Wolters Kluwer

CCH® ProSystem *fx*® Practice Management

Release Notes
Version 2020.20.03
November 2020

CCH ProSystem *fx* Practice Management

Welcome to CCH ProSystem *fx* Practice Management **2020.20.03**

These *Release Notes* provide important information about the 2020.20.03 release of CCH ProSystem *fx* Practice Management. Please review this information carefully. If you have any questions, contact Customer Support at **1-800-268-4522** or send an e-mail to csupport@wolterskluwer.com.

Please follow the instructions below to download the new version:

1. Access the Download Centre.
2. Type your username and password in the **Login** section and click **Log In**.
3. In the **Dashboard** page, click the **Files Centre** button in the **Download** section**.**
4. In the **CCH Accountants' Suite** section, click **CCH ProSystem *fx* Practice Management**.
5. Read and accept all the terms of the License Agreement.

You will then be able to download the documentation and the new version of the software. We also recommend that you save the files to a temporary location on your workstation.

New in this Release

We have enhanced CCH ProSystem *fx* Practice Management features and resolved known issues in CCH ProSystem *fx* Practice Management.

Enhancements to CCH ProSystem *fx* Practice Management

SEARCH BOX FOR REPORT WRITER REPORTS

A new field was added above the report list.

- Enter any part of a report name and the program will find report names that match your entry.
- The search will display a list below the search box of the matches.
- Select to edit or print any of the displayed reports and the report will open while highlighting the appropriate report folder.

CUSTOM LABELS

In the **Administration** page, a new section called **Custom Firm Labels** was added in the top menu under Administration/Firm. It is also available in **Administrative Activities and Firm Setup** under **Firm Settings**.

- These labels now include:
  - Client Staff Positions;
  - Project Status Dates;
  - Phone Labels;
  - Time Off Labels.

  Note: The **Client Staff Positions** and **Project Status Dates** labels previously appeared under Administration/Firm/Firm Setup.

The **Time Off** labels provide the firm the ability to change employees' yearly allowance labels.

The standard labels are: **Sick Leave, Vacation Time and Personal Time**.

These labels must be unique.

If you want to use Personal Time Off (PTO) only, PTO would replace Personal Time.

- For the Sick Leave label, you could use "Sick Inactive";
- For the Vacation Time label, you could use "Vac Inactive."

CORRECT DATE IN TIME ENTRY UPDATED

Correct Date on the **Time and Expense Entry** tab has been updated.

- All entries display the indicator "U" to indicate they are available to change the date.
- When Correct Date is accessed from Edit Released Time, all entries that display the indicator "R" to indicate they have been released but not posted and are available to change the date
- To change the date:
  - Select the new date.
  - Select the entries for the date correction.
  - Click the **Transfer Entries** button.
  - Use the **Close** button to exit the form. (The **Close** button was previously named **Cancel**.)

ENHANCED GRID FILTERS

Right-click in a grid column row for a popup form for filtering

- There is a new entry field for the input you want as your filter value.
- Filter works on any data type including dates, dollar amounts, numbers or text (such as name).
- Now instead of scrolling and sorting to find a value in the column you may enter any value for your filter.
- Once you enter a value, the available filter options (=, <>, >, <) will appear with the amount entered under Enter Filter Value.
- For example, you may right-click in an invoice amount column, input a value of 500.00 under **Enter Filter Value** and select the new option **Filter by INVOICE AMT > [$500.00]** to give you all invoices over that $500.00 amount.

  The grid will then display only rows that match the filter.

  (Previously, users had to select an amount or name in the column to use as the filter value.)
- To filter for a negative dollar amount, i.e. ($500.00), input -500.00 for the filter value

FIRM DASHBOARD

Firm Summaries / My Summaries (for each staff position)

- Additional row for invoice amounts that include progress;
- Additional row for realization including progress amounts.

NEW FIRM DASHBOARD TABS

Two new tabs were added:

- **CLT 3 YR PRODUCTION**
- **CLT 3 YR BILLING**

By default, these tabs are turned off under **Security Setup/Firm Dashboard**.

CLT 3 YR PRODUCTION

This new tab provides a client analysis including a list of your clients with the following columns:

- Client Sort Name
- Client Code
- Client Entity Type
- Client WIP amounts for 1 to 3 years depending on your preference. The years do not have to be consecutive
- Client WIP amount average for the number of years selected
- Client WIP hours corresponding to the WIP amounts per year
- Client hours average for the number of years selected

CLT 3 YR BILLING

This new tab provides a client analysis including a list of your clients with the following columns:

- Client Sort
- Client Code
- Client Entity Type
- Client Billed amounts at standard or adjusted for write up/down for 1 to 3 years depending on your preference. The years do not have to be consecutive.
- Client Billed average amount for the number of years selected
- Client Realization corresponding to the Billed amounts per year

FIRM DASHBOARD: MY PROJECT OVERRUNS

A new set of filters has been added:

- Show All Projects
- Show All Projects Over Budget Hours
- Show All Projects Over Budget Amounts
- Show Projects that reached 75% of Budget Hours
- Show Projects that reached 75% of Budget Amounts
- Show Projects that reached 90% of Budget Hours
- Show Projects that reached 90% of Budget Amounts

Note: When a project reaches 75% or 90% of the budget, it qualifies to be listed.

