
ENGAGEMENT CS

Getting Started

version 2015.x.x

CS PROFESSIONAL SUITE®
ACCOUNTING
PRODUCTS



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1

Welcome!

This guide is designed to introduce you to the concepts, terminology, and features of the Engagement CS[®] and the Creative Solutions Accounting[™] (CSA) platform within the CS Professional Suite[®] Accounting Products software, so you can process client data efficiently and accurately.

Fully integrated with Trial Balance CS,[®] 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 perform all your engagements. Microsoft[®] Windows[®] (Vista or higher) standard interface and menus lessen the learning curve for your employees.

Licensed users of Engagement CS enjoy the full benefits of using the following CSA applications.

- **Trial Balance CS.** The timesaving features of Trial Balance CS make it ideal for handling engagements with maximum efficiency. It enables you to switch the basis for your financial statements from cash to accrual, tax, book, and more.
- **Financial Reporter module.** Makes it easy to design custom financial statements, footnotes, and charts or graphs. It also allows you to choose collation sequences and quantities for standard reports, customized financial statements, and transmittal letters, and to set up customized report profiles that include all reports and statements that you run for each client.

Engagement CS also includes complete integration with PPC's Checkpoint[®] Tools (including PPC's SMART Practice Aids[®] and PPC's Workpapers,[™] and PPC's Reference Library – now known as PPC's Interactive Disclosure Libraries[™]), and other guidance tools available in Microsoft[®] Word[®] or Excel[®] format.

Installing the application and completing some initial setup steps

For detailed instructions on installing the application, please refer to the *CS Professional Suite® Accounting Products Installation and Program Essentials* guide, which you received with your application. You can view or print this guide in Portable Document Format (PDF) by searching on **Installation and Program Essentials guide (PDF)** from the Search field in any CSA topic in the Help & How-To Center.

Note: This guide also includes details on using the application's help topics, on setting up CS Connect,[™] and on setting up administrative information and user preferences.

Learning about Windows

This guide assumes that you are already familiar with using Microsoft Windows and its conventions. To view help on using your Windows operating system, click the Start button in the Windows taskbar and choose Help and Support.

Learning about Engagement CS

- **CSA and Engagement CS help topics.** The comprehensive help topics in our Help & How-To Center provide the primary documentation for learning about and using CSA (including Trial Balance CS and Engagement CS). The help topics include information about features, data-entry windows, and procedures, as well as links to conversion guides and other special-topic guides, show-me videos, FAQs, troubleshooting tips, and much more. For more information about using the help, refer to the chapter entitled "Getting Help" in the [CS Professional Suite Accounting Products Installation and Program Essentials](#) guide.
- **Engagement CS Getting Started guide.** This guide provides an overview of the features available in Engagement CS.
- **Engagement CS Tutorial.** It is strongly recommended that you complete the exercises in the tutorial after you have read the *Engagement CS Getting Started* guide. The tutorial takes you briefly through some of the main processing steps in Engagement CS

- **Financial Reporter Tutorial.** This document provides sample exercises for creating and printing financial statements. If you have purchased Engagement CS, you also have a printed copy of this document.
- **Training and consulting services.** We offer training courses and consulting services for Engagement CS. For complete details, please visit the Training section of our website at cs.thomsonreuters.com/training.
- **Annual Users' Conference.** Thomson Reuters hosts an annual conference. We offer workshops for users of CS Professional Suite applications at all levels of experience. For details, visit our website at cs.thomsonreuters.com.

About this guide

This getting started guide provides an overview of the features available in the application, a section that describes tasks involved in setting up an engagement, and an overview of the main engagement processing functions in the application. Details about each of the following engagement processing steps are discussed in this guide.

- Setting up the engagement environment prior to processing data for your own clients.
- Processing engagement client data and engagement workflow.
- Collaborating with other engagement staff, including tasks such as the following.

Welcome!

Where to begin

Please read the [CS Professional Suite Accounting Products Installation and Program Essentials](#) guide for detailed instructions on installing the software, checking your monitor settings, setting up CS Connect, and using the CSA help.

After you install CS Professional Suite Accounting Products application, please read each section of this getting started guide and follow all of the steps. As you are working, use the context-sensitive help topics for details about each field or option, and open the Help & How-To Center to access more complete information on using the application.

Once you are familiar with the Engagement CS features, menu commands, and toolbars, we strongly recommend that you take advantage of the setup examples in the [Engagement CS Tutorial](#).



2

Application Overview

This section of the getting started guide provides a brief overview of the main features of Engagement CS, as well as features in CSA that are specifically related to Engagement CS.

Engagement CS application features

Easy to use, with professional results

With the multi-staff feature enabled in the application, individual staff members have the ability to work in the Master Client Data (MCD) at the same time as other staff members when they are connected to a common network.

Alternatively, they can send documents and receive them on a separate workstation or laptop for work on the Local Client Data (LCD). When staff member(s) have completed their work, they can **send** the updated engagement documents to a common network location, and the master engagement then receives those documents.

You can use the **synchronize** feature as another way of updating the MCD and the LCD without having to send/receive documents on a regular basis.

When you are licensed for FileCabinet CS and have it installed, you can easily store engagements that have been finalized and are ready for archiving for a completely paperless office.

Integration with other CSA products

Engagement CS is fully integrated with Trial Balance CS and the Financial Reporter module to provide you with a flexible and secure environment in which to prepare engagements. You can add, modify, or delete journal entries (if you have been assigned the privileges to do so).

Staff members who are assigned the trial balance can perform the following tasks.

- Open the trial balance in the Engagement CS workspace.
- Set up grouping schedules, tickmarks, balance definitions, and additional amounts in CSA.
- Move a CSA financial statement, transmittal letter, or report into the engagement.
- Create an indirect or direct cash flow worksheet to analyze account balances.

Integration with Microsoft Word and Excel

You can launch Microsoft Word and Excel workpapers within or outside of the Engagement CS workspace to take advantage of the integrated menus that enable you to insert the following.

- Formulas using CSA trial balance data.
- Workpaper links.
- Staff ID and date when a procedure is completed.
- Tickmarks.
- Multiple formulas.
- Signoffs.
- Text variables.

In addition, you can recalculate amounts in a Word or Excel workpaper as updates are made to the linked engagement client in CSA.

Paperless engagement

You can use Engagement CS to organize and file all your currently active engagement documentation in one location.

Security setup in CSA

- The staff in charge of the engagement can define groups on the Groups tab of the Setup > System Configuration > Administration dialog in CSA. You can set up each group by a staff in charge to perform specific tasks within engagements. The staff in charge may also override task assignments on an engagement-by-engagement basis.
- The staff in charge of the engagement can set up individual staff members with password access on the Staff tab of the Setup > System Configuration > Administration dialog in CSA.

Guidance aids

Engagement CS works in conjunction with the following industry standard guidance aids (if you have the appropriate products installed).

- Practitioner's Publishing Company's (PPC's) Checkpoint Tools
 - PPC's Practice Aids™
 - PPC's Workpapers
- PPC's SMART Practice Aids
- PPC's Reference Library (now known as PPC's Interactive Disclosure Libraries)
- Any other guidance available in Microsoft Word or Excel format

Review notes

You can easily add review notes to individual workpapers, folders, and engagements that can be viewed in the Notes window of the Engagement CS workspace. A reviewer or another staff member assigned to the engagement team can review, reply to, and clear these notes at a later time.

Send / Receive features

Multiple staff members who have been added to the engagement and assigned workpapers can use Engagement CS to send documents out of and back in to the Master Client Data when working in the Local Client Data. This method also enables staff to reassign and send documents to other staff members in the field.

Multi-staff feature

Engagement CS enables more than one staff member to work in the Master Client Data at the same time. In addition, this feature provides an alternative method for sending and receiving selected workpapers to the Local Client Data.

Synchronization

You can use the synchronize feature to update the Master Client Data and staff members' Local Client Data on-the-fly, without sending / receiving documents from the master or local client engagement.

Storage of multiple file types

You can store virtually any type of file can be stored with an engagement and/or placed inside a workpaper. You can view and/or edit Word and Excel workpapers from within Engagement CS. (You can edit other files in their own applications.)

Wrap up

You can take advantage of the Wrap Up wizard in Engagement CS to clear / delete review notes, review signoffs, and finalize all your engagement documents and workpapers.

Roll forward

When you decide to roll forward the current engagement, you can choose to include engagement items such as programs, checklists, workpapers, and other practice aids. The roll forward process creates a new engagement, updates the technical content, and replaces selected documents to prepare your engagement environment for the next year.

Send engagement to file / email

You can create a PDF version of the engagement and save it to a location on your local drive or network location or as an email attachment.

Send engagement to FileCabinet CS

You can take advantage of the CS Professional Suite Accounting Products integration capabilities by storing the final version of your engagements to FileCabinet CS (if you are a licensed user of FileCabinet CS and have it installed).

Send engagement to GoFileRoom

You can take advantage of Engagement CS's integration with GoFileRoom[®] software to store the final version of your engagements (if you are a licensed user of GoFileRoom and have it installed).

Archive engagements

You can use the archive engagements feature to securely store engagements that you no longer need to view in the engagement workspace. This feature also allows you to restore a copy of the archived engagement and delete the existing archives.

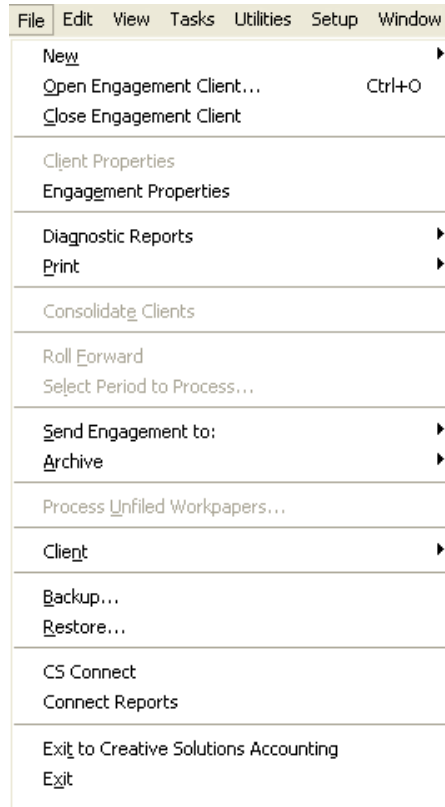
Menu commands

Each of the headings in the menu bar that appears at the top of the main window contains a pull-down menu of commands that cause Engagement CS to perform a specific function, such as opening a particular window or dialog. Note that some of the menus are dynamic — that is, the commands may differ depending on where you are in the application.

The name of each menu includes one underlined letter. To open a particular pull-down menu and see its commands, you may do either of the following:

- Click the menu name with the left mouse button.
- OR**
- Press the ALT key plus the underlined letter in the menu name. For example, to open the File menu (shown here), press ALT+F.

By displaying the commands of each of the pull-down menus, you can get an overview of the main features in Engagement CS. Note that when you place the mouse pointer over a menu command, a short description of that command appears at the left edge of the status bar (at the bottom of the CSA main window).



When Engagement CS is licensed and installed with the CSA application, the menu bar includes commands to perform the functions listed in the following table.

Menu	Functions
File	Adding a new document, folder, or engagement; opening and closing an engagement client; accessing client properties or engagement properties; printing; viewing notes or workpaper diagnostic reports; consolidating clients; rolling forward the engagement; changing the period to process; sending engagements to file, FileCabinet CS (when licensed), or GoFileRoom (when licensed); creating, restoring or deleting archives; processing unfiled workpapers; adding new clients; saving clients with a new ID; renaming clients; and deleting clients; backing up or restoring data; accessing CS Connect; exiting to CSA; exiting from CSA entirely.
Edit	(Available commands are specific to the active window.) Copying or pasting a document; renaming a folder or engagement; deleting a document; editing workpaper properties; signing off workpapers; opening a document in the engagement workspace or launching it in Word or Excel (depending on the document selected); adding a new review note or editing an existing review note; undoing the checkout status of documents; undoing the Disconnect status of a document; refreshing a document or all documents in the engagement; refreshing only outdated workpapers; finding a specific document in the engagement.
View	Selecting toolbars (standard, page navigation) and windows (tree view, notes) and windows to display; filtering by folder and showing all folders.
Tasks	Assigning or opening the Trial Balance; adding or viewing journal entries; performing tax reconciliations; checking out engagement documents to the Local Client Data; receiving checked-in documents from the LCD; receiving checked-out documents from the Master Client Data and checking in documents for the MCD; synchronizing data; disconnecting / reconnecting Excel or Word workpapers; wrapping up an engagement; accessing and retrieving the PPC Reference Library; accessing and retrieving PPC's SMART Practice Aids; converting engagements from PPC's Engagement Manager [®] or ProSystem fx [®] Engagement; accessing or releasing the Trial Balance; updating workpaper links.

Menu	Functions
Utilities	Importing Fixed Assets CS [®] journal entries; importing ASCII files, spreadsheets, QuickBooks [®] account balances, Payroll Journal Entry XML import; creating a rounding journal entry; exporting to ProfitCents [®] ; sharing data and employee demographic data across CSA products and between CSA and other CS Professional Suite products; transferring information from one client to another; exporting reports to ASCII or DIF file; exporting client tax data via Lacerte [®] , ProSystem fx [®] , and ProSeries [®] ; performing data conversion from PPC's Engagement Manager, ProSystem fx [®] Engagement, GoSystem Audit, GoSystem Fund, Workpapers Plus, ProSystem fx [®] Trial Balance, AICPA Accountant's Trial Balance; accessing FileCabinet CS (for a FileCabinet CS licensee).
Setup	Setting up and maintaining the Chart of Accounts; setting up and maintaining account groups, additional amounts; setting up and maintaining Tax Code Account Groupings; setting up and maintaining Grouping Schedules; tickmarks, balance definitions; setting up and maintaining indirect / direct cash flow worksheets, prior year amounts; printing the Cash Flow Analysis Report; transferring cash flow lines; setting up global system configuration items such as, signoff types, GoFileRoom [®] Index Mapping, staff/group privileges, administrative privileges (from the Administration dialog), and text variables; setting up and maintaining user preferences in Creative Solutions Accounting and Engagement CS.
Window	Arranging the open windows in the CSA workspace; switching between open data-entry windows.
Help	Opening the Engagement CS help browser; opening PPC's Practice Aid Manager help topics; accessing PPC's Online Library; accessing PPC Checkpoint Tools; accessing Capital Confirmation; removing temporary files; accessing the Repair dialog.

 **Tips**











- Some of the menu commands have corresponding buttons on the Engagement CS toolbar.
- Several of the most commonly used menu commands, such as New Document or Print, have special shortcut key combinations that allow you to execute the command quickly from your keyboard. (For a list of these keyboard shortcuts, refer to "Appendix: Keyboard Shortcuts" at the end of this guide.)














Toolbar



The toolbar buttons provide a quick, convenient method for executing common commands in Engagement CS. To perform an action using the toolbar, simply click the appropriate button on the toolbar.

If you let the mouse pointer pause for a moment over a toolbar button, you'll see the "ToolTip" name for that button. The following table describes each button on the toolbar.




Button	Action
	Open Client. Opens the Open Engagement Client dialog where you can select a client from the list to open in the Engagement workspace.
	Engagement Properties. Opens the Engagement Properties dialog where you can modify existing properties for the current engagement.
	New Folder. Opens the New Folder dialog, where you can enter a name for the new folder.
	New Document. Opens the Insert Engagement document wizard. Shortcut key: CTRL+N.
	Trial Balance. Opens the Trial Balance window in the engagement workspace.
	Journal Entries. Opens the Adjusting Journal Entries window in the engagement workspace.
	Scan pages. Opens the Scan Images dialog (available only when there is an active connection to a scanner) where you can scan single or multiple pages into a single or multiple Word documents to be included in the current engagement.
	Print. Opens the Print dialog, which allows you to set a variety of printing parameters. Shortcut key: CTRL+P
	Show / Hide Notes. Displays or hides sticky notes.
	New notes. Opens the Review Notes dialog, which allows you to add a review note.

