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ACCOUNTING CS<sup>®</sup> AND WORKPAPERS CS<sup>™</sup>

# Trial Balance Essentials Training Workbook

version 2016.x.x

CS PROFESSIONAL SUITE<sup>®</sup>  
& ENTERPRISE SUITE<sup>™</sup>

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## Before You Begin

This chapter outlines the objectives of this course and the information you should be familiar with prior to taking this course. This chapter also explains how to view information about system requirements for CS Professional Suite applications and how to check the version of your CS Professional Suite application to ensure that the firm has the most recent version of the application installed.

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### Course objectives

The objective of this course is to walk you through firm-, staff-, and client-level setup, importing a trial balance, adding a trial balance view, entering transaction detail, and printing reports in Accounting CS<sup>®</sup> and Workpapers CS<sup>®</sup>. This class also explores how you can import journal entries from Fixed Assets CS<sup>®</sup>, assign tax codes, create custom tax codes, and import account balances into UltraTax CS<sup>®</sup>.

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### Prerequisites

Before beginning this course, you should first review the information presented in the application's getting started guide. The workbook includes information on features, installing and starting the application, using the Help & How-To Center, selecting a client to process, using the menu commands and toolbar buttons, navigating through windows and dialogs, using keyboard shortcuts, and so forth. It also includes exercises that take you through many of the basic procedures.

Also, this course assumes that you have taken the Workpapers CS Setup Essentials or the Accounting CS Setup Essentials class.

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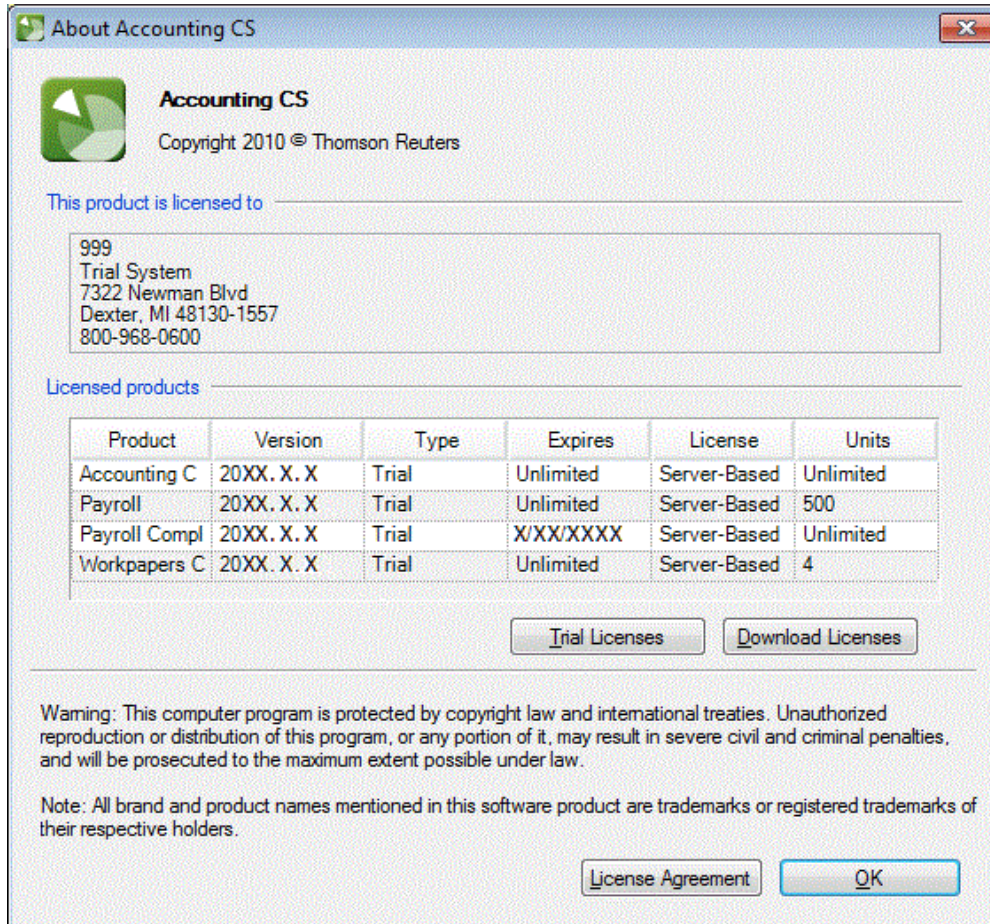
### System requirements

For the latest system requirements, visit the [System requirements](#) page of our website. Note that CS Professional Suite applications are designed for professional production work. Our system requirements are based on the assumption that professional accounting firms replace their computer hardware and operating systems approximately every three years. While our applications may operate on less powerful hardware and operating systems, we do not believe it will perform at a level suitable for production work in those environments. Of course, as computer processing speed and RAM are

increased, performance will also improve. We recommend business class computers, which generally offer higher levels of performance than home models when running business applications.

## Checking the application version

Before you start performing the procedures in this workbook, verify that you have the latest version of Accounting CS or Workpapers CS by choosing **Help > About**. The About Accounting CS and Workpapers CS dialogs display the application version number and license information.



**Additional notes**

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## Review of Setup Procedures

Before you can begin processing client data in Accounting CS or Workpapers CS, you first need to complete several setup steps.

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### Firm-level setup

The firm-level setup includes adding important firm contact information and other general information. In addition, you can enable datasharing and disable synchronizing, as follows:

1. Choose **Setup > Firm Information > Firm**, and then click the Preferences tab.
2. In the Datasharing Options section, clear the *Disable datasharing* checkbox.
3. Clear the *Disable synchronizing pending datasharing updates upon opening the program* checkbox.
4. Click the **Enter** button to save the firm settings.

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**Note:** After datasharing is enabled, each staff member must set up file locations for Practice CS and UltraTax CS on the CS Professional Suite tab of the Setup > File Locations dialog.

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### Staff-level setup

If you have enabled firm security in the Preferences tab of the Firm screen as part of the staff-level setup, you need to set up security groups. In the Security Groups screen, you can create custom security groups for your staff based on their specific roles and needs.

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**Note:** Before you can set up new security groups, you must mark the *Enable firm security* checkbox in the Preferences tab of the Setup > Firm Information > Firm screen, and then close and re-open Accounting CS.

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- ▶ Choose **Setup > Firm Information > Security Groups**.

After you set up the staff security groups, you can update staff records to assign staff members to the appropriate security groups.

- ▶ Choose **Setup > Firm Information > Staff** and then click the **Security** tab and select the security group(s) to assign to the selected staff.

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## Client-level setup

When setting up new clients, you can create client templates to standardize the setup of clients that are in the same industry (coffee shops, restaurants, book stores, etc.).

▶ Choose **Setup > Client Templates**.

After you set up a client template, you can use that template in the Setup > Clients screen to set up clients with similar setup information.

**Additional notes**

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## Change the Posting Period: Year-End Close Procedures

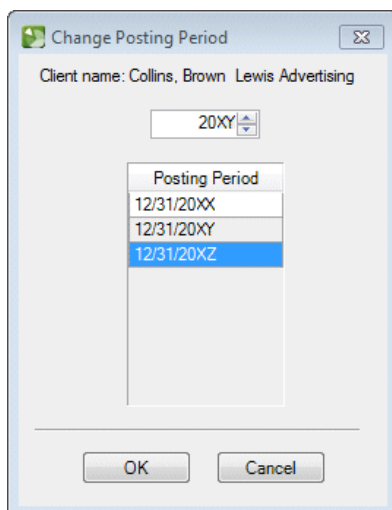
Accounting CS is a powerful and flexible application that enables you to process client data on a weekly, monthly, quarterly, semi-annual, annual, or even a thirteen-period basis. When you are ready to create transactions or establish balances in a new period, you should change the client's posting period. This chapter will demonstrate how to change the posting period for a client, as well as discuss the additional tools you can use when you move the client into a new processing year.

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### Change the posting period

When you are ready to begin data entry for a new accounting period, you can change the client's posting period as follows.

1. In any data-entry screen, select the appropriate client from the client selection field in the top-right corner of the screen.
2. Confirm the client's current posting period in the status bar in the bottom-left corner.
3. Choose **Actions > Change Posting Period**.
4. In the Change Posting Period dialog, select the period to which you want to move the selected client and click OK.



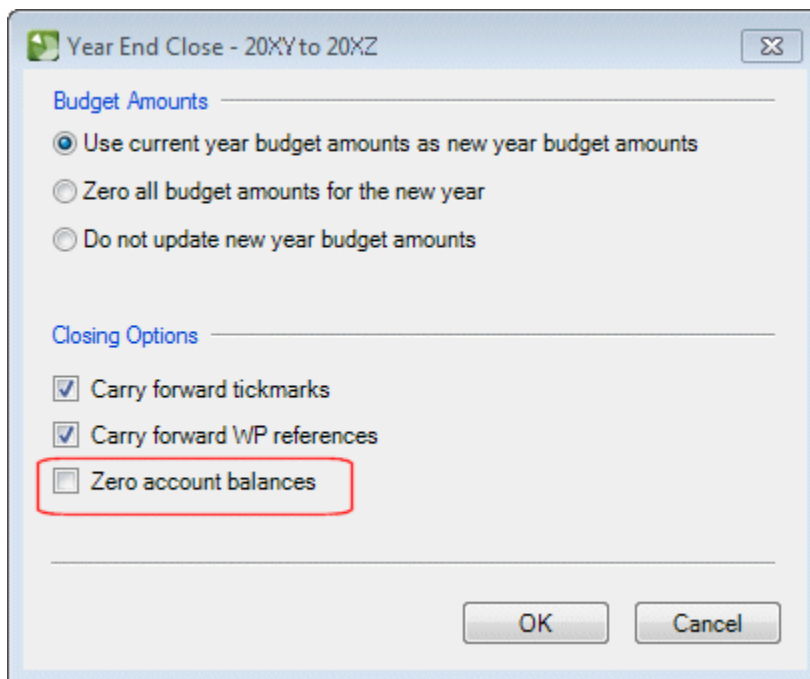
## Notes

- You can click the Change Posting Period  icon in the toolbar at the top of the screen to open the Change Posting Period dialog.
  - If you are moving the client to the very next posting period, consider using the **Actions > Advance Posting Period** command, as this option requires fewer mouse clicks.
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## Year-end close options

When you choose to move a client's posting period to a new year, the application displays the Year End Close dialog, where you can choose how to handle budget amounts and specify closing options.



