PRACTICE CS

Project Management WalkThrough

version 2014.x.x

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Contents

Introduction

The Practice CS Project Management module is a separately licensed add-on module that enables you to manage and track your firm's projects and tasks in Practice CS. After you have completed the walkthrough, you will have an understanding of the project management workflow in Practice CS. You will also learn how to do the following:

- Create project and task templates to use in setting up projects
- Assign solutions to projects
- Enable notifications to inform your staff when project information changes
- Use dashboards to manage project and task information
- Update project and task information during time entry
- Analyze projects and tasks using Practice CS reports and calendars

Note: This walkthrough assumes you are familiar with using Practice CS or that you have read chapter 3, Program Overview, in the *Practice CS Getting Started* guide.

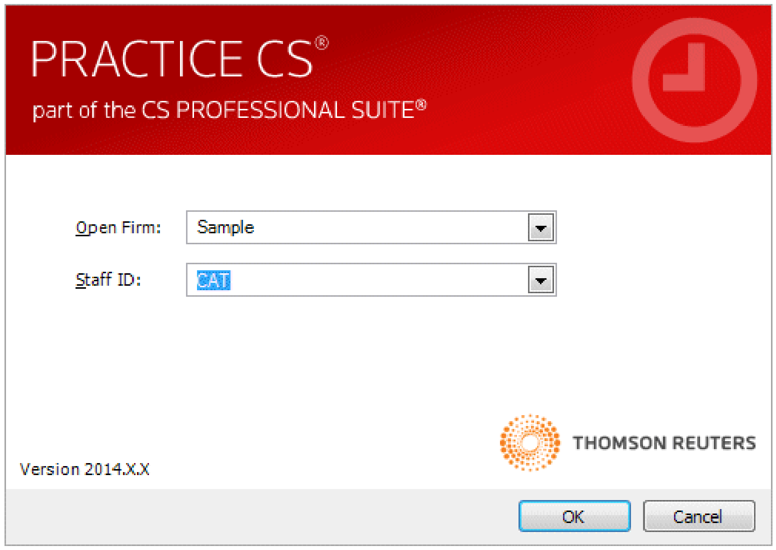
Opening the sample database

To perform the exercises in this walkthrough, you will start Practice CS and log in to the Sample database as staff CAT. To log in, follow these steps.

1. Start Practice CS.
2. In the login dialog, select Sample in the *Open Firm* field.
3. In the *Staff ID* field, select CAT.

   Note: If you previously marked the *Remember login information* checkbox, hold down the SHIFT key when you double-click the Practice CS icon and continue to hold down the SHIFT key until the login dialog appears.

4. Click OK.



Backing up the sample database

Data that you enter while performing the exercises in this walkthrough will affect the Sample database. Therefore, we recommend that you make a backup of the Sample database before you begin so that it is available for use in other Practice CS walkthroughs.

Note: If you are running Practice CS through the Virtual Office CS™ module, the Backup menu command is not available. We recommend that you install a local copy of Practice CS so that you can back up the Sample database. For instructions on installing the program, please see chapter 2, Installation Instructions, in the *Practice CS Getting Started* guide.

To back up the Sample database, follow these steps.

1. In Practice CS, choose File > Backup.
2. In the *Backup file* field, enter the path and file name for the backup file, or click the button and navigate to the backup file location. The backup file will have a file extension of BDF.

   Note: The backup file will be created on the computer where the data resides. The path specified here must be a valid path on that computer.

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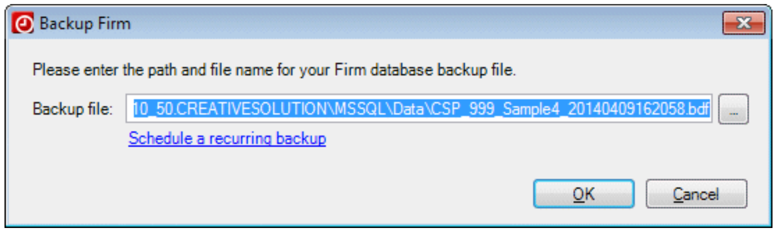
3. Click OK.



4. When prompted that the backup is complete, click OK.

Note: After you complete this walkthrough, you can restore the sample database. For instructions, see "Restoring the sample database" on page 67.

Setting Up Projects

This chapter describes some key elements of the Practice CS Project Management module — project templates, tasks, and tracking descriptions — and their role in creating projects for your clients.

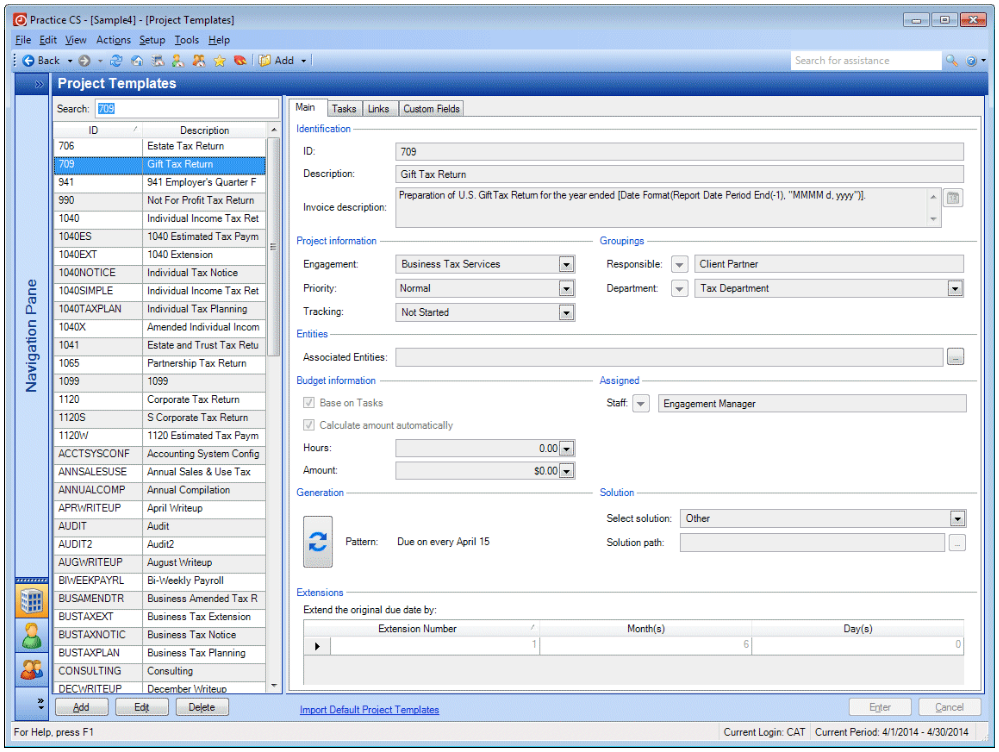
Overview

Before you begin using the Project Management module, you will need to set up templates for your firm's projects and tasks. You will also need to set up tracking descriptions that you will use to indicate the status of projects and tasks. If your firm wishes to track additional information for projects or tasks using custom fields, you will need to create those fields.

Project templates

Project templates define projects that your firm routinely performs, such as tax returns, payroll, and year-end audits. They contain key project information, such as date calculations, recurrence patterns, project tasks, budget information, assignments, and future project generation.

Project templates, which provide default information when you set up a project for a client, are global items, while **projects** are client-specific items. When you create a project for a client, you select a project template, and project information is filled in from that template.



Tasks

Tasks are the individual activities that are performed while working on a project. Tasks are not required in Practice CS, but they can assist your firm in managing staff and budgeting. Each task is identified by an Activity.

Note: Care should be taken when defining Activities, as they are a part of the core structure of Practice CS. For further details on setting up Activities, please read the "Activity setup" section of the *Practice CS Getting Started* guide.

Tracking descriptions

Tracking descriptions describe the current status of each project and task in your firm. Practice CS includes four standard tracking descriptions — Not Started, Started, Canceled, and Completed — but you can add as many other tracking descriptions as your firm needs. You can assign tracking descriptions to project templates, task templates, client projects, and project tasks.

To add tracking descriptions, choose Setup > Tracking Descriptions.

Custom fields

You can track additional information for projects and tasks using custom fields. To set up custom fields, choose Setup > Custom Fields, and then choose either Projects or Tasks. There are six custom field types available in Practice CS: checkboxes, dates, lists, numbers, staff lists, and text fields.

Custom fields for projects and tasks appear on the Custom Fields tab of the Project and Task dialogs, and also on project and task templates.

Project setup

In this section, you will set up the following:

- Project template
- Task template
- Firm notifications
- User preferences for project management

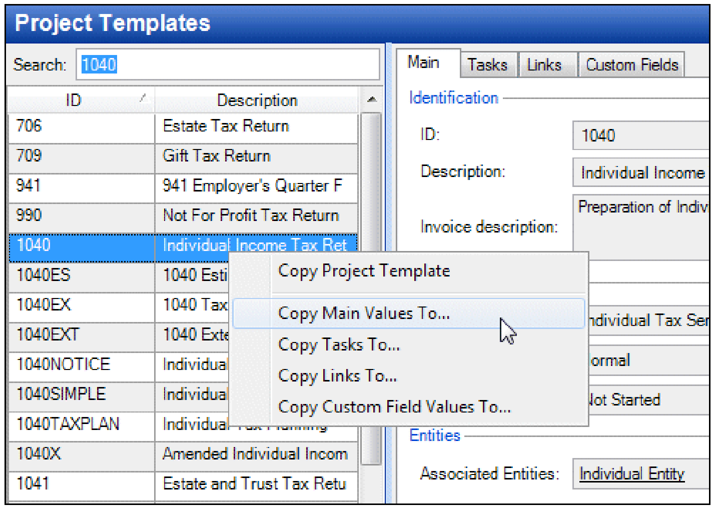
Setting up a template for a 1040 tax return project

Follow these steps to create a sample project template for a U.S. Individual Income Tax Return (1040EX).

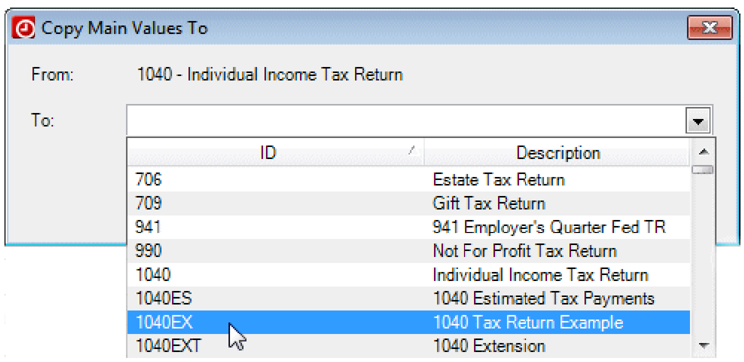
1. From the Setup menu, choose Templates > Projects.
2. Click the Add button.
3. ID: Use these fields to choose a name that will help you identify the project template when you want to assign it to a client. For this exercise, enter **1040EX** in the *ID* field.
4. In the *Description* field, enter **1040 Tax Return Example**.
5. Click Enter to save the sample template.
6. To help with setup, Practice CS allows you to copy entire tabs from one project template to another. The information on the Main tab of the 1040 project template is identical to what we want for the 1040EX project template.

   Note: You can copy entire project templates to create a new template, or copy individual tabs from one template to another. When copying a template, you will need to use a new ID. When copying tabs, all information on the destination tab will be overwritten.

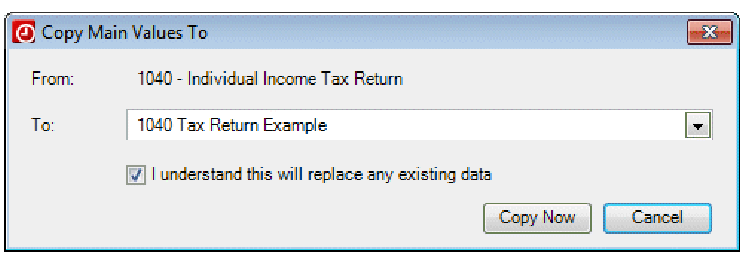
7. Right-click the 1040 template in the list of project templates and choose Copy Main Values To from the context menu.



8. In the Copy Main Values To dialog, choose the 1040EX template from the *To* field.

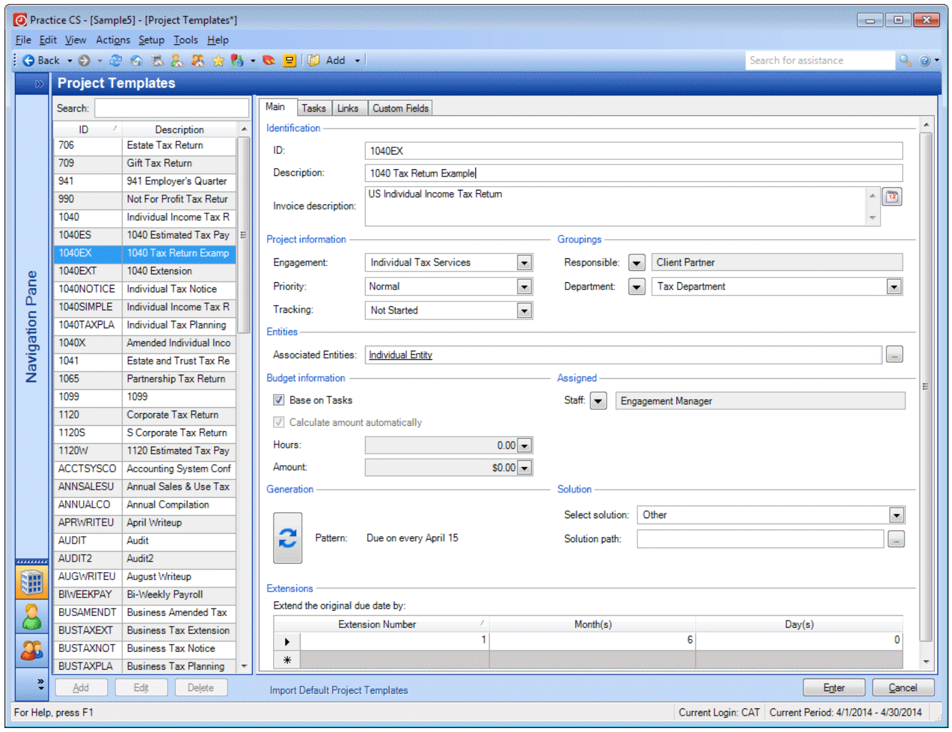


9. Mark the *I understand this will replace any existing data* checkbox and click the Copy Now button.

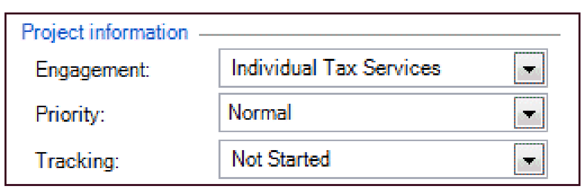


10. The 1040EX project template is now set up with most of the values already filled in.

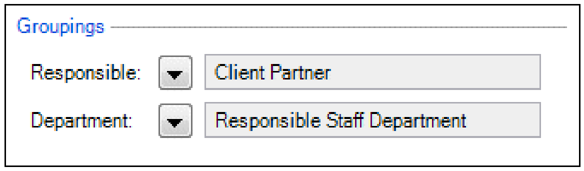
11. In the *ID* field, change the ID to **1040EX**.
12. Change the *Description* field to **1040 Tax Return Example**.
13. In the *Invoice description* field, enter **US Individual Income Tax Return**. This is the description that can appear on client invoices if your invoice format is set up to pull the project invoice description.



14. Project information: Use this section to assign an engagement, a priority, and a default tracking status to the project template. Verify that the following information is selected:
    - *Engagement*: Individual Tax Services
    - *Priority*: Normal
    - *Tracking*: Not Started



15. Groupings: Use these fields to make assignments for the project. You can select a specific staff or department, or a dynamic link to be determined when the project is added to a client. In the *Department* field, click the down arrow button and select Responsible Staff Department.



16. Entities: Use the *Associated Entities* field to assign an entity to the project template. Select Individual Entity.

Notes

- To select entities, click the More button and select them in the Associated Entities dialog.
- Adding entities to a template can speed up project setup for new clients. When you are setting up a new client, if you select an entity that is associated with a project template, the program will prompt you to add projects to the client that are related to that entity.

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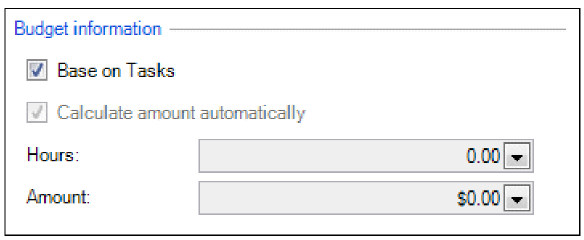
17. Budget information: Verify that the *Base on Tasks* checkbox is marked. This bases the project's budget information on the information set up on the project's tasks.



Notes

- If your firm does not use tasks, you can clear the *Base on Tasks* checkbox and enter the project's budgeted hours and amount here, or mark the *Calculate amount automatically* checkbox to have Practice CS calculate budget information based on staff rates. The budget will calculate automatically using the assigned staff member's hourly rate for the billing rate assigned to the project's engagement. Additionally, you can choose not to include any budget information on the template. You can add budgets to the project once it is added to the client.
- We have not yet set up task template information for this project template, so the *Hours* and *Amount* fields are still 0.00.

