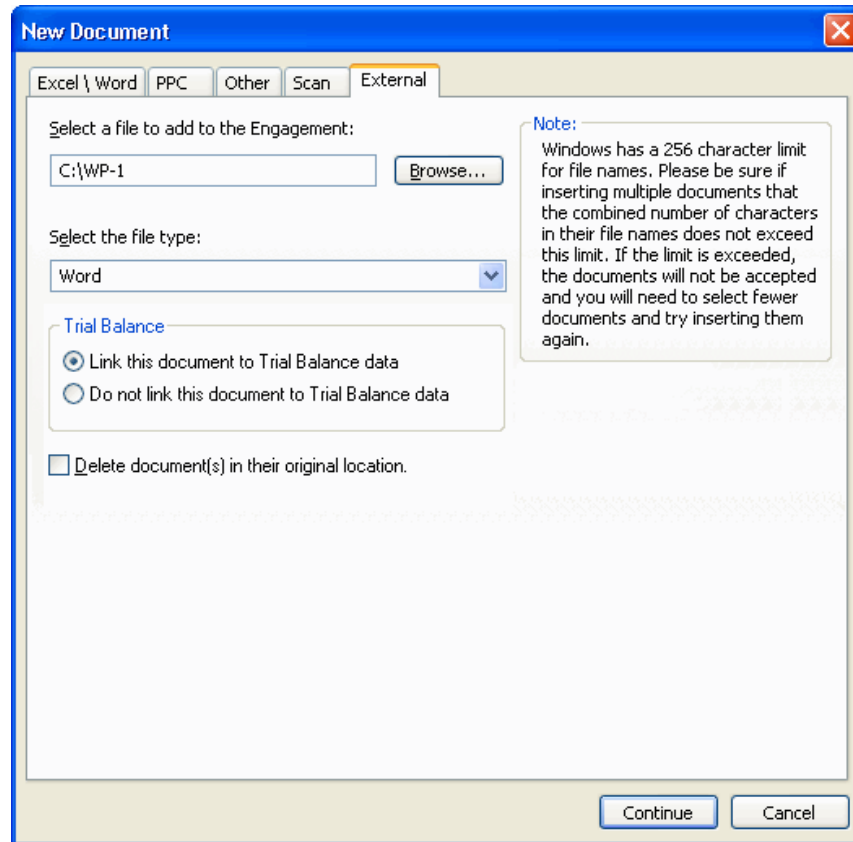
Important! Integration with Microsoft Word is a one-way link from the CSA client database to Word. The Word workpaper refreshes automatically when it is first opened in Engagement CS. Subsequent updates made to the client’s database in CSA while the Word workpaper is open are reflected in the workpaper when you click the **Recalculate**  button from the Engagement CS toolbar or pull-down menu in Word.

Adding external Word workpapers to an engagement

To retain all of the Word integration functionality with Engagement CS, you can add an external Word document into Engagement CS. To do so, choose **File / New / Document**, and click the **External** tab in the New Document dialog.

Note: You can also drag and drop workpapers into the engagement from Windows Explorer. For details see, “Dragging and dropping a document into an engagement” (page 35).

You can choose whether or not you want to link the document to the Trial Balance on the New Engagement Document – Create page of the Create Workpaper wizard.



In most cases you would want to link the Word workpaper to the trial balance data to allow amounts from the Trial Balance to be inserted into the workpaper. However, if the workpaper you are adding has macros or add-ins available that you would like to retain, you will need to choose the option that does **not** link the Word document to the trial balance data. As a result, the Word workpaper is only partially integrated into Engagement CS and cannot be linked to the existing CSA client's trial balance data.

Note: The original Word document will remain intact in the original location, and a copy of the document will be inserted into the engagement.

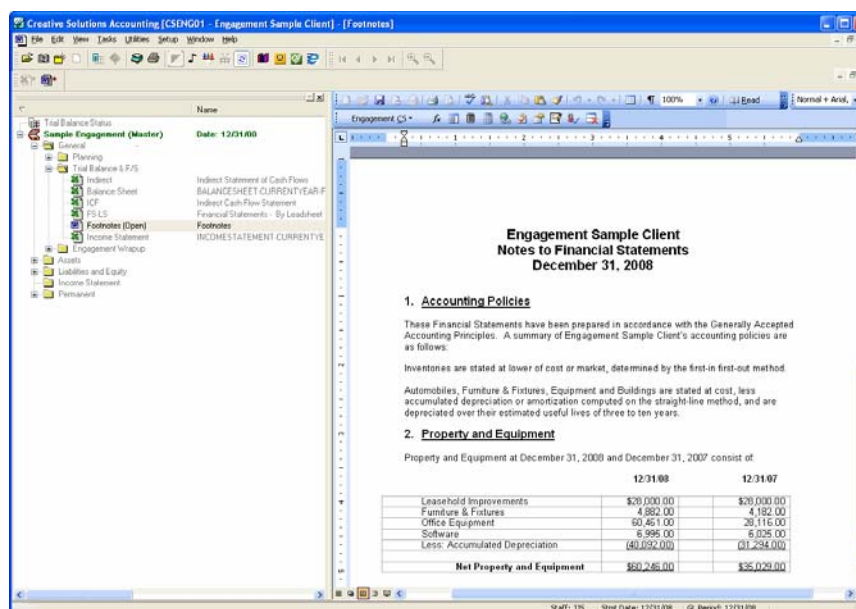
Opening a Word workpaper

There are two methods for opening a Word workpaper created in Engagement CS.

Within Engagement CS

Select the workpaper in the Tree View window, right-click, and choose **Open** from the context menu to open the Word workpaper within the Document View window in Engagement CS.

Opening the workpaper within Engagement CS allows you to view other workpapers and notes in the engagement without having to open them in Word and then switch back to Engagement CS. Word functionality is mostly available, but a few items, such as page setup and print preview, are not available.




Outside of Engagement CS


Right-click the workpaper in the Tree View window and choose **Open with Word** to open the workpaper outside of Engagement CS. Opening the document outside of Engagement CS gives you complete Word functionality.

Note: Workpapers within the engagement should only be opened through Engagement CS and not directly in Word.

Inserting a workpaper link in a Word document

1. In the Tree View window, double-click the Word document **B-01** (Accounts Receivable folder) to open it in Microsoft Word.
2. Scroll down the document and click within the first blank cell in the Workpaper Reference column.
3. Right-click to open the context menu, and then choose **Insert Workpaper Link** or click the  button on the Engagement CS toolbar to open the Insert Workpaper Link dialog.
4. Select **A-06 Leadsheet Schedule – Cash** and then click the Insert button to insert it as a workpaper link in the checklist.
5. You can click the new link to open the **A-06** workpaper as read only in the Engagement CS Document Viewer.
6. Choose **File / Close** to close the Document View window, and click Yes when prompted to save the changes.

Notes

- If you would prefer workpapers to open in the Engagement CS workspace with a double click, you can unmark the **Use double-click to open workpaper outside of Engagement CS** option from the Setup / User Preferences dialog.
 - If you have the Refresh Documents on Demand  button toggled on, your document will appear in red in the Tree View window with a 1 in the Warning column. To refresh, right-click the document and chose Refresh Outdated Document or choose Edit / Refresh / Refresh Outdated Documents.
-



6

Disconnect / Reconnect Workpapers and PDFs

Engagement CS allows you to disconnect / reconnect Microsoft Excel and Word workpapers and Adobe Acrobat® PDF documents in the engagement from the Trial Balance CS client data in CSA. This enables you to **dynamically** share workpapers with clients, client's vendors, and other staff members who do not have Engagement CS installed. They can edit, format, and sign the disconnected workpaper, and return it to you to be reconnected into the **active** engagement at a later time.



Note: You can use FileCabinet CS to provide **static** copies (PDFs) of engagement workpapers or documents if you do **not** intend for them to be updated or reconnected into the program. Refer to the "Sending engagements to FileCabinet CS" section on page 106 of this guide.

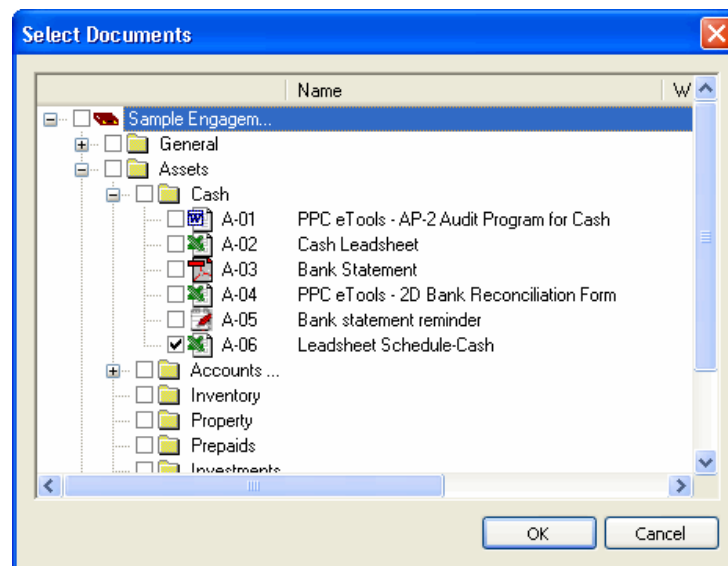
For this tutorial we will use an existing Excel workpaper from the sample engagement to illustrate the two methods for disconnecting a workpaper, and then reconnect the same workpaper back into Engagement CS.

Disconnecting to an email recipient

Follow these steps to disconnect workpapers from Engagement CS to an email recipient.

Important! This option is grayed and not available if your computer does not support the Messaging Application Programming Interface (MAPI) protocol.

1. In the Tree View window of the engagement workspace, highlight the Sample Engagement for **CSENG01XX – Engagement Sample Client**.
2. Choose **Tasks / Disconnect To / Email Recipient** to open the Select Documents dialog.
3. Click the expand tree view  icon next to the Assets folder, and then click the expand tree view  icon next to the Cash folder.



4. Mark the checkbox next to the **A-06** workpaper in the Select Documents dialog. Click OK to automatically launch a new email with the A-06 workpaper attached.

5. You can send the email to an individual who does not have Engagement CS installed on their computer. They can update it as necessary and return it to you to be reconnected in the engagement at a later time. For this tutorial, send the workpaper to your own email address.
6. Launch the email attachment of the **A-06** workpaper to view it in Excel. Close and save the Excel workpaper to a specific location on your hard drive without renaming it.

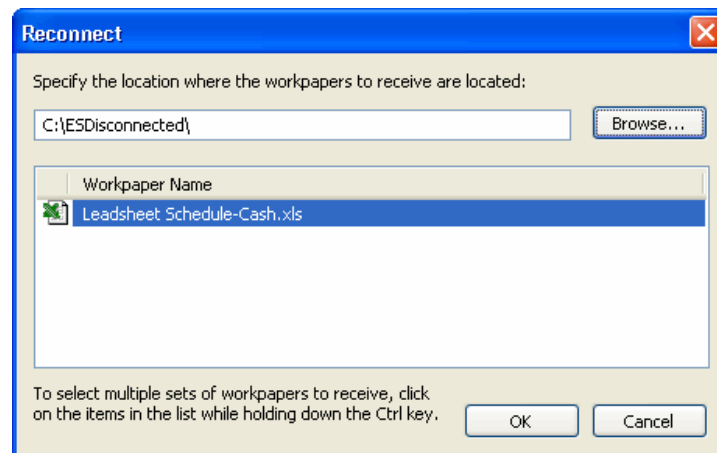
Notes

- You may select multiple workpapers at the same time to attach to a single email.
 - The workpaper is disconnected from the CSA client's trial balance when you send it to an email recipient.
 - The Assigned column status changes to Disconnected for the workpaper in the Tree View window of the engagement.
 - The disconnected workpaper displays **ESDisconnected** at the top left corner of the worksheet in Excel.
 - If you are licensed for Adobe Acrobat (Standard or Professional edition), you can make edits to a disconnected PDF file, and those changes will be saved back to Engagement CS when the file is reconnected.
-

Reconnecting the workpaper

Follow these steps to reconnect the workpaper back to Engagement CS.