For example, if you have established budget amounts for a client, you can copy the current-year budget amounts into the new year. Additionally, if you use tickmarks and workpaper references in the onscreen trial balance, you can carry this information to the next accounting year.

### Zero account balances

The option to zero account balances is a key decision in the Year End Close dialog.

- If you clear the *Zero account balances* checkbox, the application displays another Year End Close dialog, where you can close out the client's Net Income/Loss and any balance sheet accounts, if necessary. The application carries forward the ending balances of the client's remaining balance sheet accounts along with the closing distributions to create beginning balances in the new year.

Year End Close - 20X1 to 20X2

Distribution of Net Income

To Account	Percentage	Amount
▶ 320	100.0000	67,400.00
* *		

Total    
 Net Income    
 Difference

Distribution of Balance Sheet Accounts

From Account	To Account
* *	

- If your firm performs once-a-year annual reviews, tax work, or audits, you may want to mark the *Zero account balances* checkbox and start with a blank, zero-amount trial balance in the new year.

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**How does your firm handle beginning balances in the new year?**

Choose the option below that best describes your typical situation for clients.

- Most of our clients need beginning balances in the new year. We would usually **clear** the *Zero account balances* checkbox.
  - Most of our clients need a blank trial balance with no beginning balances in the new year. We would usually **mark** the *Zero account balances* checkbox.
- 

**Note:** If needed, you can change the option you choose for zeroing account balances at a later point, Accounting CS allows you to move the posting period to a prior year and then move back into the current posting period, which gives you the opportunity to choose your year-end close options again.

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**Additional notes**

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## Review questions for this chapter

1. True or False? You can customize the Trial Balance grid by selecting the View Maintenance link in the Enter Trial Balance screen.

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2. Describe two methods to change the posting period for a client.

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3. When should you mark the **Zero account balances** checkbox in the Year End Close dialog?

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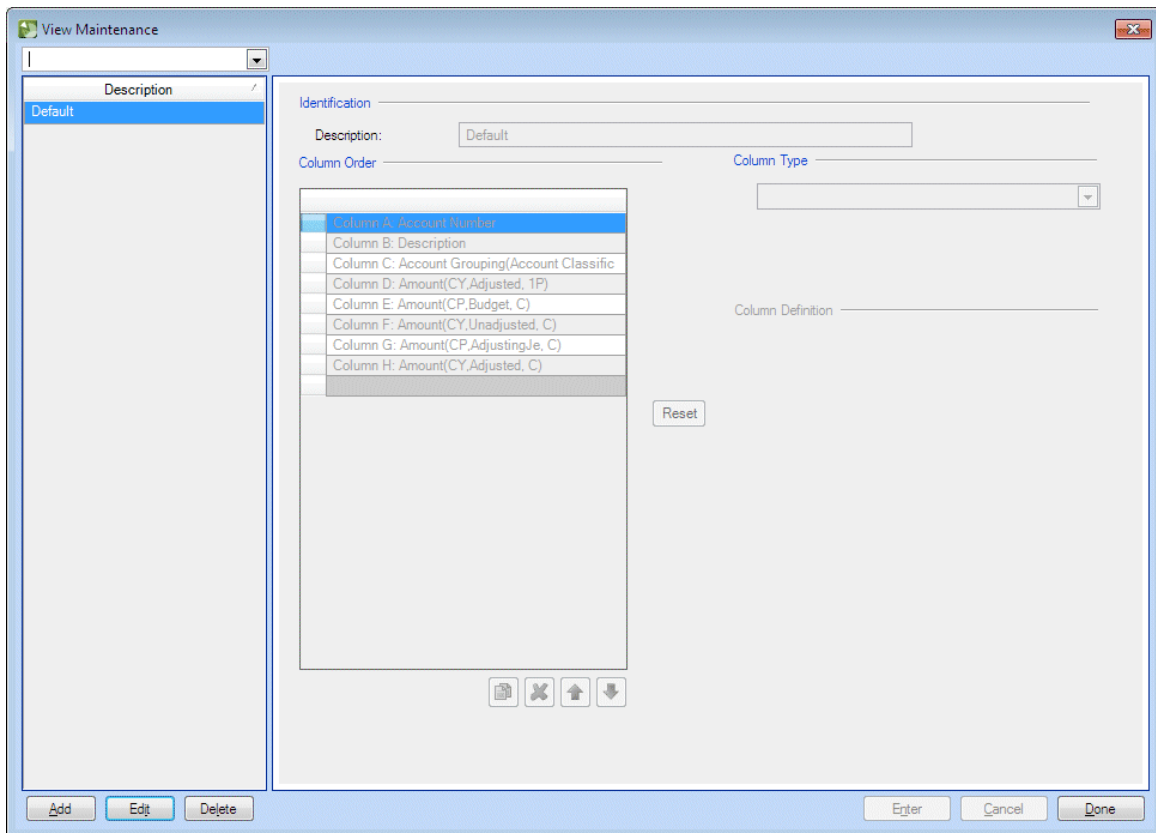
## Trial Balance Essentials

With Accounting CS and Workpapers CS, you can use the trial balance grid to view and organize your client's balances and adjustments. You can customize the view, and if your client provides only ending account balances, you can use this grid to enter period-end balances.

► Choose **Actions > Enter Trial Balance**.

This screen includes the following features.

- The **View Maintenance** link in the upper-right corner enables you to add, edit, or delete a view in the Enter Trial Balance screen. To change the order in which the columns are displayed, highlight a column in the Column Order grid and use the up and down arrows to reorganize them as needed. The application creates a tabbed page for each view. To switch from one view to another in the Enter Trial Balance screen, click the tab you want to view, or press CTRL+TAB.



- You can choose **Edit > Edit multiple Accounts** to assign Account Classification, M-3 codes, Tax codes, or Units to multiple accounts at the same time in the Chart of Accounts or Actions > Enter Trial Balance screens. For more information about editing multiple accounts in the application, search on "[Edit multiple](#)" from the Help & How-To Center.
- Trial balance views use columns to display account information for the selected client.
- Each view includes account numbers, descriptions, and other account information, including balances and adjustments.

### Exercise: Add a trial balance view



Create a new view called **Current Period Activity** with the following columns.

- Account Number
- Description
- Account Grouping (include subcode)
- Beginning Balance (one column)
- Transactions (two columns)
- Unadjusted balance (one column)

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## Importing a trial balance

In addition to entering trial balance information manually into the application, you can use the Spreadsheet Import Wizard to import balance information. The import process includes the following steps.

1. Select the source file.
2. Map the spreadsheet columns.
3. Assign the account classification codes and subcodes.
4. Choose the import options.
5. Review the import diagnostics.

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## Exercise: Import a trial balance



### Import a new trial balance into an existing client

Your instructor will provide specific details to import the **QBL\_Balances.xls** into the QBL client.

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### Import options

In the Import Options screen, specify how the spreadsheet data should be imported.

1. Choose the applicable Chart of Accounts import option.
  - **Append to existing chart.** The application adds new accounts and their balances to the Chart of Accounts. If the spreadsheet includes data for any existing accounts, the application updates data for those accounts with the new information.
  - **Zero existing balances and import new balances.** The application adds accounts and their balances to the Chart of Accounts. If the spreadsheet includes data for an existing account, the application zeroes the balances for that account for the selected dates, and imports only the balances in the spreadsheet file. If the spreadsheet does not include data for an existing account, the application zeroes the balances for that account.
2. Choose the applicable balance import option.
  - **Current period balances.** The application imports the balances from the spreadsheet directly into the period selected for the balance column.  
**Example:** The application adds the balance from the spreadsheet to the existing balance in the client data to create year-to-date balances.
  - **Year-to-date balances.** The application calculates current-period activity based on existing prior-period balances and creates a journal entry with the net change for the period.  
**Example:** The balance in the spreadsheet data should be the current year-to-date balance in the client data. The application calculates the difference between the current year-to-date balance in the client data and the balance in the spreadsheet data.
3. Click the Import button to begin the data import.

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**Note:** During the import process, the application creates an **activity journal entry** to store balances that are imported from the spreadsheet.

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## Importing account balances from QuickBooks

Taking advantage of the spreadsheet functionality, you can also import your client’s year-end account balances from QuickBooks®. Using this process does not require you to have QuickBooks installed, and it is compatible with all versions of QuickBooks supported by Intuit. All that Accounting CS and Workpapers CS requires is that the trial balance data be exported from QuickBooks via spreadsheet.

**Note:** For details about creating the export file from QuickBooks, search on “[Importing QuickBooks account balances](#)” from the Help & How-To Center.

### Exercise: Import QuickBooks data via spreadsheet

Choose **File > Import > Spreadsheet**.



Your instructor will provide specific details to create a new client and import data from the **Accounts\_and\_descriptions.xls**.

Spreadsheet Import Wizard - [NEWQB - New QuickBooks Client]

### Spreadsheet Import Wizard

#### Data Mapping - Chart Of Accounts

Map the accounts in the spreadsheet import data to the Accounting CS Chart of Accounts to ensure that the data is transferred accurately.

For each account listed in the Account Number column, select a corresponding account in the Accounting CS Number and Description column. If a corresponding account does not exist in Accounting CS, select <Add as is> from the drop-down list and enter a valid Account Number and Class Code to add the account to Accounting CS during the import.