Button	Action
	Filter. Opens the Filter dialog, which allows you to highlight a folder you want to filter. When you click the Done button, only that folder and its contents appear in the Tree View window.
	Show all Folders. Returns the Tree View window to the original view, which displays all folders.
	Refresh Documents on Demand. When toggled on (pressed), you can open, update, and close workpapers multiple times without invoking an automatic refresh of the workpapers within the engagement. Workpapers that are outdated appear with red text in the Tree View window until manually refreshed. When toggled off (not pressed), workpapers do not display as red text when they are outdated but refresh automatically when saved and closed.
	PPC's Reference Library. If appropriately licensed, opens PPC's Reference Library (now known as Interactive Disclosure Libraries).
	FileCabinet CS. If appropriately licensed, opens FileCabinet CS, where you can store the final version of your engagement(s) or other important documents and workpapers.
	Exit to CSA. Saves and closes the current engagement in the Engagement CS workspace and returns to CSA.
	SMART Practice Aids. [®] If appropriately licensed, opens PPC's SMART Practice Aids.
	First Page. Takes you to the first page of the document you are viewing.
	Previous Page. Takes you to the previous page of the document you are viewing.
	Next Page. Takes you to the next page of the document you are viewing.
	Last Page. Takes you to the last page of the document you are viewing.
	Zoom In. With each click, the object in the Document View window increases in size.
	Zoom Out. With each click, the object in the Document View window decreases in size.


Engagement CS workspace


Viewing and resizing windows

By toggling the toolbar and window items on and off in the View menu, you can choose to display or hide these toolbars and windows.

- To view or hide an item, choose **View** and toggle on or off the toolbar or window you want to view or restore.
- You can also hide the Tree View window by clicking the  in the upper-right corner. You can hide the Notes View window by clicking the  in the upper-left corner. Restore either window by choosing View and checking the window(s) you want to restore.
- You can adjust the width or height of the Notes View window or Tree View window by positioning the mouse pointer over the horizontal or vertical border. When the mouse pointer changes to , click and hold the border and drag it to the size you want.

Tree View window

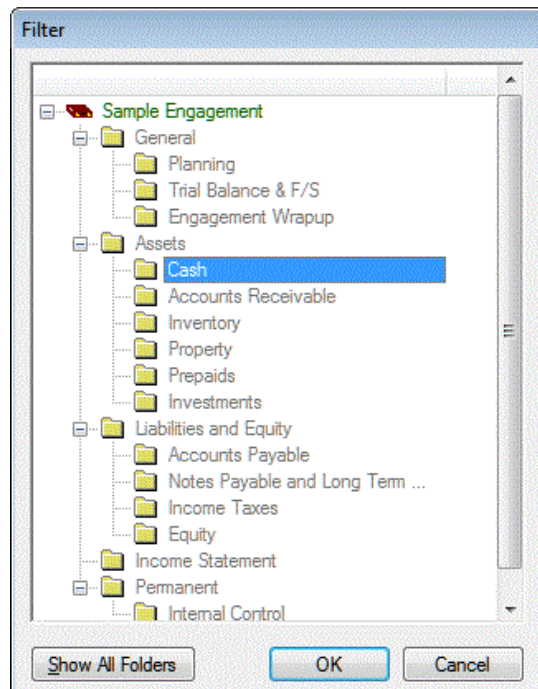
You can use the Tree View window in Engagement CS to view all client engagements, and to organize the folders and documents within each engagement. Expand any portion of the tree view by clicking .

- Collapse any portion of the tree view by clicking .

	Name	Warning	Assigned	Notes	Preparer	Reviewer
▶ Trial Balance Status			Unassign...	0		
▶ Sample Engagement (Master) Date: 12/31/12						
▶ General				0		
▶ Assets				0		
▶ Cash				0		
▶ A-01	Checkpoint Tools - ASB AP/3 Audit Fr...		Unassign...	1		
▶ A-02	Cash Leadsheet		Unassign...	0		
▶ A-03	Bank Statement		Unassign...	0		
▶ A-04	Checkpoint Tools - Bank Reconciliation		Unassign...	0		
▶ Accounts Receivable				0		
▶ Inventory				0		
▶ Property				0		
▶ Prepaids				0		
▶ Investments				0		
▶ Liabilities and Equity				0		
▶ Income Statement				0		
▶ Permanent				0		



- View information about the workpaper, such as warnings, who the workpaper is assigned to, number of review notes, and signoff information.
- You can also choose to view only those engagements or folders that you currently want to work with in the Tree-view window. Choose

View > Filter by Folder, highlight the folder you want to work with, and click OK.



- View only the folder you are working in by selecting it and clicking the Filter button.
- Restore your view of all folders by clicking the Show all Folders button.

Notes View window

- Expand any portion of the Notes View window by clicking .
- Collapse any portion of the Notes View window by clicking .
- To modify a note, or to add / remove a sticky note from a document, highlight the note, right-click the Notes View window, and choose **Edit Note**, **Delete Note**, **Add Sticky Note**, or **Remove Sticky Note**.

# - Note	Date/Time	Originator	Current Status
1 - Current Audit Program	05/26/15 1:23 09 pm	Momis, Kate	Open
(KXM) Please verify that this is the most current Audit Program for Accounts Receivable.	05/26/15 1:23 09 pm		

For Help, press F1 or Ctrl+F1 Staff: KXM

Document View window properties

This window takes up any area in the workspace that is not occupied by the Tree View and Notes View windows. Resizing the other windows allows you to manipulate the size and position of the Document View window.

To display a tab for each open document at the bottom of the Document View window, choose Setup > User Preferences. On the Engagement CS tab mark the **Use tabbed Window View** checkbox.



Engagement Sample Client
Final Review Report

Prepared: ***
Reviewed: ***

Acct	Description	Report 12/31/2011	Report 12/31/2012	\$ Variance	% Variance
Accounts Payable					
200	Accounts Payable	(22,654.00)	(20,308.00)	2,346.00	-10%
	Accounts Payable Total	(22,654.00)	(20,308.00)	2,346.00	-10%
Accounts Receivable					
120	Billed Receivables	63,443.00	52,931.00	(10,512.00)	-17%
121	Unbilled Receivables	27,557.00	27,055.00	(502.00)	-2%
122	Unbilled Expenses Receivable	5,885.00	4,960.00	(925.00)	-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	98,385.00	84,946.00	(13,439.00)	-14%
Accrued Liabilities					
231	FICA W/H Payable	(465.00)	(8,822.00)	(8,357.00)	1797%
232	Fed W/H Payable	(1,820.00)	(2,335.00)	(515.00)	28%
233	Ml W/H Payable	(299.00)	(2,669.00)	(2,370.00)	793%
234	FUTA Payable	(52.00)	(168.00)	(116.00)	223%
235	SUTA Payable	(228.00)	0.00	228.00	-100%
240	Accrued Interest Payable	0.00	(3,000.00)	(3,000.00)	- - - -
250	FIT Payable	(20,000.00)	(5,079.00)	14,921.00	-75%
251	Ml SBT Payable	(3,766.00)	(4,074.00)	(308.00)	8%
	Accrued Liabilities Total	(26,630.00)	(26,147.00)	483.00	-2%
Accrued Payroll					
230	Accrued Payroll	(6,500.00)	(6,500.00)	0.00	0%

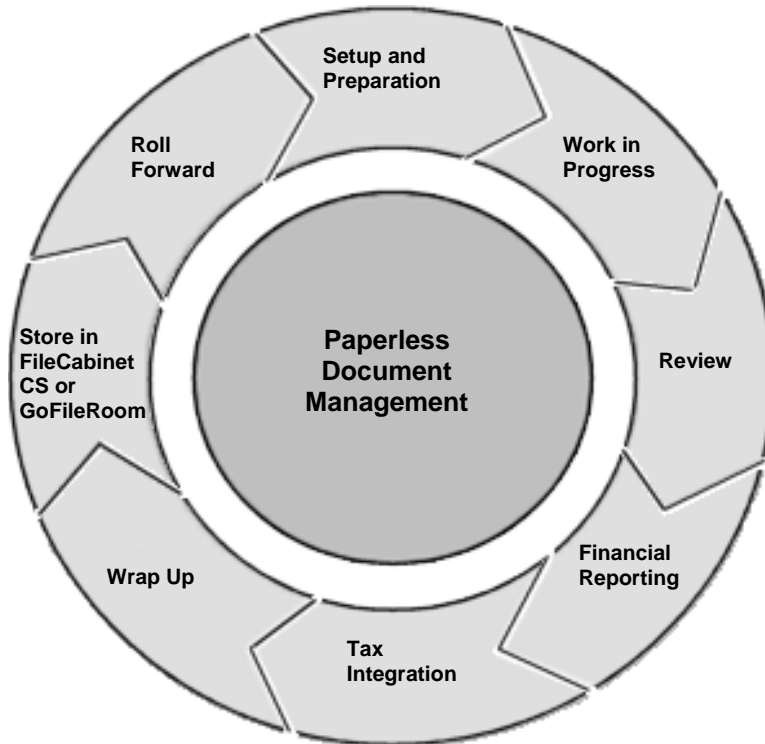
Indirect Cash Flow Sta... Preliminary Review Re... Adjusting Journal Entries Trial Balance Variance... **Final Review Report**

For Help, press F1 or Ctrl+F1 C:\WINCS\CSAData\ Staff: JIS GL Period: 12/31/12

Note: You can use the Zoom In  and Zoom Out  buttons on the Engagement CS toolbar to enlarge or shrink the workpaper image in the engagement workspace.

Workflow elements in Engagement CS

The following diagram illustrates the processes involved in creating, organizing, reviewing, and completing an engagement using Engagement CS.





3

Engagement Setup

This section of the *Engagement CS Getting Started* guide provides a brief overview of several of the main processing features in Engagement CS that are performed during the setup phase of the engagement.

For additional information on how to use each feature, you can consult the comprehensive Engagement CS help in the Help & How-To Center. From within Engagement CS, you can choose **Help > Help & How-To** to open the “Welcome to Engagement CS” topic. You can click the Browse Subjects or Index links, as well as enter search terms in the search field at the top of any CSA help topic in the Help & How-To Center.

Overview of the setup dialogs

Accounting engagements are defined and configured with “building blocks” of information that individual staff members can work on separately in the field and then check back in to or synchronize with the Master Client Data for a cycle of review, re-assignment, final check-in, and wrap-up by the staff in charge of the engagement. The staff in charge of the engagement must complete some preliminary **global** and **engagement-specific** setup in CSA (from the Setup > System Configuration > Administration dialog) to allow access to engagements by specific staff members and/or groups.

Note: If you are the staff in charge and are launching CSA and Engagement CS for the first time, you are required to set up a password and security level for yourself that allows you to open, add, edit, and delete engagement groups and staff members on the Groups and Staff tabs of the Administration dialog.

Important! Because of certain data dependencies among the various setup dialogs, when adding new global or client-specific setup information in Engagement CS, you should visit the setup dialogs in the sequence in which we present them in this section. Please refer to the CSA Help & How-To Center for more detailed information about using each of the setup dialogs that we mention in the following sections. You can quickly open overview help for any dialog by pressing F1 or CTRL+F1.

Setup > System Configuration > Administration dialog

The Setup > System Configuration > Administration dialog in CSA enables the staff in charge to perform the following tasks.

- Modify the master password and/or select an appropriate security level. (Engagement CS users must select **Staff** level security.)
- For licensed users of FileCabinet CS, enable automatic backups of client data to FileCabinet CS.
- Enable or disable data sharing between your CS Professional Suite applications.
- Customize privileges for groups and assign staff members to these groups. For more details, choose Help > Help & How-To and enter [Setting up user-specific security access in CSA](#) in the search field of the Help & How-To Center.

Setting up group and staff privileges for Engagement CS users

As the staff in charge of the engagement, you can set up multiple groups made up of one or more staff members of the engagement team on the Groups and Staff tabs of the Setup > System Configuration > Administration dialog. Assigning individual staff members to a group or to multiple groups allows them to perform user-specific engagement tasks yet limits their access to other areas of the application. Make your choice based on what you want the staff members to have access to most of the time. You can override your choices on a per-engagement basis.

Launching the application for the first time

If you are launching CSA and Engagement CS for the first time as a staff in charge of the engagement, the Administrators group is set up by default. As a staff in charge of the engagement, add a staff ID for yourself first, mark the Administrators and Engagement CS User checkboxes on the Staff tab to enable you to add, open, and edit additional groups and staff members globally for each engagement.

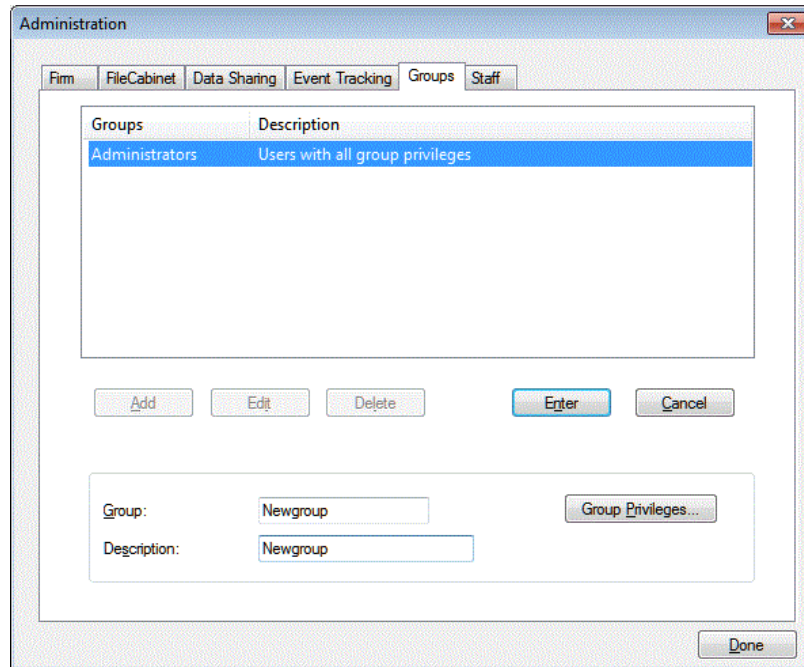
Note: When launching the application for the first time, the security setting **Staff level security – log of staff activity maintained** is marked by default.

Important! The Groups and Staff tabs are available **only** when the **Staff level security** option on the Firm tab of the Administration dialog is selected (required for Engagement CS users). Privileges for groups must be defined from the Group Privileges dialog accessed from the Groups tab. Note that when the Staff level security option is selected the Security tab becomes unavailable.

Setting up group privileges for Engagement CS users (required)

If you are a staff member in charge of engagement processing, you may use the Groups tab of the Setup > System Configuration > Administration dialog in CSA to set up groups and customize privileges for each group. From the Groups tab, you can click the Group Privileges button to open another multi-tab dialog where you can specify the CSA privilege options.

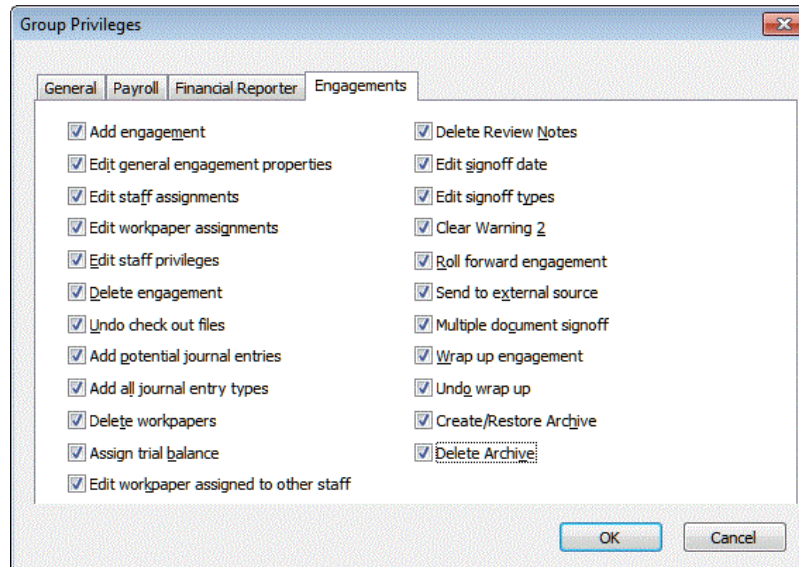
1. From the CSA main window, choose Setup > System Configuration > Administration.
2. On the Firm tab of the Administration dialog, enter the master password and then click the Continue button.
3. Click the Groups tab, and then click the Add button to add a new group.
4. Enter a group name and description for the new group.