1. Choose **Tasks / Reconnect** to open the Reconnect dialog.

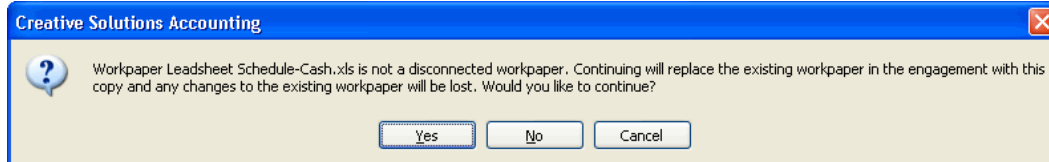


2. Click the Browse button to open the Modify Location dialog and navigate to the location where you saved the disconnected workpaper.
3. Select the **Leadsheet Schedule-Cash.xls** workpaper in the Workpaper list.

Note: You may press and hold the CTRL key to select multiple workpapers in the list at the same time.



4. Click OK to reconnect the workpaper to Engagement CS.
5. When the workpaper has been reconnected, click the Yes button when prompted to delete the workpaper from the source location.

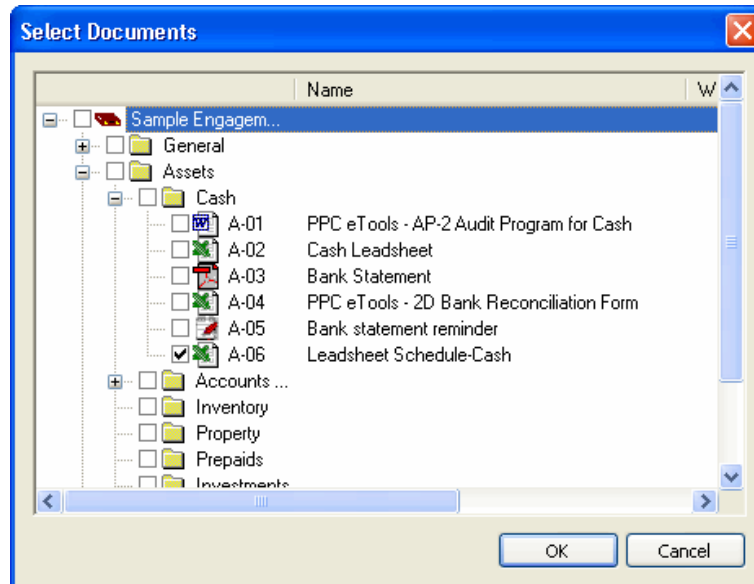
Note that if you have previously chosen **Edit / Undo disconnect** in Engagement CS for the workpaper you are currently trying to reconnect from an external source, the following warning will be displayed.



Disconnecting to a file

Follow these steps to disconnect a workpaper from Engagement CS to a file.

1. In the Tree View window of the engagement workspace, highlight the **CSENG01XX – Engagement Sample Client**.
2. Choose **Tasks / Disconnect To / File** to open the Select Documents dialog.
3. Click the expand tree  icon next to the Assets folder, and then click the expand tree  icon next to the Cash folder.



4. Mark the checkbox beside the **A-06** workpaper in the Select Documents dialog and click OK.
5. Enter the location for the Excel workpaper that you want to disconnect from the current engagement or click the Browse button to navigate to that location.

Note: You can select a location on your local hard drive(s) or select a type of removable media to which you want to copy the selected workpaper(s).

6. Click OK to send the workpaper to the location that you specified in the Disconnect To File dialog.
7. Use the steps in the “Reconnecting the workpaper” (page 66) to reconnect the workpaper in Engagement CS.



7

Cash Flow Worksheets

Engagement CS enables you to create indirect and/or direct cash flow worksheets to perform an analysis of balances from the prior year to the current year. These worksheets can be created either by your current client's Chart of Accounts or by a grouping schedule.

Viewing the cash flow worksheet

Use these steps to open the completed indirect cash flow worksheet included with the CSENG01XX – Engagement Sample Client.

1. Choose **Setup / Cash Flow Worksheet / Indirect** in Engagement CS.

Indirect Cash Flow Worksheet

Grouping Type: Leadsheet Schedule

| | Grouping Schedule Code | Description | Cash Account | Adjusted 12/31/06 | Adjusted 12/31/07 | Unexplained Amount | Analyze |
|----|------------------------|-----------------------|-------------------------------------|-------------------|-------------------|--------------------|---------|
| 1 | A | Cash | <input checked="" type="checkbox"/> | 192,895.65 | 317,437.44 | 0.00 | |
| 2 | B | Accounts Receivable | <input type="checkbox"/> | 98,384.07 | 84,946.11 | 0.00 | |
| 3 | C | Inventories | <input type="checkbox"/> | 0.00 | 0.00 | 0.00 | |
| 4 | L | Prepaid Expenses | <input type="checkbox"/> | 4,500.00 | 4,500.00 | 0.00 | |
| 5 | N | Investments | <input type="checkbox"/> | 0.00 | 0.00 | 0.00 | |
| 6 | UV | Property & Equipment | <input type="checkbox"/> | 35,029.21 | 60,245.91 | 0.00 | |
| 7 | O | Other Assets | <input type="checkbox"/> | 0.00 | 0.00 | 0.00 | |
| 8 | W | Intercompany Accounts | <input type="checkbox"/> | 0.00 | 0.00 | 0.00 | |
| 9 | BB | Accounts Payable | <input type="checkbox"/> | -22,654.98 | -20,309.31 | 0.00 | |
| 10 | CC | Accrued Expenses | <input type="checkbox"/> | -33,129.25 | -32,646.44 | 0.00 | |
| 11 | FF | Income Taxes | <input type="checkbox"/> | 0.00 | 0.00 | 0.00 | |
| 12 | RR | Deferred Income | <input type="checkbox"/> | 0.00 | 0.00 | 0.00 | |
| 13 | AA | Notes Payable | <input type="checkbox"/> | 0.00 | -5,000.00 | 0.00 | |
| 14 | SS | Equity | <input type="checkbox"/> | -275,024.70 | -409,173.71 | 0.00 | |

Total: 0.00

Create New Worksheet Change Balance Type Done

- Click the Analyze button for Grouping Schedule Code B – Accounts Receivable to view the Analyze Difference grid. You can assign amounts in this dialog by entering them directly in the amount field for the cash flow line that is appropriate or right-click the amount field and choose **Assign Balance** to assign the entire balance to the selected cash flow line.

Notes

- You can filter the cash flow lines in the Analyze Difference dialog by selecting a subset from the drop-down list in the **Cash flow lines** field.
- You can view account detail for the selected Grouping code by clicking the View Account button in the Analyze Difference dialog.
- You can transfer customized cash flow lines from one client to another by choosing Setup / Cash Flow Worksheet / Transfer Cash Flow Lines.

- For reporting purposes, you can enter prior-year cash flow amounts for the client by choosing Setup / Cash Flow Worksheet / Prior Year Amounts.
-

Viewing the Cash Flow Analysis Report

Once the indirect and/or direct worksheets have been created and analyzed, you can review the Cash Flow Analysis Report to verify that all information is accurate. The Cash Flow Analysis Report is a static diagnostic report that you can send to the engagement, view, or print. It displays the cash flow worksheet information in detail by section and line, including balances based on cash flow line or grouping type as well as prior-year information.

Follow these steps below to view this report.

1. Choose **Setup / Cash Flow Worksheet / Cash Flow Analysis Report** to open the Cash Flow Analysis Report dialog.
2. In the Display balances by field, select **Grouping Type**, and then click the Refresh button. (Notice that the Cash Flow Analysis Report is now displayed based on the Grouping codes rather than by the cash flow line items.)
3. Click the Print button for a hardcopy for the Cash Flow Analysis Report or click the Send to engagement button to save a static copy of the report to your engagement Tree View window.
4. Once you have finished reviewing the report, click Close to exit the dialog.

Creating a cash flow statement in Microsoft Excel

After the worksheet has been completed and the Cash Flow Analysis Report has been reviewed, you can create a cash flow statement in Excel that is directly linked to the trial balance information.

Follow these steps to create your cash flow statement in Excel.

1. In the engagement workspace, highlight the **Trial Balance & F/S** subfolder in the General folder of the Tree View window.
2. Choose **File / New / Document** to open the Insert Engagement Document wizard.
3. Mark the **Custom Excel workpaper or cash flow statement** option and click Next.
4. In the Create Workpaper Wizard, click the **Indirect statement of cash flows** option and click Next.

Note: The cash flow options will only be available after a worksheet has been created.

5. Highlight Column B and select **Amount** from the column type drop-down list.
6. Select **1P** from the drop-down list in the Year field and click the Add Column button.

Indirect statement of cash flows

Select a template to create your workpaper
Template: <None>

Click on the Column ID you want to define
 Column A: Description
Column B:
 Column C:
 Column D:
 Column E:
 Column F:
 Column G:
 Column H:
 Column I:
 Column J:
 Column K:
 Column L:
 Column M:
 Column N:
 Column O:
 Column P:
 Column Q:

Then click on the column type you want to assign
Amount

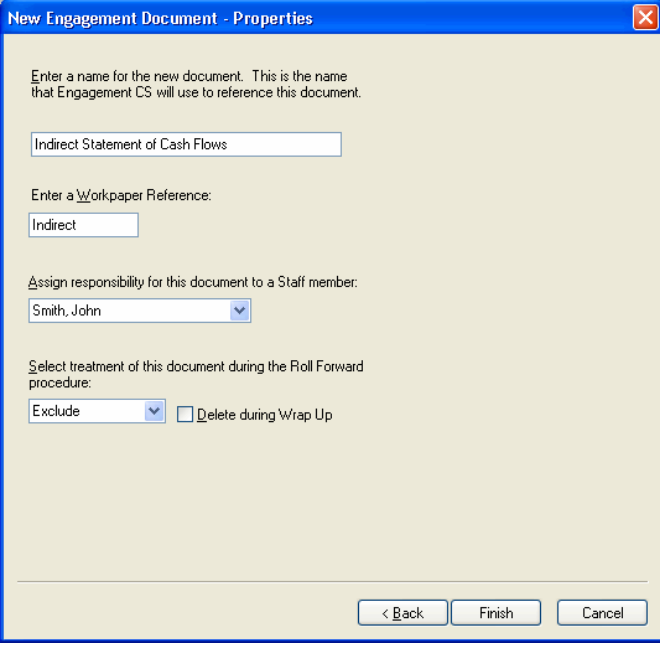
What amount do you want to display?
 Type of amount: Report
 Period: [CP] Year: C
 Location: All Department: All
 Filter Loc/Dept

Move Up Move Down Add Column Clear Column

Click Next to continue or click Cancel to exit the Custom Workpaper Wizard Save Template

< Back Next > Cancel

7. For Column C, select **Amount** from the column type drop-down list and select C for the Year.
8. Click the Add Column button and then click Next.
9. Enter **Indirect Statement of Cash Flows** as the name for the new document.
10. Enter **Indirect** in the Enter a Workpaper Reference field.
11. Click Finish to create the workpaper in Excel.



New Engagement Document - Properties

Enter a name for the new document. This is the name that Engagement CS will use to reference this document.

Indirect Statement of Cash Flows

Enter a Workpaper Reference:

Indirect

Assign responsibility for this document to a Staff member:

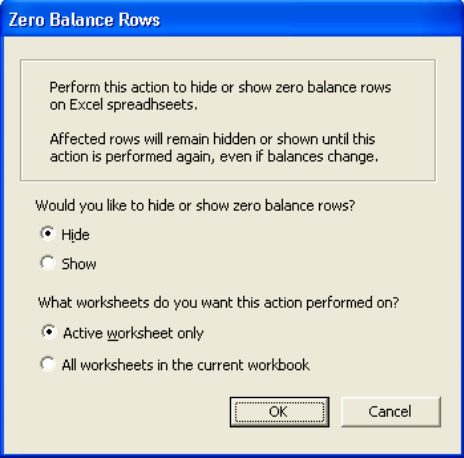
Smith, John

Select treatment of this document during the Roll Forward procedure:

Exclude ☐ Delete during Wrap Up

< Back Finish Cancel

12. Once the statement is open in Excel, click the Hide/Show Zero Balance Rows button on the Engagement CS toolbar.
13. Click the **Hide** option and the **Active worksheet only** option, and then click OK.



Zero Balance Rows

Perform this action to hide or show zero balance rows on Excel spreadsheets.