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18. Assigned: In the *Staff* field, click the button and select Client Manager from the drop-down list.

Note: If your firm is licensed for the Staff Management module, you can assign projects and their tasks to a work queue based on staff qualifications. Qualified staff can then select available projects and tasks from the work queue. For more information on using the work queue, please see the topic Using the work queue in the Practice CS Help & How-To Center and the *Practice CS Staff Management WalkThrough* for a step-by-step exercise.

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19. Solution: You can use this section to assign the project template to an application, document, or spreadsheet (such as UltraTax CS,® Creative Solutions Accounting,™ Accounting CS,™ Financial Analysis CS,® Fixed Assets CS,® Microsoft® Word® or Excel,® or other application you have installed) that you will use to work on the project. When you or your staff begin work on the project, you will be able to launch the solution directly from the project or task.

Note: If your firm uses tasks in Practice CS to track specific work on non-tax projects, you will want to add solutions on the task templates rather than the project template.

- *Select solution:* Because this is a tax-related project, select UltraTax CS from the drop-down list (if licensed).
- *Completion event*: Leave this blank on the project template.

Note: If you are licensed for UltraTax CS, you can log the status event in UltraTax CS that matches the completion event in Practice CS. This will mark the project as completed in Practice CS. For this reason, we recommend that if you are using tasks, you add your completion events on the task templates and use the extension events on the tax-related project templates.

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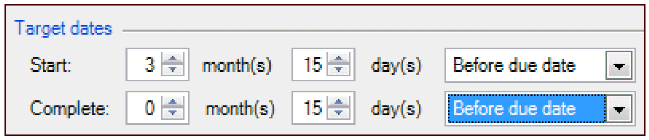
20. In the *Extension Event* field, enter **Return Extension Filed**.

Note: You would also need to add this entry to your status events in UltraTax CS.

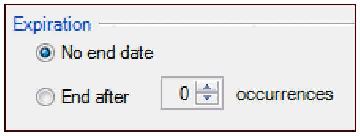
The Extensions section defines any due date extensions that might be necessary for this type of project. The *Extension Number* indicates the sequence for any extensions that you enter, and *Months(s)* indicates the number of months and/or days by which the project should be extended past the original due date, if necessary. For this exercise, leave the extensions section as it is.

21. In the Generation section, click the Recurrence  button to open the Recurrence dialog. Use this dialog to set up the project recurrence pattern and to select which information to carry over from the previous project when you generate new projects.
22. Frequency: Verify that the following information is selected:
    - *Pattern*: Annually.
    - *Must occur on weekdays*
23. If necessary, unmark the *Base on Client fiscal year ends* checkbox, and set the due date as *Due on every* April 15.
24. Target dates: This section specifies the dates you anticipate starting and completing the project. The *Start* date specifies the project's target start date, using the number of months and days before due date or after received date. The *Complete* date specifies the target complete date, using the number of months and/or days before due date or after received date.

Set up the project template's target start date to start **3** month and **15** days before due date, and the project template's target complete date to **15** days before due date.



25. Expiration: Click the *No end date* option.



26. Generation: Click the *When the current Schedule Item is complete* option to generate the next project as soon as the current project is completed.

Notes

- If you click __ *month(s) __ day(s) before next occurrence,* the next occurrence of the project will be generated on the designated date, whether or not the current project is complete.
- Click *When I manually create it* to manually create the next project.
- If you click *Generate all,* the program will generate all of the projects now. This option is not available when *No end date* is selected for the expiration date.

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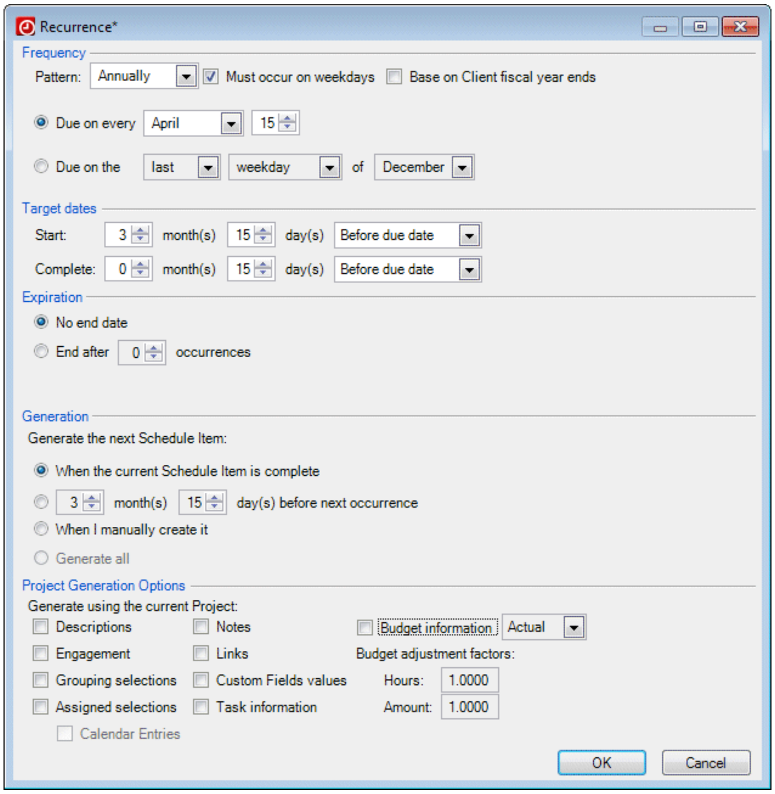
27. Project Generation Options: You can choose to have the next project generated based on either the project template or on the current project's settings. If you want to use certain settings from the current project, mark the appropriate checkboxes. For this exercise, unmark all of the checkboxes.

28. Click OK.



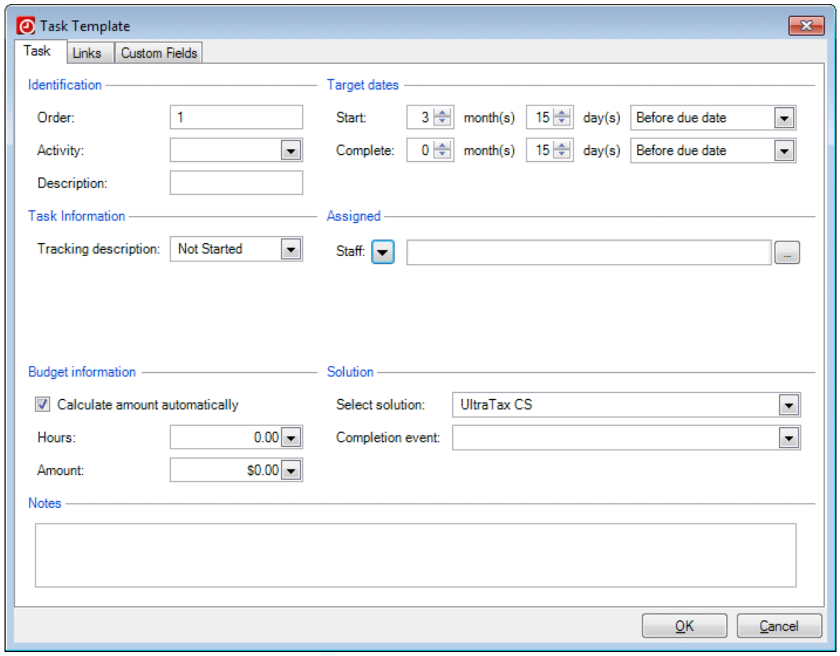
29. Click Enter to save the template.

Opening the Task Template dialog

You can define the specific tasks that must be performed to complete a project. Tasks are not required, but they can help with achieving electronic workflow and budgeting in more detail.

1. With the 1040EX project template selected, click the Edit button to edit your project template, and then click the Tasks tab.

2. On the Tasks, tab, click the Add button.



- *Order* — Determines the order in which tasks should be completed. By default, the task order numbers start at 1 and increment by one. Order values must be numeric but do not need to be unique; you can use the same order number to create multiple tasks that should be completed concurrently.
- *Activity* — Assign an activity to the task template. Activities are not required, but they help to identify the actual task to be performed.
- *Staff* — In the *Staff* field, you can assign a specific staff member to the task template, or a dynamic link to be determined when the project is added to a client. You can also leave this blank, and assign the staff later when the project is assigned to a client.

Notes

- The Target dates and Solution sections of the Tasks tab serve the same purpose as for projects but are specific to each task. The *Notes* field is optional.
- If you are using UltraTax CS and populate completion events on your tasks that match status events in UltraTax CS, when a status event is logged in UltraTax CS, the task's tracking description will be updated to Completed in Practice CS.
- If your firm is licensed for the Staff Management module, you can assign projects and their tasks to a work queue based on staff qualifications. Qualified staff can then select available projects and tasks from the work queue. For more information on using the work queue, please see the topic Using the work queue in the Practice CS Help & How-To Center and the *Practice CS Staff Management WalkThrough* for a step-by-step exercise.
- You can choose to have Practice CS calculate the budget amount automatically based on the assigned staff member's hourly rate for the billing rate assigned to the project's engagement or task's activity.

Adding tasks to a project

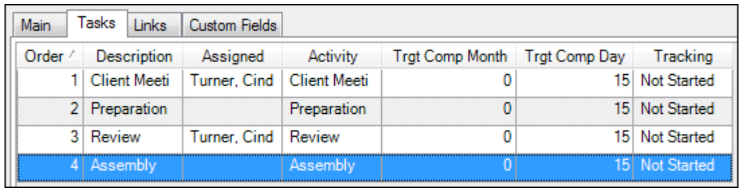
1. Add the following task templates to the 1040EX project template.

Field	Entry			
	Task 1	**Task 2**	**Task 3**	**Task 4**
Order	1	2	3	4
Activity	Client Meetings & Discussions	Preparation	Review	Assembly
Tracking Description	Not started	Not started	Not started	Not started
Start	3 month(s) 15 day(s) Before due date	3 month(s) 15 day(s) Before due date	0 month(s) 15 day(s) Before due date	0 month(s) 15 day(s) Before due date
Complete	0 month(s) 15 day(s) Before due date	0 month(s) 15 day(s) Before due date	0 month(s) 15 day(s) Before due date	0 month(s) 15 day(s) Before due date
Staff	CAT	None	CAT	None
Select Solution	UltraTax CS			
Completion Event	Client Meeting Complete	Preparation Complete	Review Complete	Client Copy Complete

Notes

- You can add links to tasks by clicking the Links tab. See "Adding links" on page 19 for more information.
- If your firm has defined custom fields for tasks, click the Custom Fields tab and enter the appropriate information.

2. Click Enter to save the task template.



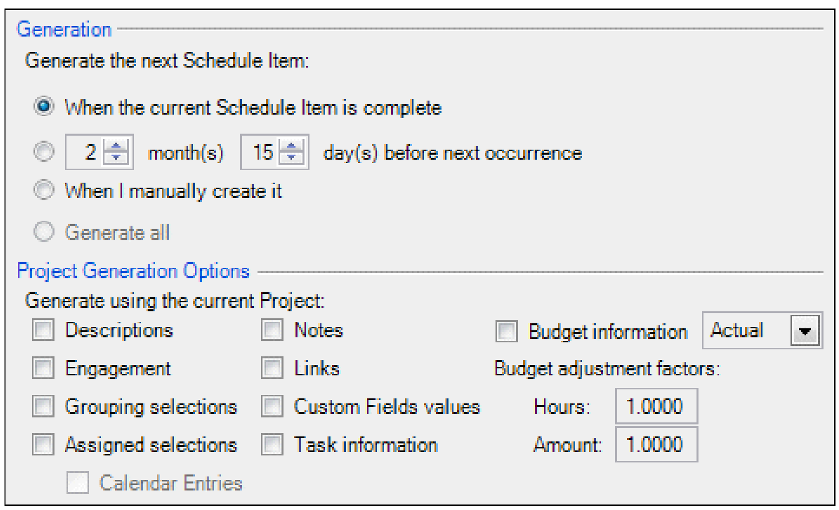
Other project setup options

Now that we have created a project template for the 1040EX - 1040 Tax Return Exercise, let's look at setup options for some other types of project templates.

Generation options

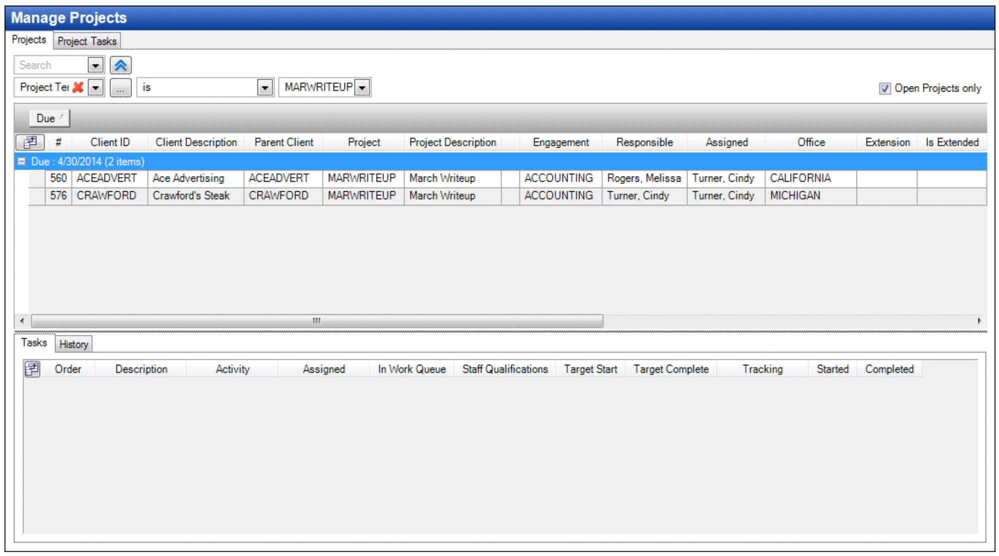
When generating future projects, you have the following options for when to generate the next project:

- *When the current Schedule Item is complete*
- *_ month(s) / _ day(s) before next occurrence*
- *When I manually create it*
- *Generate all*



When generating a recurring project such as a monthly write-up, using the second option — entering the number of months and days before the next occurrence of the project — can help simplify project planning by allowing you to postpone generating future projects until closer to their due date. Generating projects this way allows you to see only current projects and any projects that are overdue.

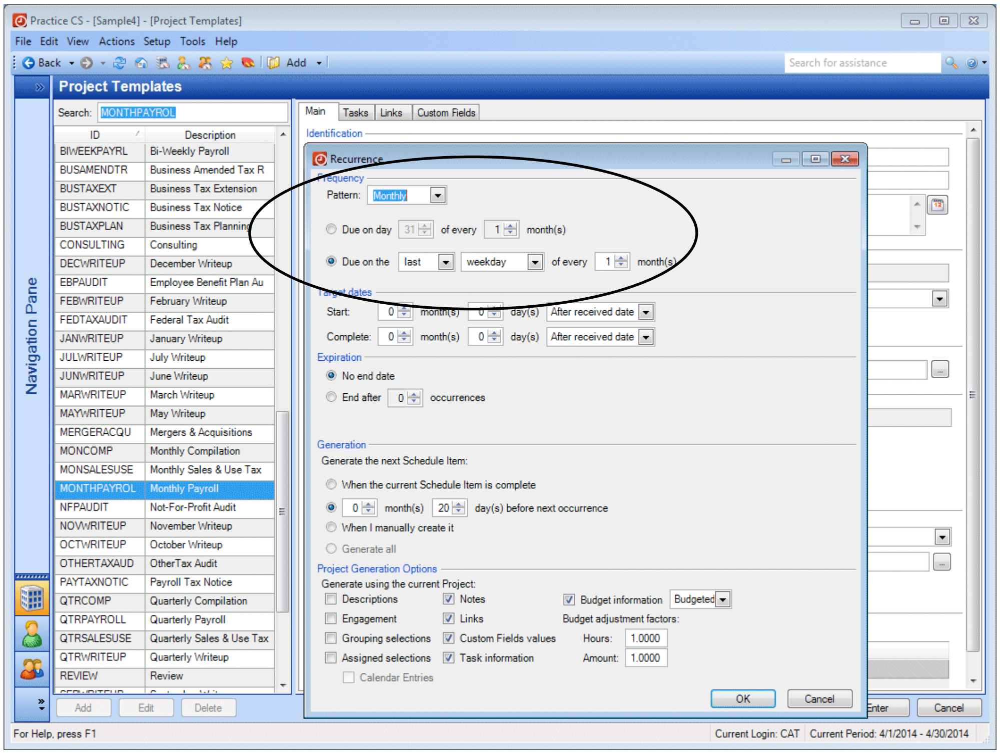
For example, if your write-up projects are typically due at the end of the month, you could set up the template to generate the next project 10 days before the current project is due. At the end of the month, you can filter your list of projects to show only the projects for the next month and any outstanding projects that have not yet been completed.



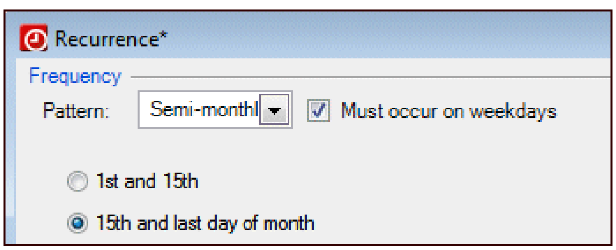
Note: See page 34 for details on using the Manage Projects screen.

