


# CCH Workpapers

Workpapers  
are the smart  
solution for  
accounting  
professionals







Boosting accuracy and efficiency, workpapers streamline the process of evaluating and documenting the financial position of businesses or individuals.

*We're excited about our awesome new workpapers and we know you will be too!*

## Why choose CCH Workpapers?

### **Familiar from the start...**

Most accountants are very familiar with how to use Microsoft Excel® so we've combined the strengths of Microsoft Excel® and the in-built smarts of our workpapers to create an intelligent and flexible tool that enables accountants to do their job with a tool they are already very familiar with.

### **Over 60 workpaper templates to help get you started...**

With a suite of over 60+ workpapers you can be assured we'll have a workpaper template for every occasion and the flexibility of our system even means you can easily integrate your own templates.

### **Reduce time wasted with pick up and put down...**

Get an instant overview of the status of each workpaper so you easily keep track of progress and reduce time wasted becoming reacquainted with a job.

### **Keep track of queries...**

Our interactive notes tool helps you keep track of queries for individual workpapers. Easily raise a query and assign it as open or resolved.

### **Supporting documents at your fingertips...**

Easily add, edit and review supporting documents associated with a particular workpaper.

### **Import GL balances with tools you already use...**

Improve efficiencies by importing and refreshing general ledger balances throughout the workpapers as you go.

### **Automatic journal creation...**

Save valuable time by creating journals within a workpaper and uploading to your general ledger software with ease.

### **Rapidly roll-over data...**

Save time and ensure consistency by importing relevant settings and data from the previous year such as hire purchase and term loan details.

### **Check the box for compliance...**

Our integrated validation tool, crafted by tax experts will help you assess whether the preparer has complied with NZ tax regulations, assisting with training and improving accuracy across your firm.

### **Peace of Mind...**

We act as your compliance watchdog, keeping up-to-date on all the latest tax and accounting legislation – so you don't have to.

### **Integrates with ...**

iFirm, APS, MYOB AO, MYOB AE and Xero

Register for a demo at

[wolterskluwer.co.nz/business-fitness/cch-workpapers/](http://wolterskluwer.co.nz/business-fitness/cch-workpapers/)

# What's New?

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## Workbench

**Client Info**

Client Name: ABC Limited

Entity Type: Company | IRD Number: [ ]

GST:  We do GST  They do GST  N/A

**Job Info**

Job Status: In progress | Status Updated: 17/03/2016

Prepared By: Joan | Reviewed By: Sarah

Preparation Date: 17/03/2016 | Balance Date: 31/03/2017

**Workpaper Index**

Include	Tab Name	Workpaper Title
<input checked="" type="checkbox"/>	CF	Items to carry forward
<input checked="" type="checkbox"/>	A1	Tax Calculations

New Workbench

A clean simple interface with a modern touch

123 Accounting Ltd | Wolters Kluwer

## Admin Setup

**Import Settings**

Have you setup an earlier version of the electronic workpapers? Save time by importing settings using the import settings button in the ribbon. Otherwise, manually enter your data in the fields provided.

Import settings from last year: [ ]

**General Settings**

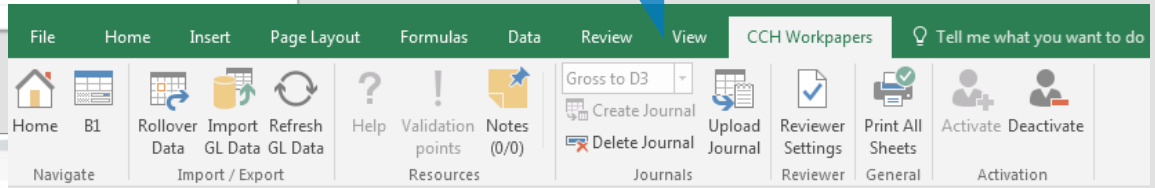
Choose accounting system to connect to: [ ]

Select file path to data source: [ ]

Create reviewer password: [ ]

Set balance variance tolerance on B1: [ ]

New CCH Workpapers Microsoft Excel® ribbon



### Validation Points

**Accounts receivable**

A number of tax issues may arise when dealing with accounts receivable:

Have you considered?