Affected rows will remain hidden or shown until this action is performed again, even if balances change.

Would you like to hide or show zero balance rows?

☒ Hide
☐ Show

What worksheets do you want this action performed on?

☒ Active worksheet only
☐ All worksheets in the current workbook

OK Cancel

- Engagement CS Tutorial



8

Journal Entries

You can open the Adjusting Journal Entries window from the Engagement CS workspace to enter data directly in the Journal Entry Detail grid.

Note: Functions and fields that are available in the Adjusting Journal Entries window vary based on several factors.

- Group privileges setup
- Trial balance assignment
- Master Client Data (MCD)
- Local Client Data (LCD)



Tip

Refer to the *Engagement CS Getting Started* guide for further details on Journal Entries in Engagement CS.

Adding an adjusting journal entry

Use these steps to add an adjusting journal entry in the **CSENG01XX – Engagement Sample Client**.

1. Choose **Tasks / Journal Entries** to open the Trial Balance CS Adjusting Journal Entries window within Engagement CS.

2. Click the Add button.
3. Enter the following information in the Journal Entry grid.

| | |
|----------------------|--------------------------------|
| Reference | 98 |
| Date | current date |
| Description | to record prepaids at year end |
| Account | 140 |
| Amount | 100.00 |
| Account | 101 |
| Amount | -100.00 |
| Entry Types | Adjusting |
| Special Types | None |

4. Click the Enter button.

Creative Solutions Accounting [CSENG01XX - Engagement Sample Client] - [Adjusting Journal Entries]

File Edit View Tasks Utilities Setup Window Help

Trial Balance Status
Sample Engagement (Master)

- General
 - Planning
 - Trial Balance & F/S
 - Indirect
 - Balance Sheet
 - ICF
 - FS-LS
 - Footnotes
 - Income Statement
 - Engagement Wrapup
- Assets
- Liabilities and Equity
- Income Statement
- Permanent

| Reference | Date | Description | Account/Tax Code | Amount |
|-----------|----------|--|---------------------|----------|
| 92 | 12/31/08 | to record interest accrued | 700, 240 | 3,000.00 |
| 93 | 12/31/08 | to reclass receivables | 120, 121 | 4,000.00 |
| 94 | 12/31/08 | to reclass current portion of long ... | 260, 210 | 5,000.00 |
| 95 | 12/31/08 | to record SBT liability | 733, 251 | 6,000.00 |
| 96 | 12/31/08 | to record FIT liability | 740, 250 | 7,000.00 |
| 97 | 12/31/08 | to record potential expense | 646, 200 | 8,000.00 |
| 91 | 12/31/08 | to record additional revenue | 120, 420 | 2,000.00 |
| RU99 | 12/31/08 | Rounding Utility Adjustment | 101, 108, 110, 1... | 6.92 |
| 98 | 12/31/08 | to record prepaids at year end | 140, 101 | 100.00 |

Add Edit Delete Enter Cancel

| Reference | Date | Description |
|-----------|----------|--------------------------------|
| 98 | 12/31/08 | to record prepaids at year end |

| | Account | Amount |
|----|---------|---------|
| 1 | 140 | 100.00 |
| 2 | 101 | -100.00 |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |

Deposits _Prepaid Expenses

Entry Types: Adjusting
Special Types: None
Difference:
Misstatement Types:
Tax Export:
Workpaper:
Net Incgme: 0.00

For Help, press F1 or Ctrl+F1 Staff: JJS Stmt Date: 12/31/08 GL Period: 12/31/08

- Click the smaller X in the upper right corner to close the Adjusting Journal Entries window in the Engagement CS workspace.
- Double-click the A-06 workpaper in the Tree View window to open the workpaper in Excel.

| Acct | Description | Adjusted 12/31/2007 | Unadjusted 12/31/2008 | Adjusted JE 12/31/2008 | Adjusted 12/31/2008 |
|--------------------------------------|--------------------|------------------------|--------------------------|---------------------------|------------------------|
| 101 | Checking - General | 81,252.44 | 18,236.21 | (100.00) | 18,236.21 |
| 108 | Checking - Payroll | 0.00 | 1,038.82 | 0.00 | 1,038.82 |
| 109 | Petty Cash | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 |
| 110 | Cash - Savings | 110,643.21 | 292,162.41 | 0.00 | 292,162.41 |
| Leadsheet Schedule-Cash Total | | 192,895.65 | 312,437.44 | (100.00) | 312,437.44 |

Note: Notice that the Adjusted Journal Entry amount that we just added appears in the Adjusted JE column of the **Leadsheet Schedule-Cash** worksheet.

- Choose **File / Save and Close** to save the changes to the Engagement CS copy of this document, and close the document.



9

Review Notes

Any staff member, regardless of how the staff is assigned to the workpaper, can add review notes to any document. The staff member assigned to the workpaper with read / write access can respond to review notes attached to that workpaper. Review notes can be edited or removed at a later date, and all notes must be cleared before an engagement can be wrapped up.

Opening a review note

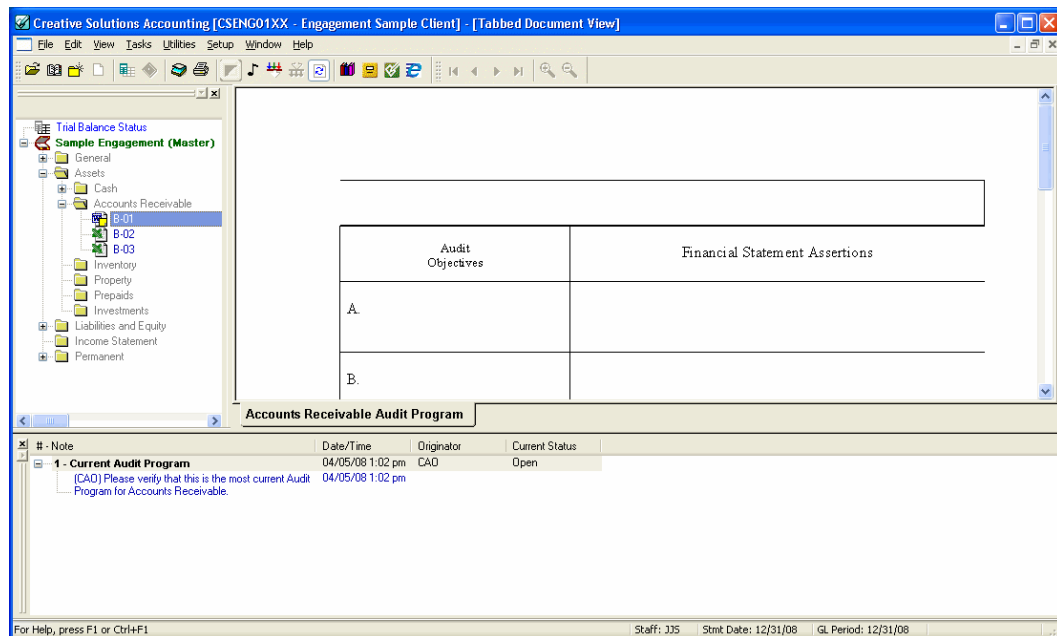
You can open a review note in the Engagement CS workspace by using one of the following methods.

- Double-click the note in the Notes View window.
- With the workpaper, folder, or engagement highlighted in the Tree View window, choose **Edit / Edit Review Note**, and then select the review note that you want to view or modify.
- On workpapers, if there is a sticky note attached to the review note and you are assigned to the document or workpaper, you can right-click with the mouse pointer on the sticky note to open the context menu, and then choose **Edit Note** to open the Review Notes dialog.

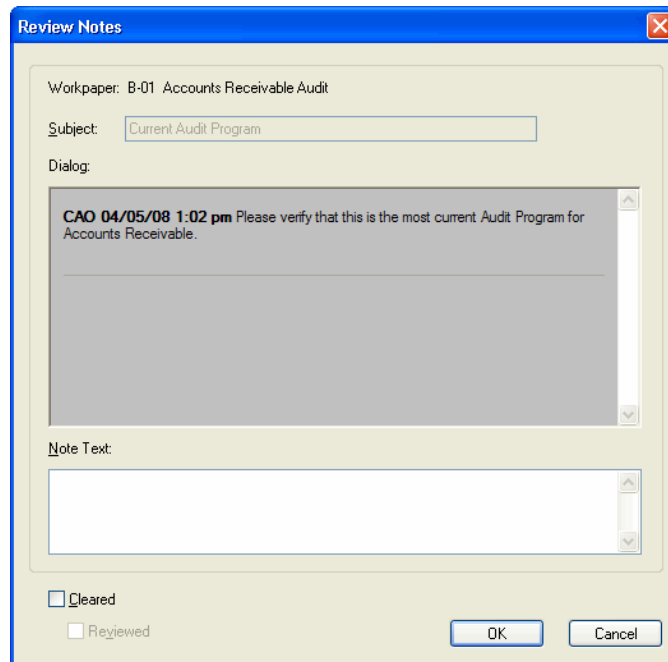
Responding to review notes

Use these steps to respond to the review note that has been included with the **CSENG01XX – Engagement Sample Client**.

1. Highlight workpaper **B-01 – Accounts Receivable Audit Program** in the Accounts Receivable folder of the Tree View window.
2. From the View menu, toggle the Notes window **on** if it is not already visible in the Engagement CS workspace.



3. Double click the **Current Audit Program** in the Notes window or choose **Edit / Edit Review Note / Current Audit Program** to open the Review Notes dialog.



Review Notes

Workpaper: B-01 Accounts Receivable Audit

Subject: Current Audit Program

Dialog:

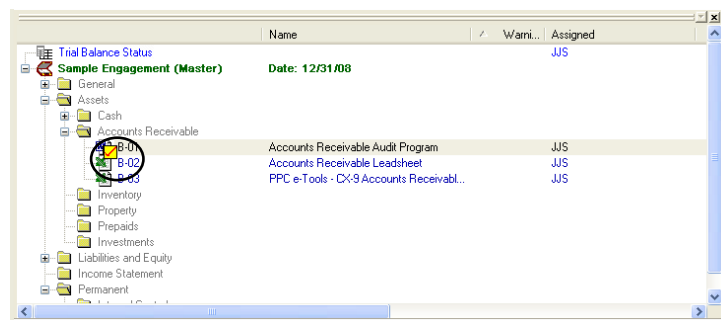
CAO 04/05/08 1:02 pm Please verify that this is the most current Audit Program for Accounts Receivable.

Note Text:

☐ Cleared
☐ Reviewed

OK Cancel

4. In the Note Text pane, enter the following reply to the note: **This has been verified.**
5. Mark the **Cleared** checkbox and click OK to close the Review Notes dialog. (Notice that the Word document icon with the note attached has a red checkmark inside of it to indicate that the note has been cleared. See enlarged image below.)



6. Repeat step 3 to reopen the Review Notes dialog.

Note: The originator of the Review Note may mark the note as **Reviewed** when it is made available to them.

7. Unmark the **Cleared** checkbox to leave the note uncleared. (Leave the note uncleared. We will use it to illustrate a program feature during wrap-up.)
8. Click OK to close the Review Notes dialog.

9. In the Notes View window of the Engagement CS workspace you can view the detail, date/time, originator, and the current status of the note.

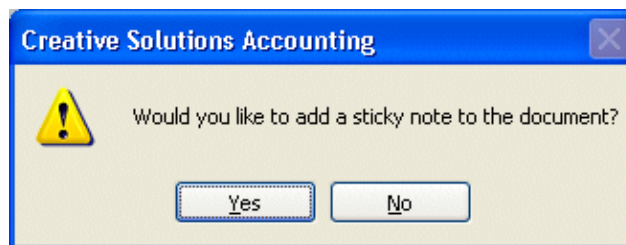
| # - Note | Date/Time | Originator | Current Status |
|--|------------------|------------|----------------|
| 1 - Current Audit Program | 04/05/08 1:02 pm | CAO | Open |
| (CAO) Please verify that this is the most current Audit Program for Accounts Receivable. | 04/05/08 1:02 pm | | |
| (JJS) This has been verified. | 09/26/08 3:32 pm | | |

Done Staff: JJS Stmt Date: 12/31/08 GL Period: 12/31/08

Adding a sticky note to workpapers


When you are finished entering the text for a review note in the Review Notes dialog, the program will prompt you to add a sticky note to the current document (if you have marked the **Prompt to attach sticky note when entering new review note** checkbox on the Engagement CS tab of the Engagement CS User Preferences dialog). You can put a graphical note on the read-only copy of the document to highlight a specific area of the document.