5. Click the Group Privileges button and mark the desired options in the General and Financial Reporter tabs.

Note: The tabs that appear in the Group Privileges dialog may vary based on which CSA licenses you have installed.

6. Click the Engagements tab in the Group Privileges dialog and mark the options that you want to enable for this group.



7. Click OK to save your selections and return to the Administration dialog.
8. Click the Enter button on the Groups tab to save your selections.

Notes

- When setting up engagement users in Engagement CS, we recommend that you mark only the **Add potential journal entries** checkbox and **not** the **Add all journal entry types** checkbox. This enables the staff assigned to the Trial Balance to change only the potential journal entries entered by engagement staff members to another type of journal entry (Adjusting, Tax Adjustment, Reclassifying, Other, or Budget), as necessary.
- Group privileges that are set up on the Engagements tab of the Group Privileges dialog are **global** privileges, and apply to all staff members who are a part of that group when working in Engagement CS. However, the staff in charge can define **engagement-specific** privileges on the Staff Privileges tab of the Engagement Properties dialog in Engagement CS. The staff privileges assigned at the engagement level **override** the global privileges that are set up in the Groups > Group Privileges dialog in CSA, and apply to the current engagement only.

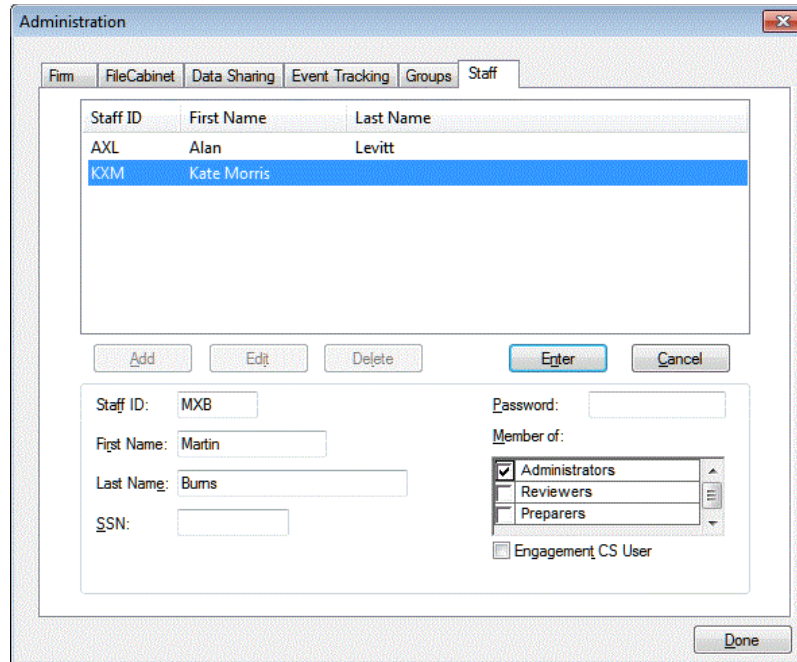
- Engagement CS-related group privileges are also found on the General and Financial Reporter tabs of the Group Privileges dialog. Privileges such as Client passwords, Delete clients, FileCabinet backup, Add/Edit groups, Add/Edit staff, Financial statement editor, and global financial statements all affect how you want engagement staff members to be set up for and perform tasks in an engagement.
-

Setting up staff for Engagement CS users

Use the Staff tab of the Setup > System Configuration > Administration dialog to add, edit, or delete staff records. You may choose to set up a password for a staff member in the password field of the Staff tab. The password is then required when that staff member launches CSA.

1. Click the Staff tab in the Administration dialog, and click the Add button.
2. Enter a unique staff ID using up to five alphanumeric characters. (Entering a Social Security number is optional.)
3. Enter the staff member's name, and then enter a unique password (optional) for the staff member (using up to 15 alphanumeric characters).
4. In the **Member of** list, mark the appropriate checkboxes for the groups that apply to Engagement CS and this staff member.
5. Mark the **Engagement CS User** checkbox to identify this user as a staff member who uses Engagement CS. (This checkbox must be marked to allow access to Engagement CS.)

6. Click the Enter button to save the settings for this staff member.



7. When you have finished entering staff setup information for all staff members, click Done.

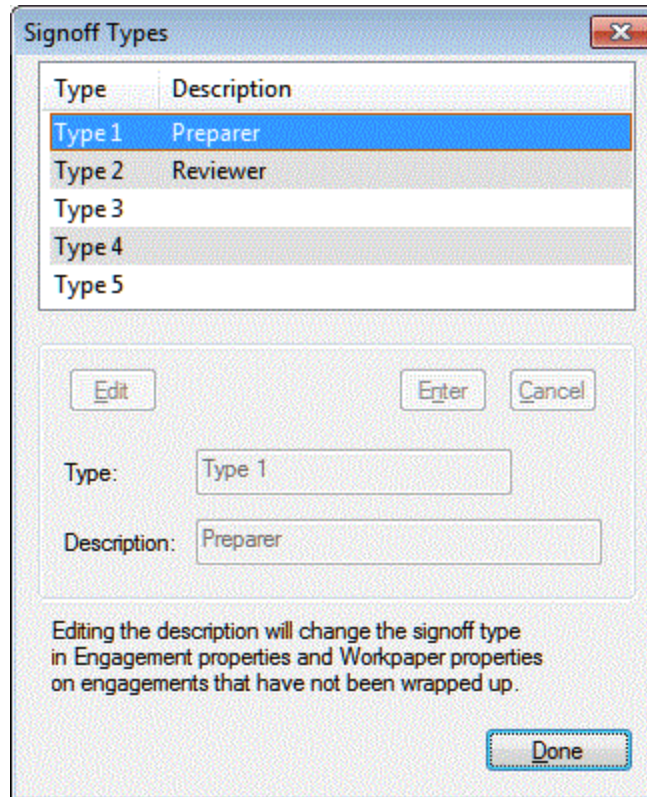
Customizing signoff types

Engagement CS provides five signoff types. Two (Preparer and Reviewer) are pre-defined by the application and cannot be edited or renamed. You can customize the type description for one or more of the other three signoff types, and use them with any (globally) engagement client.

Notes

- CSA stores signoff types as global data and includes them when you back up or restore the global database.
- If you edit a signoff type description in the Setup > System Configuration > Signoff Types dialog, the application displays the new description for that type number (not including wrapped-up engagements) for all engagements.

-
1. Choose Setup > System Configuration > Signoff Types to open the Signoff Types dialog. Note that Preparer and Reviewer are the defaults for Types 1 and 2.



2. To customize a type, highlight Type 3, 4, or 5 and click the Edit button. (The Edit button is enabled only if Type 3, 4, or 5 is selected.)
3. Enter a description of up to 50 alphanumeric characters in the Description field.
4. Click the Enter button to save the customized type.
5. Click the Done button to close the Signoff Types dialog.

Opening Engagement CS

In CSA, choose File > Engagement CS to open the Engagement CS workspace, then choose File > Open Engagement Client to select from a list of available engagements to launch in Engagement CS.

Note: If you mark the **Launch Engagement CS after login** checkbox on the Engagement CS tab of the Engagement CS User Preferences dialog, the application launches directly, without opening CSA first.

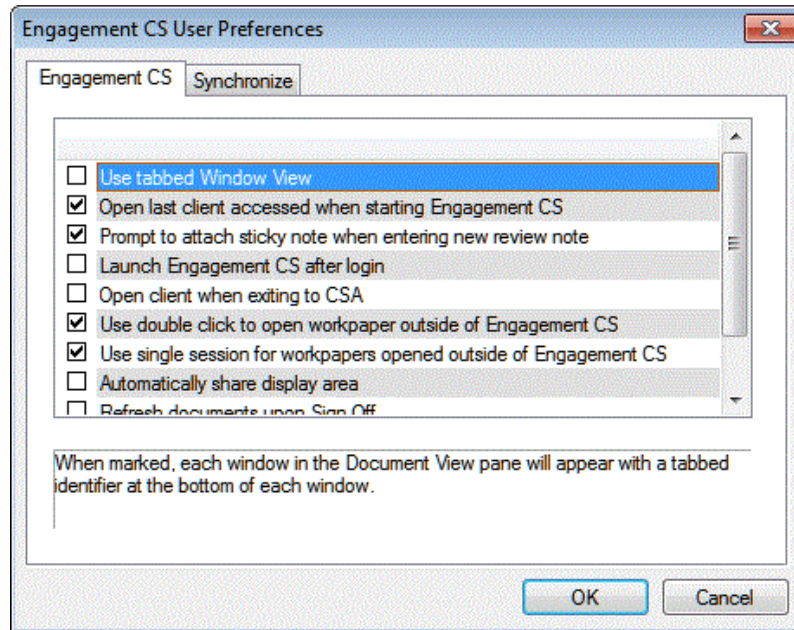
Setting up user preferences in Engagement CS

The Engagement CS User Preferences dialog allows you to define how you want to use and view the application when processing engagements for any client. The settings include general options for using the application as well as file locations for the Office Master Client Data and the Field Master Client Data.

Master Client Data. The MCD is the central location where the engagement is created. For each client there is only one MCD.

Local Client Data. The application creates Local Client Data when a member of the engagement team checks out and receives documents from the MCD to work on them locally in the field. There may be multiple LCD files for each CSA engagement.

1. With Engagement CS open, choose Setup > User Preferences.
2. On the Engagement CS tab in the Engagement CS User Preferences dialog, mark or unmark each of the options to suit your needs for all engagements.



- **Use tabbed Window View.** Mark this checkbox to display a tab for each document in the Document View window in the engagement workspace.
- **Open last client accessed when starting Engagement CS.** Mark this checkbox to automatically open the last engagement client that was open in Engagement CS.
- **Prompt to attach sticky note when entering new review note.** Mark this checkbox to have the application prompt you to attach a sticky note to the current workpaper each time you add a note.
- **Launch Engagement CS after login.** Mark this checkbox to open Engagement CS automatically after logging in to CSA. (This option is appropriate for staff members who work mainly in Engagement CS.)
- **Open client when exiting to CSA.** Mark this checkbox to open the client in CSA when exiting Engagement CS.
- **Use double click to open workpaper outside of Engagement CS.** Mark this checkbox to open workpapers outside of the engagement workspace with a double-click of the mouse.

- **Automatically share display area.** Mark this checkbox to have the application automatically share the display area between document folders and the document currently visible. To control presentation, move the mouse over the window you want to see.
- **Refresh documents upon Sign Off.** Mark this checkbox to have the application automatically refresh each document as part of the document signoff process.
- **Use single click to open PDF files inside Engagement CS.** Mark this checkbox to open PDF documents with a single mouse click in Engagement CS.

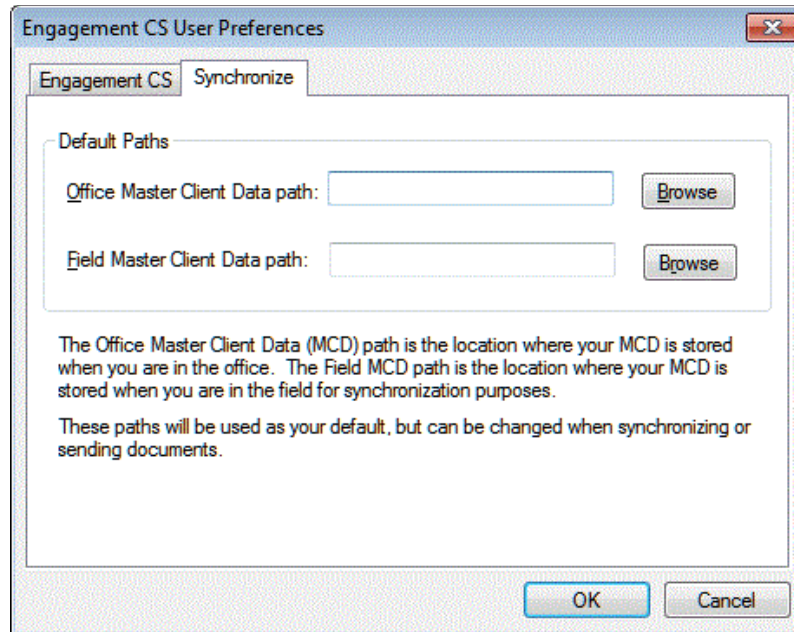
Office and Field Master Client Data

Specify the paths to use when working in a network environment to enable synchronizing with the MCD in the office or in the field.

- **Office Master Client Data path.** This is the location where the MCD is stored in a network environment when you are in the office.
- **Field Master Client Data path.** This is the location where the MCD is stored in a network environment if you are setting up a peer-to-peer network in the field.

Follow these steps to specify the paths.


1. In the Engagement CS User Preferences dialog, click the Synchronize tab and enter or browse to the location for the Office Master Client Data and the Field Master Client Data.



2. Click OK to save the settings, and close the Engagement CS User Preferences dialog.

Note: For each user, the settings in this dialog apply to **all** engagements; they are not engagement specific.

Refreshing documents on demand

You can choose to have the application refresh documents on an on-demand basis after changes are made. This is controlled by toggling the Refresh Documents on Demand  button on your Engagement CS toolbar. This option is toggled on by default.

When the option is enabled, 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.

	Name	Warning	Assigned	Notes
	Trial Balance Status		Unassign...	0
	Sample Engagement (Master)	Date: 12/31/12		0
	General			0
	Planning			0
	PL-01	Standard Workpaper Index	Unassign...	0
	PL-02	Checkpoint Tools - ASB-CX-3_1 Unde...	Unassign...	0
	PL-07	Checkpoint Tools - ASB-CX-17_3 Aud...	Unassign...	0
	PL-10	Preliminary Review Report	Unassign...	0
	PL-11	Audit Control Worksheet	KXM	0
	Trial Balance & F/S			0

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 application prompts to refresh the current document or current engagement when you perform various tasks (such as printing, wrapping up, or checking in / checking out) in Engagement CS.
- To sign off or modify an existing signoff, the current document needs 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 turned on or off.

Setting up engagement properties

If the group for which your staff ID has been set up has the appropriate privileges (predefined by the engagement staff in charge), 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.

To set up engagement-specific items in the application, open a client with an existing engagement in the Engagement CS workspace.

- ▶ Choose **File > Engagement Properties** to open the Engagement Properties dialog.

You can use the Engagement Properties dialog to perform the following tasks.

- Display engagement information (on the General tab of the dialog).
- 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.

When creating a new engagement, you can complete these tasks using the New Engagement wizard.

Important! The ability to **edit** engagement properties is controlled by a security setting established by the staff in charge of the engagement. Otherwise you can only **view** the Engagement Properties dialog and update signoff information.

General tab

Use this tab to enter general information on the current engagement.

Engagement Properties

General | Staff Assignment | Workpaper Assignments | Staff Privileges | History

Identification

Name: Sample Engagement

Description: Sample Engagement for Engagement Sample Client

Engagement period ending date: 12/31/12 Processing period: Annual

Number of years of balances to use: 2

Engagement Dates

Begin date: [] [...]

End date: [] [...]

Audit Documentation Dates

Audit engagement

Public entity

Report Release Date: [] [...]

Signoffs

Name	Date	Signoff

Add Edit Remove

OK Cancel

Identification

- **Name.** This field is the name of the engagement which is displayed next to the engagement icon in the Tree View window (required field).
- **Description.** This field is a short description of the selected engagement.
- **Engagement period ending date.** This field is the ending date for the period of time that is being reviewed or audited. The date value automatically defaults to the current period ending date for the

General Ledger period, but can be changed to an existing Trial Balance period end date.

- **Number of years of balances to use.** This field is the number of years of balances to use in the current engagement, which cannot exceed the number of years of balances to save that is specified in the General Ledger tab or Trial Balance tab of the Client Properties dialog in CSA.

Engagement Dates

Enter the beginning and ending dates for the engagement process. You can click the calendar button to the right of the date field to select a date from the calendar.