1. Have any bad debts been written off?  Yes  No
2. Is there a provision for doubtful debts?  Yes  No
3. Has a previously written off bad debt been recovered?  Yes  No

[ Save response ]

For tax purposes, a deduction for bad debts can only be claimed if the debt is "bad" and the appropriate accounting entries have been made. See commentary for further details.

[ OK ]

New validation points panel

CCH APS Company | Review Summary | Prep Date: 09/05/2016 | Balance Date: 31/03/2016

Reviewed By: Toni Spelling

Variance Tolerance: \$0.00

Code	Description	Workpaper	General Ledger vs Workpaper Balance				This Year GL vs Last Year GL		Notes	Status
			GL Bal	WP Bal	Reconciled	Variance	Prior GL	Variance		
679	Bank Account 1	F1.1	1,000,540.00	2,000.00	✗	998,540.00	-	1,000,540.00	0	In progress
681	Bank Account 2	F1.2	600,000.00		✗	600,000.00	-	600,000.00	0	Client query
682	Bank Account 3	F1.3	100,470.00		✗	100,470.00	-	100,470.00	0	Ready for review
	Bank Account # 4	F1.4							0	
	Bank Account # 5	F1.5							0	
	Bank Account # 9	F1.9							0	
	Bank Account # 10	F1.10							0	
	G1		-	6,520.00	✗	(6,520.00)	-	-	0	
	Dairy	G1f							0	
720	Stock on Hand	G2 (1)	6,525.00		✗	6,525.00	3,035.25	3,489.75	0	Rework required
726	WIP	G2 (2)	-			-	-	-	0	Rework complete
676	Cash on Hand	G2 (3)	500,000.00		✗	500,000.00	-	500,000.00	0	Complete
	Prepayments	G2 (4)							0	
Total Current Assets			2,207,535.00							

Enhanced review summary

### Help

Review Summary (B1)

#### Using the B1 Review summary

Topic overview

[B1 Review Summary purpose](#) | [B1 Firm setup](#)  
[Update custom worksheets](#) | [B1 Client Setup](#)  
[Icon overview](#) | [Interface overview](#)  
[Update preparer & reviewer details](#) | [Update review settings](#)  
[Refresh GL data](#) | [Record notes](#)

**The purpose of the B1 Review summary**

The Review Summary provides a snap shot the account and workpaper balances. Many users view the Summary as a Dashboard to see at a glance what workpapers remain unbalanced, variances between prior years, whether any items have been made and the status of the workpaper.

You can easily view a workpaper by clicking the applicable workpaper link.

**B1 Firm setup**

This set up is required to customise the workpapers for your firm and automatically display account descriptions and account balances when general ledger data is imported. Refer to Admin Setup Sheet for more details on customising workpapers for your firm.

Enter your firm's standard chart of accounts codes

1. If you do not have the firm's standard chart of account codes refer to a Client Manager or senior colleague
2. Enter header codes into the "Code" column followed by a / (forward slash) and with no suffix to produce the sum of subcode balances.
3. Multiple codes (separated by a ), (comma) produce the sum of general ledger balances
4. Enter "code - code" to produce the sum of general ledger balances for accounts from first code to second (inclusive).

Validation points link to commentary written by CCH tax & accounting experts

Wolters Kluwer CCH IntelliConnect

Search/Browse: all content

Document: [18-120] Have any bad debts been written off?

Where bad debts have been written off during the year, a tax deduction can only be claimed if

- The debt is "bad" — ie there is no reasonable likelihood that the debt will be collected, and
- The appropriate accounting/bookkeeping entries recording the debt as written off have been carried out.

Is the debt "bad"?

Factors to consider

New integrated help system

Plus

- Variance tolerance threshold
- New interactive Notes tool
- Freedom and flexibility to add your own workpapers or customise ours

**Wolters Kluwer**  
**129 Hurstmere Road, Takapuna**  
**Auckland, 0622**  
**New Zealand**

Please visit [www.wolterskluwer.co.nz](http://www.wolterskluwer.co.nz)  
for more information

**Aaran Cavallo BDM**  
Business Fitness Specialist  
Call 021 430 704  
Email: [aaran.cavallo@cch.co.nz](mailto:aaran.cavallo@cch.co.nz)