Move the mouse pointer over the image of the workpaper in the Document View window of the engagement workspace, and click the Yes button to place the note on the workpaper.



Notes

- This option is not available for folders and engagements.
- You may choose **not** to be prompted to add a sticky note by unmarking the **Prompt to attach sticky note when entering new review note** checkbox on the Engagement CS tab of the Engagement CS User Preferences dialog (Setup / User Preferences).
- **To view and/or respond to the review note associated with a sticky note.** Double-click the yellow sticky note in the Document View window to open the Review Notes dialog and view the contents of the note in the Dialog pane. To view the subject of the note, position your mouse pointer over the sticky note in the Document View window. You can also highlight the note in the Notes View window and double-click. To edit the information contained in the note, choose **Edit / Edit Review Note** and make your changes in the Review Notes dialog.

- **To move the sticky note to a different location on the document.** Click the sticky note in the Document View window and, while holding the mouse button down, drag the sticky note to the new location on the document.
 - **To remove the sticky note.** Right-click the sticky note and choose **Remove Sticky Note**. Click the Yes button when prompted.
 - The program alerts you to the presence of a note by placing a yellow note on the icon in front of the document in the Tree View window. In addition, the subject and text of the note appear in the Notes View window. Click the plus (+) or minus (-) signs next to the subject to expand or collapse the view.
 - To hide the sticky notes from view in the Document View window, you can click the Show / Hide Notes  button on the Engagement CS toolbar.
-



10

Workpaper Signoffs

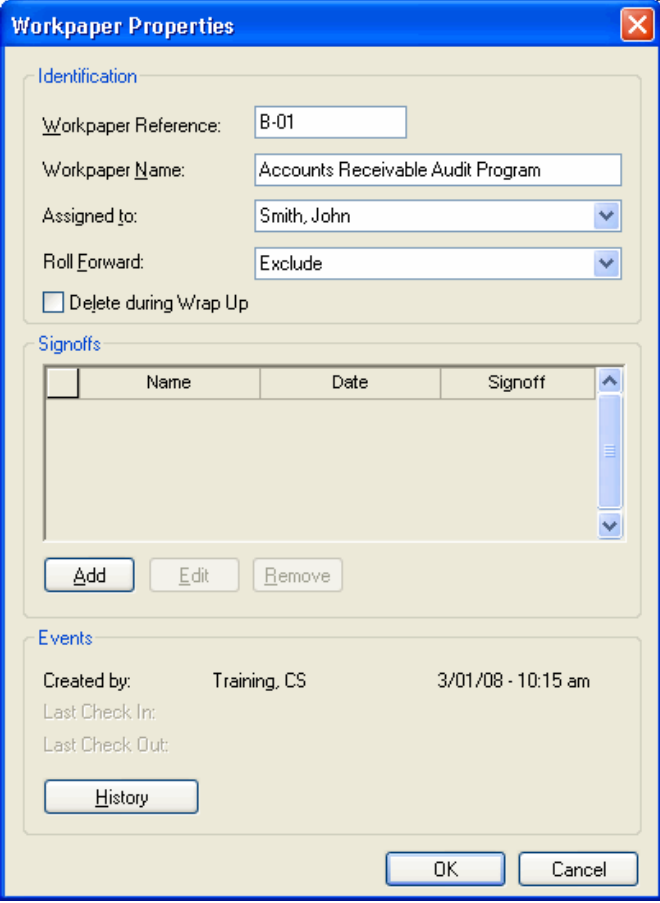
You can sign off on any workpapers or documents that have been assigned to you at any time during the engagement process.

Note: Earlier in the tutorial you selected your signoff type on the Staff Assignment tab of the Engagement Properties dialog. **Preparer** and **Reviewer** are always available as signoff types for an engagement. You can also define your own signoff type(s) according to your engagement needs in CSA from the Setup / System Configuration / Signoff Types dialog.

Signing off a workpaper or document

Use these steps to sign off on a document in the **CSENG01XX – Engagement Sample Client**.

1. Highlight the **B-01** document in the Tree View window.
2. Right-click to open the context menu, and choose **Workpaper Properties**.



The **Workpaper Properties** dialog box is divided into three sections: Identification, Signoffs, and Events.

Identification

Workpaper Reference: B-01

Workpaper Name: Accounts Receivable Audit Program

Assigned to: Smith, John

Roll Forward: Exclude

☐ Delete during Wrap Up

Signoffs

| | Name | Date | Signoff |
|--|------|------|---------|
|--|------|------|---------|

Buttons: Add, Edit, Remove

Events

Created by: Training, CS 3/01/08 - 10:15 am

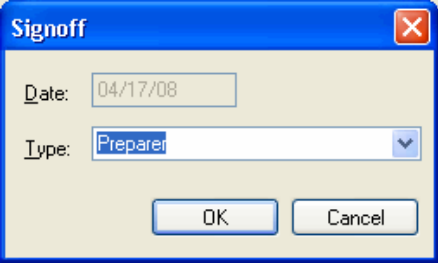
Last Check In:

Last Check Out:

History

OK Cancel

- Click the Add button in the Workpaper Properties dialog to open the Signoff dialog.



The **Signoff** dialog box contains the following fields:

Date: 04/17/08

Type: Preparer

OK Cancel

4. Select **Preparer** from the drop-down list in the Type field, and click OK. (Notice that the program automatically fills in the Signoffs grid in the Properties dialog with the staff ID, date, and signoff type.)

Workpaper Properties

Identification

Workpaper Reference: B-01

Workpaper Name: Accounts Receivable Audit Program

Assigned to: Smith, John

Roll Forward: Exclude

☐ Delete during Wrap Up

Signoffs

| | Name | Date | Signoff |
|---|-------------|----------|----------|
| 1 | Smith, John | 04/17/08 | Preparer |

Add Edit Remove

Events

Created by: Smith, John 3/01/08 - 10:15 am

Last Check In:

Last Check Out:

History

OK Cancel

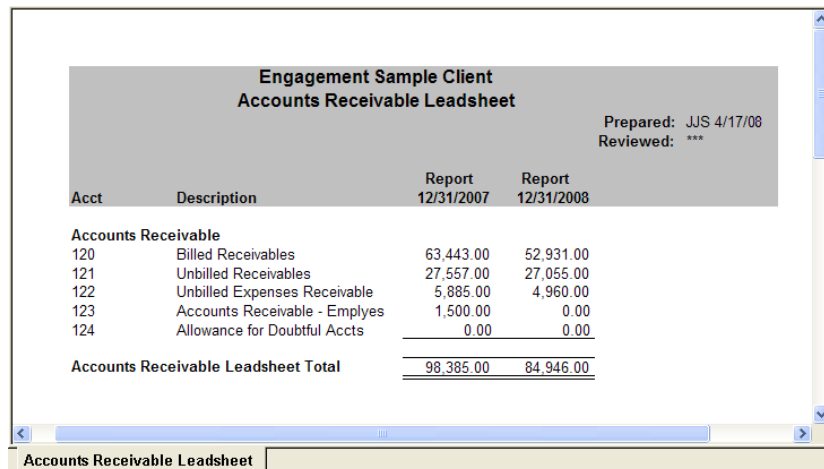
5. Click OK to close the Workpaper Properties dialog.

Signing off a workpaper using the right-click context menu

Let's sign off a different workpaper in the engagement using an alternative method.

1. Highlight workpaper **B-02** in the Tree View window of the Engagement CS workspace.
2. Right-click to open the context menu and choose **Document Signoff / Preparer**.

When the program completes the signoff process, notice that your initials and date will appear in the workpaper beside Preparer.



The screenshot shows a software window titled "Engagement Sample Client" with a sub-header "Accounts Receivable Leadsheet". In the top right corner, it displays "Prepared: JJS 4/17/08" and "Reviewed: ***". The main table has four columns: "Acct", "Description", "Report 12/31/2007", and "Report 12/31/2008". The table lists several accounts receivable items and their totals for two different years. At the bottom of the window, a tab labeled "Accounts Receivable Leadsheet" is visible.

| Acct | Description | Report 12/31/2007 | Report 12/31/2008 |
|--|-------------------------------|-------------------|-------------------|
| Accounts Receivable | | | |
| 120 | Billed Receivables | 63,443.00 | 52,931.00 |
| 121 | Unbilled Receivables | 27,557.00 | 27,055.00 |
| 122 | Unbilled Expenses Receivable | 5,885.00 | 4,960.00 |
| 123 | Accounts Receivable - Emplyes | 1,500.00 | 0.00 |
| 124 | Allowance for Doubtful Accts | 0.00 | 0.00 |
| Accounts Receivable Leadsheet Total | | 98,385.00 | 84,946.00 |

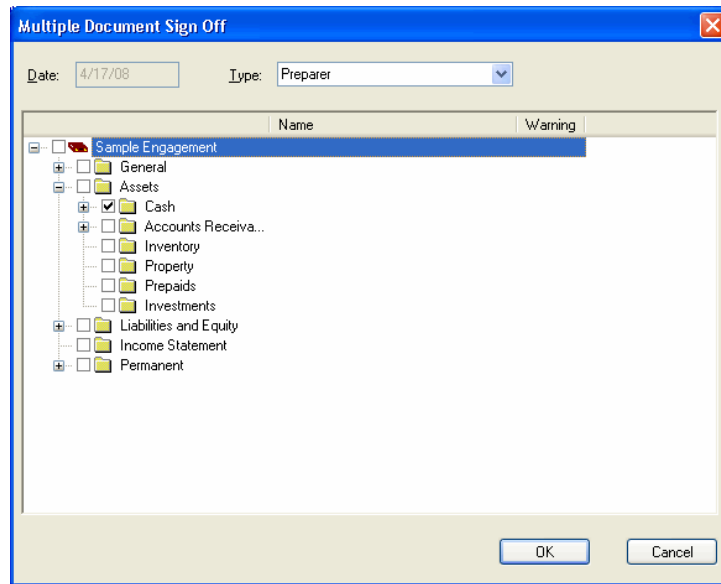
Notes

- If you would like your workpapers to refresh upon signoff, mark the **Refresh documents upon Sign Off** checkbox on the Setup / User Preferences dialog. Otherwise, to refresh the signoff variable in a document after signoff, you can choose Edit / Refresh / Refresh Document while the document is highlighted.
 - If the Refresh Documents on Demand option is on, documents will appear red in the tree after a signoff. If the Refresh Documents on Sign Off option is marked in the Engagement User Preferences dialog, the document is automatically refreshed upon signoff, whether the on-demand toggle is on or off.
-

Signing off workpapers using the multiple document signoff

Do the following steps to sign off on multiple workpapers at the same time.

1. Choose **Edit / Multiple Document Sign Off**.
2. Select **Preparer** as the signoff type in the Multiple Document Signoff dialog.
3. Mark the checkbox next to the **Cash** folder to select all workpapers within that folder.



4. Click OK.

Note: You must have the **Multiple document signoff** privilege to sign off multiple workpapers at the same time.

5. Click OK in the Document Sign Off Verification dialog.
6. Click OK when prompted with a completion notification.

Notes

- If a document has been signed off by the reviewer or any of the three custom signoff types and then subsequently modified, a warning of **2** appears in the Warning column to indicate that the document has been altered after it was reviewed.
 - If you open an Excel or Word workpaper signed off by the reviewer, when closing the workpaper you will be prompted to save the workpaper. If you save the workpaper — even if no changes were applied — a warning **2** will appear in the Warning column indicating that the workpaper was modified after it was reviewed. Be sure **not** to save the workpaper if no changes were applied.
 - To remove the warning **2** from a workpaper, the reviewer must either delete the existing signoff for the document and re-signoff or edit the data of the existing signoff.
-



11

Diagnostic Reports

Workpaper Diagnostic Report

The Workpaper Diagnostic Report provides the status of documents and workpapers in the engagement based on the parameters that you choose to suit your reporting needs.