Mask: XXXXXXXXXXX

Spreadsheet		Accounting CS		
Number and Name	Account Number	Number and Description	Class Code	
100 Checking	100	Add as is	CA	
101 New Payroll Account	101	Add as is	CA	
102 Payroll	102	Add as is	CA	
103 Savings	103	Add as is	CA	
120 Accounts Receivable	120	Add as is	CA	
130 Farm Machinery & Equipment	130	Add as is	NPE	
131 Trees & Plants	131	Add as is	NPE	
▶ 132 Buildings	132	Add as is	EXP	
133 Land	133	Add as is	EXP	
200 Accounts Payable	200	Add as is	EXP	
201 First Branch Farm Credit	201	Add as is	EXP	

Clear Mapping      Reset default to: Add as is      Error Navigation: [K] [←] [→] [B]

< Back      Next >      Finish      Cancel

## Creating journal entries in the Enter Trial Balance screen

You can display the Journal Entry View in the Enter Trial Balance screen to enable you to review and enter adjusting journal entries. Choose **Edit > Options** from within the Enter Trial Balance screen, and mark the *Display journal entry view* checkbox.

The screenshot shows the 'Enter Trial Balance Options' dialog box with the following settings:

- Settings:**
  - Display journal entry view
- Data Entry Defaults:**
  - Journal: General
  - Subtype: Adjusting
  - Distribution description: Transaction description/payee
  - Default to posting period date
  - Increment journal entry reference by: [ ]
- Fields to Skip:**
  - Journal
  - Posting period
  - Subtype
  - Date
  - Description
  - WP Reference
  - Difference
  - Misstatement
  - Reverse

The 'OK' button is highlighted with a dashed border.

## Journal Entry Subtypes

Workpapers CS provides six types of journal entries in the Enter Transactions screen. Each journal entry type is presented differently on reports and in the trial balance grid. Listed below are the journal entry subtypes and their default use.

- **Adjusting.** Use this type of journal entry to make corrections to the client's unadjusted balances. The calculations for all balance types (Adjusted, Report, Tax, and Other) include adjusting journal entry amounts.
- **Reclassifying.** Use this type of journal entry to recognize a reporting standard such as generally accepted accounting principles (GAAP). You would normally use this subtype when preparing financial statements. Report basis, by default, includes reclassifying entries.

- **Tax adjustment.** Use this type of journal entry for adjustments for tax purposes. You can then use the tax balances to produce tax returns.
- **Other.** This type of journal entry is a user-defined adjustment for a client. You decide how and when to use other entries for a client. You could use them for different reasons from one client to the next. For example, you could use other entries for clients who switch from accrual basis to cash basis.
- **Eliminating.** Use this type of journal entry to eliminate balances between subsidiary clients for consolidation purposes. Eliminating entries are available for consolidated master clients only.
- **Potential.** Use this type of journal entry to record an adjustment that may need to be reflected in the balances at a later time. You can change the entry to one of the other journal entry subtypes and, by default, it will not be included in the balances until you change the type.

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**Note:** You can create transaction templates for commonly used and recurring journal entries. The application automatically enters data from the template in the appropriate fields, so you need only enter the amounts and other information that is unique to the transaction.

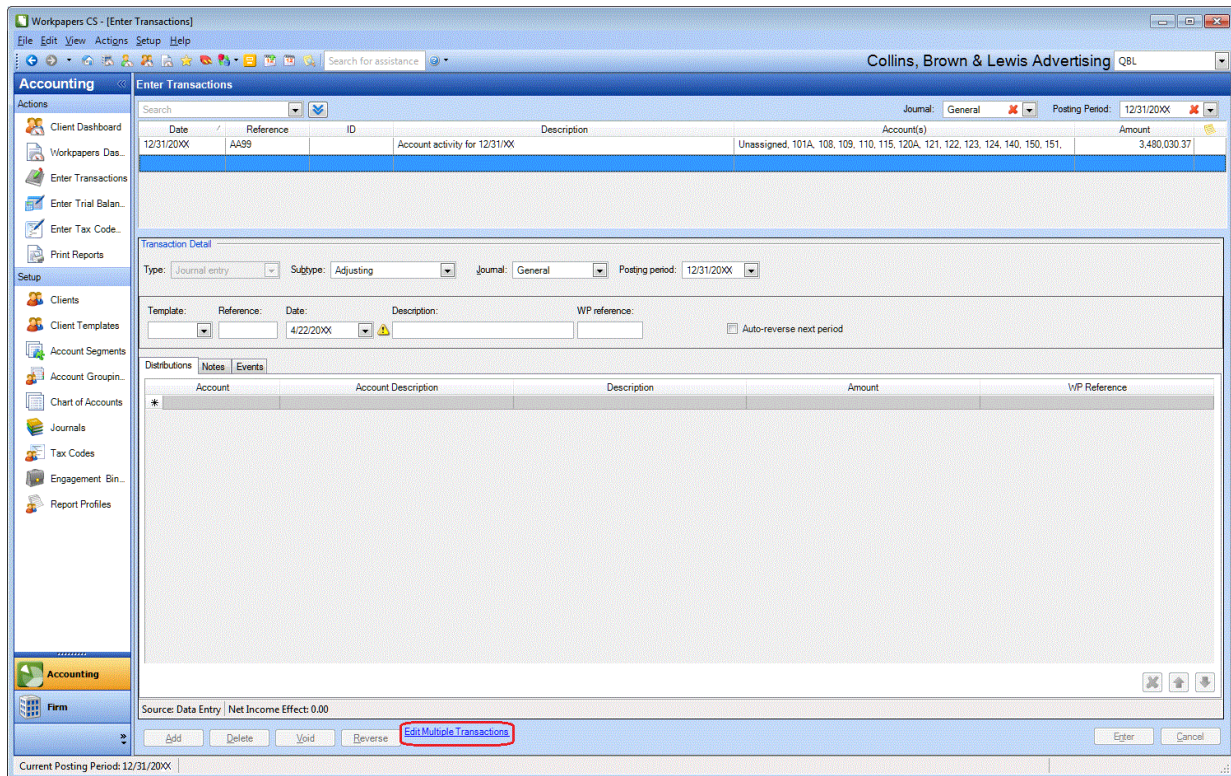
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## Adding, editing, and deleting transaction entries

The Enter Transactions screen also allows you to add, edit, or delete transactions individually or as a group.

To add or delete an individual transaction, highlight the transaction and click the Add or Delete button at the bottom of the screen. To delete or edit multiple transactions at the same time, click the *Edit Multiple Transactions* link and then select the action and the relevant transactions. Your instructor will explain the differences among these options.



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## **Setting up recurring journal entries**

Use the Setup > Transaction Templates screen to quickly set up or view recurring journal entries for your client. You can also set the frequency of recurrence and specify whether the recurring entry should be auto reversing. Your instructor will demonstrate how to use the Transaction Templates screen.

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## **Analyze Client Activity**

Use the Actions > Analyze Client Activity views to quickly reference a number of reports on screen. You can use these views to look at the transaction activity, trial balance, or financial statement worksheet without having to print a report. Your instructor will demonstrate how to use the View Client Activity views.

**Additional notes**

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## Review questions for this chapter

1. True or False? You can customize the trial balance grid by selecting the View Maintenance link in Enter Trial Balance.  

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2. True or False? You can use multiple monitors in the Enter Trial Balance screen to review your balances and create adjusting journal entries.  

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3. Name at least two ways to establish balances for accounts.  

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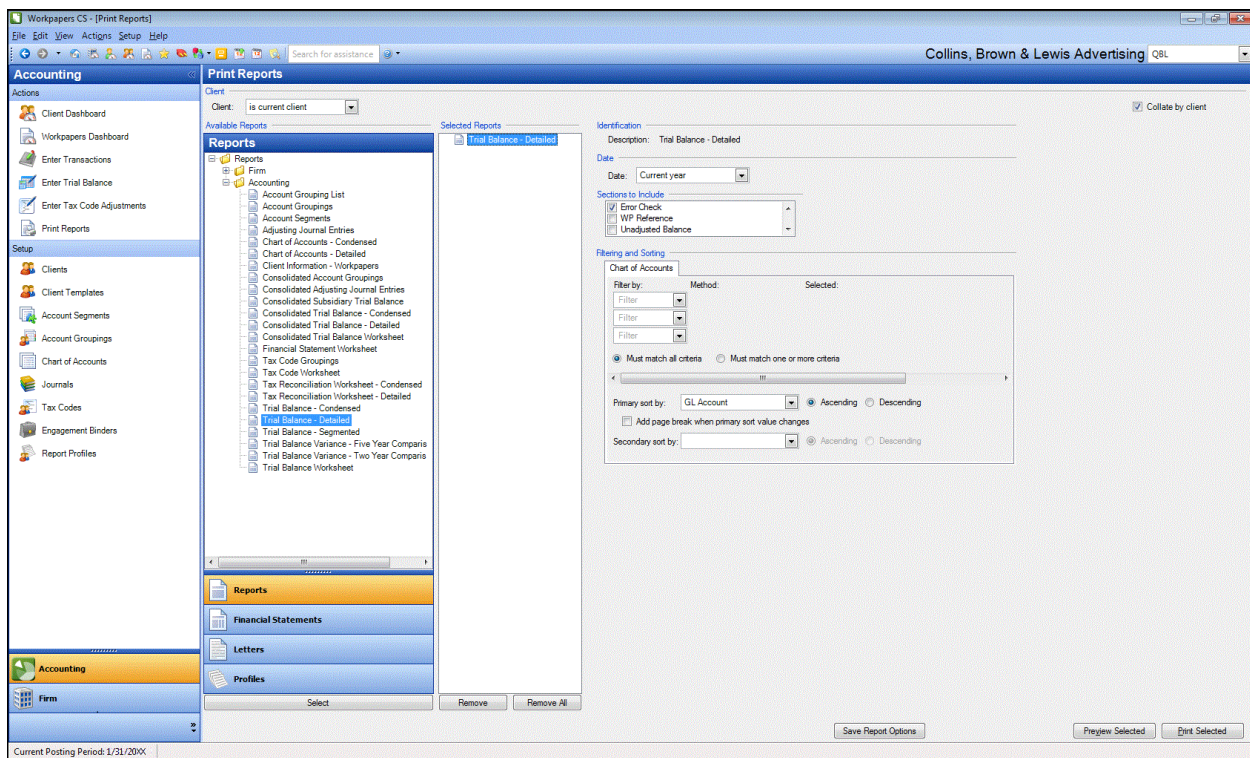
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# Printing Reports and Financial Statements

Accounting CS and Workpapers CS provide a variety of firm and client reports that you can print for a single client or for multiple clients at the same time. Using report profiles when printing reports enables you to predetermine which reports to print with the report options that you selected and saved with the profile.