In the lower right corner of the screen, Project Time & Exp now includes budget detail information if entered, including:

Additional budget information displays if entered:

- Role of the employee
- Employee Name
- Service Category
- Service Subcategory
- Service Code Description

CLIENT DASHBOARD

WIP tab

- Additional column for Post date

CONTACT MANAGEMENT LOOKUP

Contact Management individual clients

- Now includes a lookup for the invoice number on the **Invoices** tab.

NEW CLIENT REPORT

Client Posted Report (By default, this report is turned off under **Security Setup/Administration Privileges**.)

- This report is available in the **Administrative Activities and Firm Setup** page under **Time Update** in the middle column.
- The *Client Posted Report* is also found in the **Administration** under **Activities** menu bar.
- Report criteria includes the client range and the date range.
- Columns include **Client Name (Code), Post Date, WIP Date, Employee Name (Num), Service, Service Description** and **Hours**.

CONTACT MANAGEMENT LINKS

The **Contact Management** menu now includes Marketing reports, Marketing, Client – prospect list:

- Marketing Reports
  - Marketing Activity Log
  - Marketing Report
  - Marketing Tickler Report
- Marketing / Mailers
- Client - Prospect List / Client Listing Report

INVOICE FORMAT AND STANDARD PARAGRAPH SETUP

Key words for the invoice paragraphs now include all client manager positions.

UPDATE TO THE INVOICE LOGO LOCATION

The following enhancements have been added to this utility:

- There is now a sample path to understand where the logo images are stored: \cpas\vpm\images
- When a new server is installed, the letter of the server may change and if your firm uses another directory before the cpas directory, then that would be included in your new path.
- There is now a progress bar as the utility makes the changes from the original location to the new location.

- When the utility has completed the location changes for all of the invoices, there is a message as to the number of invoices updated.

LOOK AND FEEL

Folder tabs have been updated for a more standard look.

Lookup for grids

- The entry box is shortened.
- There is the search icon at the end of the entry box.

In Security Setup the detail privileges have been alphabetized under each node.

IMPORT CLIENT INFORMATION

Clients_In Program (external to the CCH ProSystem *fx* Practice Management program)

- For firms programming a transfer of client data from a third party to the CCH ProSystem *fx* Practice Management clients_in table, there have been a few more fields available in the program.
    - Client Web site address - input the client's Web site address (cltweb)
    - Billable - input a "1" for billable or a "0" for non-billable (cinvbill)
    - Print AR Statements - input a "1" for billable or a "0" for no (cinvarstate)
    - Calculate surcharges - input a "1" for billable or a "0" for no (cinvexc)
    - Default invoice format - input the name of the desired invoice format (cinvoiceformat)
    - Override default header-footer - input the name of custom header-footer to be used for this client if this client needs to have a different header-footer than the firm's or office's default. (customheaderid)
    - Finance charge - input the name of the finance charge to be used or leave the default of NULL to be processed as "No Selection" (cinvfchg)
    - Sort Code – input a number between 1 and 99 (cinvfreq)

Issue Resolution

The following section contains information about resolutions to known issues:

Administration:

The **Printer Format Selection** window no longer hides behind another window selecting the **Print Transfer** button to print the Transfer – Progress register prior to posting.

External:

Edits successfully pulled from Clients_In table where the Cinvfreq (sort code) has a NULL value running ClientsIN.exe

Project Management:

Clearing the **Include Assigned Employees** option when copying projects no longer includes assigned employees.

Editing the assigned service via Project Find and Change Detail – Edit Assigned Service will now properly update the bill rate for detail records budgeted at the category or subcategory level.

Rolling projects with the option to Change Hourly Rate based on the service code and project type enabled now consistently updates the detail records of the newly rolled project.

Reports:

Non-budgeted employees are now included when printing the *Project Status* report for projects that do not have a completed date. Actual hours correctly reported with the **Employee Summary** or the **Employee Detail** option enabled for projects with detail records budgeted at the category or subcategory level when printing the *Project Status Report*.

Billing (under Main Menu > Features menu > Billing)

The WIP column has been net of any progress amounts. The column header is now NET WIP.