- You can sort workpapers by workpaper reference, workpaper name, warnings, the staff member it is assigned to, notes, preparer signoff, reviewer signoff, or by three additional signoff parameters.
- You can choose to view all workpapers or only selected workpapers.
- You can choose to view workpapers that are assigned to specific members of the engagement team.
- You can choose to view all workpapers that are currently checked out or disconnected.
- You can include / exclude workpapers based on signoff types.

Use the following steps to view and print the Workpaper Diagnostic Report.

1. Choose **File / Diagnostic Reports / Workpaper** to open the Workpaper Diagnostic Report dialog.
2. Select **Assigned** from the drop-down list in the Sort order field.
3. Click the Selected workpapers button to open a Tree View window of workpapers and documents found in the current engagement.
4. Unmark the **General** folder in the Tree View window to exclude all related subfolders, workpapers, and documents from the report.

- Click OK to close the Select Workpapers dialog, and then click the Refresh button. (Notice that the workpaper diagnostic report view now appears without the folders, workpapers, and documents in the General folder.)

Engagement Sample Client

Sample Engagement
4/17/08 - 2:39 pm

Workpaper Diagnostic Report

| WpRef | Workpaper Name | Warning | Assigned | Notes | Preparer | Reviewer | Partner | Tech Review |
|-------|---|---------|----------|----------------|----------|----------|---------|-------------|
| A-01 | PPC eTools - AP-2 Audit Program for Cash | JJS | 1 | | | | | |
| A-03 | Bank Statement | JJS | 0 | | | | | |
| A-04 | PPC eTools - 2D Bank Reconciliation Form | JJS | 0 | | | | | |
| A-05 | Bank statement reminder | JJS | 0 | | | | | |
| A-06 | Leadsheet Schedule-Cash | JJS | 0 | | | | | |
| B-01 | Accounts Receivable Audit Program | JJS | 1 | JJS - 04/17/07 | | | | |
| B-02 | Accounts Receivable Leadsheet | JJS | 0 | JJS - 04/17/07 | | | | |
| B-03 | PPC e-Tools - CX-9 Accounts Receivable Stats Form | JJS | 0 | | | | | |

Sort order: Assigned

Include

☐ Selected workpapers

☐ Workpapers assigned to: [dropdown]

☐ Checked out and disconnected workpapers only

Exclude

Workpapers signed off by:

☐ Preparer

☐ Reviewer

☐ Partner

☐ Tech Review

Buttons: Refresh, Send to engagement, Print, Close

- You can click the Print button for a hardcopy of the Workpaper Diagnostic Report or click the Close button to close the dialog.

Notes Diagnostic Report

The Notes Diagnostic Report provides the status of notes in the engagement based on the parameters that you select to suit your reporting needs in the Notes Diagnostic Report dialog.

Use the following steps to view and print the Notes Diagnostic Report.

1. Choose **File / Diagnostic Reports / Notes** to open the Notes Diagnostic Report dialog.
2. Mark the **Include notes detail** checkbox, and click the Refresh button. (Notice that detailed note information appears in the Notes Diagnostic Report view for the selected note, and that its current status is open.)
3. You can click the Print button for a hardcopy of the Notes Diagnostic Report or click the Close button to close the dialog.

| # / Subject / Dialog | Originator | Date / Time | Current Status |
|--|----------------|------------------|----------------|
| A-01 PPC eTools - AP-2 Audit Program for Cash | | | |
| 1 Verification | Smith, John | 09/26/07 4:23 pm | Open |
| Verified the General Ledger account numbers. | | | |
| B-01 Accounts Receivable Audit Program | | | |
| 1 Current Audit Program | Osborn, Cheryl | 04/05/06 1:02 pm | Open |
| Please verify that this is the most current Audit Program for Accounts Receivable. | | | |
| This has been verified. | | | |

Report Filters

Selected folders/workpapers: Originator: <ALL> Current status: <ALL>

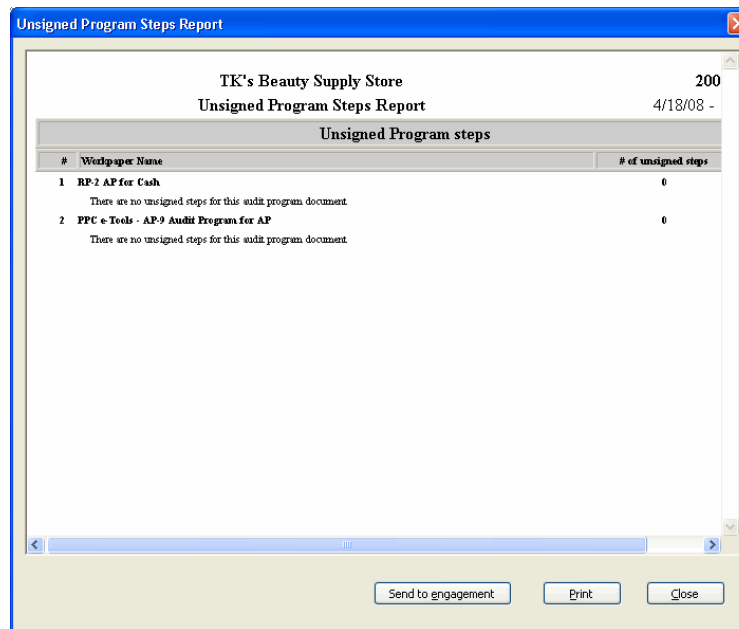
☒ Include notes detail Workpapers Assigned To: <ALL>

Refresh Send to engagement Print Close

Note: After reviewing either diagnostic report you can click the Send to engagement button to save a copy of the report within the engagement. The report is made available in the Tree View window and can be viewed in the engagement workspace or opened in Microsoft Word.

Unsigned Program Steps Report

The Unsigned Program Steps Report checks PPC's e-Tools audit programs for unsigned audit steps. This program searches through all PPC's e-Tools audit programs within the current engagement and provides a list of all steps that have yet to be signed off.





12

Engagement Wrap-up

The final retrieval, organization, and cleanup of engagement files are important elements in the final phase of wrapping up an engagement. With the use of the Wrap Up wizard, Engagement CS allows you to secure all the appropriate documents, workpapers, and checklists in the master engagement prior to sending the engagement as a static copy to a PDF file, FileCabinet CS, or GoFileRoom.

Using the Wrap Up wizard

The Wrap Up wizard in Engagement CS prompts you to complete the following tasks prior to and during the wrap-up process.

- Recommends that you back up your engagement client prior to wrap-up.
- Allows you to view all outstanding review notes.
- Allows you to delete all review notes.
- Lists potential journal entries that are still outstanding in the engagement. (This page of the Wrap Up wizard will not appear if there are no potential journal entries present in the engagement.)
- Allows you to view/print a Workpaper diagnostic report to verify that all workpapers have been signed off.
- Allows you to view/print the Unsigned Program Steps Report to verify that steps have been signed off completely.
- Allows you to view/print a summary of the wrap-up activity.

Notes

- Only those staff members with the group privilege **Wrap Up Engagement / Undo Wrap-Up** assigned can perform these procedures.
 - The wrap-up process can only take place in the master engagement when all the documents and workpapers are checked into the Master Client Data (MCD).
 - The wrap-up cannot be performed if there are any workpapers disconnected from the engagement.
 - The wrap-up requires that any outdated documents be refreshed and that all warnings are cleared before the process can be completed.
-

Backing up the engagement prior to wrap-up

Use these steps to back up the **CSENG01XX – Engagement Sample Client**:

1. Choose **Tasks / Wrap Up**, and click the Yes button to back up your engagement data prior to beginning the wrap-up process.

Notice that the client is already selected in the right-hand list pane.

Note: Click the Change Backup Location button to choose another backup location for your engagement client.

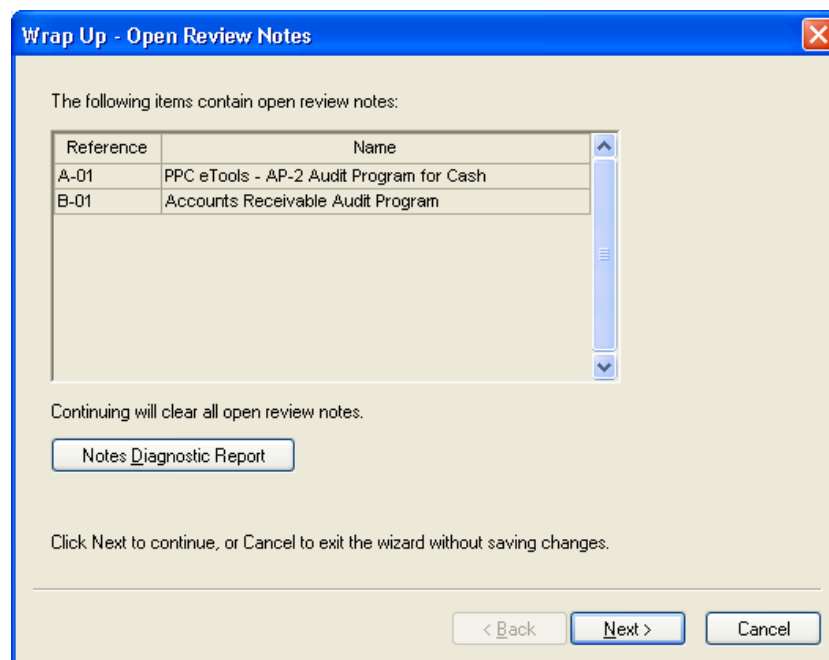
2. Click the Backup button to begin the backup and open the Backup Status dialog.
3. Click Done when the backup is complete.

Deleting outstanding review notes

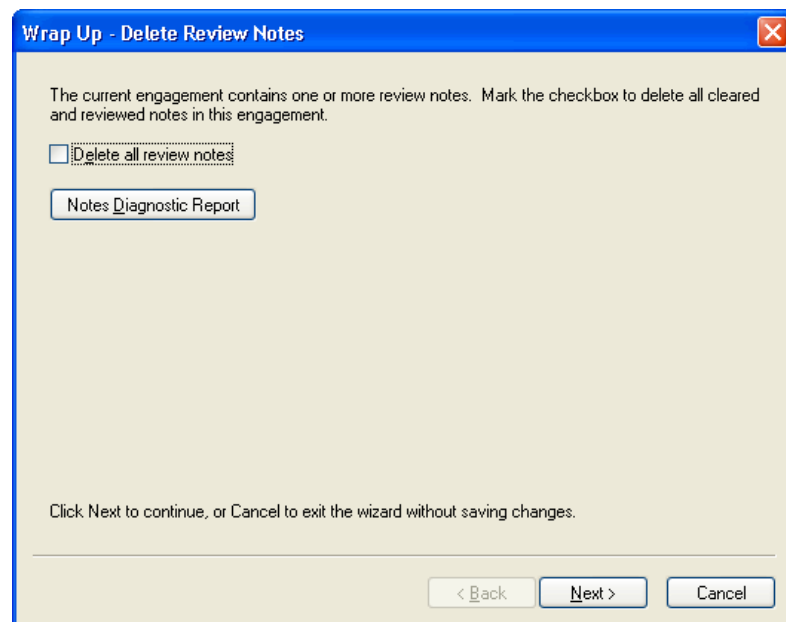
The Wrap Up – Open Review Notes page in the Wrap Up wizard opens in the program as soon as the engagement client backup is complete.

Note: The Wrap Up – Open Review Notes page will **not** appear in the Open Review Notes page of the Wrap Up wizard if there are **no** open notes present in the current engagement.

Notice that there is an open note in the engagement that needs to be addressed. You may choose to complete the wrap-up by clicking Next, which will clear all open review notes, or you can click Cancel to go back into the engagement and take care of the note.



1. For this exercise, click Cancel to return to the engagement and clear the notes manually.
2. When you have finished clearing the note, choose **Tasks / Wrap Up** to begin the wrap-up process again.
3. Click the No button to bypass the backup, and open the Wrap Up – Delete Review Notes page of the Wrap Up wizard.



Notice that the Open Review Notes grid no longer appears on the Open Review Notes page.

Note: You may also choose to view a diagnostic report by clicking the Notes Diagnostic Report button.

4. Mark the **Delete all review notes** checkbox and then click Next.

Viewing potential journal entries

The Wrap Up – Potential Journal Entries page of the Wrap Up wizard will **not** appear if there are **no** outstanding potential journal entries that may need to be addressed in the current engagement. You can click Cancel to exit the Wrap Up wizard and make any changes to potential journal entries in the engagement.