Audit Documentation Dates

- **Audit engagement.** To indicate that the engagement is an audit engagement, mark this checkbox.
 - **Public entity.** To indicate that the engagement is an audit engagement for a public entity, mark this checkbox. (This checkbox is available only if the Audit engagement checkbox is marked.)
- **Report Release Date.** Use this field to specify the date on which permission was granted to the client to use the auditor's report in connection with the financial statements.

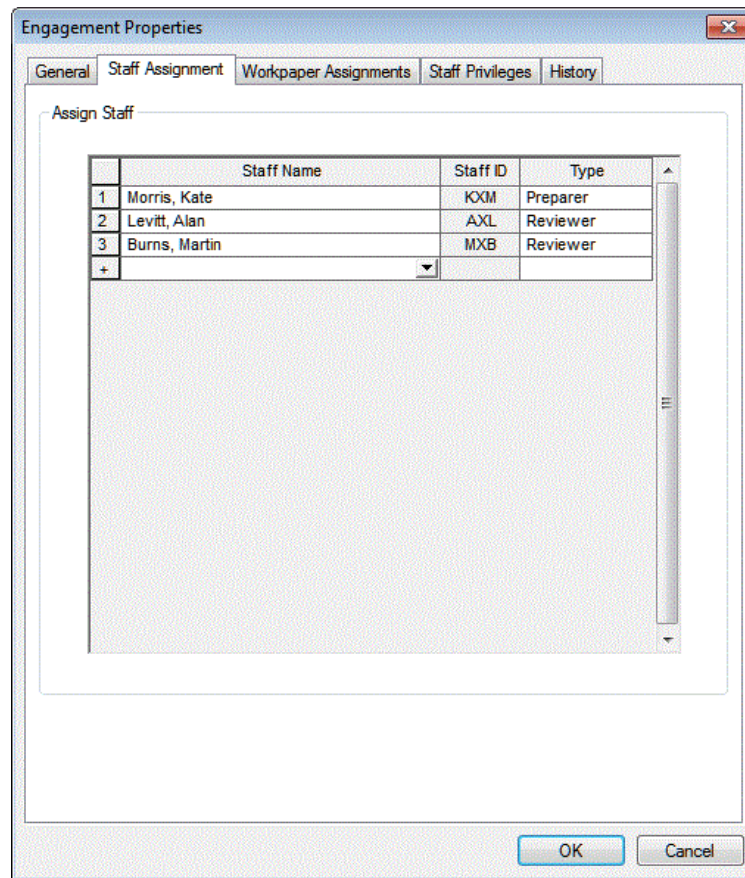
Signoffs

- **Add.** Click this button to add a signoff to the engagement. You can select the appropriate type from the drop-down list in the Signoff dialog. Notice that the application automatically fills in the **Name** and **Date** fields with the current staff name and the date of the signoff (based on the current system date).
- **Edit.** Click this button to edit an existing signoff. Staff members can edit only their own signoff information. The Signoff type field is available to edit. The Date field is available to edit only if the staff member has the **Edit signoff date** privilege set up on the Staff Privileges tab of the Engagement Properties dialog.
- **Remove.** Click this button to remove your signoff from the engagement. (You cannot remove another staff member's signoff.)

Staff Assignment tab

As the staff in charge of the engagement, you can use this tab to assign staff members to the engagement.

Note that if you have been assigned the **Edit engagement properties** group privilege, you can make changes on this tab when working in the Master Client Data.



- Staff Name.** Add each staff member in the Assign Staff grid who should be assigned to the current engagement. The drop-down list in this field includes all staff members who have been previously set up on the Staff tab of the Setup > System Configuration > Administration dialog and who are marked as Engagement CS users.

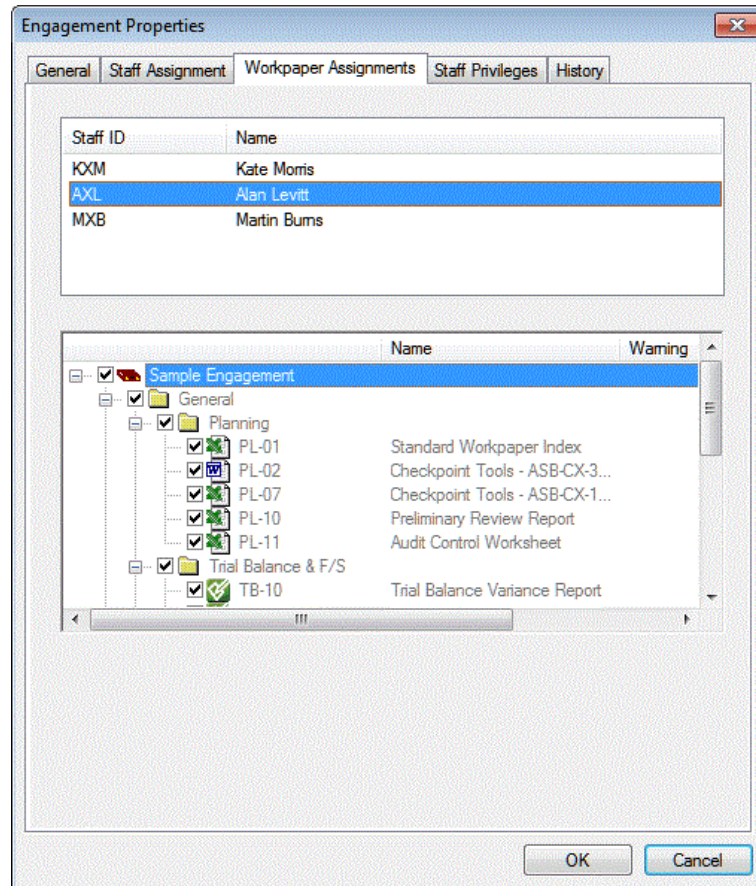
- **Staff ID.** This is the staff ID as entered for the staff member on the Staff tab of the Setup > System Configuration > Administration dialog.
- **Type.** This is the staff member's signoff type (Preparer, Reviewer, or one of three user-defined types). The type you select is the default for this staff member. If the field is left blank, this field defaults to the Preparer signoff type.

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 in the Confirmation dialog when prompted.

Workpaper Assignments tab




As the staff in charge of the engagement, you can use this tab to assign folders and workpapers to staff members in the current engagement.

Note that if you have been assigned the **Edit engagement properties** group privilege, you can make changes on this tab when you are working in the Master Client Data.



- **Engagement Staff.** This is the staff ID and name of each staff member who has been selected on the Staff Assignment tab of the Engagement Properties dialog for the current engagement.
- **Assignments.** These are the workpapers and documents in a Tree View format for the current engagement with checkboxes to the left of each folder and document in the tree. The following legend describes the icons used in the Tree View pane.

Checkbox legend

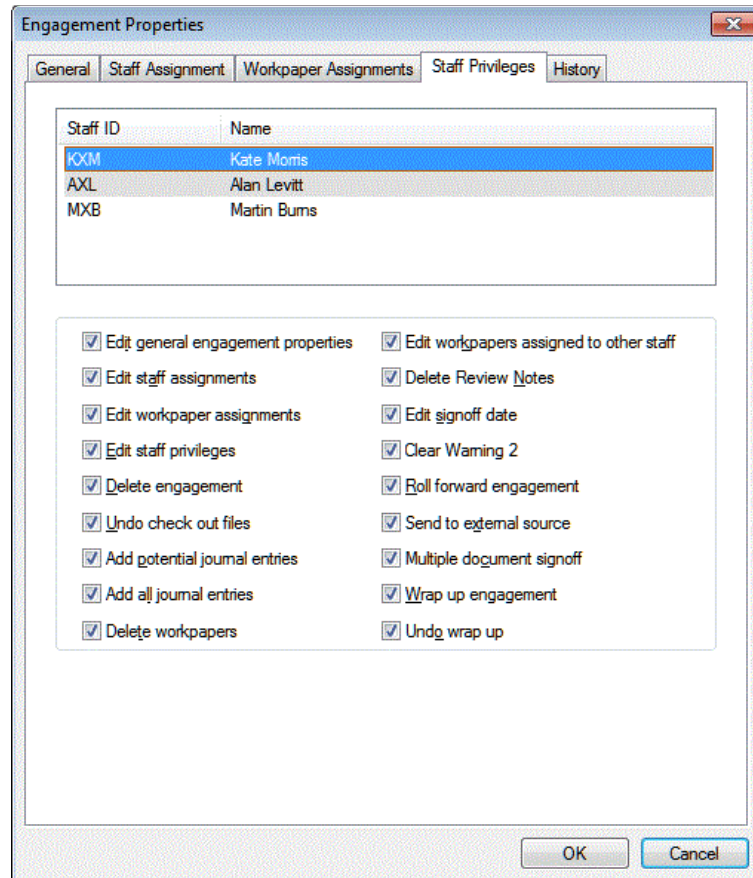
	Assigned. The staff member has read / write access to the workpaper or folder. Only one staff member at a time can be assigned full access.
	Read only. The staff member has read-only access to the workpaper or folder.
	Not Assigned. The staff member has no access to the workpaper or folder. The staff member cannot view or open a folder or workpaper if not assigned to it.

- All folders and workpapers in the engagement are marked as **Read only** by default when you open this page for the first time.
- If a workpaper in a checked-out file is assigned to a staff member, the workpaper or folder may be marked as **Read only** or **Not Assigned** for all other staff members. (Read only is the default.)
- When you select the type of assignment for the engagement or a folder, the application applies the same assignment to all available folders and workpapers in the selected engagement or folder.
- The information on this tab is automatically updated when the workpaper assignment is changed at the workpaper level. (Refer to the “Assigning workpaper properties” section that begins on page 55 of this guide.)

Staff Privileges tab

As the staff in charge of the engagement, you can use this tab to assign privileges to staff members working in the current engagement.

Note that if you have been assigned the **Edit engagement properties** group privilege, you can make changes on this tab when working in the Master Client Data.



- **Engagement Staff.** These are the staff IDs and names that have been selected on the Staff Assignment tab of the Engagement Properties dialog for the current engagement.

- **Privileges.** Mark the checkbox for any of the following engagement functions to allow the engagement staff member to perform the specified task in the engagement.

Function	Description
Edit general engagement properties	Modify the properties on all tabs of the Engagement Properties dialog.
Edit staff assignments	Modify staff types on the Staff Assignment tab of the Engagement Properties dialog.
Edit workpaper assignments	Modify staff access privileges to folders and workpapers on the Workpaper Assignments tab of the Engagement Properties dialog.
Edit staff privileges	Assign/deassign staff for specific tasks in the current engagement.
Delete engagement	Delete the engagement from the engagement workspace.
Undo check out files	Undo the checked-out status of a document or workpaper in the engagement.
Add potential journal entries*	Add potential journal entries. (*See notes below.)
Add all journal entries	Enter any type of journal entry.
Delete workpapers	Delete workpapers.
Edit workpapers assigned to other staff	Open workpapers that are checked in to the Master Client Data (MCD), but are assigned to a different staff member.
Delete Review Notes	Delete review notes
Edit signoff date	Edit the signoff date.
Clear Warning 2	Clear warnings from right-click context menu or Edit command menu in engagement workspace.
Roll forward engagement	Prepare the engagement to Roll Forward into the next year.
Send to external source	Store the current engagement for long-term storage in FileCabinet CS or GoFileRoom.

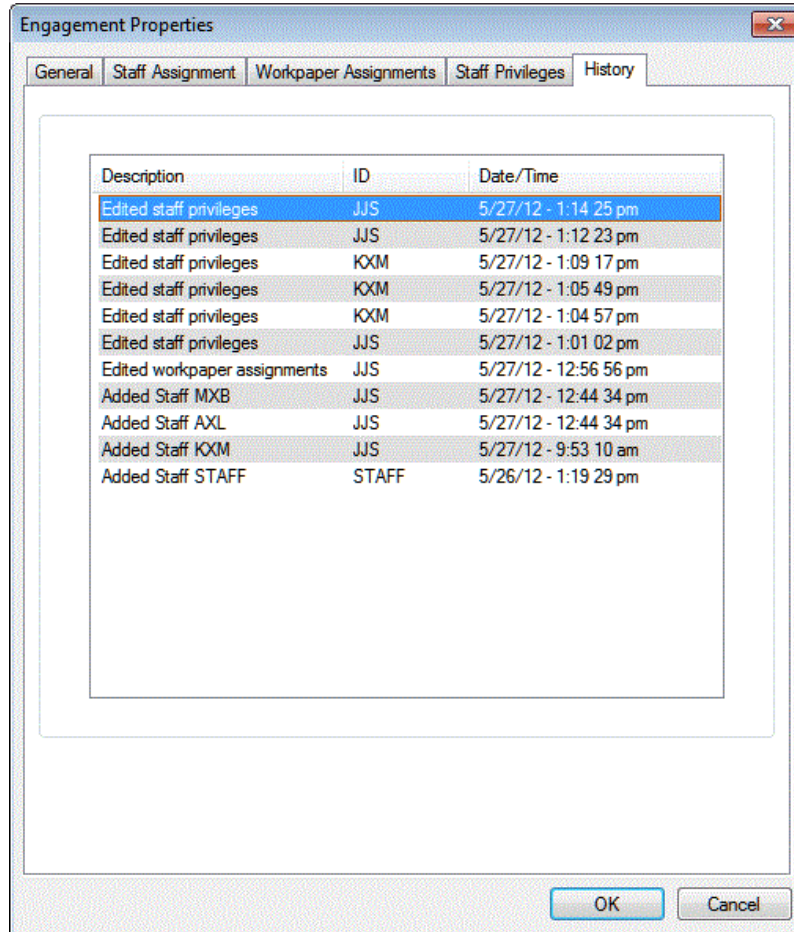
Function	Description
Multiple document signoff	Sign off on multiple documents or workpapers at one time.
Wrap up engagement	Perform the wrap-up process.
Undo wrap up	Undo an engagement wrap-up that was previously completed.

Notes

- When setting up engagement users in Engagement CS, we recommend that you mark only the **Add potential journal entries** checkbox and **not** the **Add all journal entry types** checkbox. This enables staff assigned to the Trial Balance to review and change only potential journal entries entered by engagement staff members to another type of journal entry (Adjusting, Tax Adjustment, Reclassifying, or Other), as necessary.
 - The Engagement Staff privileges default to the **global** privileges that have been previously set up on the Groups tab of the Setup > System Configuration > Administration dialog.
 - These global options are overridden by any changes that the staff in charge makes on the Staff Privileges tab at the engagement level. This does not change the global privileges for the staff member.
-

History tab

This tab briefly describes the nature of the activity that has taken place for the current engagement.



- **Description.** This is the type of activity that took place. The following table lists the activities that are tracked by the application (where XXX represents the staff ID).

Created	Edited staff privileges of (XXX)
Backed up	Edited workpaper assignments
Restored	Edited begin date
Stored in FileCabinet CS	Edited ending date
Wrapped up	Checked-out documents
Rolled forward	Received checked-out documents from (XXX)
Renamed	Checked-In documents
Signed off	Received checked-in documents from (XXX)
Removed signoff	Archived
Added staff (XXX)	Copy restored from archive
Deleted staff (XXX)	Edited engagement type
Edited staff (XXX)	Edited Report Release date

- **ID.** This is the ID of the staff member who performed the activity.
- **Date/Time.** This is the date and time that the activity took place.

Note: Events appear in descending order, with the most recent appearing at the top of the list.

Setting up an engagement client in CSA

In Trial Balance CS and Engagement CS, you can save hours of setup time by creating template clients and template engagements that can be used as a starting point for setting up new clients or engagements.

Setting up template clients

You can select and customize one of the available sample clients in Engagement CS to modify your own engagement. In the template client setup you can customize the following items for your client.

- Chart of Accounts
- Account groups
- Grouping schedules
- Financial statements

This information can be transferred into new client databases to allow a quick and easy setup.

Note: For information on setting up any of these items, refer to the [Trial Balance CS Getting Started](#) guide. You can view or print this guide in Portable Document Format (PDF) by searching on **PDFs for Creative Solutions Accounting applications** from the Search field in any CSA topic in the Help & How-To Center.

