

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/

What's New?

123 Accounting Ltd **Wolters Kluwer**

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

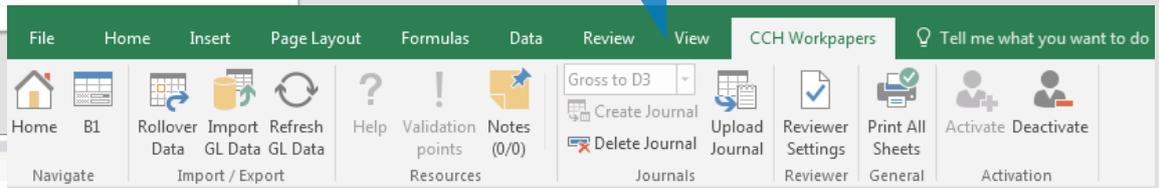
Choose accounting system to connect to: System Name

Select file path to data source

Create reviewer password: Password

Set balance variance tolerance on B1: Variance Amount \$ 3

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

Information

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.

New validation points panel

CCH **APS Company** Prep Date: 09/05/2016
Balance Date: 31/03/2016

Review Summary

change preparer/reviewer

Prepared By: Melissa Hampton Reviewed By: Toni Spelling

B1 Variance Tolerance

[show all](#) [hide unused rows](#) [add row](#)

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			<u>2,207,535.00</u>							

Enhanced review summary

Help

Review Summary (B1)

Using the B1 Review summary

Topic overview

[B1 Review Summary purpose](#) [B1 Firm setup](#)
[Using 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

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- INTRODUCTION TO ANNUAL ACCOUNTS SAMPLE GUIDE
- G1 - ACCOUNTS RECEIVABLE
 - [98-100] Accounts Receivable Validation Points
 - [98-120] Have any bad debts been written off?
 - [98-140] Is there a provision for doubtful debts?
 - [98-160] Has a previously written-off bad debt been reco
- H1 - FIXED ASSETS
 - [99-100] Fixed Assets Validation Points
 - [99-120] Is the cost of the asset less than \$500?
 - [99-140] Has the correct cost been capitalised for tax pu
 - [99-160] Has the correct depreciation rate been chosen?
 - [99-180] Is the asset a building?
 - [99-200] Has an asset been purchased from an associat
 - [99-220] Have assets been sold or disposed of?
 - [99-240] Has an asset been disposed of for less than ma
- V6 - EXPENSES
 - ENTERTAINMENT
 - FRINGE BENEFIT TAX
 - REPAIRS AND MAINTENANCE

Document: [98-120] 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"?

Is the debt "bad"?

Factors to consider

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

New integrated help system

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When you have to be right