Processing unfiled documents

The Wrap Up – Process Unfiled Documents page of the Wrap Up wizard will appear only if there are documents that have been printed to the engagement but have not been filed. You can click the Process unfiled document button to process these documents or click Cancel to exit the wrap-up and make the necessary changes.

Viewing the Workpaper Diagnostic Report

The Wrap Up – Workpaper Signoffs page of the Wrap Up wizard allows you to view the Workpaper Diagnostic Report to verify that all workpapers have been reviewed. You can click Cancel to exit the Wrap Up wizard and make any changes to the workpaper signoffs in the engagement.

1. Click the Workpaper Diagnostic Report to view the workpapers in the engagement.
2. Click the Close button to return to the Wrap Up wizard and then click Next.

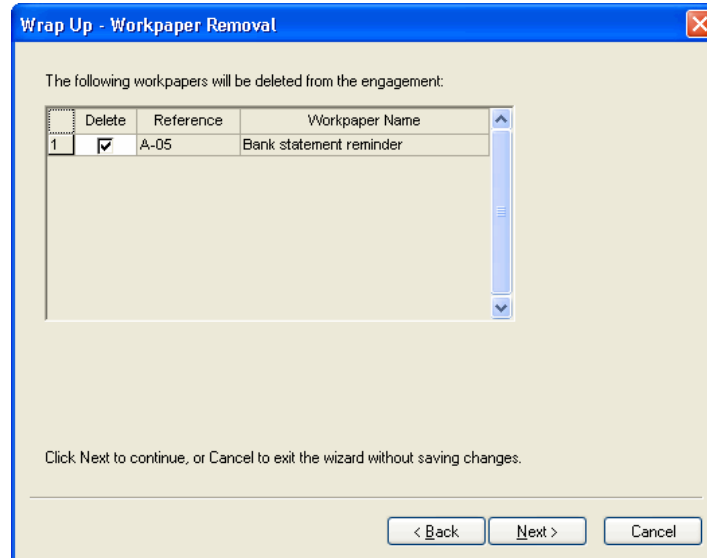
Viewing the Unsigned Program Steps Report

The Wrap Up – Workpaper Signoffs page of the Wrap Up wizard allows you to view the Unsigned Program Steps Report to verify that all steps in PPC's e-Tools audit programs have been correctly signed off.

Deleting outstanding documents and workpapers

The Wrap Up – Workpaper Removal page of the Wrap Up wizard allows you to view and delete all outstanding workpapers that have been

marked for deletion in the Properties page of the New Engagement Document wizard and/or the Workpaper Properties dialog. (When we created the Document Reference earlier in the tutorial, we marked the **Delete during Wrap Up** checkbox.)



1. For this exercise, leave the checkbox marked in the Workpaper Grid on the Wrap Up – Workpaper Removal page to delete workpaper during the engagement wrap-up.
2. Click Next.

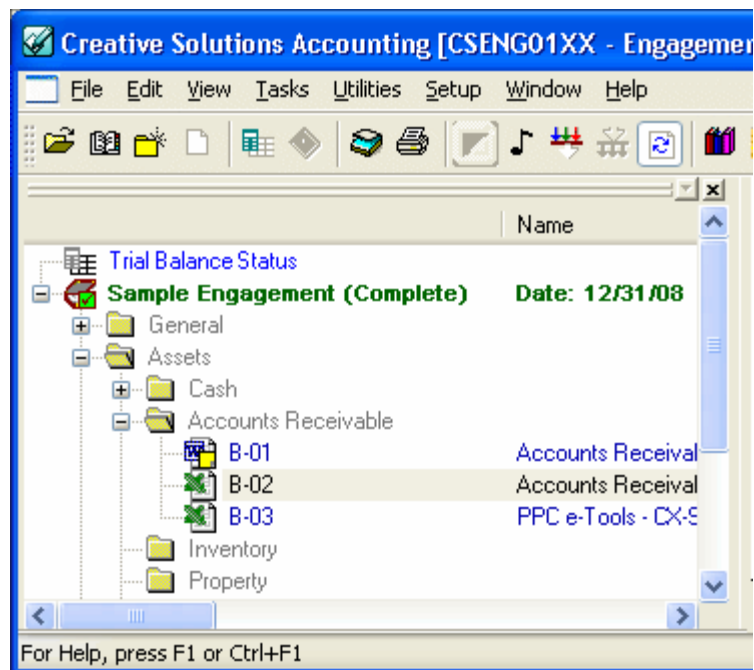
Viewing the Wrap Up Summary Report

The final page of the Wrap Up wizard allows you to review or print a summary of the wrap-up activity just prior to finalizing the wrap-up process.

1. Click the Wrap Up Summary Report button to view the report, which lists general information, engagement dates, engagement staff members, signoffs, history, potential journal entries (if applicable), and the activity that took place during the engagement cleanup routine.

Important! A note at the bottom of the Wrap Up Summary Report reminds you that there may be additional files related to the engagement in multiple locations, on multiple workstations, and/or stored on various forms of media, which will need to be deleted manually.

2. Click OK to close the Wrap Up Summary Report.
3. Click the Finish button to wrap up the current engagement.



Notice that the notes have been deleted from the **B-01** and **A-01** workpapers, the sample engagement briefcase icon has a checkmark attached to it, and the label has changed to “(Complete)” indicating that the wrap-up process has been run in the current engagement.

4. Choose **Tasks / Undo Wrap Up** to remove the status of “wrapped up” from the engagement.

Notes

- When the engagement wrap-up is complete, workpapers, engagement properties, and workpaper properties are made **unavailable** for editing. Excel and Word workpapers can be opened as **read only** for viewing.
 - When you choose to undo a wrapped up engagement, notes that were previously created cannot be retrieved.
-

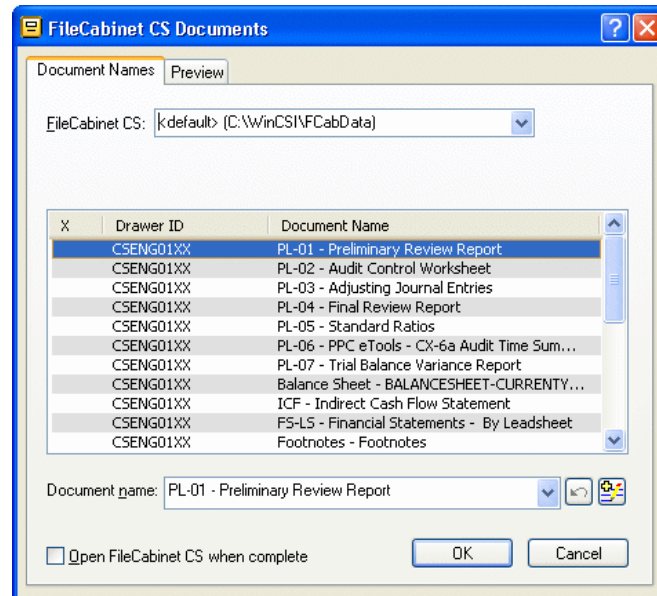
Sending engagements to FileCabinet CS

If you are a licensed user of FileCabinet CS and have the program installed, you can use the program to store the entire engagement for easy access and viewing in the future. This process can take place at any time throughout the engagement, but is usually performed by the staff in charge when the engagement is complete and you are ready for a secure “lock down” of workpapers and financial statements.

Follow these steps to store an engagement in FileCabinet CS.

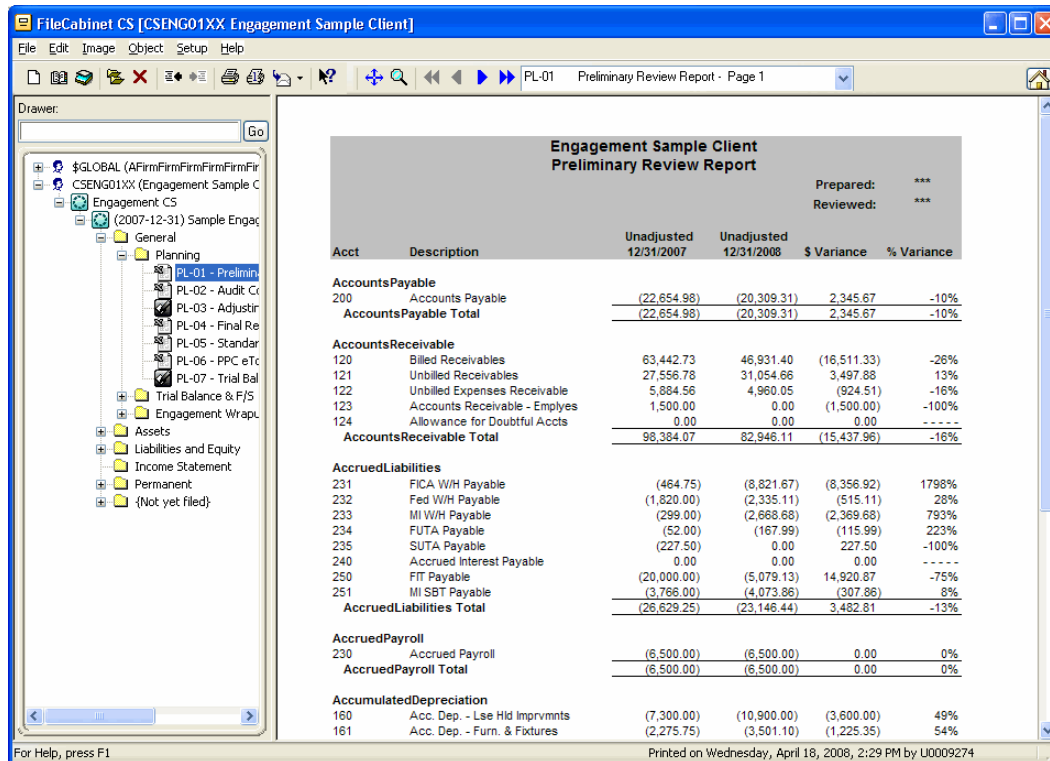
1. We have just completed the wrap-up process for the **CSENG01XX – Engagement Sample Client**. Highlight the Sample Engagement in the Tree View window.
2. Choose **File / Send Engagement to / FileCabinet CS** to open the FileCabinet CS Documents dialog. Use the Document Names tab to confirm the documents and document names to be sent to FileCabinet CS from Engagement CS.

3. You can click OK on the Document Names tab to send the engagement to FileCabinet CS. In addition, you can mark the **Open FileCabinet CS when printing is complete** checkbox to open FileCabinet CS automatically after you click OK.



Use the Preview tab to view workpapers and documents before sending them to FileCabinet CS.

4. Click the FileCabinet CS  button in the Engagement CS toolbar to open the program, and view the engagement in FileCabinet CS.