Setting up template engagements

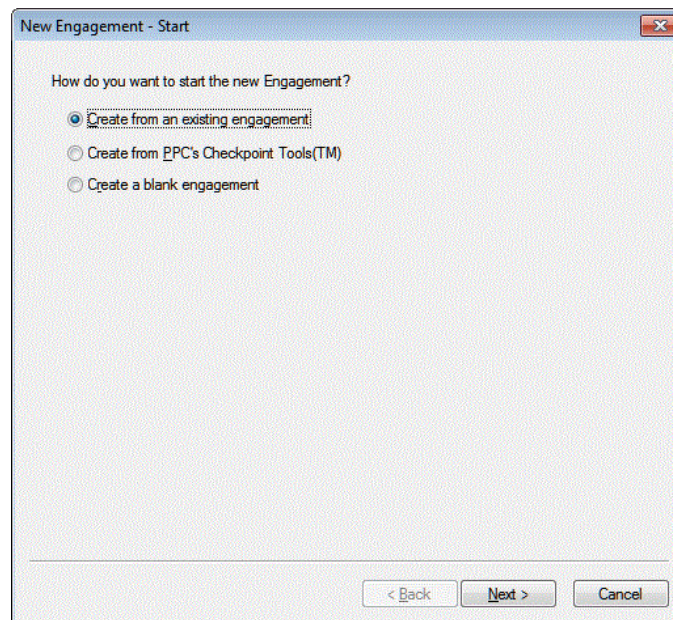
When the general account information has been set up for the client, you can begin to set up single or multiple engagements in the template client. Creating the template engagement allows you to customize the engagements folder structure and create or insert audit programs, checklists, and other workpapers. For quick and easy setup, you can transfer an engagement created for the template client to other engagement clients.

Creating a new engagement

After setting up the client in CSA, you can open that client in Engagement CS and add a new engagement.

- ▶ Open the New Engagement wizard by choosing File > New > Engagement.

The New Engagement – Start page of the New Engagement wizard lists three options.



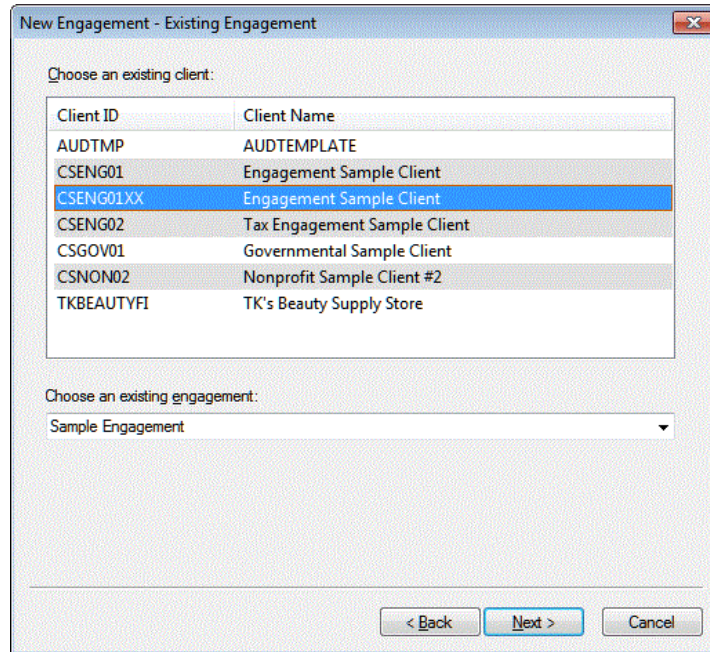
Note: The option to create a new engagement from PPC's Checkpoint Tools is available only when you are licensed for and have the application installed.

Creating a new engagement from an existing engagement

The option to **Create from an existing engagement** enables you to select an engagement from another Engagement CS client (or template client) and copy it to the active client. (For example, if you have already set up a small business template client with an Audit template engagement, you can copy that template engagement to the active client.)

Note: When you copy Excel or Word workpapers from an existing engagement client, the application updates them to reflect the Chart of Accounts balances for the active client.

1. Click the **Create from an existing engagement** option from the Start page of the New Engagement wizard, and click Next to continue.
2. Highlight an existing client in the listview pane, select an engagement from the drop-down list, and then click Next.



3. On the New Engagement – Properties page, enter a name and description for the new engagement, select the engagement period end date, and then click Next.
4. On the New Engagement – Staff Assignment page, select the staff members and signoff types, and then click Next.
5. On the New Engagement – Workpaper Assignments page, assign workpapers to the appropriate staff members, and then click Next.
6. On the New Engagement – Staff Privileges page, select the appropriate privileges, and then click Finish.

Creating an engagement from PPC's Practice Aids

If you are a licensed user of PPC's Practice Aids, you can create a new engagement from PPC's engagement packages.

For detailed information about creating an engagement from PPC's Practice Aids, please refer to the appendix of the [Engagement CS Tutorial](#).

Creating a blank engagement

The option to **Create a blank engagement** enables you to start a new engagement and set up folders, audit programs, checklists, and workpapers from scratch.

Follow these steps to create a blank engagement.

1. Click the **Create a blank engagement** option from the Start page of the New Engagement wizard, and then click Next.
2. On the New Engagement – Properties page, enter the engagement name and description, select the engagement period end date, and then click Next.
3. On the New Engagement – Staff Assignment page, select the staff members and signoff types for the new engagement, and then click Next.
4. On the New Engagement – Staff Privileges page, select the appropriate privileges, and then click Finish.

Engagement Processing Overview



4

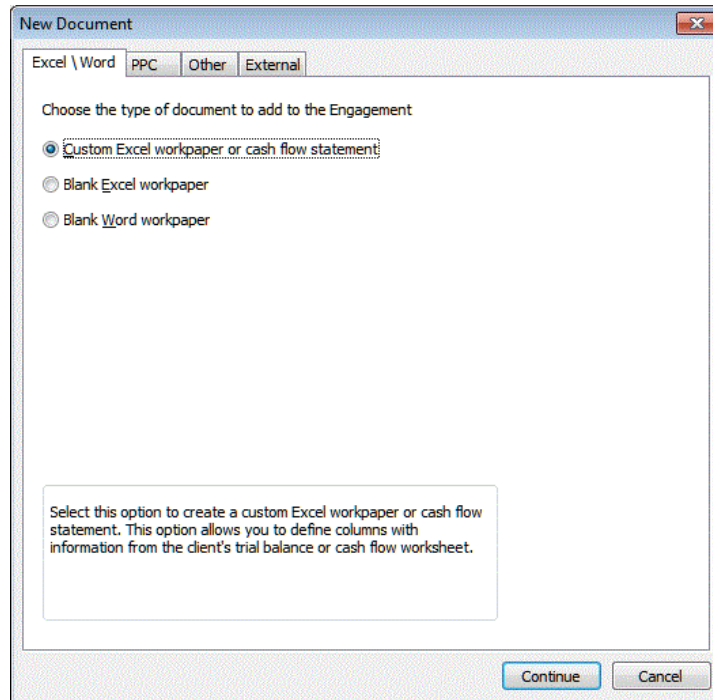
Engagement Processing Overview

This section of the *Engagement CS Getting Started* guide provides a brief overview of several of the main processing features in the application that are used by staff assigned to the engagement.

Inserting an engagement document

The New Document dialog enables you to add a document to an engagement, record information about the document, specify a name and workpaper reference, and assign the document to a staff member.

- ▶ Choose **File > New > Document** or press CTRL+N to open the New Document dialog.



Excel / Word document types

- Custom Excel workpaper or cash flow statement. (Create an Excel workpaper and define the columns with information from the client's Trial Balance — such as account number, account description, and amounts. If the cash flow worksheet has been created, this selection also allows you to create an indirect or direct cash flow statement in Excel.)
- Blank Excel workpaper
- Blank Word workpaper

PPC document types

- Document from Checkpoint Tools
- Document from the Reference Library
- Document from SMART Practice Aids

Other document types

- Document from an existing client
- Document reference (Inserts a placeholder with a note explaining where a paper document is located.)
- CSA financial statement, transmittal letter, or report
- GoSystem Audit/Fund financial statement or workpaper
- Confirmation reports form Capital Confirmation

Scanned images

You can insert scanned images directly into your engagement without first having to save the file to your local or network drive. (Available only if a scanner is installed on your workstation.)

- Scan options (single page; multiple pages into a single file; multiple pages into separate files)
- File types (PDF file; Word file)

External document types

Select an existing Excel, Word, or other third-party file to copy into the engagement. The original file remains, but a copy is made in the engagement, with links to the trial balance.

Integrating with Excel and Word

Engagement CS integrates with Microsoft Excel and Word so that trial balance information from CSA can be linked from within Excel and Word workpapers and documents. Engagement CS provides convenient toolbars in both Excel and Word. These toolbars combine the reliable linking of data from Engagement CS to Excel and Word and the ability to use Excel's formatting and calculating features that are already familiar to you. Full-featured integration with Excel and Word enables you to perform the following tasks.

- Add external Word and Excel workpapers to an engagement.
- Work on the Excel or Word workpaper directly in the engagement workspace.

- Launch Excel or Word from within Engagement CS to link directly to the trial balance data in CSA.
- Disconnect / reconnect Excel and Word workpapers in the engagement.
- Use the Engagement CS add-in toolbars within Word and Excel (when the applications are launched from within Engagement CS) perform the following tasks.
 - Insert initials when a procedure is completed.
 - Insert a workpaper link.
 - Insert variables.
 - Insert multiple formulas. (Excel only.)
 - Insert custom tickmarks.
 - Insert tickmark legend.
 - Insert checkmarks.
 - Insert N/A.
 - Clear items during roll forward.
 - Custom format variables. (Word only.)
 - Hide or show zero balance rows.
 - Access Engagement CS-specific help topics for Word and Excel functionality.
- Create your own custom Excel workpapers from within Engagement CS.

Note: For detailed examples of creating and working with Word and Excel workpapers from Engagement CS, refer to the [Engagement CS Tutorial](#).

Assigning workpaper properties

The Workpaper Properties dialog allows you to view all information pertaining to a specific workpaper and designate the name and reference for the currently selected workpaper. You can also specify roll forward treatment of a workpaper, assign the workpaper to a specific staff member, track signoffs, and view the history of the current workpaper.

- ▶ Highlight the document or workpaper in the Tree View window, right-click to open the context menu, and then choose Workpaper Properties.

Workpaper Properties

Identification

Workpaper Reference: A-01

Workpaper Name: Checkpoint Tools - ASB-AP-3 Audit Program fo

Assigned to: Morris, Kate

Roll Forward: Replace from PPC Template

Delete during Wrap Up

Signoffs

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

Add Edit Remove

Events

Created by:

Last Check In:

Last Check Out:

History

OK Cancel

Note: You cannot modify the properties for the selected workpaper when it is checked out to another team member.

Identification

- **Workpaper Reference.** Enter the workpaper reference to use for this document (up to 75 alphanumeric characters). Workpaper references must be unique within a single engagement.
- **Workpaper Name.** Enter a name for the workpaper (up to 75 alphanumeric characters). Workpaper names must be unique within a single engagement.

- **Assigned to.** Assign the document to a staff member by selecting the appropriate name from the drop-down list. If the workpaper is checked out, this option is unavailable (grayed).
- **Roll Forward.** Select the appropriate action from the drop-down list.
 - **Exclude.** (Default option.) The workpaper is not rolled forward into next year's engagement. If the **Delete during Wrap Up** checkbox is marked, the workpaper is flagged for deletion as part of the wrap-up process in the Workpaper Removal grid of the Wrap Up wizard.
 - **Include.** The workpaper is wrapped up and included in both the final engagement and in the new engagement created during the roll forward process.
 - **Replace from PPC Template.** The workpaper is replaced with a PPC Practice Aid from an available PPC title.
 - **Replace from selected engagement.** The application replaces the current version of the workpaper with another document from the selected engagement client.

Note: If you select the **Replace from PPC Template** or **Replace from selected engagement** option from the Roll Forward drop-down list, the **Delete during Wrap Up** checkbox is unavailable (grayed).

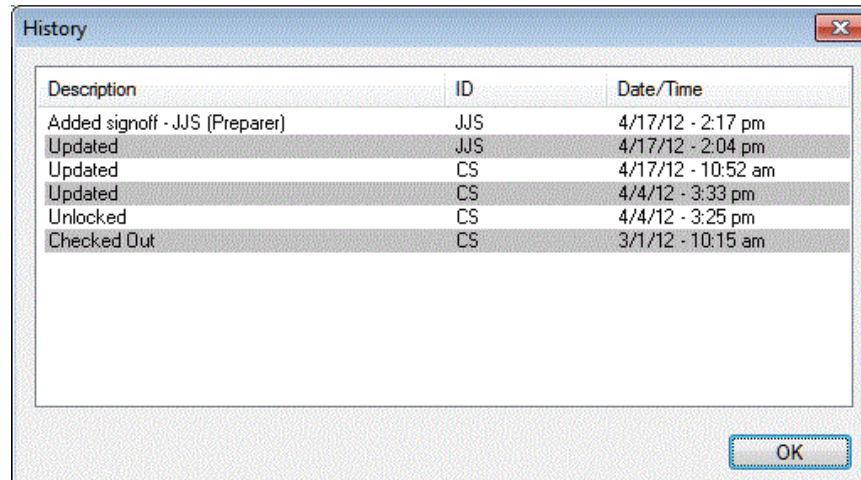
Signoffs

- **Name / Date / Signoff.** These are the name of each staff member who has signed off on the document, the date, and the type of signoff (Preparer, Reviewer, or a user-defined type).
- **Add button.** Click this button to have the application automatically insert the staff member's name, the current system date, and the signoff type.
- **Edit button.** Click this button to enable a staff member to edit the signoff type and (with the appropriate group privilege) to modify the signoff date or type.
- **Remove button.** Click this button to Enable a staff member to remove his or her own signoff.

Note: Rather than opening the Workpaper Properties dialog to insert a signoff, you can right-click on a selected workpaper in the Tree View window to open the context menu and choose **Document Sign Off** to automatically insert a signoff for the selected workpaper.

Events

- **Created by.** This is the name of the staff member who created the document, as well as the date and time it was created.
- **Last Check in.** This is the date and time the most recent Local to Master file was received.
- **Last Check out.** This is the date and time the most recent Master to Local file was created.
- **History button.** Click this button to open the History dialog, where you can view a history of all activity for the selected document (including a brief description of the activity, the ID of the staff member responsible for that activity, and the date and time of the activity. Events appear in descending order, with the most recent appearing at the top of the list.



Working with CSA trial balance data

As the staff in charge of the engagement, you can open the Trial Balance view and work with journal entries from within Engagement CS. Choose **Tasks > Trial Balance** and select a trial balance view to open in the engagement workspace. You can also choose **Tasks > Assign Trial Balance** to assign the Trial Balance to a specific staff member.

- All staff members with the appropriate group privilege can enter journal entries. They can view all journal entries but can edit only those they originated and that have not been checked into the Master Client Data.
- All of the features of Trial Balance CS are available from within Engagement CS. (For further information, refer to the [Trial Balance CS Getting Started guide](#).)
- If you are assigned to the Trial Balance in the LCD or if you are working in the MCD and the Trial Balance has not been checked out, you can open the grid. If the client database is not available because it is in use or checked out, the application displays a Trial Balance Report when you choose **Tasks > Trial Balance**.
- Only one staff member may access the client database at a time. This also includes staff performing work in other CSA applications.
- If you are assigned the trial balance, you have access to everything on the Setup menu that is client specific, such as Chart of Accounts, Account Groups, Grouping Schedules, and other items.

Trial Balance report

This report lists the account number and description, as well as the unadjusted basis, adjustments, and adjusted basis. You can also choose to view Tax, Report, or Other basis by making the selection from the drop-down list. You can view Budget and Adjusted Budget balances by marking those checkboxes on the Trial Balance dialog in Engagement CS.

You can refresh or print the data, or click the **Close** button to close the report.