Recurrence patterns

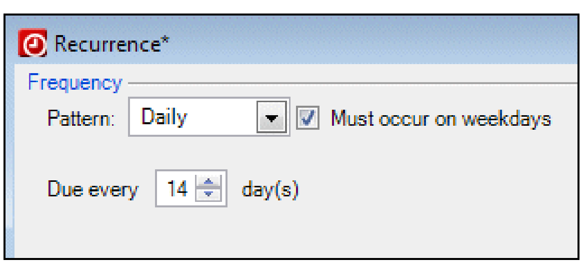
For a recurring project, such as payroll, due date options change depending on the recurrence pattern you select for the project template. If you choose Monthly, you need to specify the due date of the month (for example, the 31st of every month) or which weekday of every month. You can also have the program adjust the due date so that it must fall on a weekday.



If your payroll is due semi-monthly, you must choose either *1st and 15th* or *15th and last day of month* as your due date.



However, if your payroll is due bi-weekly instead of semi-monthly, you can choose Daily for the recurrence and specify that the project is due every 14 days on a weekday.



Notes

- If you select None for the recurrence, no due date options are available, and you must manually generate the next project when the current project is complete.
- If you select Periodic for the recurrence, you must select at least one month from the drop-down list and enter a day of the month in the field provided.

Adding links

You can link projects and tasks to files, folders, and web pages. You can also add links to FileCabinet CS® documents or GoFileRoom® documents, if you are licensed for these applications. This feature enables you to associate items with project or task templates, which adds the links for each new project or task generated from the template, or with individual projects or tasks. For example, you could link a task template to a checklist used for completing that task.

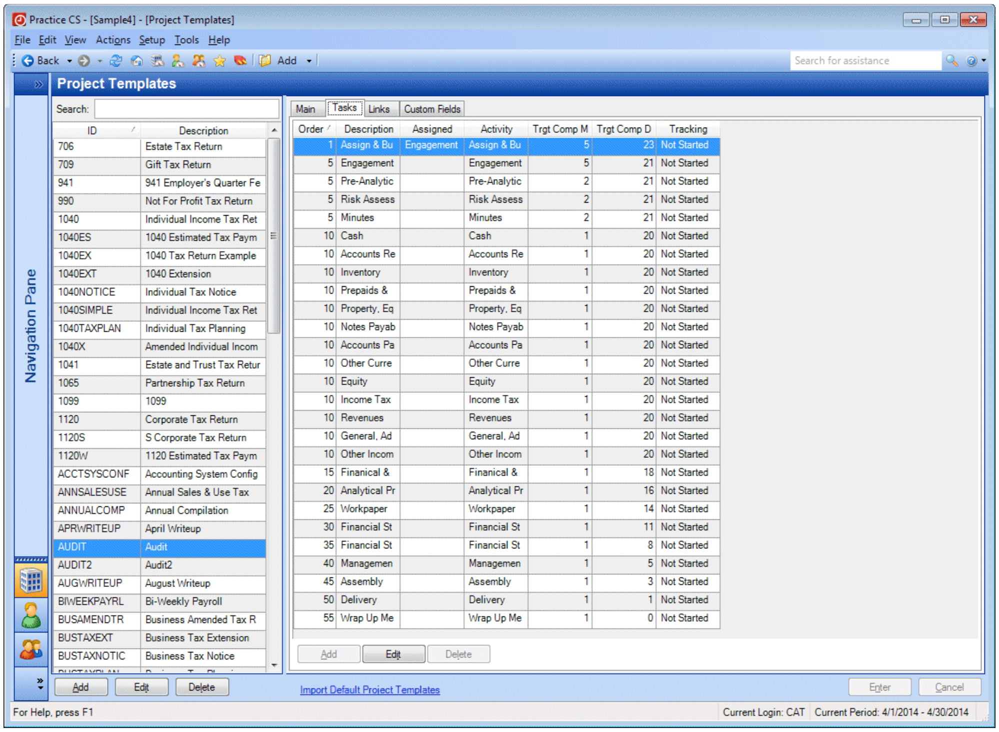
1. Open the project template, task template, individual project, or individual task to which you want to add the link.
2. Click the Links tab.
3. Right-click within the tab and choose the command for the type of link you want to add.
   - Add Files
   - Add Folder
   - Add Web Page
   - Add FileCabinet CS Document
   - Add GoFileRoom Documents
4. Navigate to and select the item to which you want to link, then click OK. (For files, click Open.)

Custom fields

If your firm has defined custom fields for projects, click the Custom Fields tab and enter the appropriate information.

Duplicate task orders

When you add tasks to a project, each task is assigned an order, starting with 1 by default. You can change the order numbers, if necessary. For example, some projects may have tasks (such as audit fieldwork procedures) that need to be performed simultaneously by multiple staff. To indicate simultaneous tasks, you can use duplicate order numbers. This way, you can signal that the next task is ready to be worked on as soon as all of the simultaneous procedures are completed. All tasks with the same order number will be ready to be worked on at the same time, and tasks with the next order number will not be ready to be worked on until all tasks with the previous number have been completed.



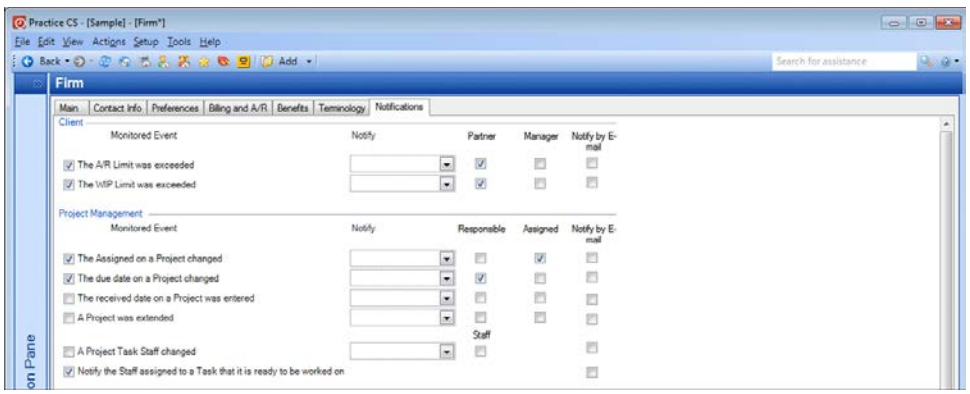
Notifications

Notifications are global setup items, enabled at the firm level, that inform staff members when monitored events occur. You can set up notifications to be delivered to specific staff and also by staff role (for example, to the staff designated as Responsible or Assigned on a project). All notifications can be viewed in the Notifications portlet on the Staff dashboard. They can also be received as desktop notifications, which appear temporarily on screen and then fade away, similar to email notifications in Microsoft® Outlook.® Staff members can specify in their User Preferences whether they want to receive desktop notifications.

Firm setup

To enable notifications:

1. From the Setup menu, choose Firm.
2. Click the Notifications tab.
3. In the Project Management section, mark *The Assigned on a Project changed* checkbox. Then mark the *Assigned* checkbox so that the person to whom the project was reassigned will be notified.
4. Mark *The due date on a Project changed* checkbox. Then mark the *Responsible* checkbox to send a notification to the staff member designated as responsible on the project if the due date changes.
5. Mark the *Notify the Staff assigned to a Task that it is ready to be worked on* checkbox. This will notify the staff assigned to the task that the task has been marked as "Ready" for them to work on.
6. Click Enter to save your changes.

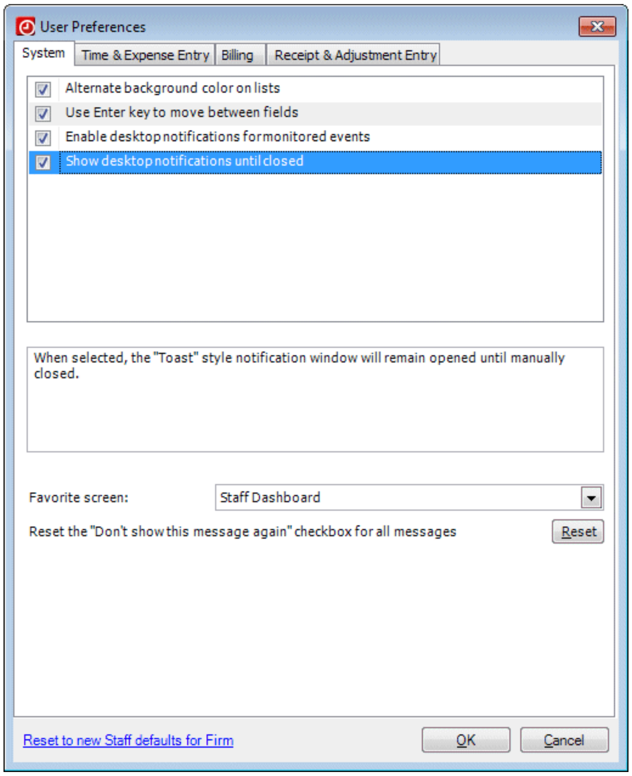


User preferences

As with other areas of the program, user preferences for the Project Management module are unique to each staff member. Because you are currently logged in as staff CAT, these user preferences will apply to staff Cindy Turner.

1. From the Setup menu, choose User Preferences.
2. Click the System tab.
3. To receive desktop notifications whenever a monitored event occurs, mark the *Enable desktop notifications for monitored events* checkbox.

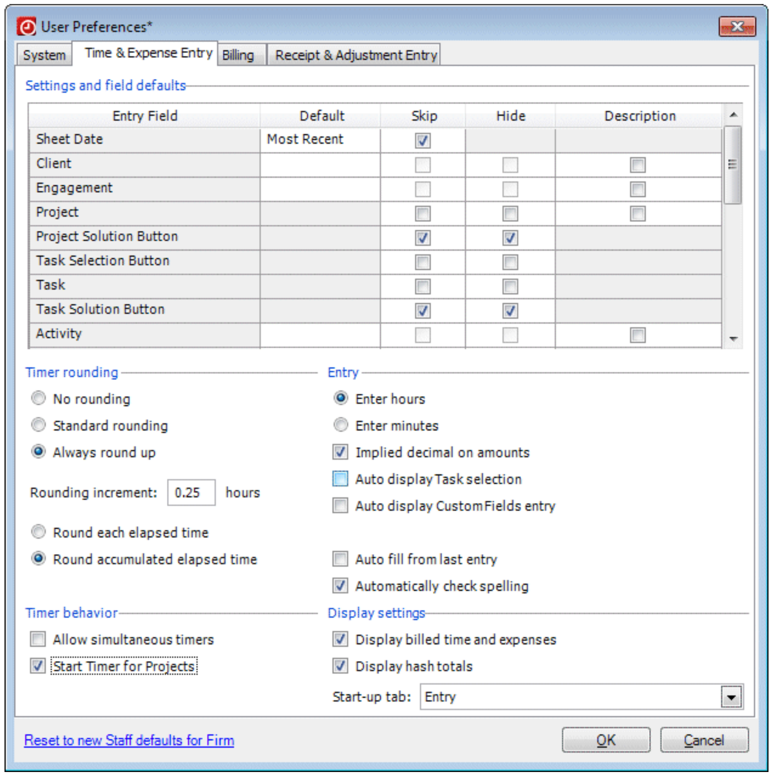
4. Mark the *Show desktop notifications until closed* checkbox so that desktop notifications stay on screen until you close them.



5. Click the Time & Expense Entry tab.

6. *Auto display Task selection:* For this walkthrough, verify that this checkbox is unmarked. You would mark this checkbox to cause the Task Selection dialog to open automatically during time and expense entry whenever you select a project, allowing you to update project and task information while entering your time.

7. Mark the *Start Timer for Projects* checkbox to start a timer whenever you launch a solution from a project or task.



8. Click OK to save the user preferences.

Adding projects

There are three main ways to add projects to a client in Practice CS:

- Through the Manage Projects screen
- Through the Projects tab of the Clients setup screen
- Through the *Edit multiple Clients* link on the Clients setup screen

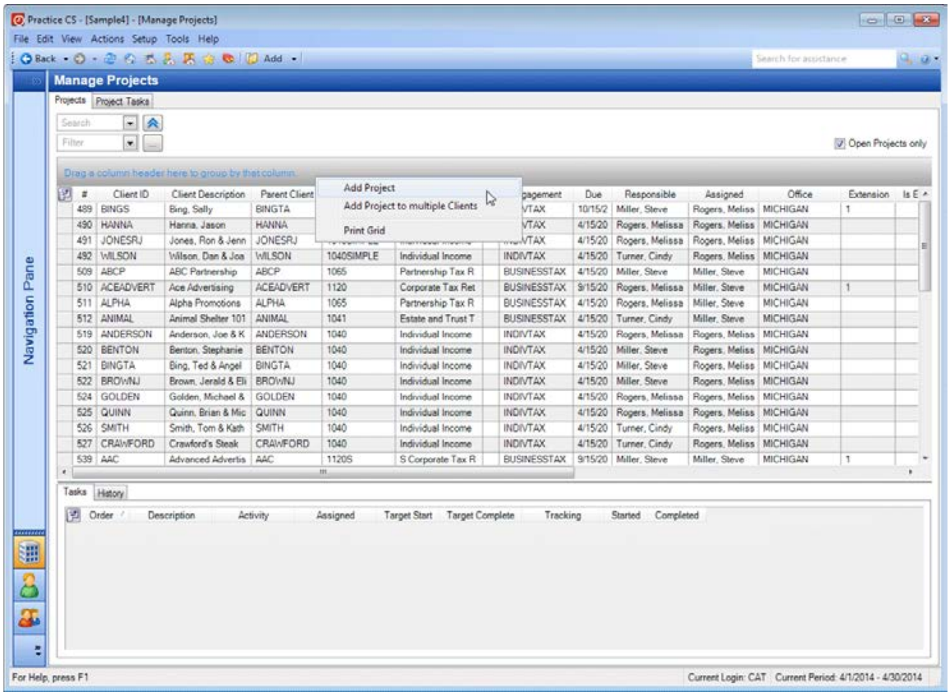
You can add an unlimited number of projects to a client in Practice CS.

Adding projects in the Manage Projects screen

The Manage Projects screen provides a central location where you can view, sort, search, filter, and group projects and tasks for all of your clients in one place. If you have the appropriate security privileges, you can also add and update projects in this screen.

1. From the Actions menu, choose Manage Projects.

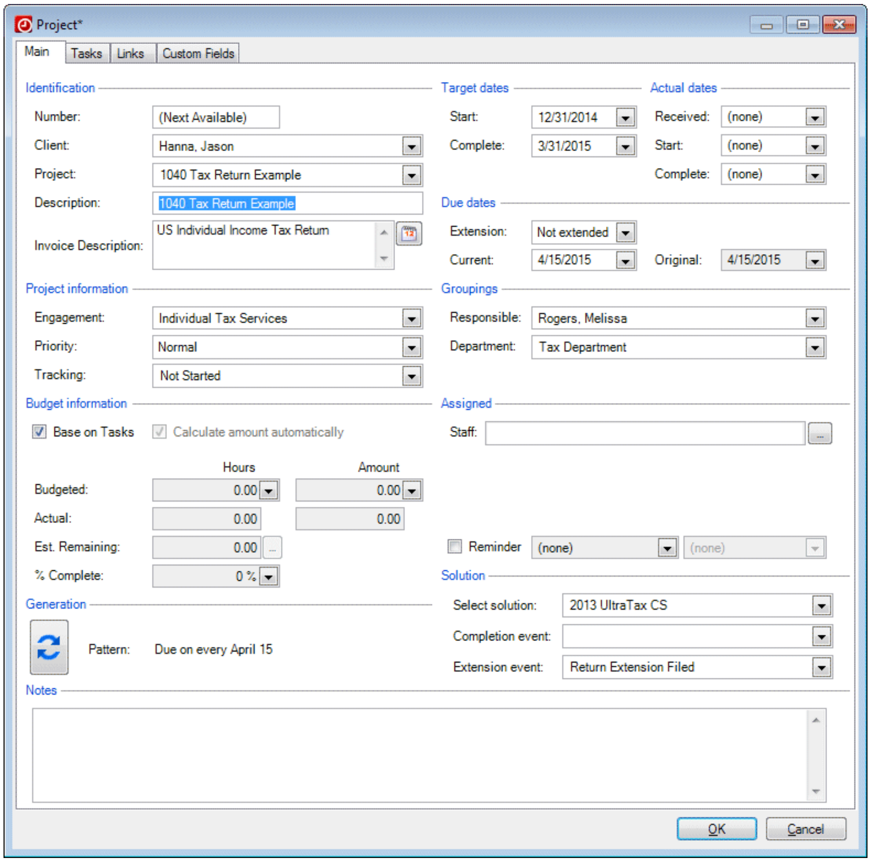
2. Right-click and choose Add Project from the context menu.