Support of former versions or environments now discontinued

As your software partner, we strive to provide you with the highest security possible when accessing our products and Web sites. We can only do that by supporting the most recent versions provided through our vendors' supported environments.

At Wolters Kluwer, we are adopting the policy of working within the latest two versions currently released in the market for these supported environments. While we may not always be aligned with this policy due to release timing, our goal is to either follow the vendor lifecycle policy or support the last two vendor versions and discontinue support for anything older.

Recently discontinued support:

- Microsoft® Windows Server 2012/2012 R2 – Support ended November 30, 2019.
- Windows 7, Professional Edition or above - Support ended November 30, 2019
- SQL Server 2012 - Support ended November 30, 2019

This does not mean our products will automatically stop working with these older versions. However, if there are functionality issues on non-supported environments, Wolters Kluwer will not provide support or address the issues by making changes to its applications for these older non-supported environments.

Early warning – discontinuation of support:

- The application will no longer support Microsoft® Office 2013 after June 2021.
- The application will no longer support Microsoft Internet Explorer 11 after December 2021.

Getting Started with the November 2020 Release

The Minimum System Requirements have changed. They can be found here.

Workstation Setup. You must run workstation setup on ALL workstations.

Warning if you have custom indexes. Before updating, if your firm is currently on a version prior to 2014.14.01 **and** has custom or non-standard indexes and/or triggers on client, employee, or project-related tables that reference name or address fields, you must remove these indexes prior to applying a 2020 update. We recommend creating a backup copy of the database PRIOR to applying the update. Once the database has been updated, the custom or non-standard indexes can be added back.

Installation Instructions

You will receive an e-mail notifying you of an updated release. All modules of CCH ProSystem *fx* Practice Management should be shut down, including the Tray (PMTray.exe) prior to the installation.

Make sure that you have your username and password handy before starting the installation. You will need this information to login to our Download Centre. If you require assistance to obtain your username or password, please contact Customer Service at **1-800-268-4522**.

1. Download CCH ProSystem *fx* Practice Management by following the instructions provided at the beginning of the *Release Notes*.
2. You will be asked to either **run** or **save** the update. We recommend saving the file to a temporary location rather than running it from the Web site. The temporary location must reside on a workstation that has CCH ProSystem *fx* Practice Management installed. You do not need to run this update from the server.
3. Browse to the location where you saved the file **CASPM20XXXXXX.exe.**
4. Double-click the **.exe** file to initiate the update. Choose the extraction location for the temporary setup files.
5. Follow the on-screen instructions to complete the installation.
6. Update your CCH ProSystem *fx* Practice Management database to the new version by running **VersionDB.exe** (housed in the …\cpas\vpm\Updates folder in your application directory).
7. When the VersionDB window displays, select to update an existing CCH ProSystem *fx* Practice Management database.
8. Enter your SQL server name and SQL database name and click **Continue**.
9. You must run the workstation setup on **all** workstations for this release to update the required application components.

For New Installations

You should receive a new customer welcome e-mail that provides you with instructions on how log into our Download Centre.

Follow the instructions above to download CCH ProSystem *fx* Practice Management.

1. After the download is complete, open the target folder.
2. Double-click the installation file.
3. Select **Installation Guide** and follow the instructions in the "New to CCH ProSystem *fx* Practice Management" section.

Special Notes about Updating from a Previous Version of CCH ProSystem *fx* Practice Management

The following should be kept in mind when updating from a previous version of CCH ProSystem *fx* Practice Management.

- **Backups.** Always verify that you have a current backup before installing updates.
- **All modules of** CCH ProSystem *fx* Practice Management **should be shut down, including the Tray (PMTray.exe),** prior to the installation of any update, whether or not workstation setup is required to ensure proper patching of the workstation.
- **Database Updates**. You must run Versiondb.exe to update your CCH ProSystem *fx* Practice Management database.
- **Permission Keys.** You must have your username (account number) and password before you can download the permission key. See the *CCH ProSystem fx Practice Management* Installation Guide, available from within the installation program, for more information.

- **Internet Time Entry.** If you purchase the Internet Time Entry add-on, remember that CCH ProSystem *fx* Practice Management and Internet Time Entry must be in sync. If you install the latest version of CCH ProSystem *fx* Practice Management, you must also install the same version of Internet Time Entry.
- **Remote Workstations**. You must release all time from remote workstations (connected or not connected to the network) before the firm's server is updated with this new version.

If you have any questions, contact Customer Support at **1-800-268-4522** or send an e-mail to csupport@wolterskluwer.com.

Thank you for choosing CCH ProSystem *fx* Practice Management.

Wolters Kluwer Canada