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**Note:** If you are licensed for Workpapers CS you can install the Workpapers CS print driver to enable staff to print reports directly to an engagement binder as a PDF. For more information about installing and using the Workpapers CS Print Driver, search on "[Print driver](#)" from the Help & How-To Center.

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## Using firm report profiles


Accounting CS and Workpapers CS enable you to group sets of reports together into firm report profiles. These profiles provide a way for you to easily select groups of reports to print. They work much like templates by enabling you to predefine and save the specific set of reports in the exact collation sequence with the print options that you choose. These global report profiles are designed to save time during processing.

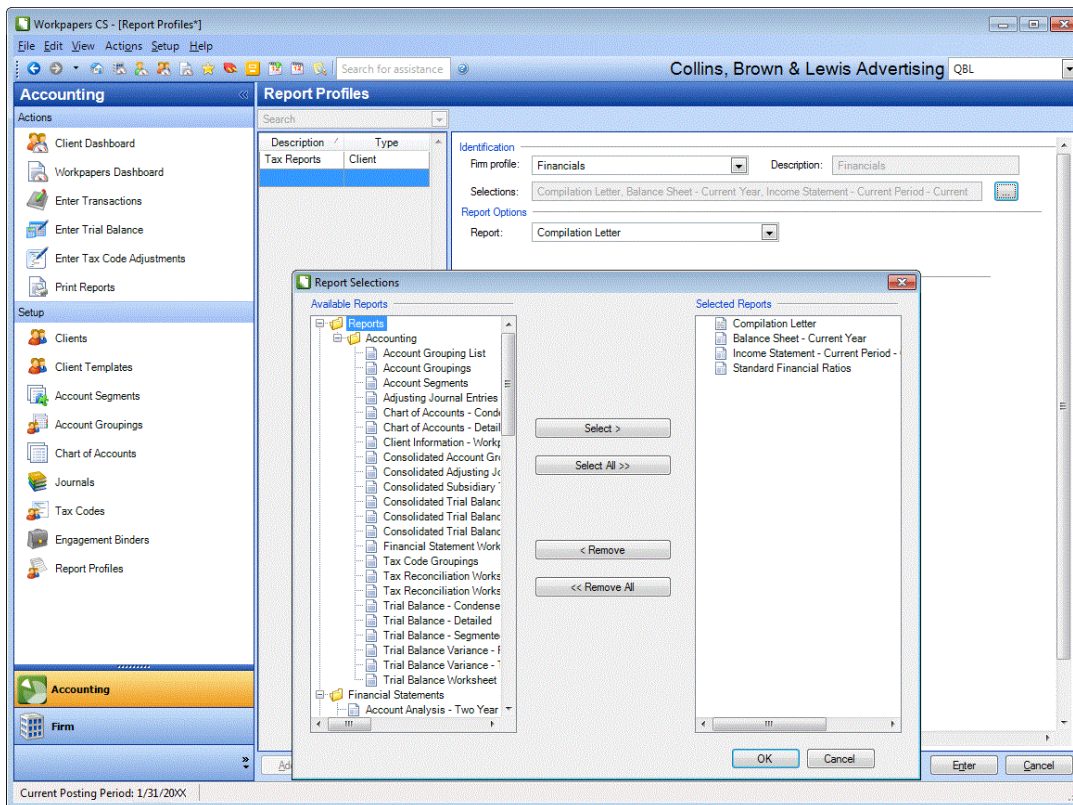
You can modify the firm-level report profiles at the client level to further customize the profile for a selected client. You can include predefined and custom reports in a report profile.

## Using client report profiles

You can create new client report profiles or customize client report profiles that were created at the firm level.

To modify a report profile for a specific client, follow the procedure below.

1. Choose **Setup > Report Profiles**.
2. Select the applicable firm report profile from the drop-down list in the *Firm Profile* field.
3. To add or remove reports from the profile, click the  button next to the *Selections* field.



4. Select the desired report from the *Report* field and edit the options listed in the Regions to Include and/or the Filtering and Sorting sections.
5. Click **Enter** to save the client's report profile.

You can now use these report profiles to print the selected reports with the specified report options.

**Additional notes**

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## Review questions for this chapter

1. True or False? You can print reports for more than one client at a time.

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2. True or False? Report profiles are client-specific.

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3. Name at least two types of reports that are available to print from the Print Reports dialog.

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## Tax Integration

One of the most powerful features of the CS Professional Suite is the integration between the applications. Your firm can experience large time savings by importing data from one application into another. This not only speeds up your data entry, but it also reduces the number of mistakes that could occur during the data-entry process.

In this chapter, we will show you how to do the following.

- Import a journal entry from Fixed Assets CS.
- Assign tax codes to your accounts.
- Export data to UltraTax CS.

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### Importing journal entries from Fixed Assets CS

If your firm uses Fixed Assets CS to track depreciation of assets for a client, you can import this information directly into Accounting CS in the form of a journal entry. Fixed Assets CS can automatically create the journal entry and send it to Accounting CS.

#### Specifying data locations

Before you can import data from Fixed Assets CS into Accounting CS or Workpapers CS, the data locations need to be defined in Fixed Assets CS so that the import files can be located by the application. Use the following steps to define the file locations in Fixed Assets CS.

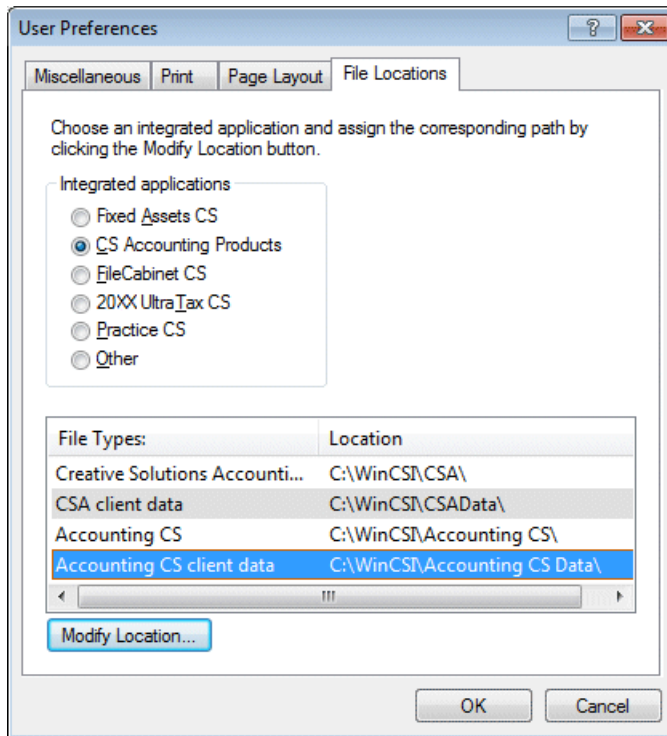
#### In Fixed Assets CS

1. Open the client in Fixed Assets CS.
2. Choose **Setup > User Preferences**, and then click the **File Locations** tab.
3. Click the **CS Accounting Products** option.
4. Highlight **Accounting CS client data**, and then click the **Modify Location** button.

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**Note:** In Workpapers CS, use the *Accounting CS client data* field in the User Preferences dialog to modify the data location for Workpapers CS.

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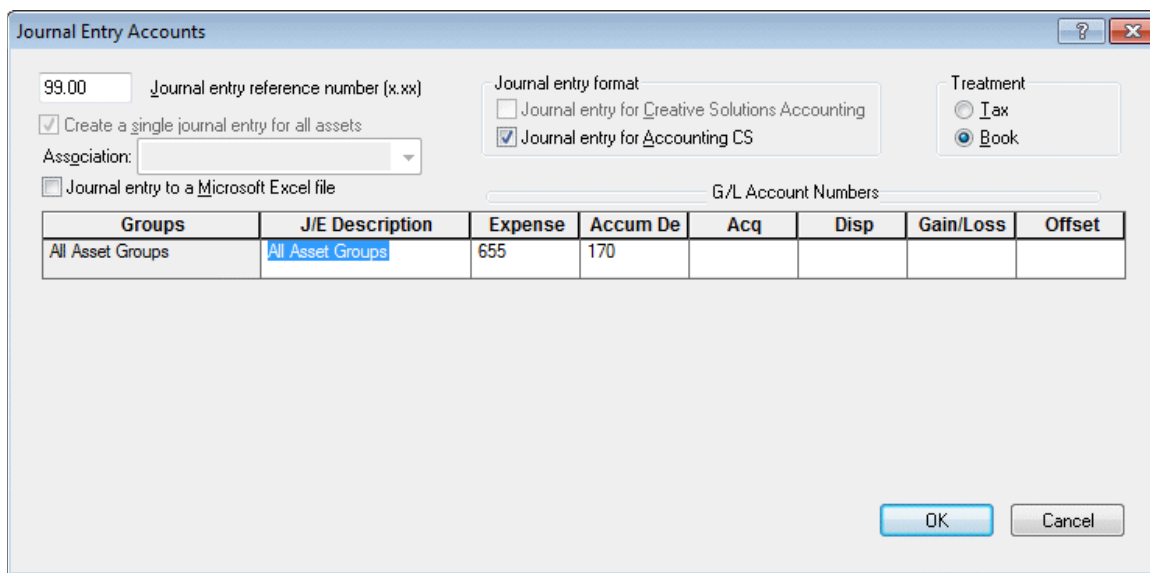


## Setting up in Fixed Assets CS

To import a Fixed Assets CS journal entry into Accounting CS or Workpapers CS, the client ID must match the client ID in Fixed Assets CS. Before you can import journal entries into Accounting CS or Workpapers CS, you must assign GL account numbers to the journal entries.