3. In the Project dialog, select client HANNA (Hanna, Jason) from the *Client* drop-down list.

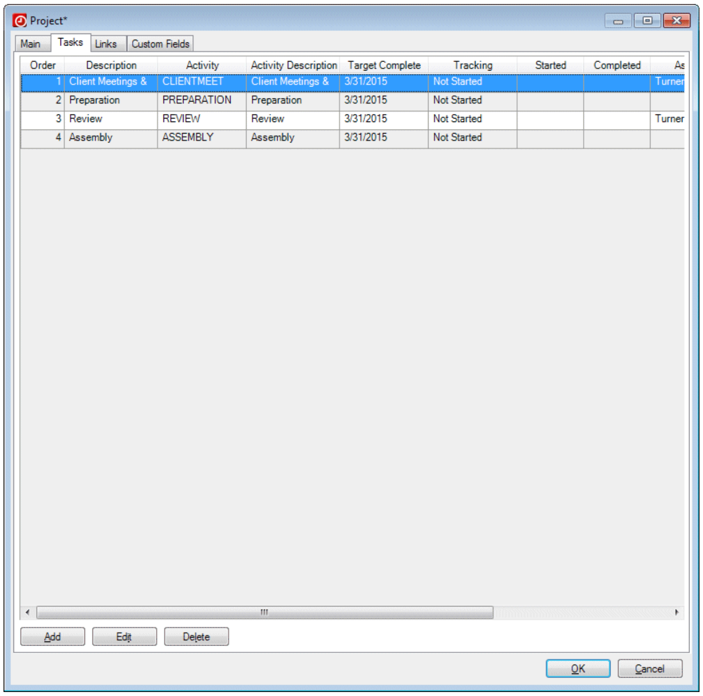
4. In the *Project* field, select project ID 1040EX.

5. Press the TAB key. Notice that the default information from the template completes the rest of the fields.



6. Click the Tasks tab, and notice the four tasks that you set up on the project template.

7. Select Task 1 and click the Edit button.



8. Under Budget information, enter **0.5** in the *Hours* field. The amount calculates automatically.

Note: You can set up budget information for a project or for each individual task in a project. Budgeting allows you to later analyze your projects to improve project planning.

---

9. Click OK to close the Task dialog.

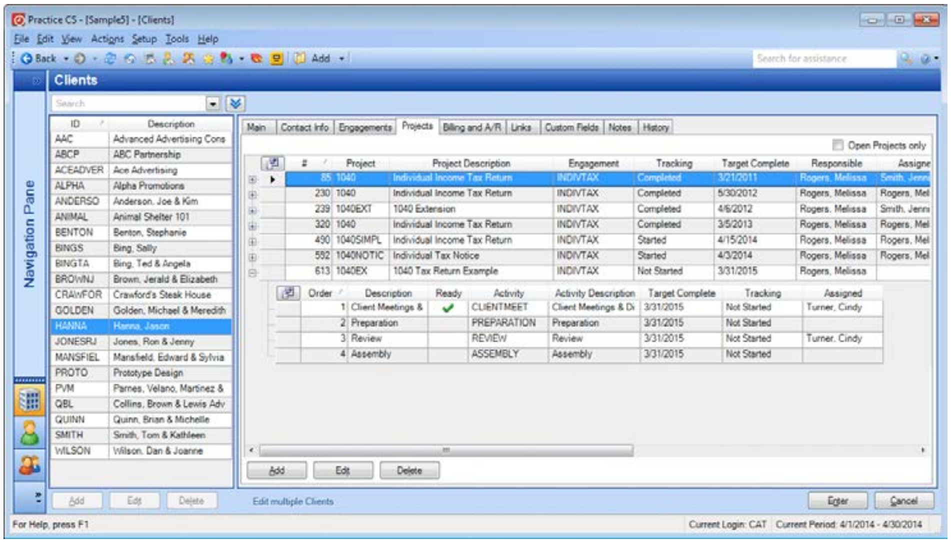
10. Click OK to close the Project dialog.

Editing a project in client setup

In the Clients screen, you can view all of the projects for each client. You can also add, edit, and delete project information here.

1. From the Setup menu, choose Clients.
2. Select client HANNA (Hanna, Jason).
3. Click the Edit button.
4. Click the Projects tab.

5. Click the expand ⊞ button to the left of project 1040EX to display all tasks associated with the project.



6. You have already assigned a staff member (CAT) and budgeted task 1 for this project. Edit the remaining tasks as follows by selecting each task and clicking the Edit button.

Note: You can also right-click each task and choose Edit Task from the context menu.

Order	Activity	Staff	Budgeted Hours	Budgeted Amount
2	Preparation	JPW	0.5	112.50
3	Review	CAT	0.25	56.25
4	Assembly	MHR	0.25	56.25

7. When finished editing each task, click OK to close the Task dialog.

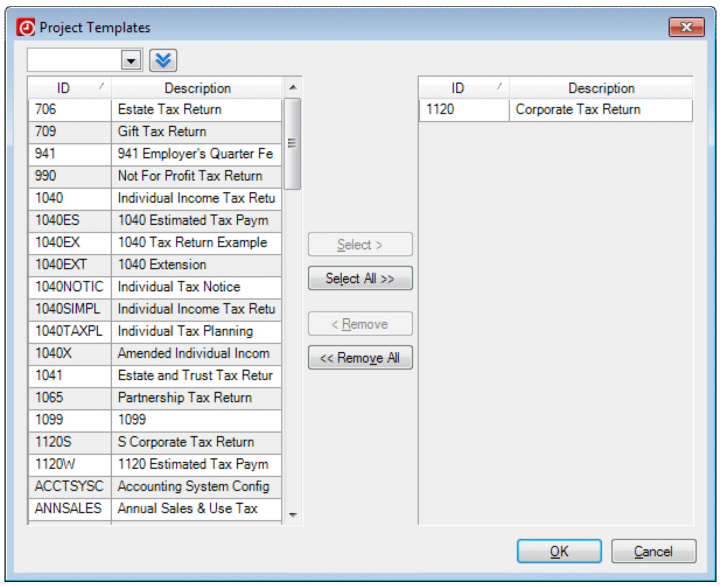
8. Click Enter to save the updated project information.

Adding a project in client setup

You can also use the Projects tab of the Clients setup screen to add projects. The Projects tab lets you create a client's projects while you are entering their other setup information. Also, if you have associated project templates with the entity that you use for setting up the new client, the program will prompt you to add the associated project template(s) when you select the entity.

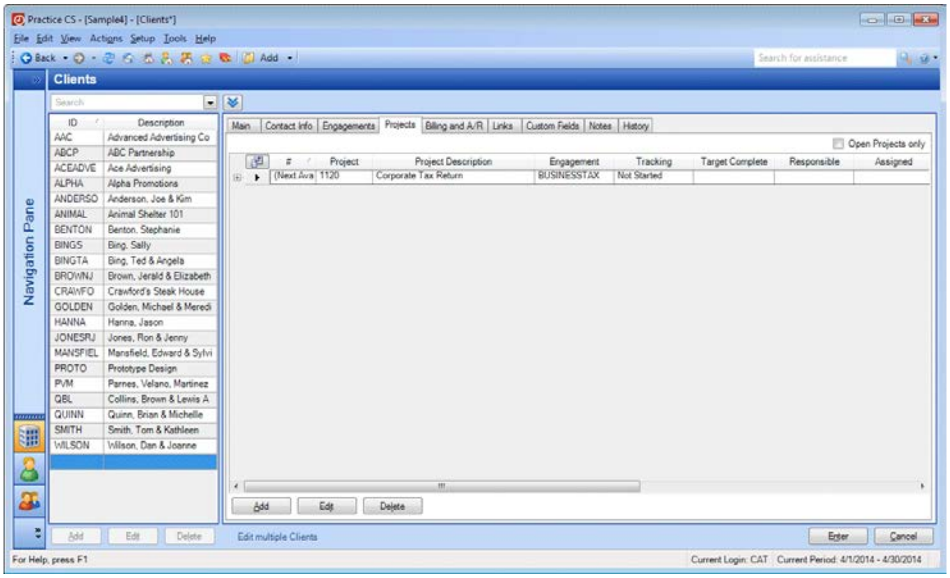
1. In the Clients setup screen, click the Add button.
2. In the *ID* field, enter NEWCLIENT.
3. In the *Entity* field (in the Groupings section), select CCORP.
4. Press the TAB key. Practice CS will prompt you if there are project templates associated with the client entity you have selected.

   The C Corporation entity is associated in the program with the 1120 project.

5. Click OK.

6. Click the Projects tab, and notice that the 1120 project has been added for the new client.



7. Click the Engagements tab and notice that the BUSINESSTAX engagement has also been added to the client because this is the engagement on the 1120 project template.

8. For this exercise, do not save the new client. Click the Cancel button.

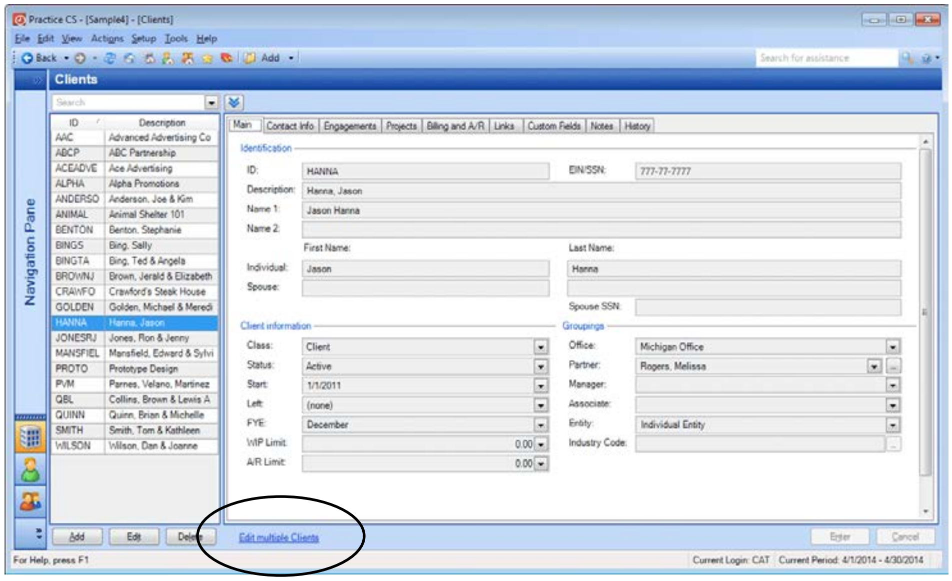
Editing multiple clients

The Edit multiple Clients feature provides a quick way to add one or more projects to many clients at one time during client setup.

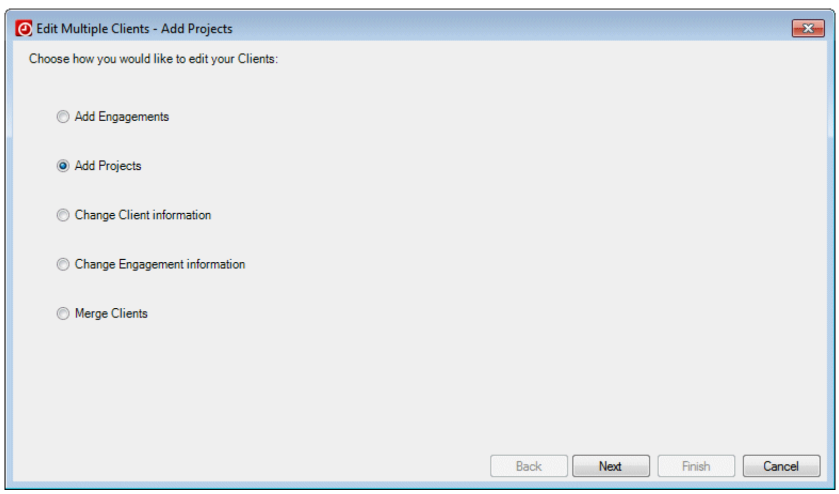
Note: You can also add engagements to multiple clients with this feature.

The following exercise illustrates how to add projects to multiple clients.

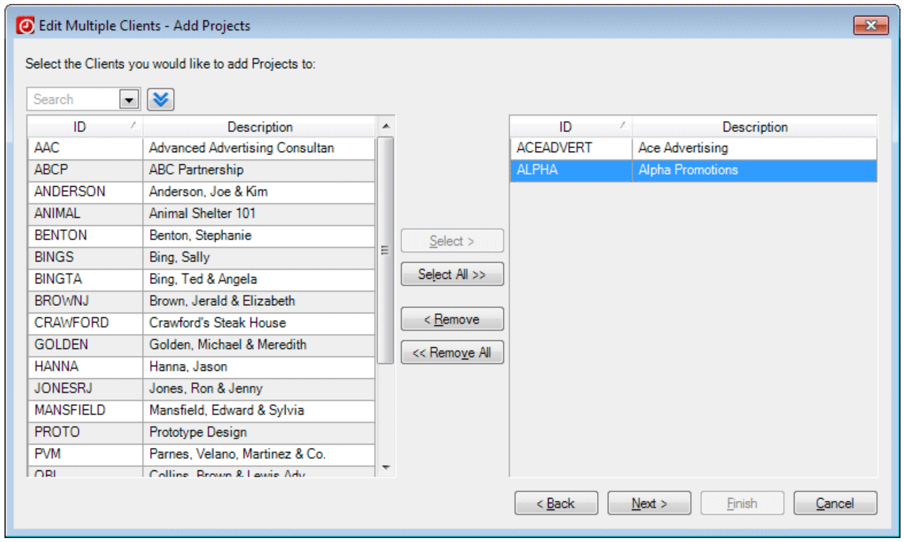
1. In the Clients setup screen, click the **Edit multiple Clients** link at the bottom of the screen.



2. In the Edit Multiple Clients dialog, click the *Add Projects* option.
3. Click Next.



4. In the left pane of the dialog, click each client to which you want to add projects and then click the Select button. For this exercise, select clients ACEADVERT (Ace Advertising) and ALPHA (Alpha Promotions).

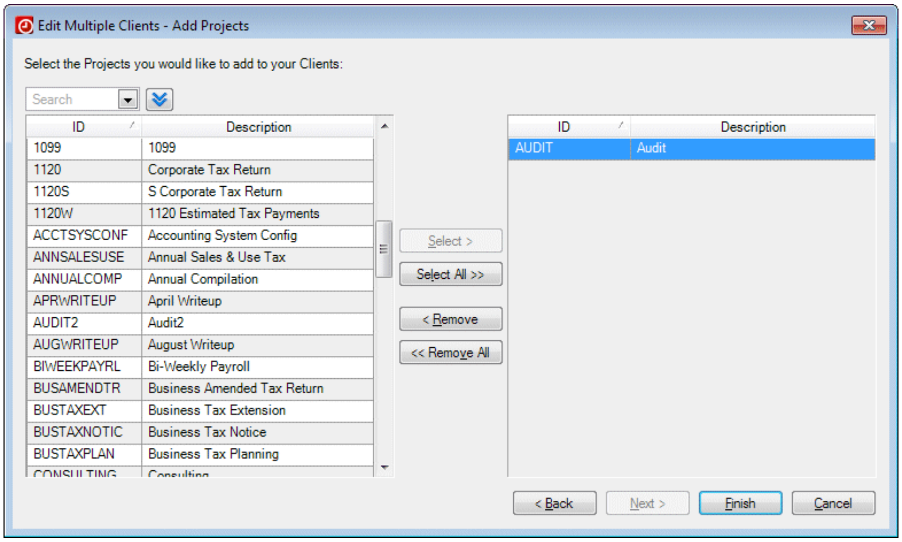


Notes

- To select multiple clients in the list at once, hold down the SHIFT key and click each client with your mouse pointer. To select non-consecutive clients in the list, hold down the CTRL key and click each client with your mouse pointer.
- If you want to select all of the clients in the list at once, click the Select All button.
- Click the Remove or Remove All button to remove clients from the list of selected clients.

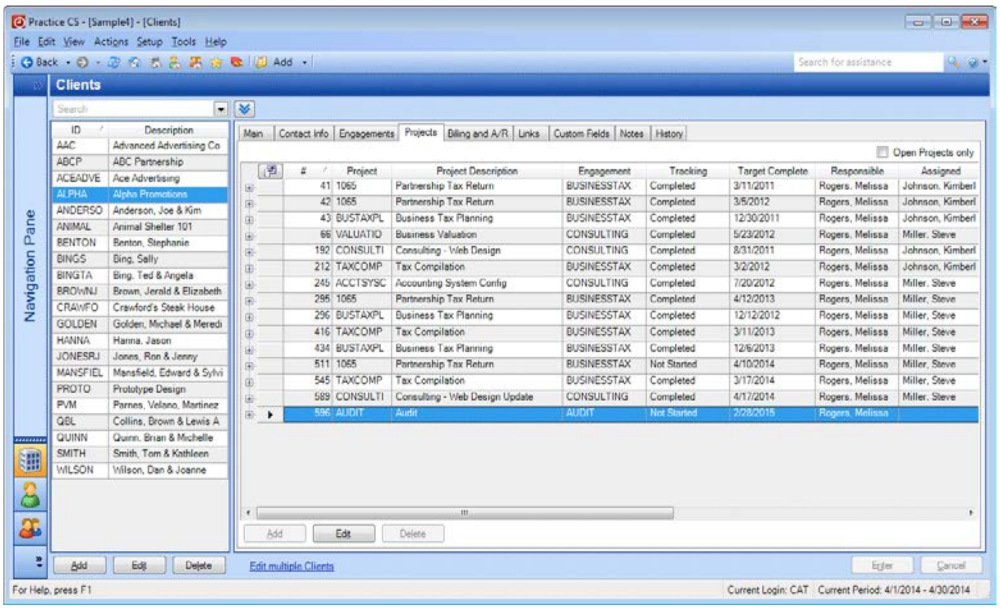
5. Click Next.

6. In the left pane, double-click each project that you want to add to the clients you have selected. For this exercise, double-click the AUDIT project.