The screenshot shows the FileCabinet CS interface for 'CSENG01XX Engagement Sample Client'. The left pane shows a tree view of the engagement structure, including Planning, Trial Balance & FJS, Engagement Wrap-up, Assets, Liabilities and Equity, Income Statement, Permanent, and (Not yet filed). The main pane displays a 'Preliminary Review Report' for 'Engagement Sample Client'. The report is prepared by '***' and reviewed by '***'. It shows a comparison of Unadjusted 12/31/2007 and Unadjusted 12/31/2008 figures, along with \$ Variance and % Variance.


| Acct | Description | Unadjusted 12/31/2007 | Unadjusted 12/31/2008 | \$ Variance | % Variance |
|---------------------------------|----------------------------------|--------------------------|--------------------------|--------------------|-------------|
| Accounts Payable | | | | | |
| 200 | Accounts Payable | (22,854.98) | (20,309.31) | 2,345.67 | -10% |
| | Accounts Payable Total | (22,854.98) | (20,309.31) | 2,345.67 | -10% |
| Accounts Receivable | | | | | |
| 120 | Billed Receivables | 63,442.73 | 46,931.40 | (16,511.33) | -26% |
| 121 | Unbilled Receivables | 27,556.78 | 31,054.66 | 3,497.88 | 13% |
| 122 | Unbilled Expenses Receivable | 5,884.56 | 4,960.05 | (924.51) | -16% |
| 123 | Accounts Receivable - Emplyes | 1,500.00 | 0.00 | (1,500.00) | -100% |
| 124 | Allowance for Doubtful Accts | 0.00 | 0.00 | 0.00 | ---- |
| | Accounts Receivable Total | 98,384.07 | 82,946.11 | (15,437.96) | -16% |
| Accrued Liabilities | | | | | |
| 231 | FICA W/H Payable | (464.75) | (8,821.67) | (8,356.92) | 1798% |
| 232 | Fed W/H Payable | (1,820.00) | (2,335.11) | (515.11) | 28% |
| 233 | MI W/H Payable | (299.00) | (2,668.68) | (2,369.68) | 793% |
| 234 | FUTA Payable | (52.00) | (167.99) | (115.99) | 223% |
| 235 | SUTA Payable | (227.50) | 0.00 | 227.50 | -100% |
| 240 | Accrued Interest Payable | 0.00 | 0.00 | 0.00 | ---- |
| 250 | FIT Payable | (20,000.00) | (5,079.13) | 14,920.87 | -75% |
| 251 | MI SBT Payable | (3,766.00) | (4,073.86) | (307.86) | 8% |
| | Accrued Liabilities Total | (26,629.25) | (23,146.44) | 3,482.81 | -13% |
| Accrued Payroll | | | | | |
| 230 | Accrued Payroll | (6,500.00) | (6,500.00) | 0.00 | 0% |
| | Accrued Payroll Total | (6,500.00) | (6,500.00) | 0.00 | 0% |
| Accumulated Depreciation | | | | | |
| 160 | Acc. Dep. - Lse Hld Imprmnts | (7,300.00) | (10,900.00) | (3,600.00) | 49% |
| 161 | Acc. Dep. - Furn. & Fixtures | (2,275.75) | (3,501.10) | (1,225.35) | 54% |

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5. Choose **File / Exit** to close the FileCabinet CS program.

Notes

- Engagements that are stored in FileCabinet CS **cannot** be altered. It is important to note that this is not a backup of the engagement but a printed copy of the engagement for storage purposes. In addition, engagement data is stored with the CSA client when it sent to FileCabinet CS.

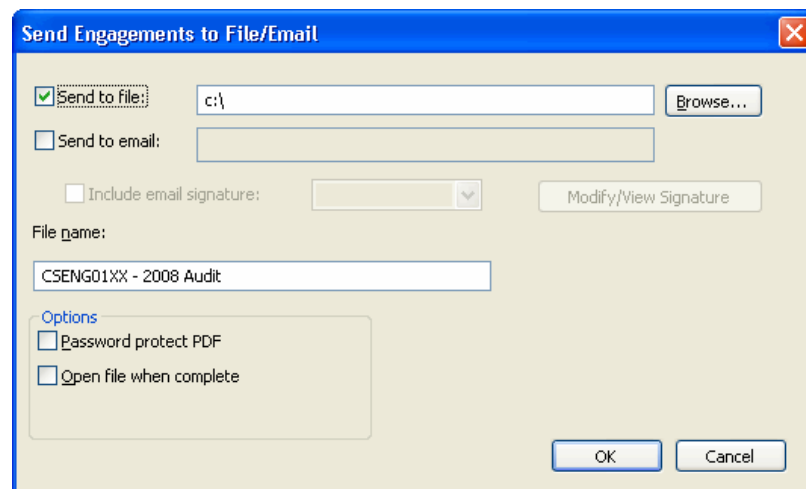
- Engagements that are backed up to FileCabinet CS are stored under the Engagement CS  icon. In addition, the stored engagement client has a corresponding subfolder labeled with the engagement period ending date (as defined in the General tab on the Engagement Properties dialog).

Sending engagements to a file/email

Use the File / Send Engagement to / File/Email command to create a PDF of the current engagement that you can send to your local hard drive, to a network location to which your computer is connected, or as an email attachment via a MAPI-compliant email program.

To send an engagement to file, follow these steps.

- Choose **File / Send Engagement to / File/Email**.



- Specify the location where you would like to save the file by clicking the Browse button.

Notes

- You may password protect the PDF document by marking the Password Protect PDF checkbox.
 - The folder structure of the engagement is retained in the layout of the bookmarks within the PDF that is created.
 - You can include a signature in your email when sending a PDF as an attachment by marking the **Include email signature** checkbox and selecting an existing signature from the available drop-down list, or you can click the Modify/View Signature button to add, edit, or delete a signature.
-

Sending engagements to GoFileRoom

If you are a licensed user of GoFileRoom and have the program installed, you can use the program to store the entire engagement for easy access and viewing in the future. When sending to GoFileRoom, you will be prompted with the GoFileRoom login dialog if you are not already logged in. Once you are logged in, you can select the GoFileRoom drawer to index the PDF file.



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Roll Forward

The Roll Forward feature in Engagement CS allows the engagement to be copied and used as a template in the following year. The program creates a new engagement for the new period based on the structure of the current engagement, which remains unchanged.

Note: Workpaper signoffs, history, and notes attached to the workpapers do not roll forward. However, links in the Excel and Word workpapers are updated automatically to reflect the balances based on the new engagement period and date. For example, if an Excel workpaper displays 2006 and 2005 data prior to the Roll Forward, and then the client is advanced to 2007 during the Roll Forward process, the statements will change accordingly to display 2007 and 2006 data.

Advancing the client's trial balance in CSA

Before rolling forward an engagement, you must follow these steps to advance the client's trial balance period.

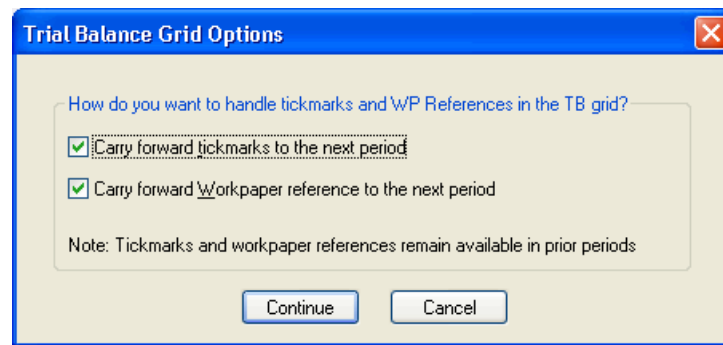
1. Choose **File / Select Period to Process**, and then click the Close to Next Year button.



2. Click OK to select the Period End Date displayed as 12/31/08.

Note: You can highlight the month, day, or year in the date field and enter any changes directly, or click the small up/down arrows to adjust the date. To display a calendar, click the large down arrow to the right of the date field.

3. Click Continue in the Budget Options dialog. (**Use future year budgetary amounts for the new year** is the default option.)
4. Click No to carry forward balance sheet account balances.



5. With the default options selected, click Continue in the Trial Balance Grid Options dialog to complete advancing the period for the sample client.

Rolling the engagement forward

Now that the sample client has a year ending date of 12/31/08, follow these steps to roll the engagement forward in Engagement CS.

1. In Engagement CS, choose **File / Roll Forward** to open the Roll Forward wizard.
2. Mark the **Retain workpaper assignments** and **Retain staff privileges** checkboxes, and click the Continue button.
3. Enter **Sample Engagement 12-31-08** as the engagement name and select **12/31/08** as the engagement period date on the Roll Forward – Engagement Properties page of the Roll Forward wizard.

Note: You can select only a **valid** trial balance period end date from the **Engagement period ending date** field drop-down list.

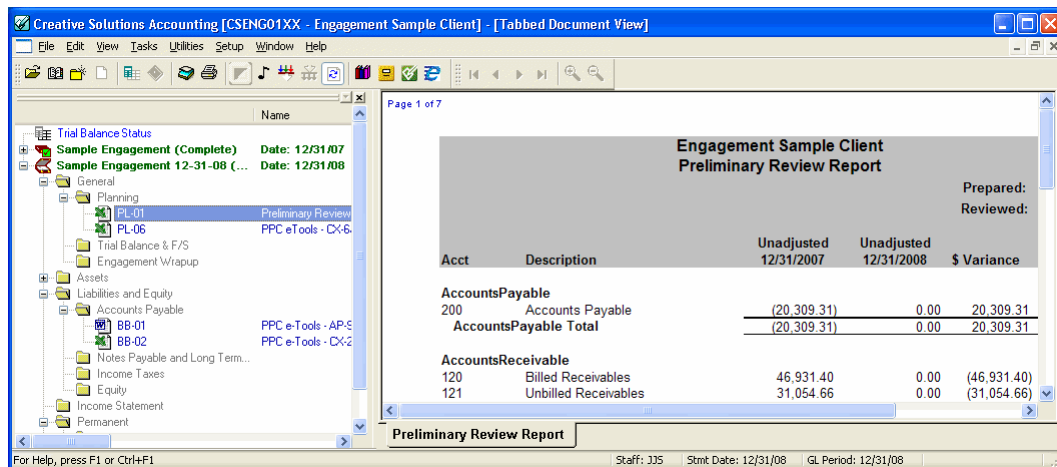
4. Click Next to advance in the Roll Forward wizard and select the following workpapers to be **included** in the roll forward process from the Workpaper Settings grid.

| WP Reference | Roll Forward Setting |
|--------------|----------------------|
| B-01 | Include |
| A-06 | Include |
| PL-01 | Include |

5. Select **Exclude** as the roll forward setting for the remainder of the workpapers in the list.
6. Click Next to open the Roll Forward – Rename Workpapers page of the Roll Forward wizard. On this page of the wizard you can rename workpapers and change the reference number for replacement workpapers to be rolled forward into the new engagement. In this

tutorial we will keep the same workpaper references and workpaper names.

7. Click Next to open the Roll Forward – Finish page of the wizard and click the Finish button to complete the Roll Forward process for the selected engagement.
8. When the roll forward is complete and the new engagement created, the Staff Assignment tab of the Engagement Properties dialog opens automatically. If necessary, you can add staff or change workpaper assignments using this dialog.
9. Click OK to confirm the Roll forward completion.
10. In the Tree View window, expand the Sample Engagement 12-31-08, and then select the **PL-01** workpaper in the General / Planning folder so that it opens in the Document View window.



Notice that the columns have been updated to include Unadjusted balances for 2007 and 2008. Because we did not carry forward balance sheet account balances, the 2008 balances are zero.

Notes

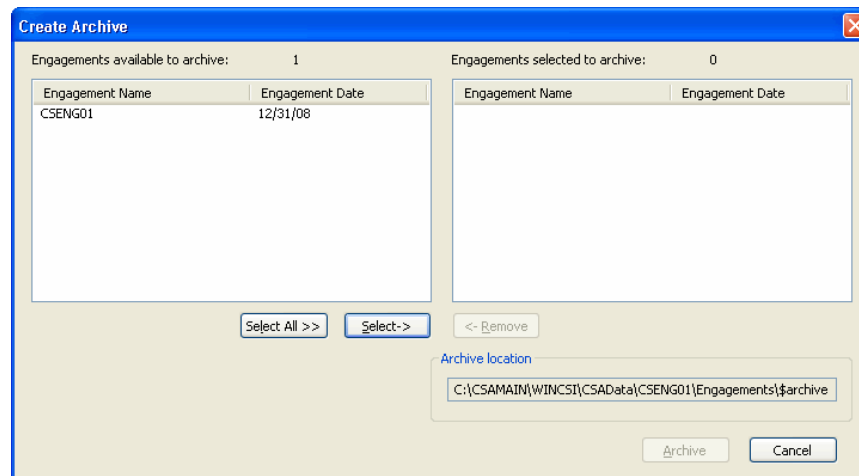
- Workpapers can be replaced with another document in a selected engagement client that you choose from the Select Template Engagement page of the Roll Forward wizard.
 - Workpapers can be replaced during the Roll Forward process with an appropriate PPC's e-Practice Aid from an available PPC title.
 - The Roll Forward process creates and updates workpapers as necessary, and may take several minutes to complete.
-

Archiving engagements

The archive feature in Engagement CS allows you to create a secure storage file for engagements that no longer need to be viewed in the Tree View window of the engagement workspace. When an engagement is archived it will be removed from the Tree View window, but will be saved into the client data folder and included with backups.

Follow these steps to archive an engagement.

1. Choose **File / Archive / Create**.
2. In the Create Archive dialog. Select the client(s) that you wish to archive and click the Archive button.