- ▶ Choose **Setup > Journal Entry Accounts**.

**Note:** If the drop-down lists for the account numbers are blank, verify that the data path for the Accounting CS data is correct and/or that the client ID in both applications match.



## Importing the journal entry

After the setup is complete, you are ready to import the entry from Fixed Assets CS into Accounting CS.

### In Accounting CS or Workpapers CS

- ▶ Choose **File > Import > Client Data**.

The screenshot shows the 'Import Client Data Wizard' dialog box. The title bar reads 'Import Client Data Wizard'. The main area has a green header with a database icon and the text 'Import Client Data Wizard'. Below this is a sidebar with a green background and a white arrow pointing right, labeled 'Source Data'. The main content area is titled 'Source Data' and contains the following fields:

- Accounting CS Client**: A text field with the value 'ALPHA'.
- Import File**: A dropdown menu with the value 'Fixed Assets CS'.
- File location**: A text field with the value 'C:\WinCS\Accounting CS Data\Data\Integration' and a 'Browse' button to its right.
- File name**: A dropdown menu with the value 'Trans ALPHA GL1231X.XML'.

At the bottom right of the dialog box are four buttons: '< Back', 'Next >', 'Finish', and 'Cancel'.

## Integration with UltraTax CS

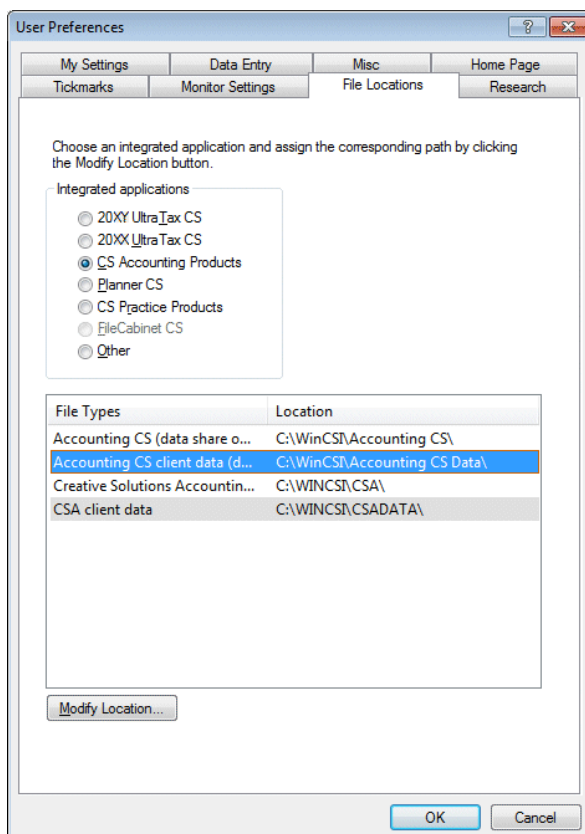
After you complete year-end processing for your client in Workpapers CS or Accounting CS, you can take advantage of the integration with UltraTax CS to transfer those balances into the tax application. This greatly reduces the amount of time spent on entering data into the tax return and minimizes the possibility of data-entry errors.

### Specifying data locations

If you use the data sharing functionality, you need to verify that the correct Accounting CS file location is specified in UltraTax CS. This will ensure that address and contact information is consistent across your applications.

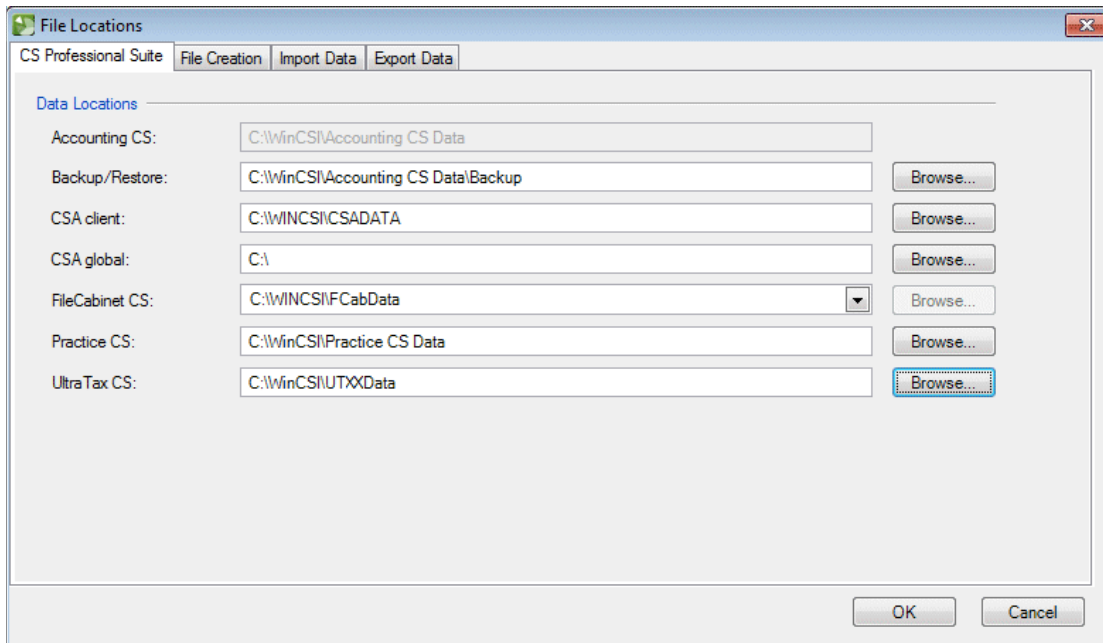
#### In UltraTax CS

1. Choose **Setup > User Preferences**, and then click the **File Locations** tab.
2. Click the **CS Accounting Products** option.
3. Highlight **Accounting CS client data (data share only)** or **Workpapers CS client data (data share only)**, and then click the **Modify Location** button.



## In Accounting CS or Workpapers CS

1. Choose **Setup > File Locations**.
2. Verify that the path to the UltraTax CS data is correct.



## Using tax codes in Accounting CS

Accounting CS and Workpapers CS use tax codes to determine which balances correspond with which lines on the tax form when moving balances to UltraTax CS. Before you can assign tax codes to accounts, you need to make sure that the client is assigned to the correct entity type. The entity type determines which tax codes are available to be assigned to the accounts. If the wrong entity type is selected, you will not be able to import data into UltraTax CS until the issue is corrected.

### Selecting an entity type

1. In Accounting CS, choose **Setup > Clients**, and then click the **Accounting Information** tab.
2. Click the **Edit** button, and then verify that the applicable entity type is selected in the *Entity* field.

The screenshot shows the Accounting CS interface. On the left is a navigation pane with 'Clients' selected under the 'Setup' section. The main window displays a list of clients with 'ALPHA' and 'Alpha Promotion' selected. The 'Accounting Information' tab is active, showing various settings. The 'Entity Type' dropdown menu is highlighted with a red box and contains the value '1065'. Other visible settings include 'Current fiscal year end date: 12/31/20XX', 'Period frequency: Monthly', 'Current period end date: 01/31/20XX', and 'Latest period end date: 1/31/20XX'. The status bar at the bottom indicates 'Current Posting Period: 1/31/20XX | AR Date: 3/25/20XX' and 'Last backup: 3/11/20XX 10:51 AM'.

ID	Name
11249	Acme Pest Cont
AAC	Advanced Adver
ABLPR	Adams, Brown &
ACEADVERT	Ace Advertising
ALPHA	Alpha Promotion
AMERADV	American Advert
BRBO4567	Bright's Boutiqu
BROWNJ	Jerald Brown
CM4567	CMC Electric
CONLMASTER	Master Consolid
CONLSUB1	Subsidiary Cons
CONLSUB2	Subsidiary Cons
CONLSUB3	Subsidiary Cons
COO4567	Cookie Momater
CRAWFORDREM	Crawford's Stea
DELTWP	Delton Townshi
FIRM	Parnes, Velano
GOFM6574	Green Oak Fami
HOJAS123	House of Java
IMPOUND	Impound Sampl
LALA4358	LaLain Health C
QBL	Collins, Brown &
REP3211	The Repair Sho
RMILL	Rodney Miller



## Assigning tax codes

You can assign tax codes in two different screens in the application — in the Chart of Accounts screen, where you can edit an account to assign tax codes, and in the Trial Balance screen, where you can create a view that includes a tax codes column.

**Note:** You can also associate tax codes with the Account Classification account grouping in the Setup > Firm Information > Standard Account Mappings screen. When you select the grouping code for an account, Accounting CS and Workpapers CS automatically assigns the tax codes that were selected for the account grouping.

### Assigning tax codes in the Chart of Accounts screen

- Choose **Setup > Chart of Accounts**.