7. Click the Finish button to add the project to the selected clients.

Note that this project now appears on the Projects tab for each client.



Note: You can also access the Edit Multiple Clients dialog from the Manage Projects screen (Actions > Manage Projects) by right-clicking and choosing Add Project to multiple Clients from the context menu.

Managing Projects

In this chapter, you will learn about the different areas of Practice CS from which you can manage your firm's projects:

- Clients screen
- Manage Projects screen
- Client Dashboard
- Staff Dashboard

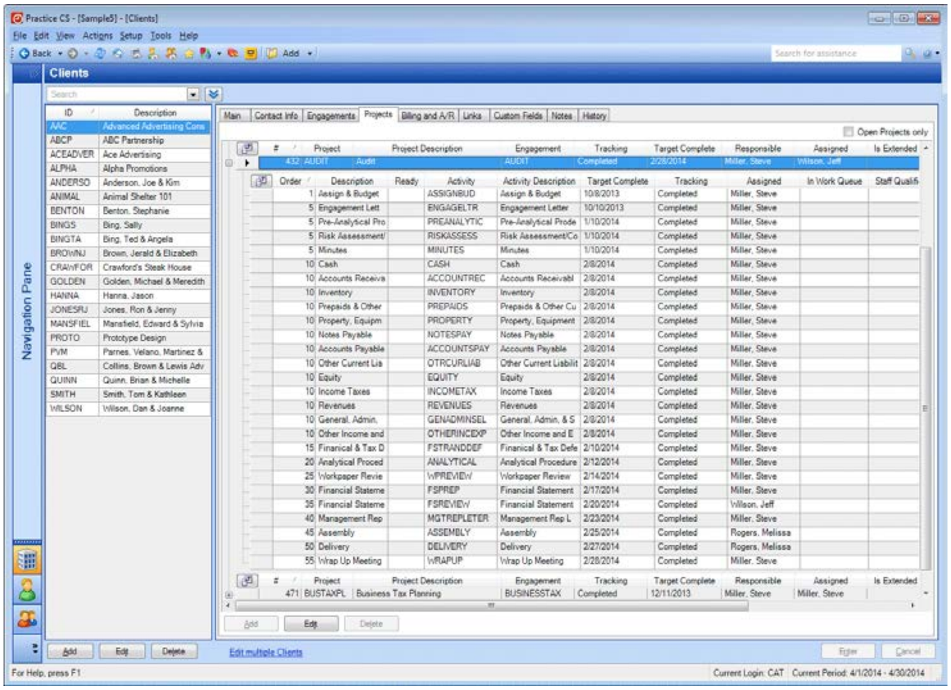
Managing projects in client setup

You can use the Clients setup screen when you want to see all of the projects for a particular client.

Viewing all projects and tasks for a client

1. In the Clients setup screen, select client AAC, Advanced Advertising Consultants, from the selection list.
2. Click the Projects tab.

3. To see all of the tasks associated with this client's latest AUDIT project, click the expand ⊞ button to the left of project #432.



As discussed on page 26, you can use the Clients screen to add, edit, and delete project and task information for clients if you have the appropriate security privileges. For this exercise, do not make any changes to the client.

Note: If your firm uses the security features in Practice CS and has multiple offices, the ability to view project data for engagements in other offices can be restricted through security. For more information, see the topic More about security privileges in the Practice CS Help & How-To Center.

Managing projects in the Manage Projects screen

In the Manage Projects screen, you can sort, group, and filter the lists of projects and tasks to make it easier to find the information you want to work with. In this screen, you can:

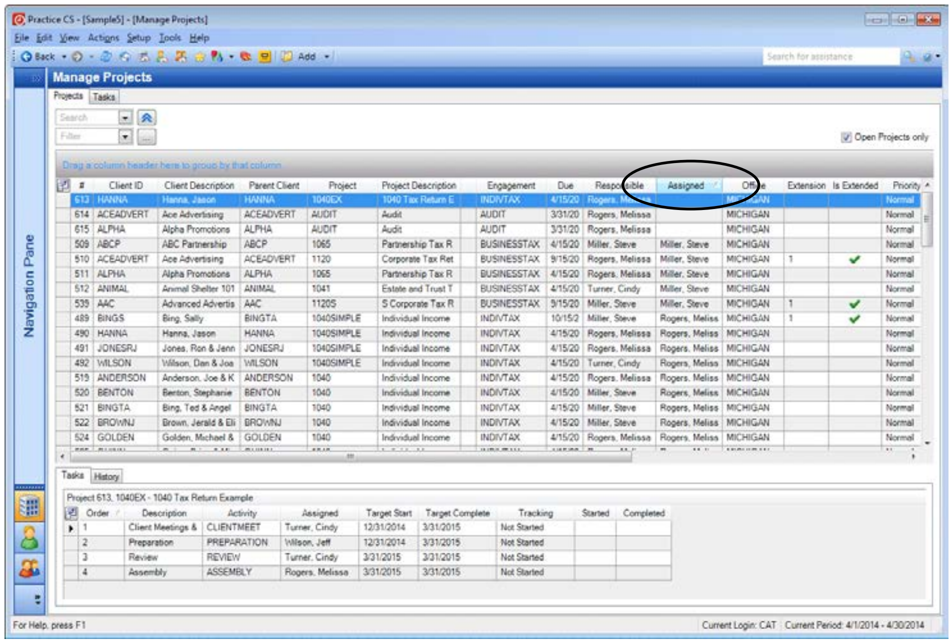
- Click a column header to sort the list by that column
- Group projects by clicking and dragging a column header to the upper section of the screen where it reads "Drag a column header here to sort by that column."
- Group by multiple columns by dragging additional column headers to the upper section of the screen where it reads "Drag a column header here to group by that column."
- Expand the details within your grouping by clicking the ⊞ button.

The following exercises will illustrate working with project information in the Manage Projects screen.

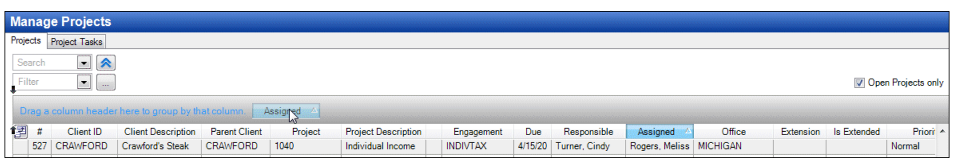
Sorting and grouping the Manage Projects screen

1. Choose Actions > Manage Projects.
2. Click the Assigned column heading to sort the list alphabetically by the assigned staff members' names.

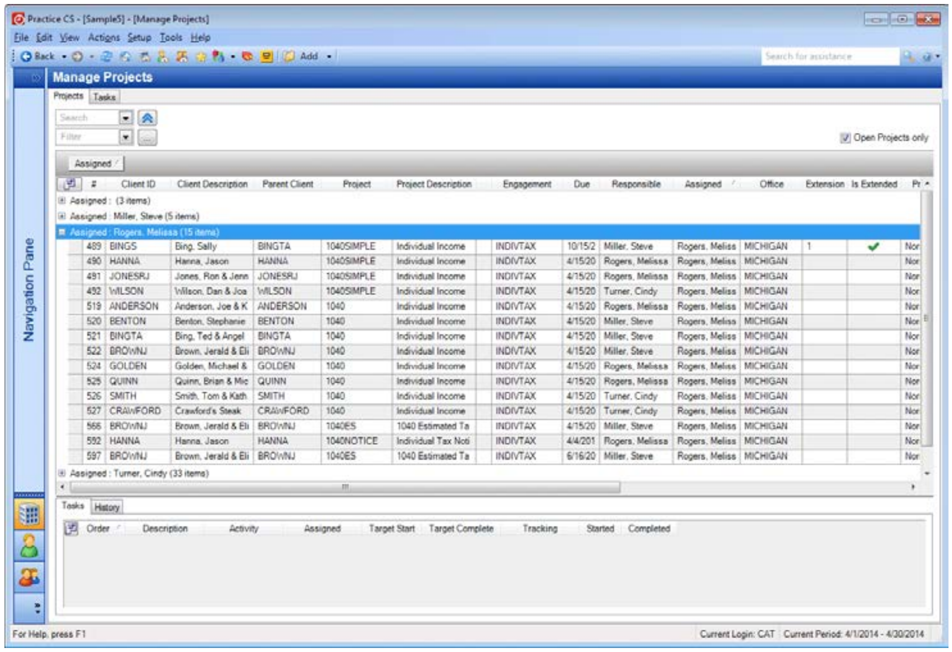
Note: If you want to sort the list by a column heading in descending order, click the heading again. Click it a third time to remove the sorting.



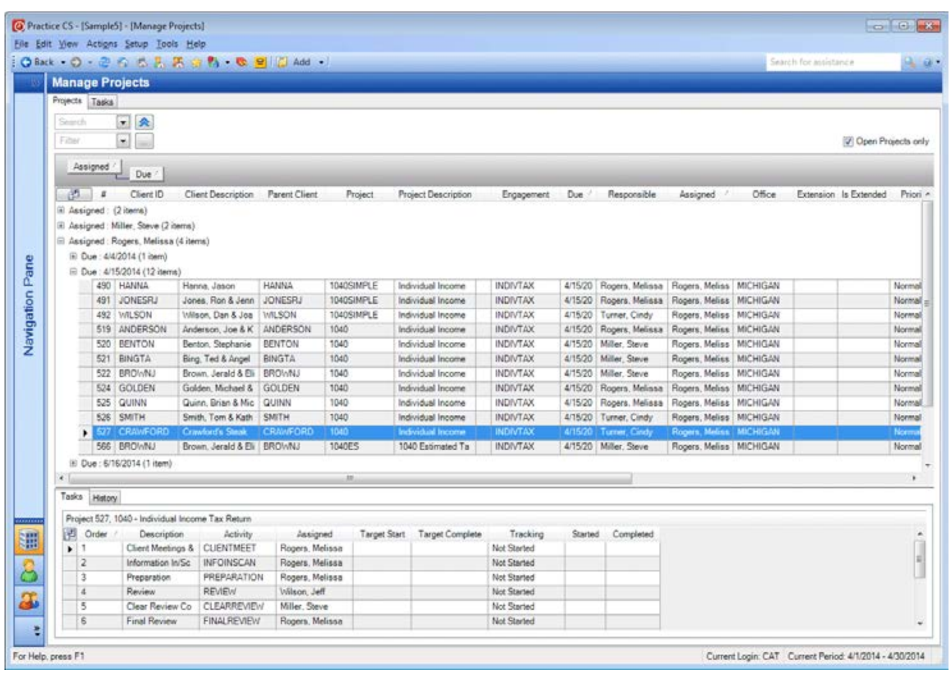
3. To group the list by assigned staff, click the Assigned column heading and drag it to the box containing the text *Drag a column header here to group by that column.*



4. Click the expand ⊞ button next to Melissa Rogers to view her assigned projects.



5. Now drag the Due column header to the top of the screen next to the Assigned header. This groups the list of projects by assigned staff, then by due date.
6. Click the expand ⊞ button next to Melissa Rogers, then for due date 4/15. You can see that this staff member has several projects due on 4/15.
7. Click project number 527 for client Crawford's Steak House. The tasks associated with this project appears at the bottom of the screen.



8. To "ungroup" the screen, drag the Assigned and Due headers back to the grid.

Notes

- You can double-click the row for a project or task to open the project or task dialog, respectively.
- These same grouping and sorting options are also available in the Project Tasks tab.

Filtering the list of projects

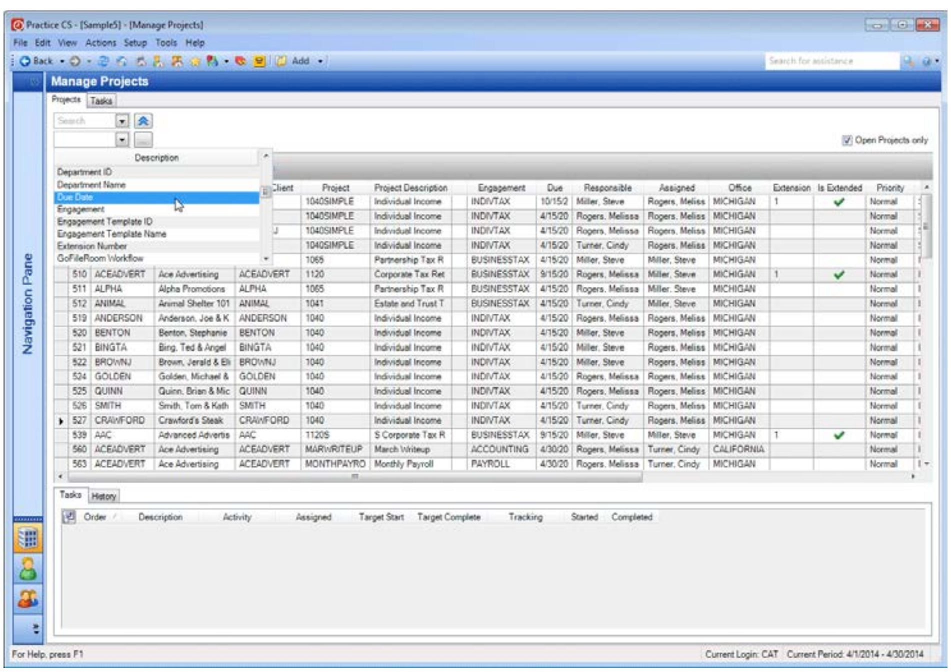
You can filter your list of projects by any of the items in the *Filter* drop-down list, which contains most of the fields in the Manage Projects screen. Filters can be useful for working with projects by allowing you to focus on particular aspects of the project. For example, you can see:

- all projects for a single client
- what projects are due within a certain timeframe
- workload for a particular staff member
- how many projects you have of a particular type
- how many projects are at a particular stage

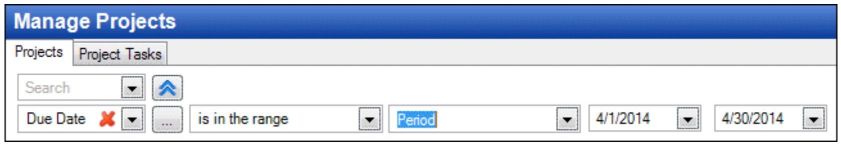
In the following exercise, you will use a filter to view all projects that are due within a particular date range.

Note: For this exercise, make sure that you have removed all groupings from the Manage Projects screen.

1. If necessary, click the Show Filter  button to expand the filter area.
2. In the *Filter* field, select Due Date from the drop-down list.



3. In the additional fields, make the following selections.



4. The Manage Projects screen now shows only those projects that are due in the current period.

Note: Marking the *Open Projects only* checkbox at the top of the screen filters out any projects that are completed or canceled.

5. Click the button to remove the filter.

Note: To improve performance in Practice CS wherever large lists of items are displayed, results are limited to a pre-determined maximum size. When a dropdown list displays results that are limited, the message “Results limited” appears at the end of the list.

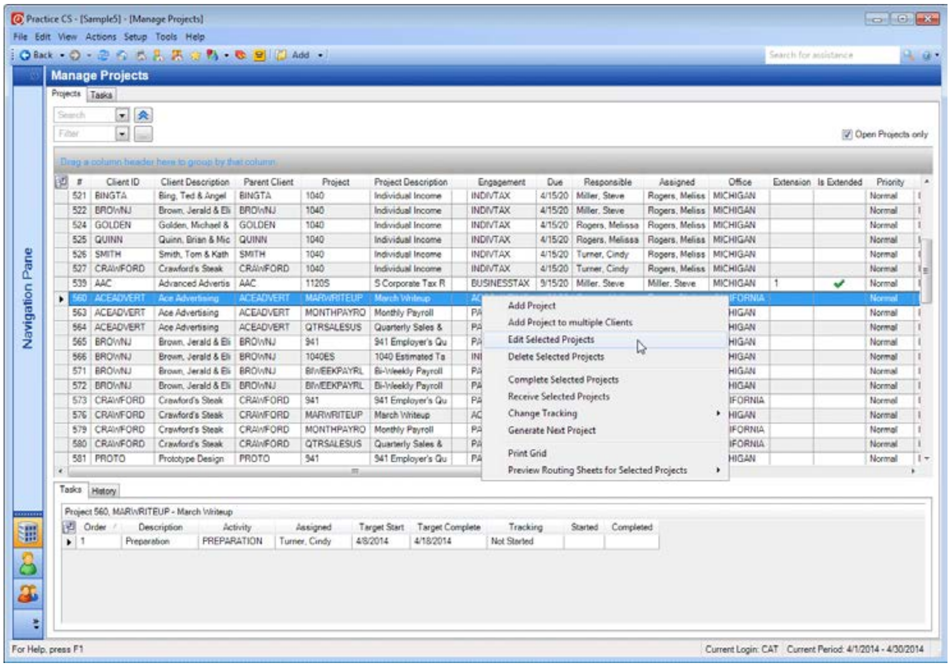
If the data you are looking for is not included in the limited results, refine your sort order, search criteria, and/or filter to narrow down the data displayed in the list. To display more items in the drop-down list, click the Get More Items button.

Editing a project in the Manage Projects screen

To edit project or task information in the Manage Projects screen, right-click a project and choose Edit Selected Projects from the context menu.