Notes

- Archived engagements are stored in a password protected zip format.
 - A working copy of an archived engagement can be restored by choosing File / Archive / Restore. When an engagement has been restored to Engagement CS, **Archive Copy** is displayed in the Warning column of the Tree View window.
 - Archived engagements can be permanently deleted from the client's folder. To do so, choose File / Archive / Delete.
-

Appendix: Integration with PPC's Practice Aids

Engagement CS is fully integrated with Practitioner's Publishing Company's (PPC) industry standard guidance aids to support a truly paperless engagement. When inserted into the engagement workspace, you can open PPC documents as needed to record signoffs, references, notes, and all the procedures at various stages of your engagement without leaving Engagement CS.

The following PPC products integrate with Engagement CS within Creative Solutions Accounting.

- PPC's e-Tools™
- PPC's SMART e-Practice Aids™
- PPC's e-Workpapers
- PPC's Reference Library documents
- PPC's Online Library

Important! You must have the appropriate PPC licenses installed to successfully perform the exercises in the following sections of the Engagement CS Tutorial.

Creating an engagement from PPC's e-Practice Aids

If you are licensed for PPC's e-Practice Aids and have the program installed, you can create a new engagement from PPC's engagement packages in Engagement CS, as follows:

1. In the CSENG01XX – Engagement Sample Client, choose **File / New / Engagement** and click the option to **Create from PPC's e-Practice Aids** on the Start page of the New Engagement wizard.
2. Click Next to display the PPC's Engagements dialog.
3. Select the PPC engagement to use as a template and click OK.

Note: You can click the Select Another Engagement button on the New Engagement – PPC's e-Practice Aids page of the New Engagement wizard to select a different PPC engagement from the PPC Engagement dialog.

4. Click Next to open the Properties page of the New Engagement wizard, enter **Audits of Small Business 12-31-07** as the Name, and select 12/31/07 as the engagement period end date.
5. Click the Next button to open the New Engagement – Staff Assignments page of the New Engagement wizard, and select your staff ID as a member of the engagement.
6. Select Preparer as the signoff type, and then click the Next button.
7. On the New Engagement – Staff Privileges page of the wizard, verify that all privileges are marked for your staff ID and click the Finish button to create the engagement.

Note: The process of creating the engagement structure and inserting the PPC's e-Practice Aids in Engagement CS will take several minutes to complete.



8. When all workpapers, checklists, and documents have been inserted, the New Engagement Properties – Workpaper Assignments dialog is launched. Mark the checkbox next to the engagement name

twice to assign **all** workpapers as read / write to your staff ID, and click OK to complete the process.

Adding a document from PPC's e-Tools


If you are licensed for PPC's e-Tools and have the program installed, you can insert a PPC's e-Workpaper or e-Practice Aids from PPC's e-Tools into Engagement CS.

Use the following steps to insert a PPC's e-Workpaper into the current engagement.

1. For the CSENG01XX – Engagement Sample Client, expand the Sample Engagement 12-31-07 and highlight the Assets / Accounts Receivable folder in the Tree View window.
2. Click the New Document  button on the Engagement CS toolbar to open the Type page of the Insert Engagement Document wizard.
3. Select the **Document from PPC's e-Tools** option, and click Next to launch PPC's e-Tools. (The PPC's e-Tools window displays PPC's e-Workpapers and PPC's e-Practice Aids based on the products that you have licensed and installed.)
4. For the purposes of this exercise, click the expand tree  icon next to the Audits of Nonpublic Companies in the e-Practice Aids category. (If this e-Practice Aid is unavailable, you can select another.)
5. In the Pre-Risk Assessment / Audit Programs book, select the **AP-3** (Audit Program for Accounts Receivable and Sales) and **AP-3-A** (Other Audit procedures for Accounts Receivable and Sales) documents.
6. Click the New Document button on the toolbar in PPC's e-Tools to open the New Engagement Document – Properties page.
7. Tab to the Workpaper Reference field, and enter **AP-3** for the first workpaper, and click Next to open the second workpaper in the Properties page.
8. Tab to the Workpaper Reference field, and enter **AP-3-A** for the second workpaper.

9. Click the Finish button to insert both PPC's e-Practice Aids into the current engagement.
10. Select the workpaper **AP-3** in the Tree View window, right-click to open the context menu, and choose **Open with Word**. When the document opens in Word, the client name and engagement data are updated automatically.
11. Click the X in the upper-right corner to close the e-Practice Aids in Word, and return to Engagement CS.

Notes


- PPC's e-Practice Aids that are inserted into the engagement are available only to open outside of the Document View window in Engagement CS.
- PPC's e-Practice Aids that are added into Engagement CS are linked to the client's trial balance.
- PPC's e-Tools are linked to the CSA client's trial balance data when you add them within Engagement CS. The e-Workpapers and e-Practice Aids can only be launched in Excel or Word **outside** of Engagement CS.
- If you are licensed for PPC's SMART e-Practice Aids, you may insert those documents from the PPC tab of the File / New / Document / New Document dialog.
- You can launch PPC's SMART e-Practice Aids by clicking the  button on the Engagement CS toolbar. For details, search on **PPC integration (Engagement CS)** and click **Launching SMART e-Practice Aids** from the Index of the CSA help browser.

Adding a document from PPC's Practice Aid Manager

If you are licensed for PPC's practice aids and have the program installed in Engagement CS, you can choose to add an audit program, checklist, or other PPC document from your PPC Library.

Opening the PPC Reference Library from Engagement CS

Follow these steps to launch the PPC Reference Library Publication List in Engagement CS.

1. Choose **Tasks / PPC/ PPC Reference Library** or click the PPC Reference Library  button on the Engagement CS toolbar.
2. Select a currently active publication in the Publication List window.

Opening and saving a Practice Aid Manager document

Follow these steps to open and save a Practice Aid Manager (PAM) document that you can retrieve into Engagement CS.

1. Click the green underlined title of the desired practice aid in the PPC Reference Library to open the practice aid in Practice Aid Manager.
2. In Practice Aid Manager, you can choose **File / Save** to save the document to your local drive. The program displays a message prompt when the PPC practice aid has been successfully saved to a location on your local drive.
3. When you have completed your selections, close Practice Aid Manager and the PPC Library.

Retrieving a practice aid document from Practice Aid Manager

Follow these steps to retrieve a PPC Practice Aid Manager document into Engagement CS.

1. In Engagement CS, choose **Tasks / PPC / Retrieve PPC Practice Aid Manager Documents** to open the Properties page of the New Engagement Document wizard.

New Engagement Document - Properties

Enter a name for the new document. This is the name that Engagement CS will use to reference this document.

Disclosure Requirements for Financial Statements of

Enter a Workpaper Reference:

CX-13

Assign responsibility for this document to a Staff member:

Smith, John

Select treatment of this document during the Roll Forward procedure:


Exclude ☐ Delete during Wrap Up

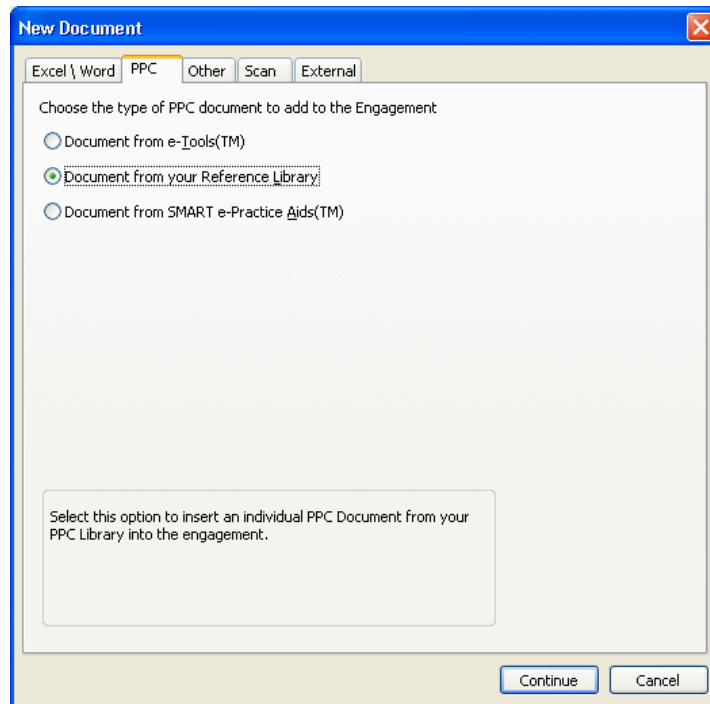
< Back Finish Cancel



2. Enter or modify information on the Properties page as needed.
3. Click the Finish button to insert the Practice Aid Manager document into the Engagement CS workspace.

Inserting a new document from your PPC Library

Follow these steps to insert a PPC document from your PPC Library into the current engagement.

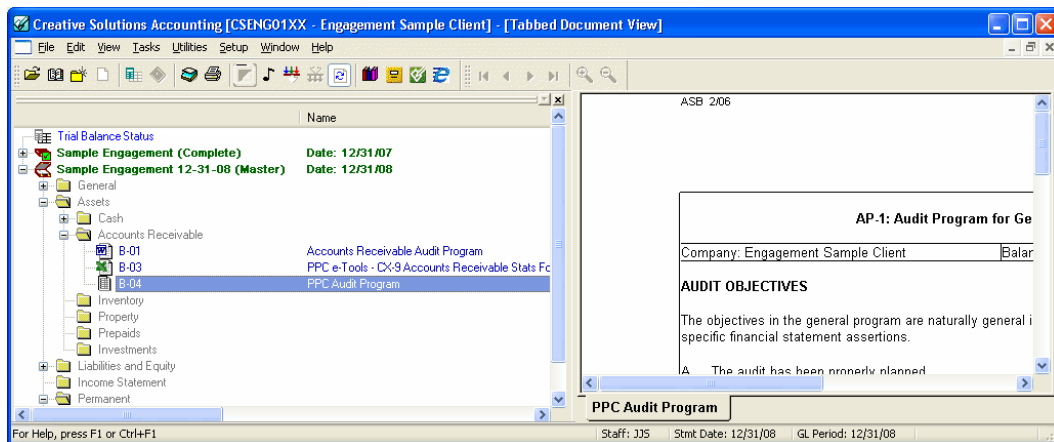
1. In the CSENG01XX – Engagement Sample Client, click the expand tree  icon to expand the **Sample Engagement**, and then select the Assets / Accounts Receivable folder.
2. Choose **File / New / Document**, or right-click to open the context menu and choose Insert New Document.
3. In the New Document dialog, click the **PPC** tab and select the **Document from your Reference Library** option.



4. Click Continue and select the appropriate library from which to choose a PPC document to insert into the current engagement. (An Internet connection, username, and password is necessary if you choose to open a document from the PPC Online Library.)
5. For the purposes of this exercise, click the expand tree  icon next to the Audits of Small Businesses in the PPC Library window. (If this PPC document is unavailable, you can select another.)
6. In the Audits of Small Businesses folder, click the expand tree  icon to expand the Audit Programs folder, select the **General Audit Program (AP-1)** document, and then click Finish.
7. Enter the name and workpaper reference, assign a staff member, and select the treatment for the document during Roll Forward on the New Engagement Document – Properties page.

Note: The New Engagement Document – Properties page of the Insert Engagement Document wizard opens for each PPC practice aid that is selected. You can change any of the workpaper properties as needed.

8. Enter **PPC Audit Program** in the Workpaper Name field and **B-04** in the Workpaper Reference field.
9. Click the Finish button to insert the document into the engagement.



Editing a PPC practice aid

In PPC's Practice Aid Manager you can open and edit the PPC document directly from the Engagement CS workspace, and then save the changes back into Engagement CS. Let's try this with the PPC document that we just inserted into the engagement.

1. Double-click the PPC practice aid **B-04** in the Engagement CS Tree View window to launch Practice Aid Manager automatically.

Note: Practice Aid Manager options such as step signoff, formatting, and so forth, are available in the program. In addition, the client name and date are automatically populated with the information from the current client in Engagement CS.

2. Make some edits to the document in Practice Aid Manager, choose File / Close, and click OK to save the changes when prompted.

3. Highlight the PPC practice aid **B-04** in Engagement CS to open it in the engagement workspace. Notice that the recent edits are displayed in the PPC workpaper within the engagement workspace.