The screenshot shows the 'Chart of Accounts' window in Accounting CS. The left pane displays a list of accounts with the following details:

Account	Description
101	Checking: General
102	Checking: Payroll
103	Savings Account
107	Petty Cash
110	Marketable Securities
120	Accounts Receivable: Trade
122	Accounts Receivable: Emplo
140	Prepaid Insurance
142	Prepaid Taxes
143	Other Current Assets
150	Vehicles
151	Furniture & Fixtures
152	Equipment
153	Buildings
154	Office Equipment
155	Computers
156	Leasehold Improvements
169	Land
170	Accum Depr: Vehicles
171	Accum Depr: Furn & Fixtures
172	Accum Depr: Equipment
173	Accum Depr: Buildings
174	Accum Depr: Office Equipme
175	Accum Depr: Computers
176	Accum Depr: Leasehold Imp
190	Rent Deposit
192	Utility Deposit
193	Goodwill
194	Accum Amort: Goodwill
196	Organizational Costs
196	Accum Amort: Organize Cost
200	Accounts Payable
205	Notes Payable
220	FICA Payable
221	Federal W/H Payable
222	Payroll Deposits
223	State W/H Payable
224	Local W/H Payable
225	FUTA Payable
226	SUTA Payable

The right pane shows the details for account 102, 'Checking: Payroll':

- Mask: XXXXX
- Account number: 102
- Description: Checking: Payroll
- Classification code: CA (Current Assets)
- Classification subcode: CASH (Cash and Equivalents)
- Type: Asset
- Tax code: 400 (Unit: Sch L, L1 - Cash)
- M-3 code: [Empty]

Below the details is a table for 'Account Groupings':

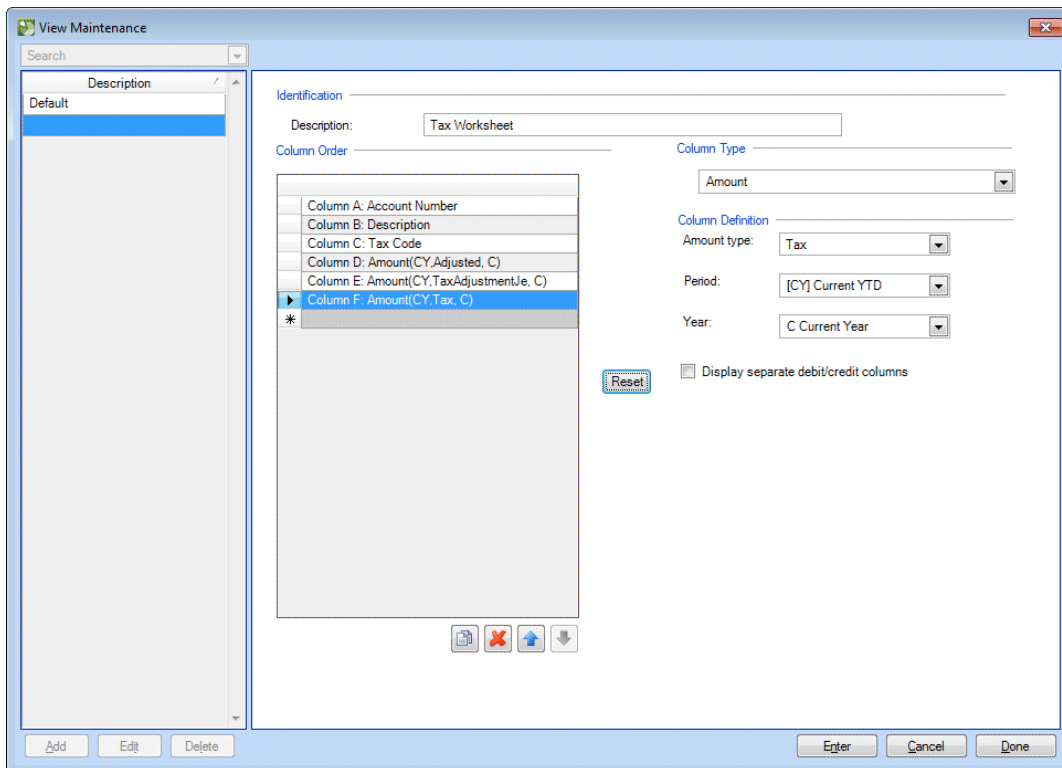
Account Groupings	Code	Description	Subcode	Description
Leadsheet Schedule				

Buttons at the bottom include 'Add', 'Edit', 'Delete', 'Enter', and 'Cancel'. The status bar shows 'Current Posting Period: 12/31/20XX\*'.

## Assigning tax codes in the Trial Balance screen

You can add a Tax Code column to any Trial Balance view, and then select the applicable tax codes from the drop-down list in that column for each account. Follow these steps to add a Tax Code column.

1. Choose **Actions > Enter Trial Balance**.
2. Click the **View Maintenance** link in the upper-right corner.
3. In the View Maintenance dialog, you can either add the column to an existing view, can create a new view and set up one of the columns for tax codes.



**Notes**

- For a detailed list of tax codes, choose **Help > Help & How-To**, search on **Tax code listing**, and choose the [Tax Code Listing for Chart of Accounts Setup](#) topic to view a PDF of tax codes used in setting up the Chart of Accounts.
  - To designate a unit number for multiple-unit entities, use the *Unit* field in the Chart of Accounts or include the unit column in the Trial Balance. For example, if you are transferring a rental unit's utilities expense to the tax return, you could designate the unit number for the rental. You could enter **1** for the first rental unit and **2** for the second rental unit.
  - To include an account in the Tax Code Groupings Report without transferring it to the tax application, manually enter five 8s (**88888**) as the tax code for that account.
  - To exclude an account from the Tax Code Groupings Report and from the transfer to the tax application, manually enter five 9s (**99999**) as the tax code for that account.
  - Accounting CS enables you to assign or update tax codes for multiple accounts at the same time. To do this, right-click anywhere in the Actions > Enter Trial Balance screen or the Setup > Chart of Accounts screen, and choose **Edit Multiple Accounts**. In the Edit Multiple Accounts dialog, select **Assign codes** in the *Information to edit* field, and then click the **Enter** button.
-

### Exercise: Create a Tax Worksheet view in the Trial Balance screen



Create a new Trial Balance view and name it **Tax Worksheet**. Assign the following columns to the new view.

Column A	<b>Account Number</b>
Column B	<b>Description</b>
Column C	<b>Tax Code</b>
Column D	<b>Amount(CY, Adjusted, C)</b>
Column E	<b>Amount(CY, TaxAdjustmentJe, C)</b>
Column F	<b>Amount(CY, Tax, C)</b>

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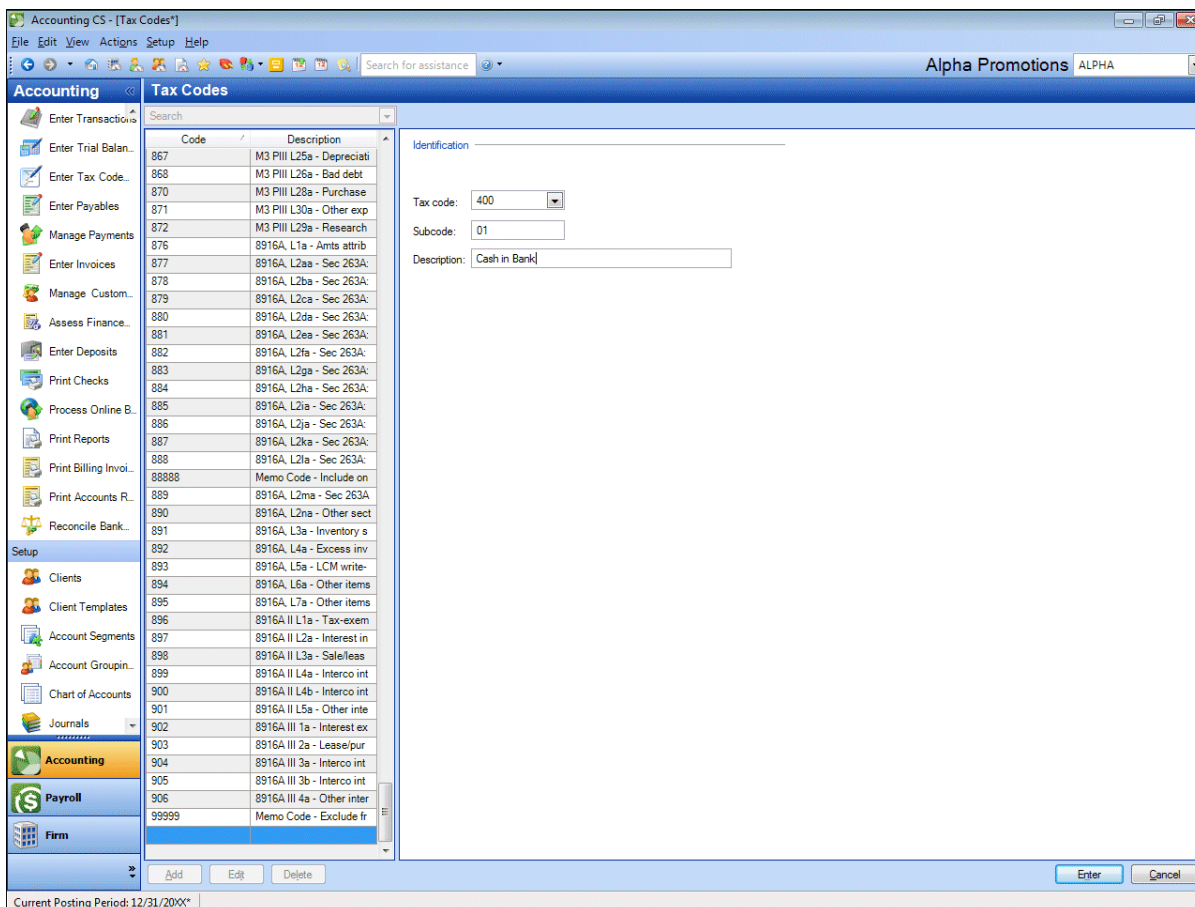
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## Creating custom tax codes

There may be times when you do not want individual account descriptions to appear in the support statements in a client's tax return. In this case, you can set up custom tax codes to assign to the accounts.

1. Choose **Setup > Tax Codes** and then click the **Add** button.
2. Select the applicable code, and then enter your own custom subcode and description. The application groups all accounts assigned to the same custom tax code together on any supporting statement in the tax return.