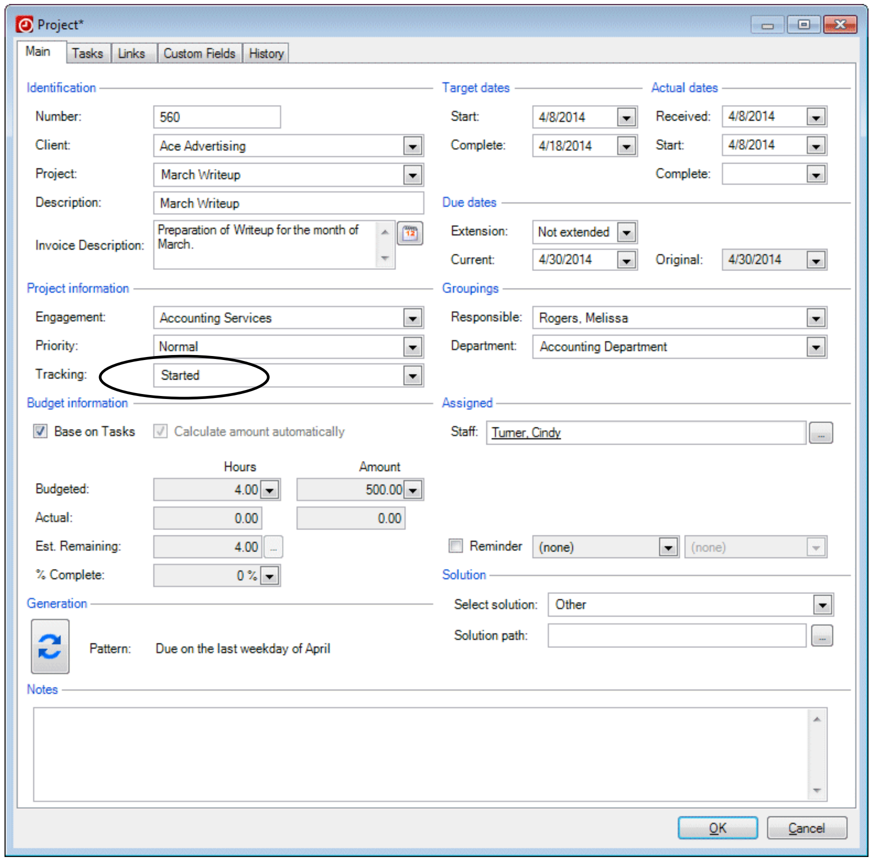
1. Right-click the MARWRITEUP project for client Ace Advertising (project 560).

2. From the context menu, choose Edit Selected Projects.



3. In the Project dialog, you can update the project information as needed. Under Actual dates, enter **4/8** in the *Start* field.

4. Press the TAB key. Notice that the *Tracking* field changes to Started, because you have entered an actual start date.



5. Click OK to close the Project dialog.

Editing multiple projects

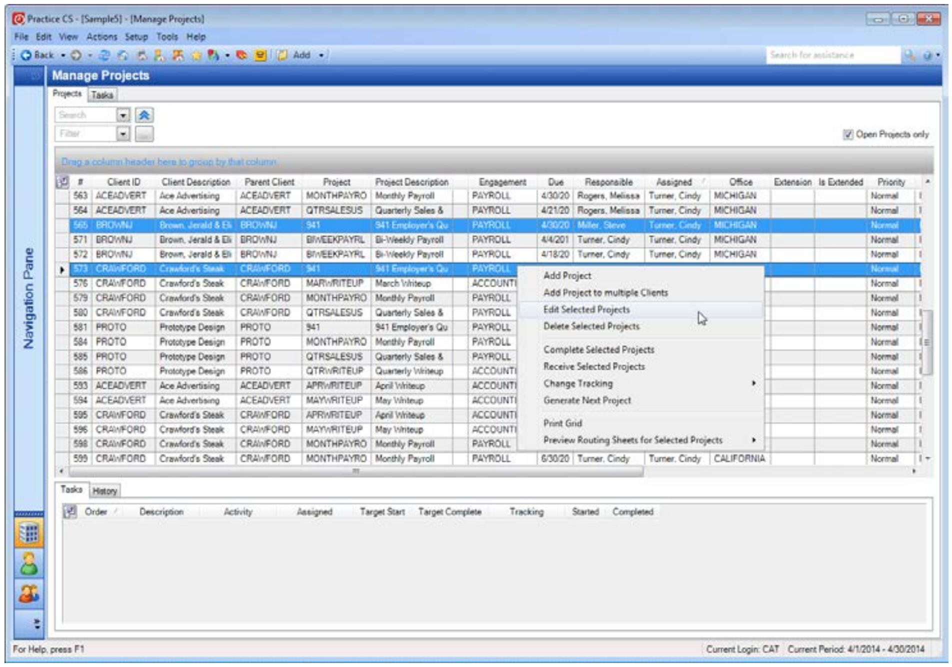
Practice CS also allows you to edit multiple projects at one time. To edit multiple projects, select all of the projects that you want to edit from the list, right-click, and choose Edit Selected Projects from the context menu.

Note: To select two or more projects from the list, hold down the SHIFT key and click each project with your mouse pointer. For non-consecutive projects in the list, hold down the CTRL key and click each project with your mouse pointer.

In this exercise, you will update multiple projects assigned to staff member Cindy Turner.

1. Click the Assigned column header to sort the list by assigned staff.
2. Select projects 565 and 573, which are 941 projects for Cindy Turner. Hold down the CTRL key to select two non-adjacent projects.

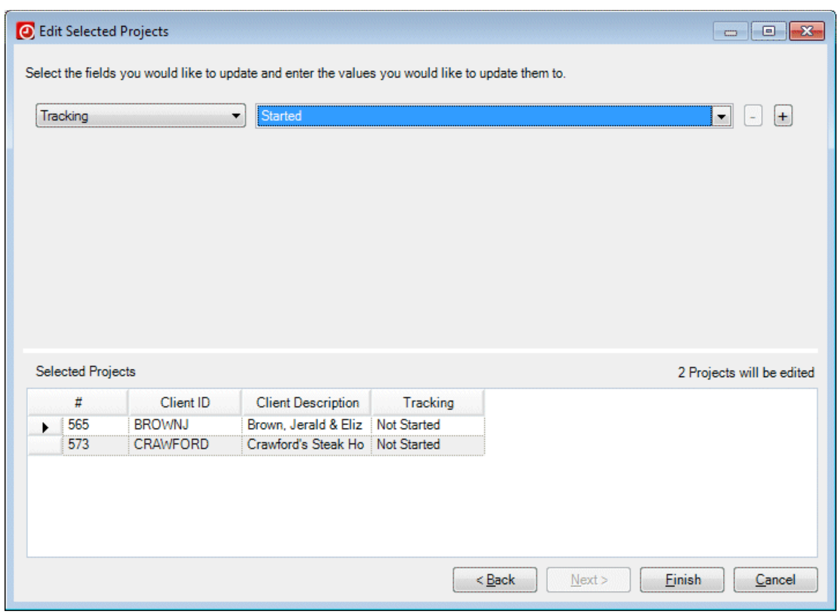
3. Right-click and choose Edit Selected Projects from the context menu.



4. In the Edit Selected Projects dialog, click the option for the operation you want to perform (change project information, add an extension, or add tasks). For this walkthrough click **Change Project information**, then click Next.

5. Select the fields that you want to update. From the first drop-down list, select **Tracking**.

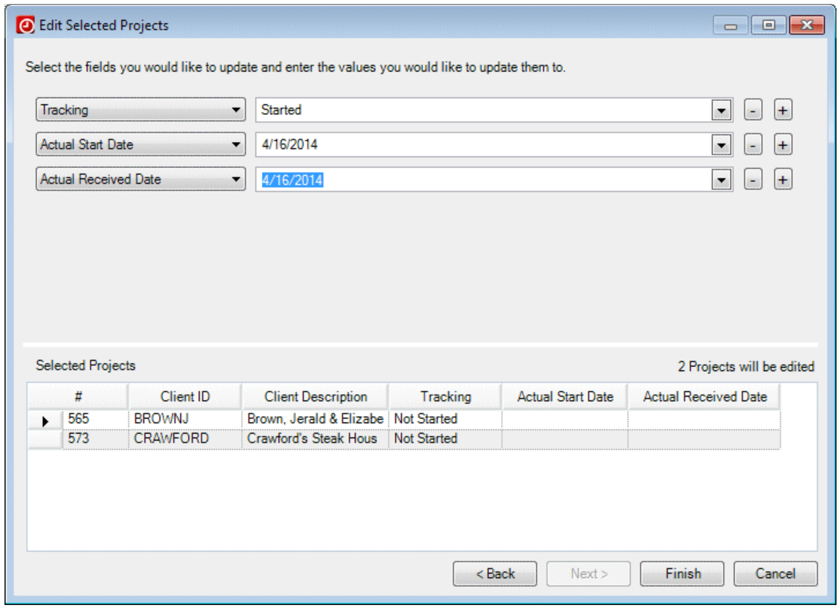
6. From the second drop-down list, select **Started**.



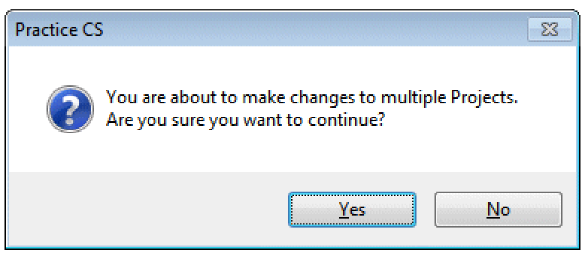
7. To update additional fields, click the  button to add a new row.

8. In the second row, select **Actual Start Date** from the first drop-down list.

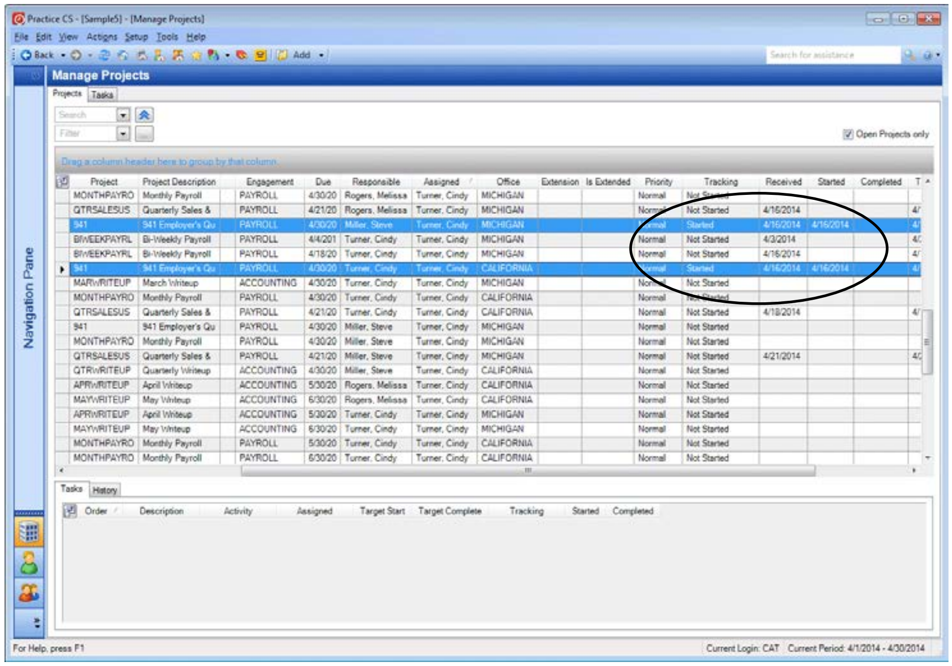
9. From the second drop-down list, select **4/16** from the calendar.
10. Add another row and select **Actual Received Date** and **4/16**.



11. Click Finish to close the dialog.
12. At the prompt, click Yes to confirm.



13. In the Manage Projects screen, notice the updates in the Tracking, Received, and Started columns of the project list.

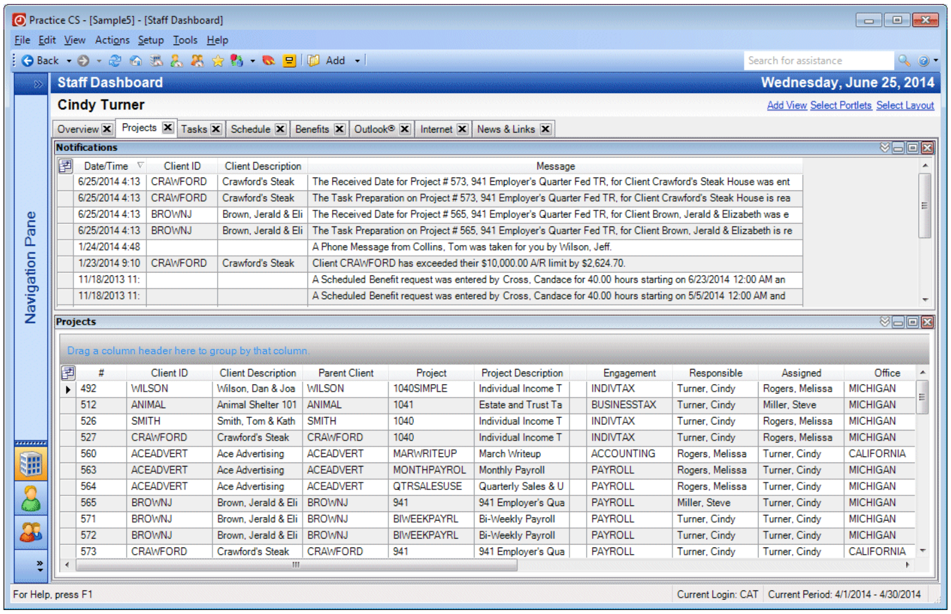


Managing projects on the Staff Dashboard

The Staff Dashboard has three project-related portlets to help manage staff workload: Notifications, Projects, and Tasks.

1. In the toolbar, click the Staff Dashboard button. 
2. In the Staff Dashboard, click the Projects view.
3. The Notifications, Projects, and Solutions portlets should be open. For this exercise, close the Solutions portlet.

4. You can toggle between the Projects portlet and Notifications portlet — they are tabbed into the same viewing area. You have a separate view for the Tasks portlet. Drag and resize the portlets to match the following illustration. Because the Projects and Notifications portlets are tabbed and sharing space, you will have to drag one of the portlet tabs to move it to a new position.



Notes

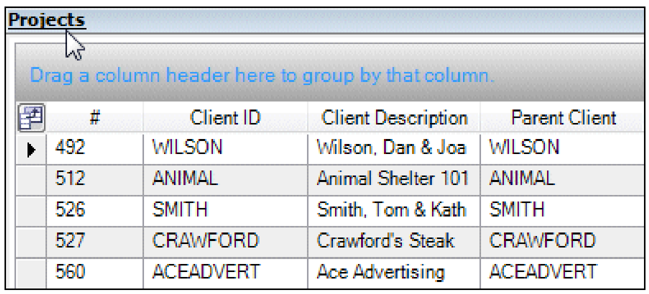
- For information on how to move and resize portlets, please see the topic Resizing and moving portlets in the Practice CS Help & How-To Center.
- To remove a filter from a portlet, click the Show Options button in the portlet's title bar, click the show filter button, and then click the remove filter button. Click the Hide Options button in the title bar to hide the portlet options again.
- To select the fields that are displayed in the portlet, click the field chooser button. You can also change the order of the columns by dragging and dropping.

Projects portlet

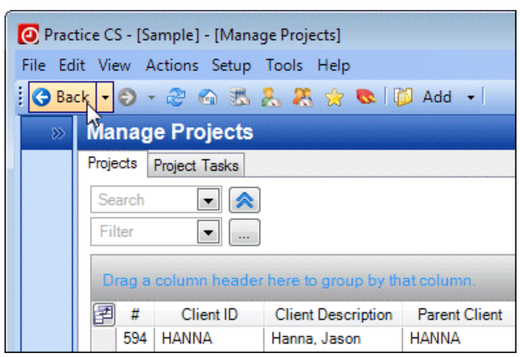
The Projects portlet gives you access to several project management features from one place. This portlet lists all projects for which the currently logged in user (in this case, Cindy Turner) is the Assigned or Responsible staff member. In the Projects portlet you can:

- Click a column header to sort the list of projects by that column
- Double-click any project to open it
- Click a solution icon, if the project has a solution set up, and launch that solution to work on the project. For example, if you are licensed for UltraTax CS, you can click the icon to start the program. If you marked the *Start Timer for Projects* checkbox in User Preferences, launching the solution from the project will also start a timer in Practice CS.

You can also click the Projects portlet title bar to open the Manage Projects screen.

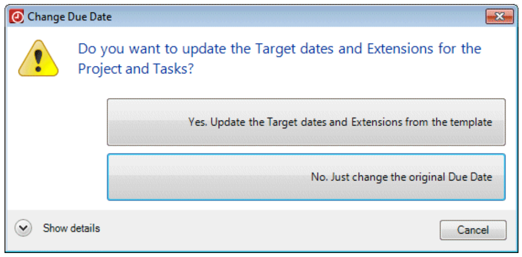


To return to the Staff Dashboard from the Manage Projects screen, click the Back button on the toolbar.

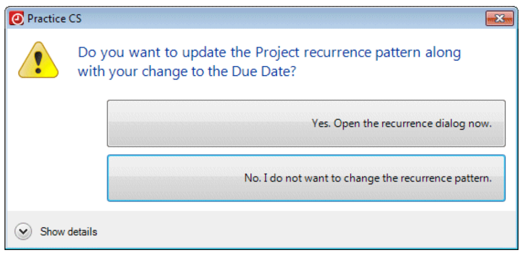


1. Double-click project **580** in the Projects portlet to open it.
2. In the Due dates section of the Project dialog, change the due date in the *Current* field to **4/30** and press TAB.