Trial Balance

Basis: Adjusted
Current GL Period: 12/31/12

Account	T	Description	Unadjusted	Adjustments	Adjusted
101	A	Checking - General	18,236.21	0.00	18,236.21
108	A	Checking - Payroll	1,038.82	0.00	1,038.82
109	A	Petty Cash	1,000.00	0.00	1,000.00
110	A	Cash - Savings	292,162.41	0.00	292,162.41
115	A	Marketable Securities	5,000.00	0.00	5,000.00
120	A	Billed Receivables	46,931.40	2,000.00	48,931.40
121	A	Unbilled Receivables	31,054.66	0.00	31,054.66
122	A	Unbilled Expenses Receivable	4,960.05	0.00	4,960.05
123	A	Accounts Receivable - Emplies	0.00	0.00	0.00

Display adjustments column
 Basis: Adjusted
 Display Budget Amounts
 Budget
 Adjusted Budget
 Select Period Option
 Current GL period
 Year to date

Note: The staff member assigned to the Trial Balance has access to all journal entries. After the journal entries have been checked in, the staff member can then review them and make any necessary edits.

Tip

To enable the staff member assigned the trial balance to easily identify which journal entries were added by other staff members, assign all other staff members the **Add potential journal entries** privilege. The staff member assigned the trial balance can then run Trial Balance reports to review and edit the journal entries.

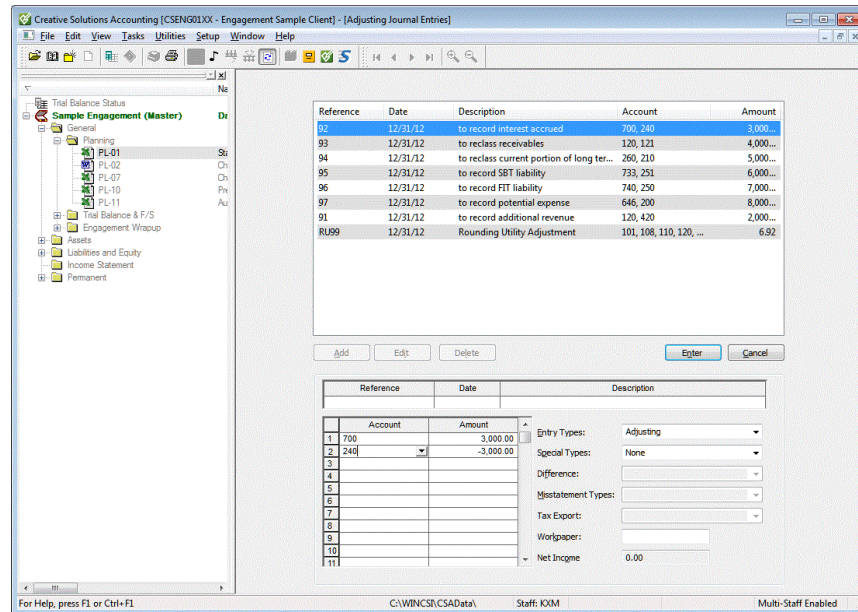
To open the Trial Balance view

Trial Balance CS functionality is available from within Engagement CS. Choose **Tasks > Trial Balance** to open the Trial Balance window.

Note: Only one staff member can be assigned the trial balance.

To work with journal entries

Choose **Tasks > Journal Entries** to open the Adjusting Journal Entries window.



- If you have access to the trial balance, you can edit or delete only the journal entries you have added since your last check-in or synchronization with the MCD.

- If you have access to the trial balance, you have complete access to journal entries. After the journal entries have been checked in, the owner of the trial balance can then change the journal entry type or make other edits, as needed.

Working with cash flow worksheets

Engagement CS enables the staff member that is assigned to the trial balance to create indirect and/or direct cash flow worksheets.

Grouping Schedule Code	Description	Cash Account	Report 12/31/11	Report 12/31/12	Unexplained Amount	Analyze
1 A	Cash	<input checked="" type="checkbox"/>	192,895.00	317,437.00	0.00	Q
2 B	Accounts Receivable	<input type="checkbox"/>	98,385.00	84,946.00	13,439.00	Q
3 C	Inventories	<input type="checkbox"/>	0.00	0.00	0.00	Q
4 L	Prepaid Expenses	<input type="checkbox"/>	4,500.00	4,500.00	0.00	Q
5 N	Investments	<input type="checkbox"/>	0.00	0.00	0.00	Q
6 UV	Property & Equipment	<input type="checkbox"/>	35,029.00	60,246.00	-25,217.00	Q
7 O	Other Assets	<input type="checkbox"/>	0.00	0.00	0.00	Q
8 W	Intercompany Accounts	<input type="checkbox"/>	0.00	0.00	0.00	Q
9 BB	Accounts Payable	<input type="checkbox"/>	-22,854.00	-25,308.00	2,654.00	Q
10 CC	Accrued Expenses	<input type="checkbox"/>	-33,130.00	-32,647.00	-483.00	Q
11 FF	Income Taxes	<input type="checkbox"/>	0.00	0.00	0.00	Q
12 RR	Deferred Income	<input type="checkbox"/>	0.00	0.00	0.00	Q
13 AA	Notes Payable	<input type="checkbox"/>	0.00	0.00	0.00	Q
14 SS	Equity	<input type="checkbox"/>	-275,025.00	-409,174.00	134,149.00	Q
Total:					124,542.00	

- Create a cash flow worksheet based on account number or any number of grouping schedules, and with any balance type.
- Analyze the differences between prior-period and current-period balances for a selected grouping code based on the balance type that was selected when the worksheet was created.
- Analyze details about which accounts make up the specific cash flow sections and lines in the Cash Flow Analysis report to help you foot the cash flow statement after it is created.
- Transfer customized cash flow lines from one Engagement CS client to another.

- Process the cash flow by each combination of location and/or department for engagement clients that have locations and/or departments set up. If only locations **or** departments exist in the client record, then you must create a cash flow worksheet for each department **or** location.
- Create an indirect or direct cash flow statement in Excel using the Insert Engagement Document wizard.

Note: For detailed information about creating and using the indirect / direct cash flow worksheets in Engagement CS, refer to the [Engagement CS Tutorial](#).

Working with review notes

You can add review notes to a workpaper, folder, and engagement. A reviewer or another preparer of the engagement can clear and review notes at a later time. All notes must be cleared before wrapping up an engagement, or they can be deleted during the wrap-up process.

Note: All previous notes recorded by staff members are retained in a thread in the Dialog pane of the Review Notes dialog and the Notes View window in the main Engagement CS workspace.

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 on the sticky note to open the context menu, and then choose **Edit Note** to open the Review Notes dialog.

Adding sticky notes to workpapers

A sticky note is a graphical note indicator that you can place on the read-only copy of the document to highlight a specific area of the document in the Document View window of the engagement workspace.


If you have marked the **Prompt to attach sticky note when entering new review note** option (in the Setup > User Preferences > Engagement CS User Preferences dialog), the application prompts you to add a sticky note to the current document when you have finished entering the text for a new review note in the Review Notes dialog.

You can use either of the following methods to add a sticky note.

- After creating the note from the Review Notes dialog, click OK and move your mouse pointer over the document image in the Document View Window of the engagement workspace, and click the **Yes** button to place the sticky note on the workpaper.
- In the Notes View window, right-click the note for which you want to attach a sticky note.

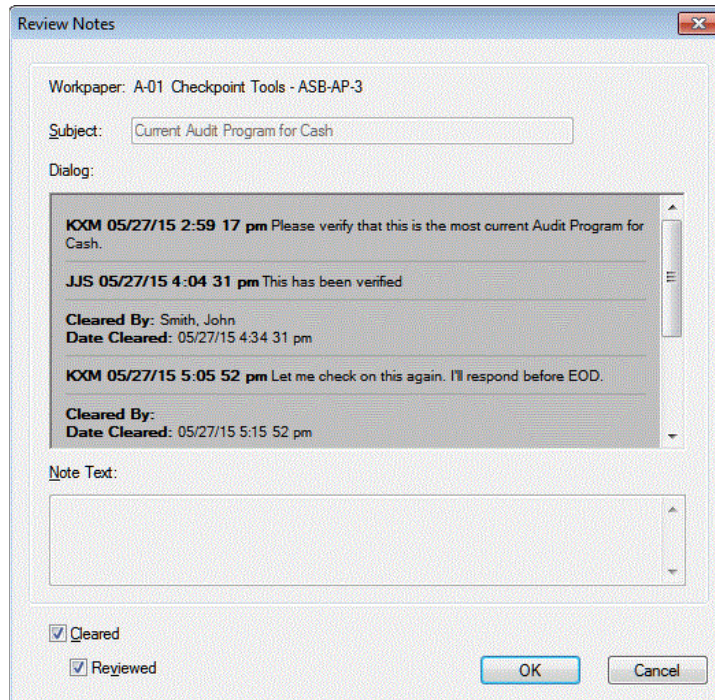
The application alerts you to the presence of a note by placing a yellow note on the icon in front of the document in the Tree View window. In addition, the subject and text of the note appear in the Notes View window. Click the plus (+) or minus (-) sign next to the subject to expand or collapse the view.

Notes

- Sticky notes are not available for folders and engagements.
- You can choose **not** to be prompted to add a sticky note by unmarking the **Prompt to attach sticky note when entering new review note** option on the Engagement CS tab of the Engagement CS User Preferences dialog (Setup > User Preferences).
- You can use any of the following methods to view and/or respond to the review note associated with a sticky note.
 - Choose **Edit > Edit Review Note** and make your changes in the Review Notes dialog.
 - 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, hover the mouse cursor over the sticky note in the Document View window.
 - Double-click the note in the Notes View window.
- To move a 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 Yes when prompted.
- 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.

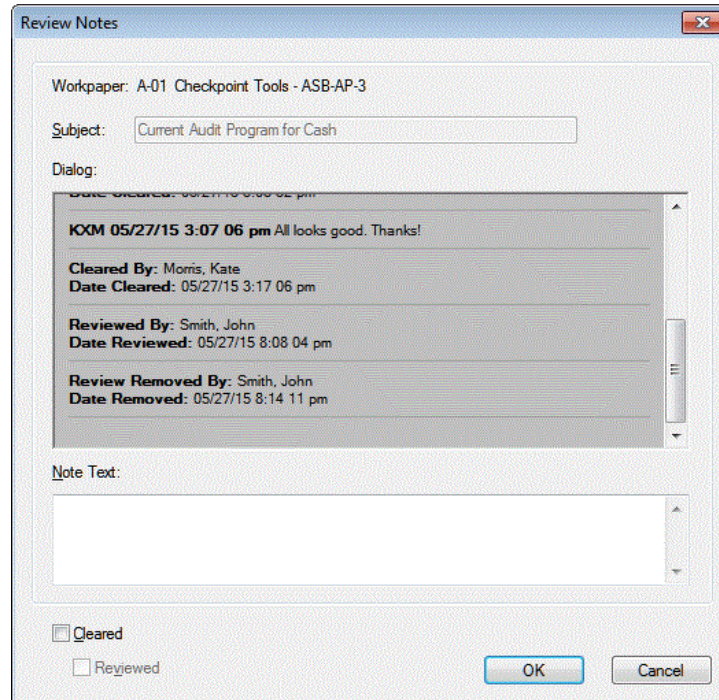
Clearing and unclearing notes

The staff member who is assigned to the workpaper can clear notes for that workpaper by opening the note and marking the **Cleared** checkbox. When the note is cleared, the name of the person who cleared it and the date appears in the Dialog pane.



Once a note has been cleared, the **Reviewed** checkbox becomes available. This allows the originator to mark the **Reviewed** checkbox, indicating that they have reviewed the cleared note.

If it is necessary to unclear the note, double-click the note in the Notes View window to open the Review Notes dialog, and unmark the **Cleared** checkbox. When the note is uncleared, the name of the person who uncleared it and the date appears in the Dialog pane.



Generating and printing diagnostic reports

Workpaper Diagnostic report

The Workpaper Diagnostic report provides information on the status of selected workpapers. Choose **File > Diagnostic Reports > Workpaper** to open the Workpaper Diagnostic Report dialog. The report lists information on the workpapers in the engagement.

- Workpaper reference
- Workpaper name
- Warnings
- Assigned (who the workpaper is assigned to)
- Notes (number of review notes entered for the workpaper)
- Preparer signoff
- Reviewer signoff
- Additional user-defined signoff types (Parameters can also be defined in the Setup > System Configuration > Signoff Types dialog in CSA.)

Engagement Sample Client		Sample Engagement						
Workpaper Diagnostic Report		5/27/12 - 3:23 12 pm						
WpRef	Workpaper Name	Warning	Assigned	Notes	Preparer	Reviewer	Partner	Tech Review
A-01	Checkpoint Tools - ASB-AP-3 Audit Program for Cash	AXL		2				
A-02	Cash Leadsheet	AXL		0				
A-03	Bank Statement	AXL		0				
A-04	Checkpoint Tools - Bank Reconciliation	AXL		0				
B-01	Accounts Receivable Audit Program	AXL		1				
B-02	Accounts Receivable Leadsheet	AXL		0				
B-03	Checkpoint Tools - ASB-CX11_3 Accs Rec Stats Form	AXL		0				
BB-01	Checkpoint Tools - ASB-AP10 Audit Prog AP Oth Liab	AXL		0				
	Checkpoint Tools - ASB-							

Notes

- You can select different options to filter the workpapers listed in the diagnostic report. (All workpapers in the engagement are included in the report by default.) This feature can help you easily determine which workpapers have not been signed off or which workpapers are still checked out.
- You can click the Send to engagement button to include the Workpaper Diagnostic report in the current engagement.

Report options

The following options are available.

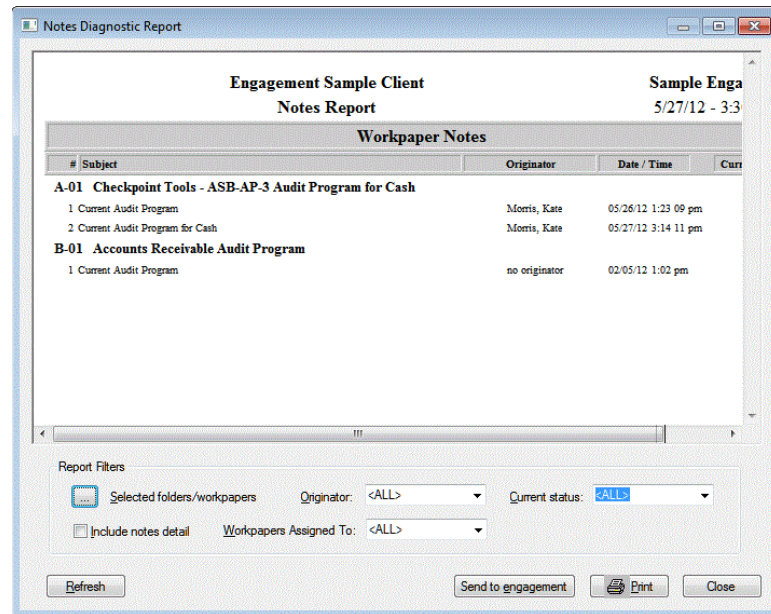
- **Sort order.** You can choose how you want to sort the workpapers from the drop-down list. You can sort the selected workpapers by workpaper reference, workpaper name, warnings, assigned staff member, notes, preparer signoff, reviewer signoff, or by up to three additional signoff types that you can set up in the Setup > System Configuration > Signoff Types dialog.
- **Selected workpapers.** By default, **all** workpapers are included in the diagnostic report. To limit the number of workpapers selected for the report, click the Browse button to open the Select Workpapers dialog, which displays a Tree View of the workpapers in the engagement. Mark the checkboxes next to the workpapers to include in the report. (By default, all checkboxes are marked.) You can also mark the checkbox next to a folder to include all workpapers within that folder.
- **Workpapers assigned to.** By default, this checkbox is blank and all workpapers are included. To limit the workpapers included in the report to just those assigned to a particular staff member, mark the checkbox and select the staff member from the drop-down list. Staff member names in the drop-down list appear in alphabetical order by last name.
- **Checked out and disconnected workpapers only.** By default, this checkbox is blank. Mark the checkbox to display only workpapers that are checked out or disconnected from the engagement.
- **Workpapers signed off by.** By default, all workpapers are included in the report. To limit the workpapers included in the report by type of signoff, mark the checkbox next to the signoff type you want to exclude.
- **Refresh.** After making changes in the dialog, click the **Refresh** button to update the data in the listview pane.
- **Print.** Click this button to print the report (or right-click within the report body and choose Print).
- **Send to engagement.** Click this button to include the workpaper diagnostic in the current engagement.