## Creating custom tax codes at the firm level

When a new client is created, the firm tax codes (including subcodes) are available at the client level. Additional custom tax codes (subcodes) that are later created at the firm level do not flow to the client level.

- ▶ To set up firm-level (global) custom tax codes, choose **Setup > Firm Information > Firm Tax Codes** and select the entity type from the drop-down list in the first field.

### Example

Tax codes for an 1120 client are set up to include the following codes: **213-01 Supplies, 213-02 Repairs**, and so forth. These tax codes are available for any 1120 clients added **after** the firm custom tax codes are created with the same entity type (1120).

For more details about firm tax codes, search on "[Tax Codes screen or Firm Tax Codes screen](#)" in the Help & How-To Center.

### Exercise: Create a custom tax code



Create new custom tax codes to be used for partnership clients (1065 entity types). Select entity 1065 tax code 211, and enter the following custom subcodes.

- **01:** Supplies
- **02:** Repairs

---

**Note:** Custom tax codes can be created for individual clients in the Setup > Tax Codes screen.

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### Using the Tax Code Adjustment feature

A corporation's taxable income is rarely the same as its accounting income. The Tax Code Adjustment feature enables you to create adjusting journal entries that directly adjust tax codes that integrate with Schedule M-1 or M-3. You can use these entries to record and reconcile differences between net income per books (the accounting income) and net income per tax return (the taxable income). The Tax Code Adjustment feature is available for clients with the entity type of 1120, 1120S, or 1065.

Before adding journal entries in the Enter Tax Code Adjustments screen, verify that all revenue and expense accounts are assigned to income statement tax codes. This gives us the net income per books. The income statement tax codes are then increased or decreased and offset to an M-1 or M-3 code during tax reconciliation to arrive at the net income per tax return.

When you complete the Schedule M-1 or M-3 reconciliation in Accounting CS, you can send the adjustments directly to UltraTax CS. This can help reduce, and even eliminate, the need for additional reconciliations in spreadsheets and overrides to the tax return. When you add the tax code adjustments to Accountings CS, you can also produce the workpapers to support these adjustments. The Tax Reconciliation Worksheet report – Condensed or Detailed are available in the **File > Print Reports** screen.

1. Choose **Actions > Enter Tax Code Adjustments**.
2. Click the tabbed page that corresponds to the line to adjust.

Accounting CS - [Enter Tax Code Adjustments]

Alpha Promotions ALPHA

Journal: General Posting period: 12/31/2012

Reference	Description	Amount	Inc Stmt Tax Code	Unit	M-1/M-3 Tax Code	Difference	Exclude	WP Reference
1	Adjustment for Meals and Entertain	1,248.00	214		482	Permanent	<input checked="" type="checkbox"/>	

Total: 1,248.00

Current Posting Period: 12/31/2012

**Note:** You cannot modify data in any of the fields in the Summary tab. The application pulls that information from the tabbed pages in this screen.

### Exercise: Make an adjustment to a tax code



Create an adjustment for expenses that were recorded on books this year but not included on Schedule K (Line 4). Use Tax Code **212** and M-3 Code **481**.

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## Verifying data to export

Before you import balances and information from Accounting CS into UltraTax CS, it is a good idea to print a Tax Code Groupings report to verify the amounts that are assigned to each of the tax codes.

1. In Accounting CS, choose **File > Print Reports**.
2. Double-click the **Tax Code Groupings** report.
3. Choose the desired report options, and then click the **Preview Selected** button to preview the report onscreen before printing it.

Alpha Promotions Tax Code Groupings						
	12/31/XX Adjusted Bal	12/31/XY Unadjusted Bal	Adjusting JE Adjustments	12/31/XY Adjusted Bal	Tax JE Adjustments	12/31/XY Tax Bal
<b>100 1065, L1a - Gross receipts and sales</b>						
400 - Market Research	(353,988.00)	0.00		0.00		0.00
401 - Radio - TV Advertising	(304,671.00)	0.00		0.00		0.00
402 - Brand Identity	(86,974.00)	0.00		0.00		0.00
403 - Web Design	(28,054.00)	0.00		0.00		0.00
420 - Other Income	0.00	0.00		0.00		0.00
<b>Totals for 100</b>	<b>(773,687.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>101 1065, L1b - Returns and allowances</b>						
450 - Returns & Allowances	0.00	0.00		0.00		0.00
<b>Totals for 101</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>103 1065, L7 - Other income (Page 1)</b>						
815 - Other Income	0.00	0.00		0.00		0.00
<b>Totals for 103</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>110 Sch K, L5 - Interest income</b>						
810 - Interest Income	0.00	0.00		0.00		0.00
<b>Totals for 110</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>111 Sch K, L6a - Ordinary dividends</b>						
811 - Dividends - Ordinary	4,165.00	0.00		0.00		0.00
812 - Dividends - Qualified	0.00	0.00		0.00		0.00
<b>Totals for 111</b>	<b>4,165.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>200 1065, L9 - Salaries and wages</b>						
745 - Salaries: Officers	47,995.00	0.00		0.00		0.00
750 - Salaries: General	20,056.00	0.00		0.00		0.00
<b>Totals for 200</b>	<b>68,051.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>202 1065, L11 - Repairs and maintenance</b>						
740 - Repairs and Maintenance	28,300.00	0.00		0.00		0.00
<b>Totals for 202</b>	<b>28,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>204 1065, L13 - Rent</b>						
743 - Rent	60,000.00	0.00		0.00		0.00
<b>Totals for 204</b>	<b>60,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>205 1065, L14 - Taxes and licenses</b>						
760 - Taxes: Payroll	0.00	0.00		0.00		0.00
761 - Taxes: FUTA	25,123.00	0.00		0.00		0.00
762 - Taxes: SUTA	6,455.00	0.00		0.00		0.00
765 - Taxes: Real estate	5,977.00	0.00		0.00		0.00

Printed by DEL on 05/12/XX at 12:51 PM Page 1

## Importing data into UltraTax CS

After you verify that the balances are correct using the Tax Code Groupings report in Accounting CS, you can import the amounts into UltraTax CS.

1. In UltraTax CS, if the client does not already exist, choose **File > New Client**. In the New Client dialog, enter a client ID and select the same entity type that was used in Accounting CS.

The screenshot shows the 'Client Properties' dialog box. At the top, there's a 'Data location' dropdown set to '<default> (C:\WINCS\UTXX\DATA\)'. Below that, 'Client ID' is 'ALPHA' and 'Client Name' is 'Alpha Promotions'. There are three dropdowns for 'Preparer', 'Staff', and 'Preparer block' (set to 'Per License Agreement'). A section for 'Federal' and 'California' tabs contains radio buttons and dropdown menus for tax forms: 1040 (Individual (1040)), 1120 (C Corporation), 1065 (Partnership - selected), 1041 (Fiduciary), 706 (Estate Tax), 709 (Gift Tax), 990 (Exempt Organization), and 5500 (Benefit Plans). Below this, 'EIN / SSN' is '89-1234555' and 'PRP code' is empty. At the bottom, there are buttons for 'Add State(s)', 'Delete State', 'Advanced Properties...', 'OK', and 'Cancel'.

2. Choose **Utilities > Accounting CS (Import)** or **Workpapers CS (Import)**.

3. Select the client and verify that the Data to import options are set correctly.

Import from Accounting CS

Clients available to transfer: 0      Number highlighted: 0      Clients to transfer: 1

Client ID	Name
ALPHA	Alpha Promotions

Client Information

UT Year End: 12/31/XX  
 ACS Current Year End: 12/31/XY  
 ACS Prior Year End: 12/31/XX

Data to import

Retrieve balances from:  Adjusted Trial Balance  
 Federal Tax Trial Balance

Year end:  Current  Prior

Tax code information:  Detail  Summary

Import      Cancel

4. Click the **Import** button. After the import is complete, click Done and verify the balances in UltraTax CS.

20XX UltraTax CS / 1065 [ALPHA Alpha Promotions] - [Input Screen Ctrl+I]

Inc A InstPY 4684PY OGCost OGWell SalePT 8824PT Asset

Special Alloc Income Deductions

Income and Deductions

View > Interim Closing Annualization

Special Allocations 1065 1065-B

To allocate Page 1 ordinary income/loss, click the Profit or Loss Ptr Alloc button. The detailed procedure for specially allocating Page 1 ordinary income/loss can be found in the 1065 Frequently Asked Questions - Allocating Partnership Items to Partners.

Profit [Ptr Alloc](#)  
 Loss [Ptr Alloc](#)

Income 1065 1065-B

If a special allocation is entered for a Page 1 item, UltraTax CS moves the amount from Page 1 to Schedule K, line 11.

Gross receipts and sales 773,687  
 Returns and allowances and any other adjustments  
 4797 ordinary income [Ptr Alloc](#)  
 Other income (loss) \$

Deductions 1065 1065-B

If a special allocation is entered for a Page 1 item, UltraTax CS moves the amount from Page 1 to Schedule K, line 11.

Salaries and wages (Enter gross wages before employment credits) 68,051  
 Guaranteed payments (Specially allocate on Screen K, Guaranteed payments - deductible)  
 Repairs and maintenance \$ 27,800  
 Bad debts  
 Rent 60,000  
 Taxes and licenses \$ 37,555 [Ptr Alloc](#)  
 Interest \$  
 Depreciation - tax (Force)  
 Page 1 depreciation to Form 1125-A:  
 Percentage (xxx.xxxxxx)  
 Amount  
 Depletion (Other than oil and gas) [Ptr Alloc](#)

Income and Deductions Zip4 Number

## Exercise: Import balances into UltraTax CS



1. Create a client record in UltraTax CS using the following information.

ID	Alpha
EIN	89-1234555
Entity type	1065

2. Import the balances from Accounting CS.

---

## Exporting account balances from Accounting CS or Workpapers CS to other applications

If you use ProSystem fx<sup>®</sup>, Lacerte<sup>®</sup>, ProSeries<sup>®</sup>, or GoSystem<sup>®</sup> Tax RS tax software, you can still take advantage of the time-saving feature of exporting your Accounting CS balances to your tax application. When Accounting CS or Workpapers CS creates the tax export file, it converts the tax codes to the selected vendor tax codes, allowing you to import the information into your tax application. You can use the tax exports for the following entity types: C-Corporations (1120), S-Corporations (1120S), Partnerships (1065), 990 Exempt, and (for Lacerte and ProSeries only) 990 Private Foundations. For details, see the [Exporting Client data to Lacerte, ProSystem fx, or ProSeries for tax reporting](#) topic in the Help & How-To Center.