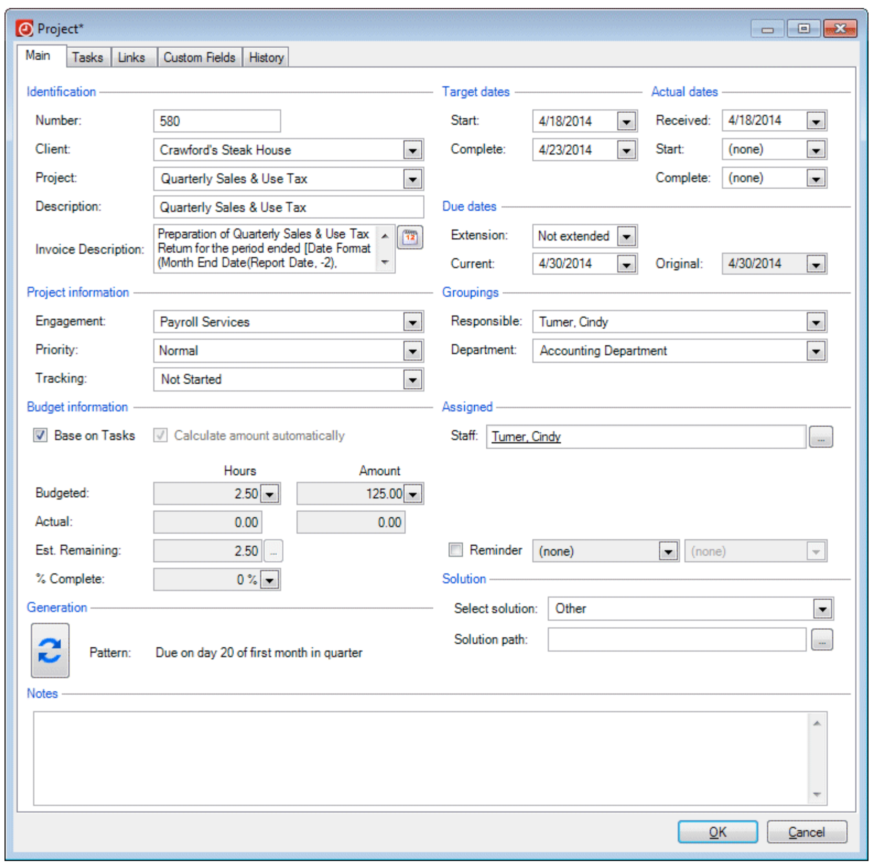
3. If prompted to update the target dates and extensions, click **No, Just change the original Due Date**.



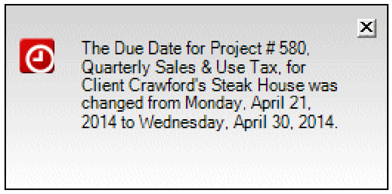
4. If prompted to update the project recurrence pattern, click **No, I do not want to change the recurrence pattern**.



5. Click OK.



6. Notice the Desktop Notification that appears at the bottom of your screen.

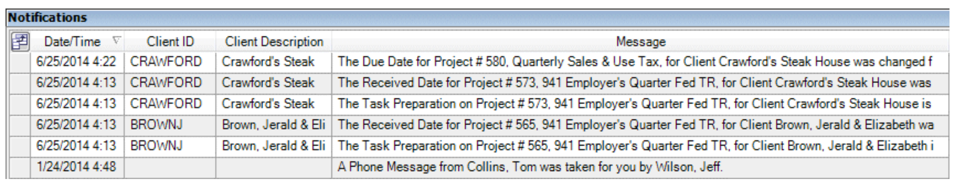


This message appears because you enabled desktop notifications in the System tab of the User Preferences dialog. See "User preferences," which begins on page 21, for details.

Notifications portlet

The Notifications portlet provides a listing of any notifications sent to the staff member.

- Click the Refresh button on the toolbar, and notice the new message that appears in the Notifications portlet. This message was generated because you changed the due date on the project for which you were the Responsible staff member. We set up the notification earlier in the Notifications section of this walkthrough.

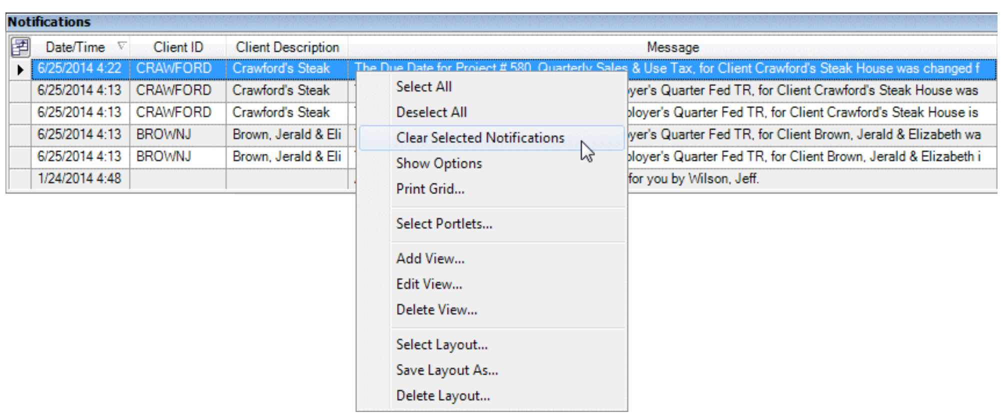


Notifications

Date/Time	Client ID	Client Description	Message
6/25/2014 4:22	CRAWFORD	Crawford's Steak	The Due Date for Project # 580, Quarterly Sales & Use Tax, for Client Crawford's Steak House was changed f
6/25/2014 4:13	CRAWFORD	Crawford's Steak	The Received Date for Project # 573, 941 Employer's Quarter Fed TR, for Client Crawford's Steak House was
6/25/2014 4:13	CRAWFORD	Crawford's Steak	The Task Preparation on Project # 573, 941 Employer's Quarter Fed TR, for Client Crawford's Steak House is
6/25/2014 4:13	BROWNJ	Brown, Jerald & Eli	The Received Date for Project # 565, 941 Employer's Quarter Fed TR, for Client Brown, Jerald & Elizabeth wa
6/25/2014 4:13	BROWNJ	Brown, Jerald & Eli	The Task Preparation on Project # 565, 941 Employer's Quarter Fed TR, for Client Brown, Jerald & Elizabeth i
1/24/2014 4:48			A Phone Message from Collins, Tom was taken for you by Wilson, Jeff.

Notes

- Desktop notifications will appear within 60 seconds after a notification is sent.
- Notifications remain in this portlet until cleared. To clear notifications from the portlet after you have read them, right-click and choose Clear Selected Notifications from the context menu.

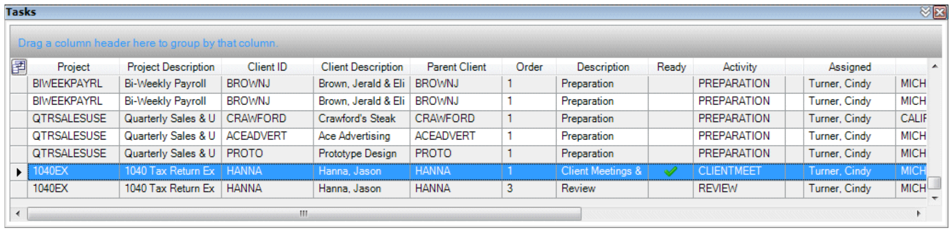


Tasks portlet

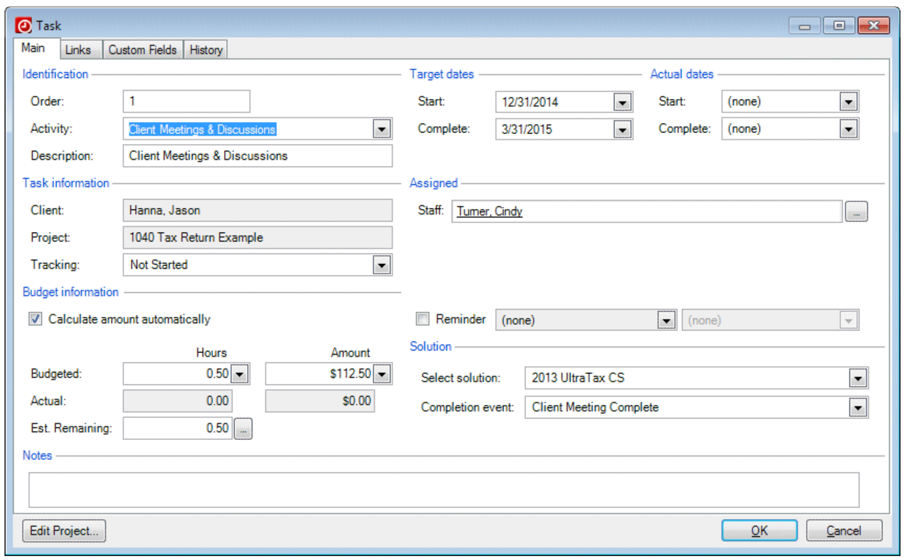
The Tasks portlet lists all of the tasks assigned to the current staff member. As with the Projects portlet, you can sort the task list by column headers, double-click any task to open it, and launch a solution by clicking the solution icon.

1. Click the Tasks view on the Staff Dashboard.

2. Double-click task 1 for the 1040EX project.



3. For this exercise, do not make any changes to the task. Click OK to close the Tasks dialog and return to the dashboard.

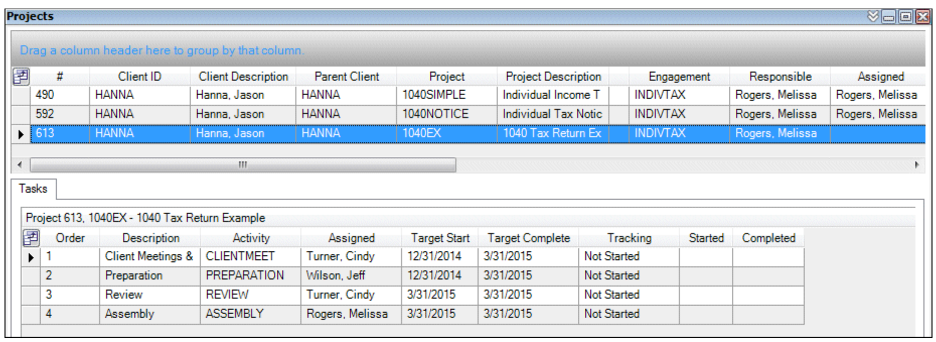


Managing projects on the Client Dashboard

When you want to view all of the current projects and associated tasks for a selected client, use the Client Dashboard.

1. Click the Client Dashboard  button on the toolbar.
2. From the drop-down list at the top of the screen, select client HANNA (Jason Hanna).
3. Click the Projects view.
4. In the Projects portlet, click the Show Options  button, mark the *Show Tasks* checkbox, and then click the Hide Options  button.
5. Select the 1040EX project.

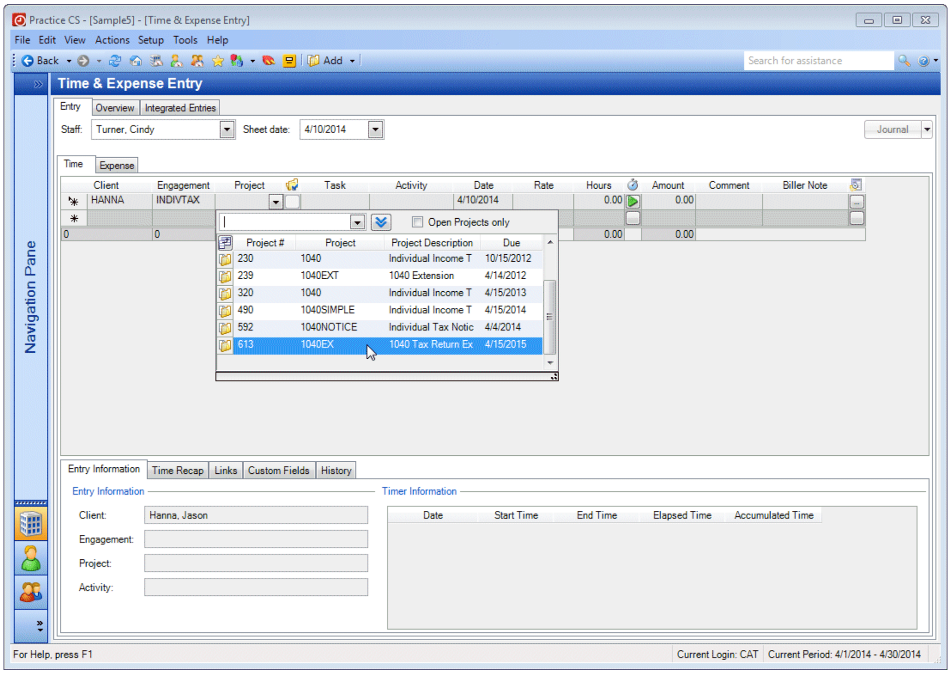
   From the Projects portlet, you can view or modify any project or task information by double-clicking it.



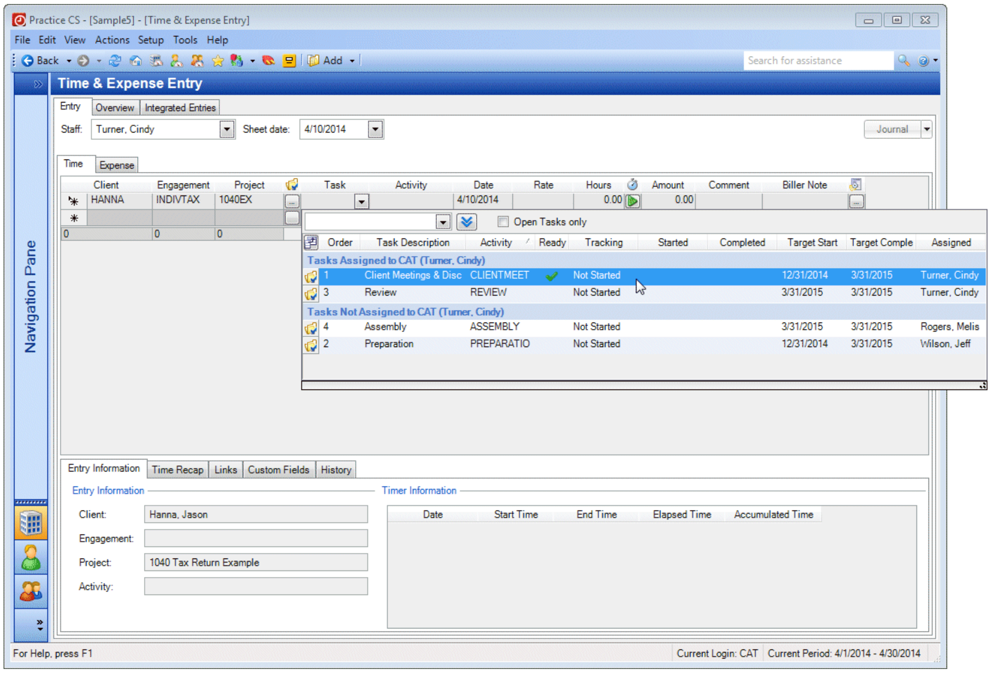
Associating projects with time entry

While you are entering time for a transaction that has a project set up, you can associate the project with the time entry. In this section, you will enter time for a project, and update project and task information during time entry.

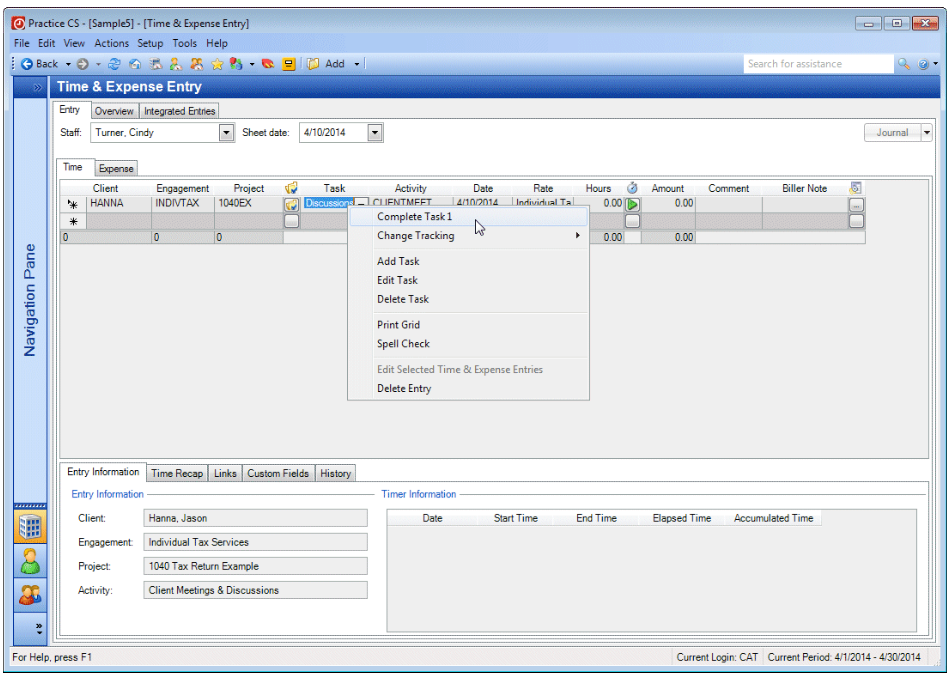
1. Open the Time & Expense Entry screen (Actions > Time & Expense Entry).
2. In the *Sheet date* field, enter **4/10**.
3. In the first row of the Time subtab, select client HANNA in the *Client* field and INDIVTAX in the *Engagement* field.
4. In the *Project* field, click the down arrow  button and select the 1040EX project from the drop-down list.