Notes Diagnostic Report

The Notes Diagnostic Report provides information on the status of selected review notes. The report lists the notes for the current engagement and all folders and workpapers within the current engagement.

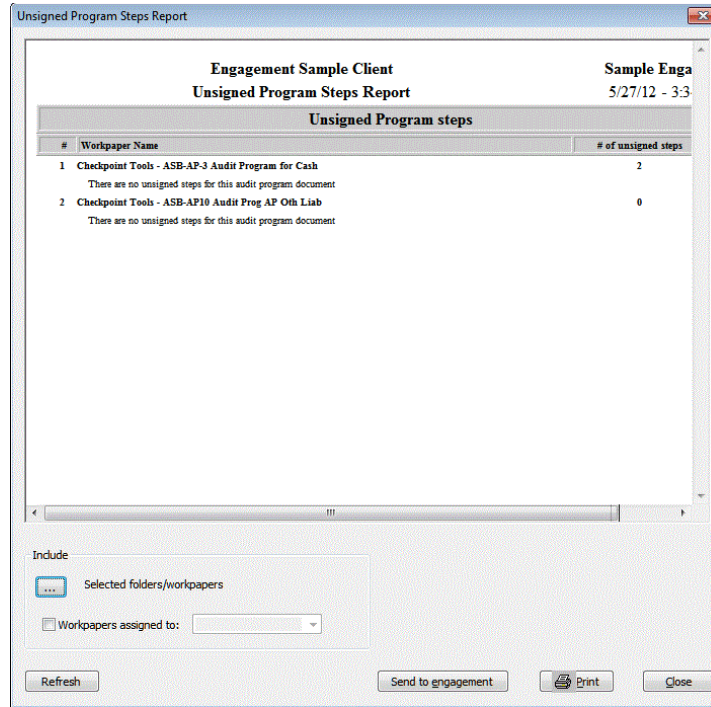
Choose **File > Diagnostic Reports > Notes** to open the Notes Diagnostic Report dialog. The report groups notes are displayed by workpaper, and then by note number.

Staff members can filter the notes to show only those notes the staff member wants to see. The report can be filtered by selected folders / workpapers, originator of the note, or current status of the note.



Unsigned Program Steps report

The Unsigned Program Steps report provides a list of all steps that have yet to be signed off by checking in PPC's Checkpoint Tools audit programs for unsigned audit steps in the current engagement.



Scanning a document into Engagement CS

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.

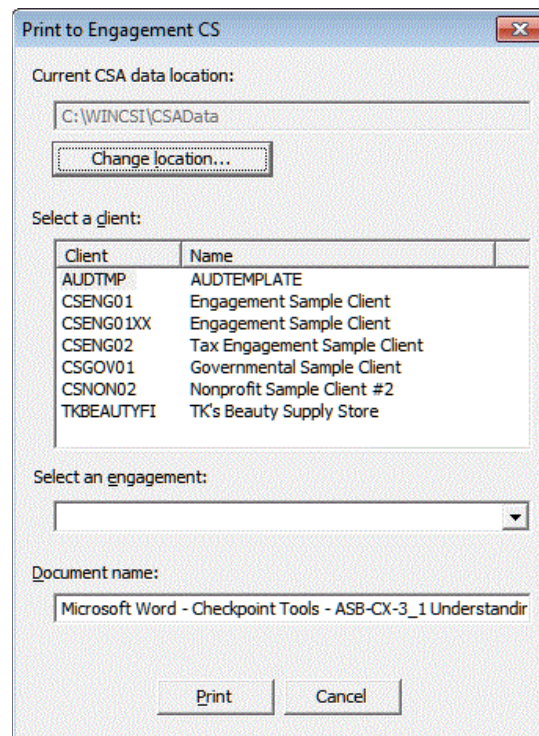
Note: Network scanners can be used, but the scanning software must be installed locally on each computer that uses the Engagement CS scanning feature.

For detailed information about scanning documents in Engagement CS, refer to the [Engagement CS Tutorial](#).

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

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

For example, you can save a Microsoft Word document as a workpaper for an Engagement CS client. After selecting the Engagement CS driver from the Print dialog, you can select a specific engagement client to which the workpaper is to be sent.



Important! All documents printed to an engagement client are initially filed in a **{Not Yet Filed}** folder displayed in the Tree View window. Be

sure to choose **File > Process Unfiled Workpapers** to assign the workpaper to the appropriate folder within your engagement.

For detailed information about printing with the Engagement CS print driver in Engagement CS, refer to the [Engagement CS Tutorial](#).

Wrapping up the engagement

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 performing the Roll Forward process.

Note: Only those staff members with the **Wrap Up Engagement** group privilege are able to choose Tasks > Wrap Up and Tasks > Undo Wrap Up. (Both the Wrap Up and Undo Wrap Up commands are available only in the MCD.)

With the Engagement CS Wrap Up wizard you can perform the following tasks.

- Verify that all workpapers and documents are checked into the engagement.
- View a Notes Diagnostic Report to identify selected notes that are still open.
- Clear any open review notes.
- Delete all review notes.
- Display potential journal entries entered for the client's current engagement period.
- View a Workpaper Diagnostic Report to identify a list of workpapers based on level of signoff.
- View the Unsigned Program Steps Report to verify that all steps in PPC's Checkpoint Tools documents have been signed off correctly.
- View a Wrap Up Summary Report that provides you with the following information regarding the engagement.

- General information (engagement description and engagement dates)
- Engagement staff
- Engagement signoffs
- History
- Status of send / receive transfer files
- Potential journal entries
- Review notes that were cleared and/or deleted during the wrap-up
- Workpapers deleted
- Remove selected workpapers such as personal memos and documents that should not be included in the final engagement. These documents are marked in the Workpaper Properties dialog to be deleted during the wrap-up.
- Perform a final cleanup that deletes any Send / Receive transfer files located in the default data paths.


Note: When the wrap-up is complete, all documents in the engagement are locked down, but you can open them in the application as read-only. Any changes that you make to the read-only documents cannot be saved back to the wrapped up engagement.

For detailed information about wrapping up an engagement, refer to the [Engagement CS Tutorial](#).

Sending the engagement to FileCabinet CS

If you are a licensed user of FileCabinet CS and have the application installed, you can use the application 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.

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).
- For detailed information about storing the engagement in FileCabinet CS, refer to the [Engagement CS Tutorial](#).

Sending the engagement to File/Email

In Engagement CS you can choose File > Send Engagement to: File/Email to send engagement workpapers, or whole engagements to a file or as an email attachment as a bookmarked PDF. The file can be sent to your local hard drive or to a network location to which your workstation is connected or as an attachment in your resident MAPI-compliant email application.

Notes

- This option is only available when you select an engagement in the Tree window of the engagement workspace.
 - You must refresh all outdated documents in the engagement before you send an engagement to a file or as an email attachment.
 - For detailed information about sending the engagement workpapers or whole engagements to a File or as an Email attachment enter **Send to File/Email dialog** in the search field in the Help & How-To Center.
-

Sending the engagement to GoFileRoom

Engagement CS provides you with the ability to send an **entire engagement** to GoFileRoom as a single bookmarked PDF file.

When you have the appropriate add-in installed, you can use the File > Send Engagement to > GoFileRoom command to create a single PDF file from individual workpapers and save the PDF file or store the file in GoFileRoom.

Notes

- This option is available only when you have the GoFileRoom add-in installed and have selected an engagement in the Tree View Window of the engagement workspace.
 - The application retains the folder structure of the engagement in the layout of the bookmarks within the PDF that is created so that you can easily access information within the file.
-

Rolling forward the engagement

With the Roll Forward feature in Engagement CS, you can copy the engagement to use as a template in the following year. The application creates a new engagement for the new period based on the structure of the current engagement, which remains unchanged.

On the Roll Forward – Workpaper Settings page of the Roll Forward wizard, you can choose to override the selected Roll Forward Settings that were originally set up in the Workpaper Properties dialog for each workpaper in the source engagement. The following settings are available in the workpaper grid.

- **Include.** Workpapers that are designated with this setting are carried forward into the new engagement during the Roll Forward process.
- **Exclude.** Workpapers that are designated with this setting are not carried forward into the new engagement during the Roll Forward process.
- **Replace from selected engagement.** Workpapers that are designated with this setting 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.
- **Replace from PPC template.** Workpapers that are designated with this setting can be replaced with a PPC's Practice Aid from the Replace Workpaper page of the Roll Forward wizard. To replace the current workpaper, click the **Select Replacement Workpaper** button to launch PPC's Checkpoint Tools (when you are appropriately licensed and have the product installed), and select another practice aid title from the available list.

Notes

- Workpaper signoffs, history, and notes attached to the workpapers do not roll forward. However, links in Excel and Word workpapers are updated automatically to reflect the balances based on the new engagement period end date. For example, if an Excel workpaper displays 2014 and 2013 data prior to the Roll Forward, and then the client is advanced to 2015 during the Roll Forward process, the statements change accordingly to display 2015 and 2014 data.

- You can choose to run the Roll Forward process at any time during engagement processing. (It is typically performed after the wrap-up or when the engagement is close to completion.) The existing engagement is used as a template to create the next year's engagement.
 - The Roll Forward process can be performed by only those staff members who have the privilege assigned to them by the staff in charge. If a staff member without the appropriate privilege attempts to run the Roll Forward process, the application displays a message stating that "Staff ID **XXX** does not have the privileges to access this area of Engagement CS" (where **XXX** represents the staff ID).
 - For detailed information about rolling forward the engagement, refer to the [Engagement CS Tutorial](#).
-

Archiving engagements

The archive feature in Engagement CS enables you to create a secure storage file for engagements that no longer need to be viewed in the engagement workspace. The application removes archives from the Tree View window but backs them up with the engagement client.

Notes

- You can restore a working copy of the archived engagement back into Engagement CS.
 - You can delete any archives that you no longer need.
 - For detailed information about archiving an engagement, refer to the [Engagement CS Tutorial](#).
-

Engagement Processing Overview



5

Staff Collaboration

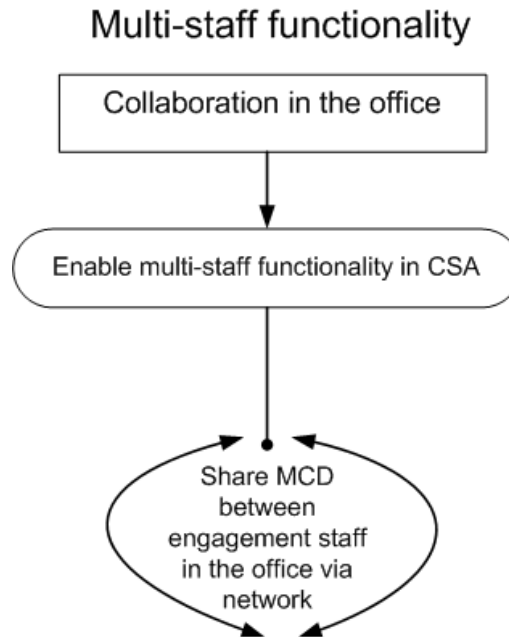
This section of the *Engagement CS Getting Started* guide provides a brief overview of several of the main processing features in Engagement CS that are performed by staff members in a networked environment with the multi-staff feature enabled, or by staff members who have been assigned to work remotely on the Local Client Data in your client's office.

Using the multi-staff feature

The multi-staff feature in Engagement CS is designed to provide you with maximum flexibility when multiple staff members are working on the same engagement. This feature allows you to make changes to workpapers (including signoffs and notes) at the same time as other engagement staff, which optimizes the engagement workflow and reduces the overall time spent to complete engagement tasks. In a typical engagement workflow scenario, specific tasks are assigned to multiple staff members throughout the different stages of the engagement.

When connected in a networked environment with other engagement team members, the multi-staff feature provides an alternative to using different sets of client data in the staff collaboration scenario using the send and receive capabilities within the application.

Note: To take advantage of the multi-staff functionality, you must be working in the same office and connected to the same network as the other staff who are currently assigned to the engagement.



Important! To enable multi-staff functionality for your Engagement CS client, be sure to mark the **Enable multi-staff functionality in Engagement CS** checkbox on the Trial Balance tab of the File > Client Properties dialog in CSA.

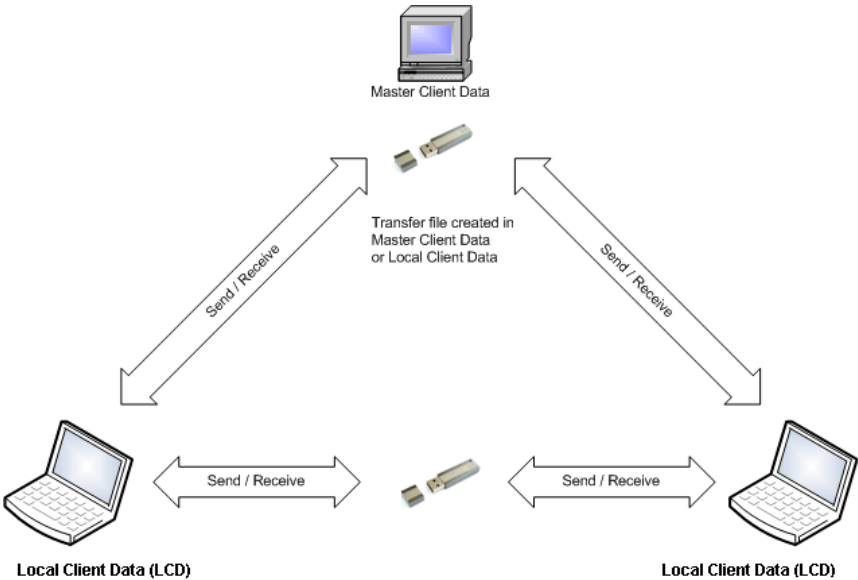
With the appropriate privileges and workpapers assigned, you can perform the following tasks in a multi-staff environment.

- Store data on a network drive where all engagement team members can access it.
- Work on assigned workpapers separately but concurrently in the same engagement as other staff members.
- Add and edit workpapers, create notes, and sign off on completed engagement documents (tasks for the staff in charge).
- Access and perform multiple signoffs on workpapers, and create notes for other engagement staff that are refreshed automatically in real time for the whole engagement team (tasks for the staff in charge).

Using the send / receive feature

The **Tasks / Receive Documents** command is available for the staff in charge of the engagement who needs to update the Master Client Data with engagement documents received from the field or for multiple staff in the field who are updating and sharing documents in the Local Client Data. This enables staff working in the field to receive a transfer file that consists of their assigned portions of the engagement with the data stored on their local computer.

Staff Collaboration workflow



Note: If only one staff member is working on the engagement, there is no need to send or receive documents.

Backing up the client database

If you are working in the field and do not have access to your office network while at a client's location, we recommend that the engagement staff in charge make a backup of the client database (and mark it as checked out in the Backup Clients dialog), and then restore the client database to a laptop to take into the field. Marking the client database as checked out insures that the client data on the network remains secure until the data is returned from the field.

Do the following steps to back up and check out the engagement client from the MCD.

1. Choose **File > Backup** to open the Backup dialog.
2. Double-click one of the engagement clients to move it to the Selected pane of the Backup Clients dialog.
3. Mark the **Mark as checked out** checkbox. Marking this checkbox prevents the client data from being modified while it is being used in the field.

Important! Only the staff member who marks the client data as checked out during the backup of the client data is able to restore it.

4. Back up the client data to a separate network location or removable media (such as a read / write CD or USB drive), and then open the laptop/local installation (X:\Wincsi\Laptop\CSAData, where X represents the drive location on the laptop) to restore the data.

You can now choose to send documents via a transfer file from the Field Master Client Data on the laptop to be received by other staff members working in the field.

Sending a transfer file

When multiple staff are working in an engagement with continuous network connectivity, the Send / Receive feature enables the staff in charge of the engagement and staff working in the field to exchange engagement documents and workpapers via a transfer file. The file can be created in a shared network location or on appropriate removable media for access by all staff members of the engagement team with the appropriate privileges.