To export balances, follow the steps below.

1. Choose **File > Export > Client Data**.
2. Verify that the correct client is selected.
3. In the *Export to program* field, select the tax application into which to export the balances.
4. Verify the settings in the File Details section, and then click the **Export** button.

**Export Client Data Wizard**

Select the CS Professional Suite Accounting client for which to export data and specify the client data file to update/create.

CS Professional Suite Accounting Client

Client Name: ALPHA

Perform batch export of client data

Export Type

Export to program: ProSystem fx

File Details

File Location: C:\WINCSI\Accounting CS Data\Export\

Tax year: 20XX

Balance type:  Tax  Adjusted

Format:  Detail  Summary

< Back   Next >   Export   Cancel

5. For exports to Lacerte or ProSystem fx, the application displays a summary of the export information, and lists accounts with any of the following issues.
  - **Accounts with no tax codes.** No tax code has been assigned to these accounts in the Chart of Accounts screen.
  - **Accounts with non-standard tax codes.** Invalid Accounting CS tax codes have been assigned to these accounts.
  - **Accounts with tax codes not supported by the tax software.** The tax vendor does not have a corresponding tax code that matches the selected Accounting CS code.
6. You can now print the export summary for your records, or click the **Close** button to close the report.

---

**Notes**

- The tax export file for Lacerte or ProSystem fx does **not** include retained earnings. You can have the tax application calculate retained earnings, or you can manually enter the appropriate information.
  - The Lacerte tax export allows you to choose whether or not to include prior-year balances when you create the export file.
  - For exports to Lacerte, be sure that the export filename matches the client ID that you use in Lacerte, and create the export file in the same location where your Lacerte client data exists.
  - Refer to the application-specific documentation for further information on importing data into your Lacerte, ProSystem fx, or ProSeries applications.
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**Additional notes**

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## Review questions for this chapter

1. True or False? The client IDs in Accounting CS and Fixed Assets CS must be the same for data integration to work.

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2. True or False? The client IDs in Accounting CS and UltraTax CS must be the same for data integration to work.

---

3. How many balance types can be imported into UltraTax CS?

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4. Which entity types enable you to export data to other tax applications?

---





## Answers to Review Questions

This chapter contains the answers to the review questions that appear at the end of relevant chapters in this workbook.

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### Change the Posting Period: Year-End Close Procedures

1. True. The Change Posting Period dialog enables you to move the client into a prior or future accounting period. (Please note that you can print reports for prior periods without changing the client's posting period.)
2. Choose Actions > Change Posting Period or Actions > Advance Posting Period.
3. You should mark the **Zero account balances** checkbox when you want a blank, zero-amount trial balance in the new year. When the checkbox is marked, the application does **not** prompt you to distribute the net income to retained earnings, and all accounts in the client will appear with a zero-dollar beginning balance in the new year.

---

### Trial Balance Essentials

1. True.
2. True. Once you select the Edit > Options > Display journal entry view checkbox, you can move the Journal Entry View to a second monitor.
3. You can establish balances in a variety of ways: manually typing into the Unadjusted column; importing an excel spreadsheet; importing balances from QuickBooks; creating a journal entry.

---

### Printing Reports and Financial Statements

1. True.
2. False; they can be client-specific or global.
3. Firm, Accounting, Financial Statements, Letters.

---

## Tax Integration

1. True
2. False
3. the Adjusted or the Tax balance
4. 1120, 1120S, and 1065



## Additional Information: Getting Help

We provide many resources designed to help you learn more about Accounting CS. This section contains information about accessing solutions from within the application and from our website, obtaining additional training or consulting services, and contacting Support.

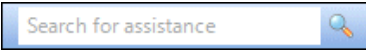

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### Solutions accessible from within the application

#### Help & How-To Center

Want to quickly find an answer from within the application? The Help & How-To Center provides extensive information about using our applications.

To access the Help & How-To Center, use any of the following methods.

- Use the search  field in the toolbar to search for relevant topics.
- Click the **Help & How-To**  button, and choose a topic related to the current screen.
- Press **F1** to view help that is relevant to the current screen.
- Choose **Help > Help & How-To**, which opens the **Browse subjects for Accounting CS** topic.

In the Help & How-To Center, use the toolbar to find the information you need.



- **Browse Subjects** — Click this button to access a list of categories, and then click a category to view a list of related topics.
- **Index** — Click this button to view an alphabetical list of keywords. Click a keyword to view the associated topic.
- **Search field** — Enter a search term or phrase and press ENTER to see a list of related topics. To view sample searches, click the **Finding answers in the Help & How-To Center** link in the box on the right side of the screen.

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**Note:** Most topics in the Help & How-To Center include a box on the right that provides quick access to alerts and other timely information.

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## User bulletins

Want to stay up-to-date on application changes? User bulletins provide important information about application releases and updates, changes to the application, and any other relevant or special issues regarding our applications.

- To access the user bulletins from within the application, choose **Help > Bulletins**.
- To access the user bulletins from within the Help & How-To Center, click the link to the user bulletins in the Alerts and notices section of the box on the right side of a topic.

## Home Dashboard

Want one-stop access to useful information and resources in Accounting CS? The Home Dashboard is a central location that offers quick access to many frequently used features, provides links to various application functions and to helpful resources, and displays important application and industry news.

To view the Home Dashboard, click the **Home Dashboard**  button on the toolbar.

## PDF guides

Looking for printable examples and resource material? Our Help & How-To Center includes PDF guides (such as installation instructions and data entry examples) that can help your firm use our applications effectively. You can access the printable guides by searching on keywords in the Help & How-To Center just as you would with other topics.

## Video demonstrations

Prefer to watch a video to learn how a feature works in Accounting CS? We have created a series of short videos to demonstrate various tasks within the application.

To access the videos, enter **video library** in the search field in the application toolbar, press ENTER, and click the **Accounting CS video library** link in the list of search results.

## Keyboard help

Want to learn how to navigate through Accounting CS more efficiently? Keyboard shortcuts enable you to access various types of help, to execute common menu commands, to navigate through fields in windows and dialogs, and to open drop-down lists — all without using the mouse.

To access a list of keyboard shortcuts, enter **keyboard shortcuts** in the search field in the application toolbar, press ENTER, and click the **Keyboard shortcuts** link in the list of search results.

---

## Solutions accessible from our website

### CS website

Want general application and company information, including company and industry news? The CS Professional Suite website is available 24/7 at [Tax.ThomsonReuters.com/CS-Professional-Suite](http://Tax.ThomsonReuters.com/CS-Professional-Suite).

To access our website from within the application, choose **Help > On the Web > CS Professional Suite Home Page**.

## Tax & Accounting Community (formerly ARNE Community)

Want to collaborate with other peers who use our applications? Our Tax & Accounting Community is an innovative social-media forum that allows participants to share ideas and learn from one another's experiences and expertise in a supportive, collegial atmosphere. Available at no cost to all CS Professional Suite customers, the Tax & Accounting Community allows participants from across the globe to share information immediately and to help one another save time, effort, and money.

To join the Tax & Accounting Community, do the following:

1. Point your browser to our website at **Tax.ThomsonReuters.com**, and click the **Community** link.
2. On the Thomson Reuters Community page, click the **Sign In** button for the CS Professional Suite, and then enter your credentials.
3. Complete the Registration information, mark the checkbox to indicate that you agree to the terms of use, and click **Access Community**.

Once you register for the Tax & Accounting Community, you can log into the community at [CS.ThomsonReuters.com/Community/](https://Tax.ThomsonReuters.com/Community/).

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**Note:** You can choose to have the Tax & Accounting Community site remember your password for later use.

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## Ideas Community

Want to suggest ideas for new features and enhancements? Our Ideas Community is an online forum where you can share ideas with other customers and provide feedback and suggestions on our applications. Our development team follows the community to stay up-to-date on your feedback and to consider suggestions to help us plan new features. Joining the Ideas Community is easy and free to all CS Professional Suite customers.

1. Choose **Help > Additional Resources > Submit Suggestion**.
2. Click the **Register Now** link at the bottom of the dialog.
3. Enter your email address, mark the checkbox to indicate that you agree to the terms of service, and click the **Register** button.

You can learn more about the Ideas Community at <https://Tax.ThomsonReuters.com/CS-Professional-Suite/Ideas-Communities/>.

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## Training and consulting

### Training

Whether you're looking for training for your entire staff, a quick refresher course for experienced staff, or anything in between, we've got you covered. Explore our training options at <http://Tax.ThomsonReuters.com/CS-Professional-Suite/Training/>.

### Consulting

Whether you need assistance implementing your new application or you want to improve workflow efficiencies at your firm, our trained consulting professionals will help you develop a successful strategy. Explore your consulting options at <http://Tax.ThomsonReuters.com/CS-Professional-Suite/Consulting/>.

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## Contacting our Support team

### Email

To contact our Support team with questions or requests for technical assistance, you can contact us via email. One of our support representatives will respond to you via the method you choose (email, phone, or fax) within 24 hours.

To email Support from within the application, choose **Help > Additional Resources**, and then choose **Ask Support via Email**.

### Telephone

To speak directly with a member of our Support team, you can contact us via phone.

To contact Support, call **800.968.0600** and follow the prompts.

To access Support hours and phone queue options from within the application, choose **Help > Help & How-To**, and then click the **Contact us** link in the box on the right side of the screen.