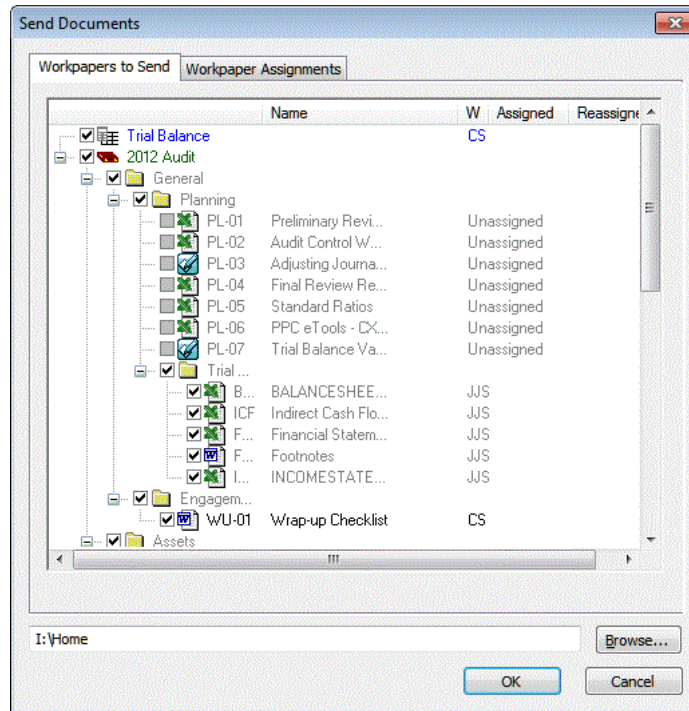
From the MCD

The staff in charge of the engagement working in the Master Client Data would use the following procedure to create and send a transfer file for use by other staff members on the engagement team. The transfer file can include workpapers, documents, and trial balance information from the master engagement.

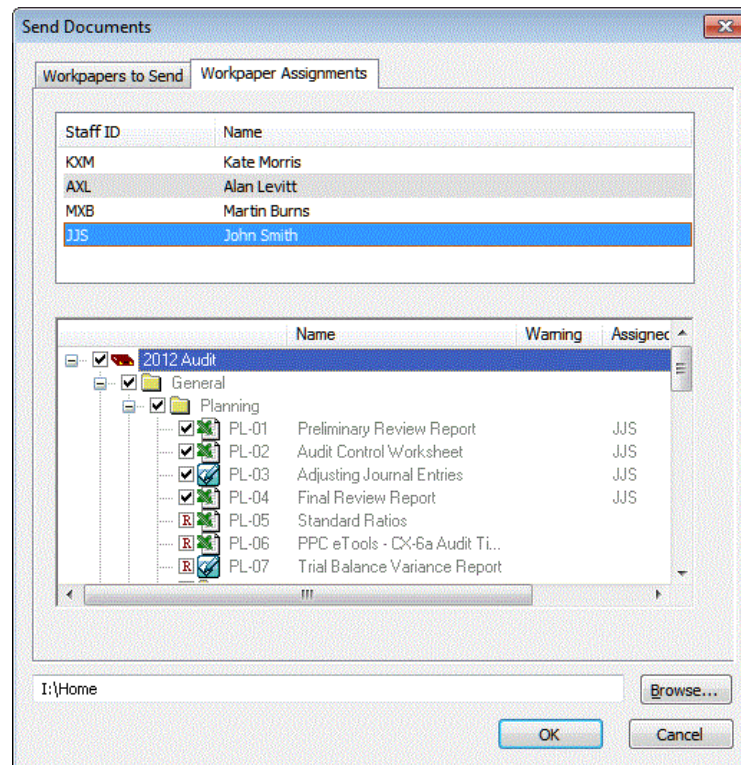
1. Choose **Tasks > Send Documents**.
2. When prompted, you can choose to back up your data prior to creating a transfer file.

Note

- We recommend that the engagement staff in charge make a backup of the MCD and mark it as checked out in the Backup Clients dialog. The staff in charge can restore the MCD to a laptop that they take into the field and send documents to other staff members from that location. Marking the client as checked out insures that the client data on the network remains secure until the data is returned from the field. Select the client and enter or browse to the location where you want to create the file.
 - The **Mark as checked out** checkbox is grayed out (unavailable) in the Backup Clients dialog when sending transfer files.
-



3. Use the Workpaper Assignments tab of the Send Documents dialog to select and assign documents and workpapers to specific staff in the field.



4. Enter or browse to the location where the transfer file that consists of assigned engagement documents, workpapers, and/or trial balance data is to be created, and click OK.

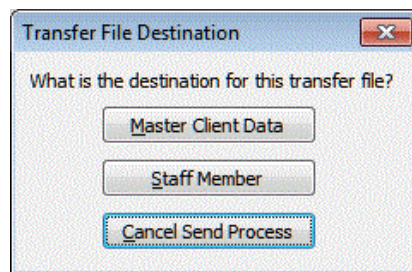
From the LCD

Staff working in the field would use the following procedure to create and send a transfer file that consists of updated workpapers and documents that have been reassigned to other staff working in the Local Client Data, or received back into the Master Client Data by the staff in charge of the engagement.

1. Choose **Tasks > Send Documents** and choose whether or not to back up your data prior to creating a transfer file.

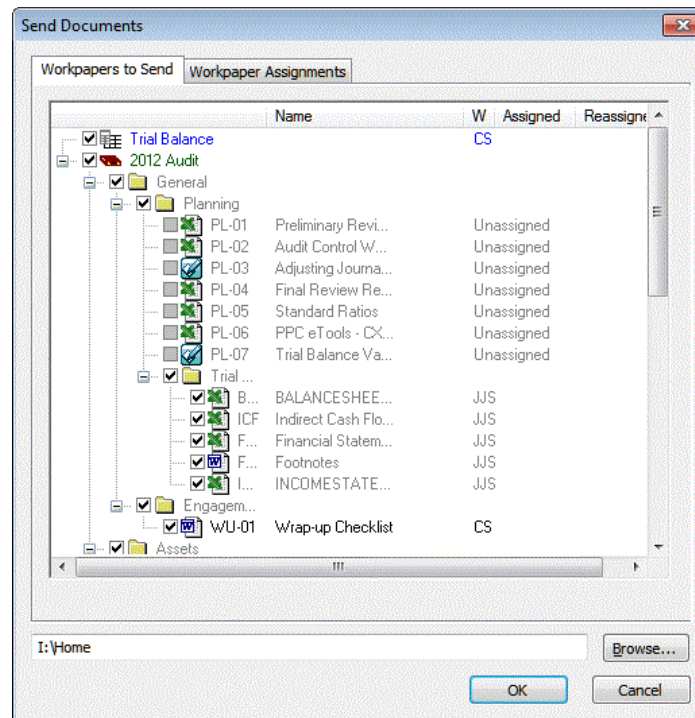
Note: We recommend that the engagement staff in charge make a backup of the client and mark it as checked out in the Backup Clients dialog prior to sending selected engagement documents in a transfer file.

2. In the Transfer File Destination dialog you can choose to send a file back to the Master Client Data or to another staff member in the Local Client Data, or you can cancel the send process.



3. To make any required changes to the current workpaper assignments, click the Workpaper Assignments tab of the Send Documents dialog. These assignments determine which staff have access to the documents in the field.

4. Click OK to make the transfer file of assigned engagement documents available for the staff in charge of the MCD or another staff working in the field to retrieve.



Notes

- If privileges for the engagement documents have been defined for the selected staff ID previously in the Engagement Properties dialog of the Master Client Data, by default those same privileges are automatically reflected in the Send Documents dialog.
- Creating a transfer file in a shared folder on a local network or on removable media makes it easy for all staff members who are working on the engagement to access their assigned files from one central location.
- If changes are made to the workpaper assignments while documents are being sent, the changes are displayed in the Tree View window of the client after the send is complete.

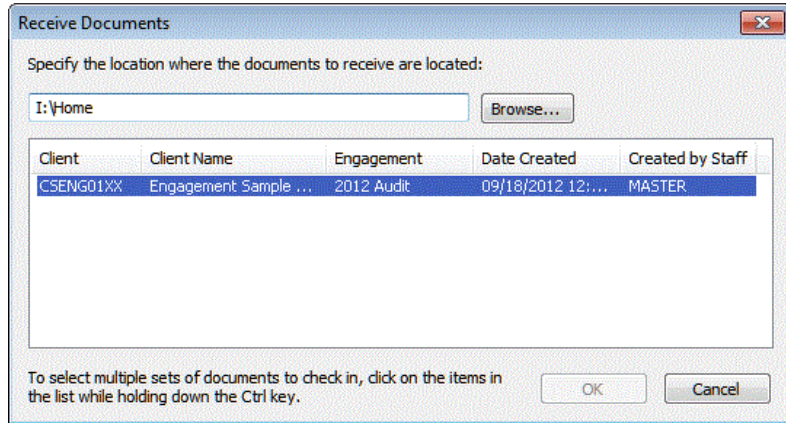
- To ensure the integrity of the data in the field, each document that has been assigned to a specific staff member in the field and included in a transfer file is **locked** and made unavailable from the MCD until after it has been received back into the MCD — or until the checked-out status for that document has been undone in the MCD (via the Edit / Undo Checkout command).
 - The application removes the Local Client Data from the local workstation/laptop when a transfer file is created that consists of **all** the assigned engagement documents and workpapers. A new transfer file must be received from the Master Client Data to make it available again.
 - The LCD remains available for updates when a transfer file is created by a staff member in the field that consists of some, but not all, engagement documents and workpapers.
 - Because it is not required, the Workpaper Assignments tab is unavailable when you choose to send engagement documents back to the MCD from the LCD.
 - When sending transfer files from the LCD, only documents available to the current staff member are available on the Workpapers to send and Workpaper Assignments tabs of the Send Documents dialog.
-

Receiving a transfer file

While working in the MCD as staff in charge of the engagement, or as a staff member working in the LCD, you can choose **Tasks > Receive Documents** to receive a file that consists of updated workpapers and documents that have previously been assigned to another staff member working in the LCD. The application copies the transfer file to a folder on a shared network location or to appropriate removable media for access by the staff in charge of the MCD or staff member in the field.

Use these steps to receive the transfer file back into the MCD or into the LCD by another staff member working in the field.

1. In the current engagement, choose **Tasks > Receive Documents**.
2. Click the **Browse** button to navigate to the location where the transfer files are located.



3. In the Receive Documents dialog, select the transfer file that you want to receive.
4. Click **OK** to receive the transfer file.

Notes

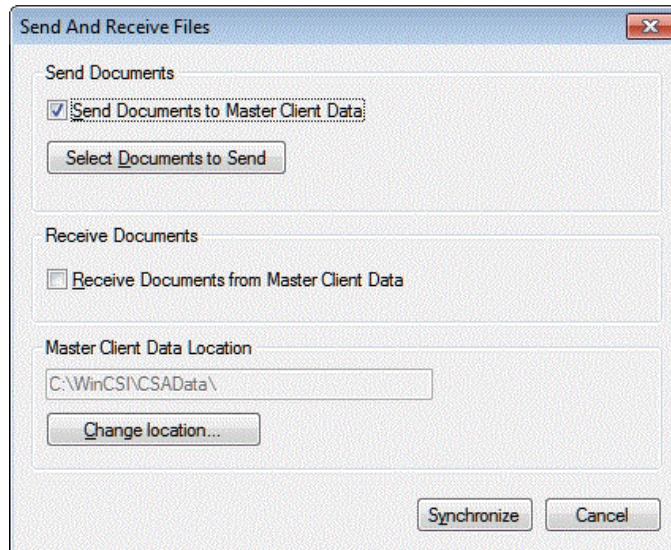
- When you receive updated transfer files back into the MCD, the application makes them available again (read / write) for updating in the MCD.
 - When you receive a transfer file that was sent from the MCD, the application displays “Master” in the **Created by staff** column of the Receive Documents dialog.
 - When you receive a transfer file that was sent from the LCD, the application displays the staff ID in the **Created by staff** column of the Receive Documents dialog.
-

Synchronizing engagement data

If you are connected to the MCD via a network connection, there is no need to send and receive transfer files to update the MCD and LCD. You can update changes made to the LCD can be updated in the MCD using the synchronization process.

During the synchronization process, engagement documents transfer both ways — from the master data to the laptop and back again — so that both parties have copies of the engagement data.

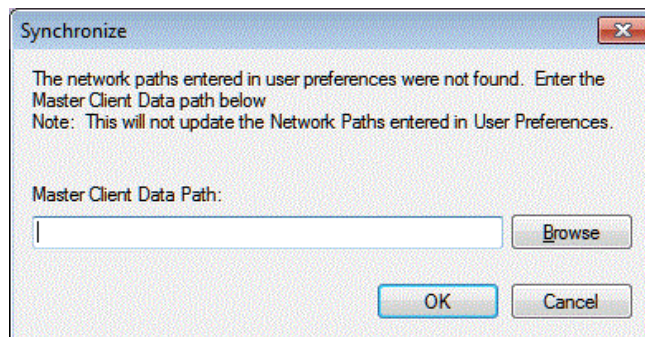
While in the LCD, you can choose **Tasks > Synchronize**, and then enter or browse to the Office or Field Master Client Data location. Click OK to open the Send and Receive Files dialog.



Use the Send and Receive Files dialog to send engagement workpapers or documents and receive them from the Office or Field Master Client Data location. After you define these locations (Setup > User Preferences dialog) in the application, you can begin the synchronization process.

Click the **Synchronize** button in the Send and Receive Files dialog to connect to the **Office Master Client Data** location. If that location is unavailable, the application attempts to locate the Field Master Client Data location.

If neither location can be found, the application displays the following prompt.



Click OK to open the Send and Receive Files dialog.

Notes

- You may choose to synchronize with the MCD at any time if you have access to the MCD via a network connection.
- You can choose which engagement files you want to synchronize with the MCD or LCD.

Important! We strongly recommend that all members of the engagement team synchronize their LCD at the end of the day and at the beginning of the day to ensure that they have the most current engagement documents, workpapers, and trial balance (when applicable).

 **Appendix:**
Keyboard Shortcuts

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

The following table lists the keyboard shortcuts in Engagement CS. You can also view this list of shortcuts in the CSA application by choosing Help > Keyboard Help.

Accessing Help	Shortcut Keys
View overview help for the active window or dialog	CTRL+F1 or F1
Editing	Shortcut Keys
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Find a worksheet or document name in the Tree View window (based on the text you specify)	CTRL+F
Edit a custom fieldview	CTRL+W
Undo last change	CTRL+Z

Navigating and Special Functions	Shortcut Keys
Find a record (based on the text you specify)	CTRL+F
Search in a drop-down list for specific text or character string (Press CTRL+R to continue searching for the next instance of the character string.)	CTRL+L
Resume search for the next instance of specific text or character string in a drop-down list	CTRL+R
New document	CTRL+N
Print	CTRL+P
Open engagement client	CTRL+O
Open the Signoff dialog	CTRL+S
Save data and return to the previous window or dialog	F2
Open a context menu relevant to the selected dialog or field	F3
Open the drop-down list attached to current field	F4
Refresh display	F5
Display the popup calculator (from amount field only)	F7
Switch between Transaction entry and Payroll Check entry	F8
Move to previous field	F9
Move to next field	F10
Switch focus between the grid section and the journal entry section in the split screen of the Trial Balance grid.	F11
Move to last character in current field	END
Press the default button	ENTER
Close dialog without saving changes	ESC
Move to first character of current field	HOME

Navigating and Special Functions	Shortcut Keys
Move to first record in window or dialog (while in Browse mode)	CTRL+HOME
Move to last record in window or dialog (while in Browse mode)	CTRL+END
Move forward through fields or make selection from drop-down list	TAB
Move to next tabbed page	CTRL+TAB
Move to previous tabbed page	SHIFT+CTRL+TAB
Move one character to left within a field	←
Move one character to right within a field	→
Move to beginning of field	CTRL+←
Move to end of field	CTRL+→
From an MS Excel or MS Word workpaper opened from within Engagement CS	
Insert "N/A" notation at the cursor position	CTRL+ALT+A
Mark as procedure completed (by inserting user initials and system date at the cursor position)	CTRL+ALT+G
Insert a checkmark at the cursor position	CTRL+ALT+J

Appendix: Keyboard Shortcuts