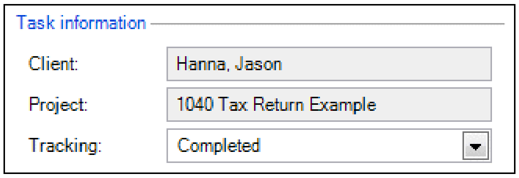
5. In the *Task* field, click the down arrow  button and select task #1.



6. Right-click the *Task* field and choose Complete Task1 from the context menu.



7. Right-click the *Task* field again and choose Edit Task from the context menu. In the Task dialog, notice that the *Tracking* field and Actual dates section have been updated.



Note: You can also use this context menu to change the tracking status of a task, or to add or delete a task.

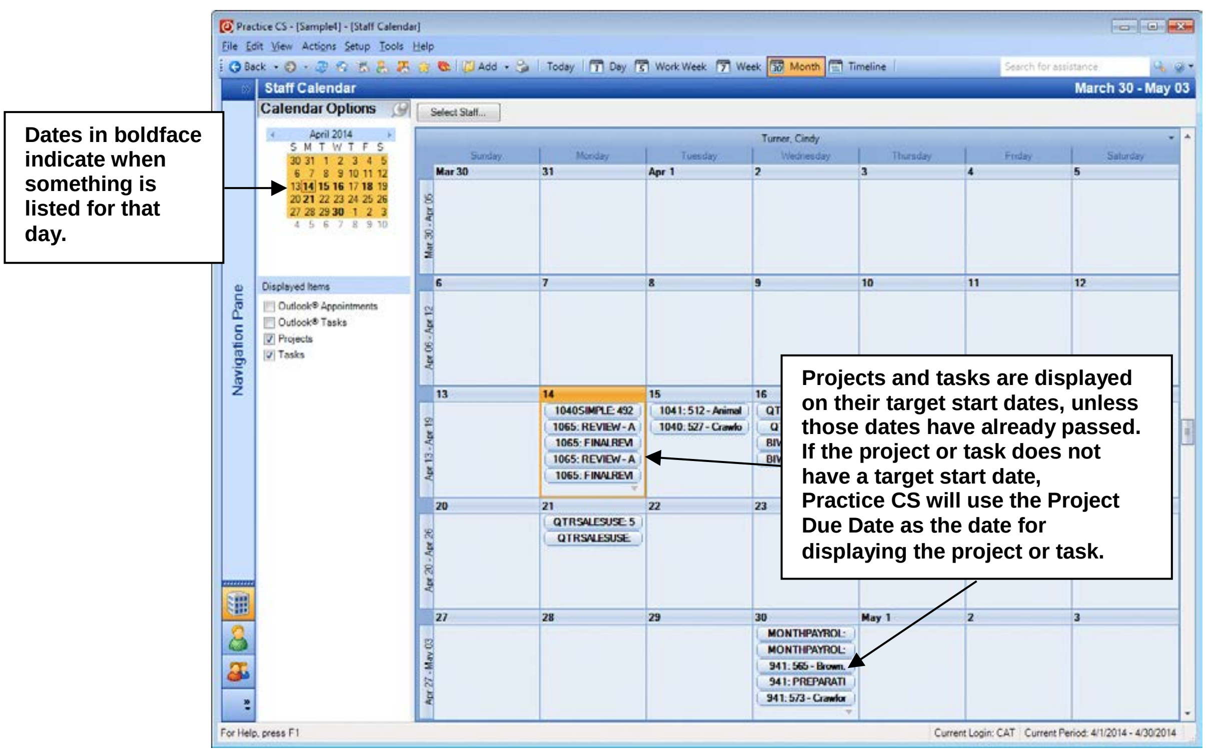
8. Click OK to close the Task dialog.
9. In the *Hours* field, enter **1.5**.
10. Press ENTER to complete the entry.

Analyzing Projects

Practice CS offers a variety of ways to analyze your clients' projects and monitor staff workload.

Calendars

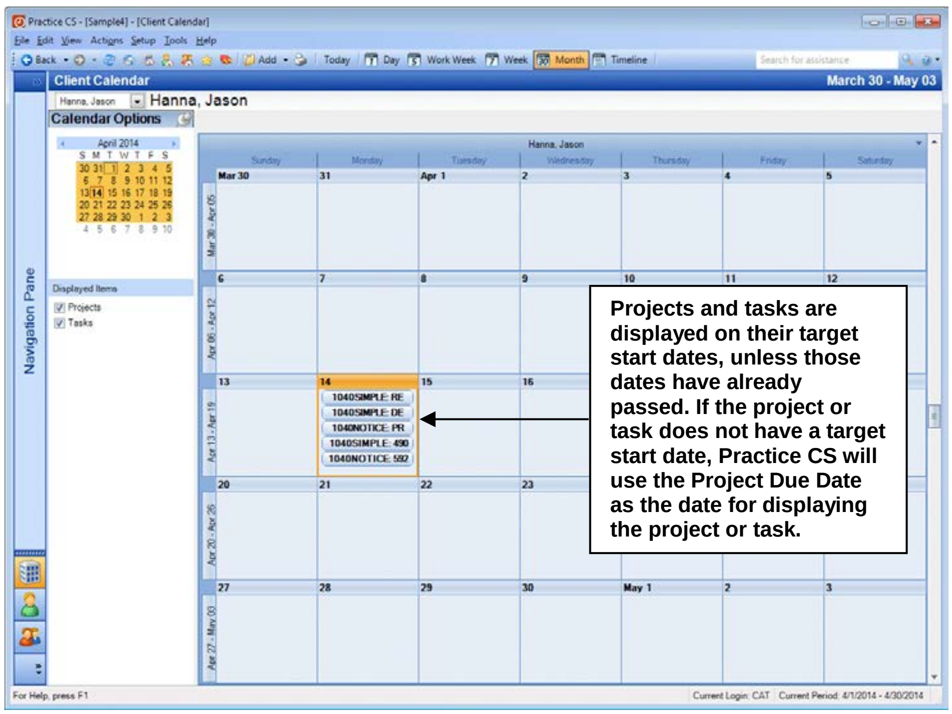
Practice CS includes staff, client, and firm calendars. In these calendars, you can view projects, tasks, Outlook tasks, and Outlook appointments on screen in a familiar calendar format. Under Displayed Items, mark the checkboxes for the content you want to view, such as projects, tasks, Outlook tasks, and/or Outlook appointments. You can also choose whether to view the calendar in a single-day, five-day work week, seven-day week, monthly, or timeline format.



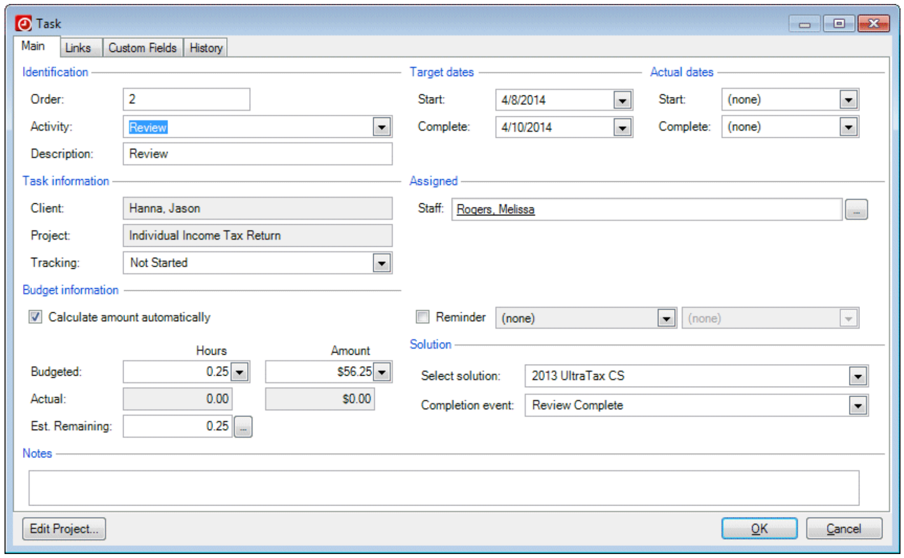
Client Calendar

The Client Calendar shows items for the selected client. In this exercise, you will view the calendar for client HANNA.

1. From the View menu, choose Client Calendar.
2. Select client HANNA (Hanna, Jason) from the drop-down list in the upper left corner.
3. Verify that the *Projects* and *Tasks* checkboxes are marked under Displayed Items.
4. In the mini calendar in the left frame, navigate to the current month and click today's date.
5. Click the Month button in the toolbar for the monthly calendar format. Note the projects and tasks on the calendar.
6. Double-click the first item shown on the calendar. Double-clicking a project or task in the calendar opens the related dialog.



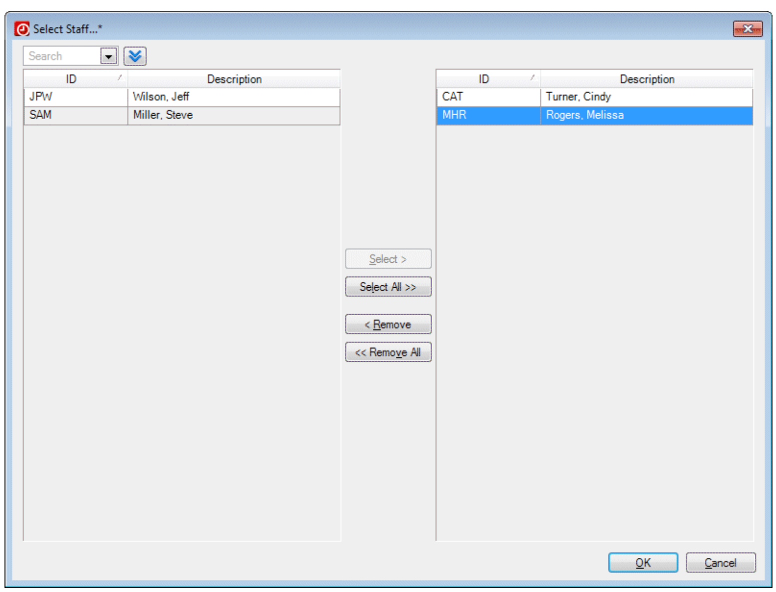
7. Review the information, and then click OK.



Staff Calendar

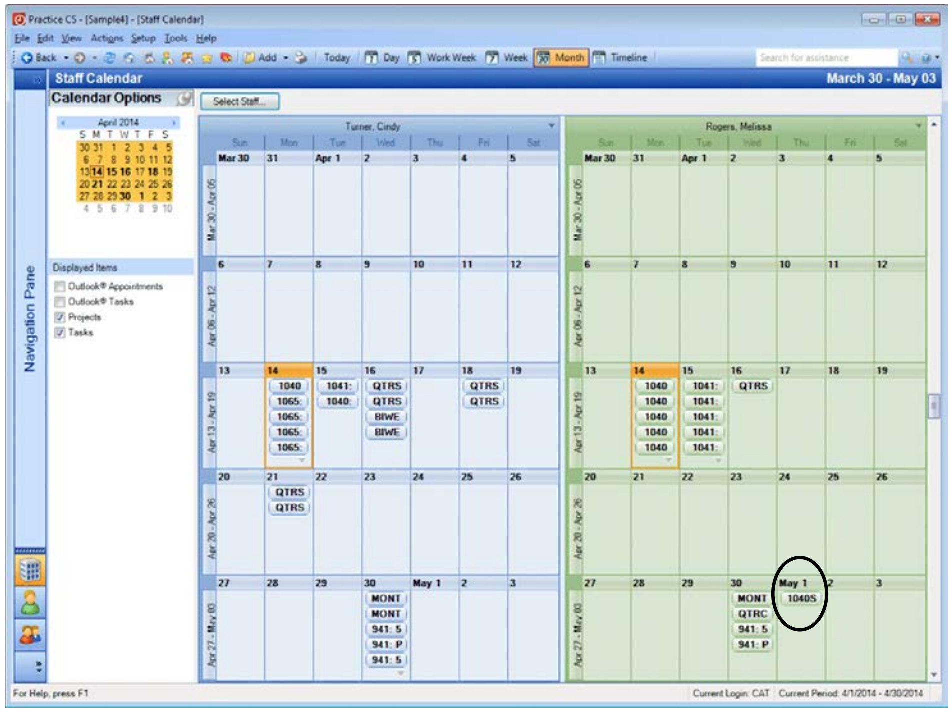
The Staff Calendar shows Practice CS projects and tasks, as well as Outlook appointments and tasks.

1. Choose View > Staff Calendar.
2. Under Displayed Items, verify that only the *Projects* and *Tasks* checkboxes are marked.
3. Click the Select Staff button at the top of the screen.
4. Select staff MHR and then click the Select button so both CAT and MHR are selected.
5. Click OK.



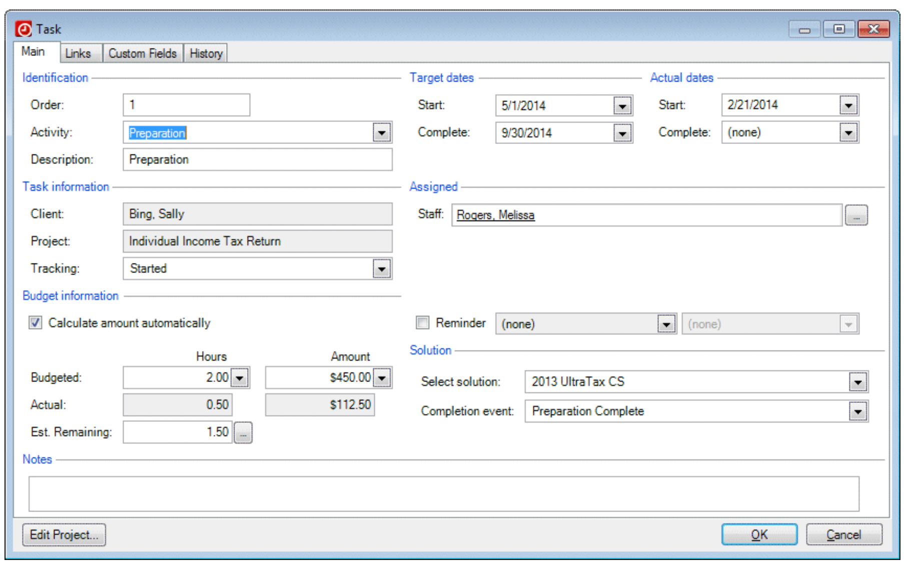
Now the staff calendars for both Cindy Turner and Melissa Rogers are open.

6. Notice the tasks and projects scheduled for Melissa Rogers on today's date.



7. Double-click any item in the calendar to view or change the item.

8. Click OK.



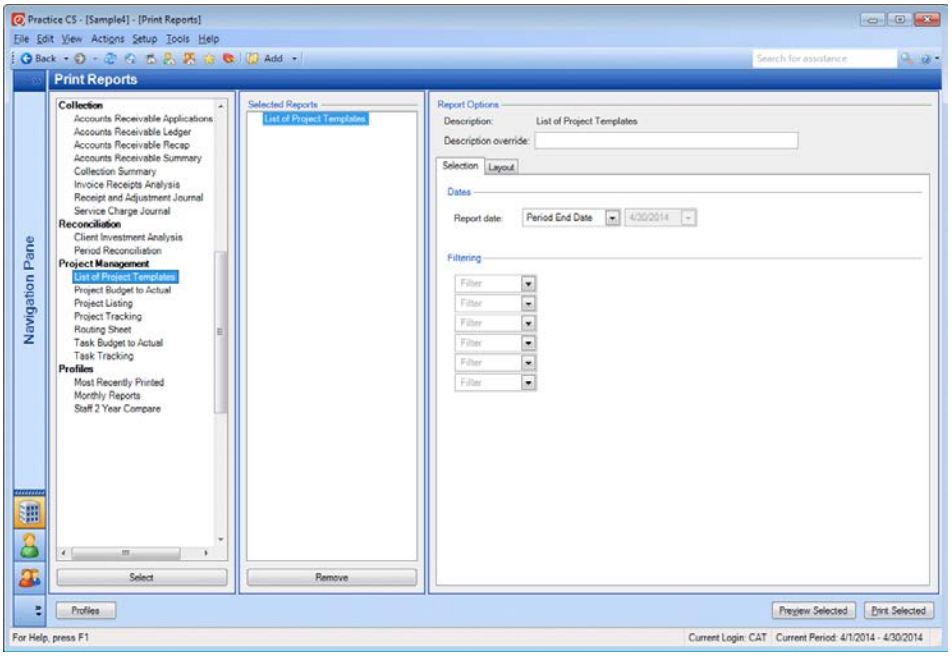
Standard reports

The Practice CS Project Management module provides a set of project management reports for analyzing your firm's projects and tasks.

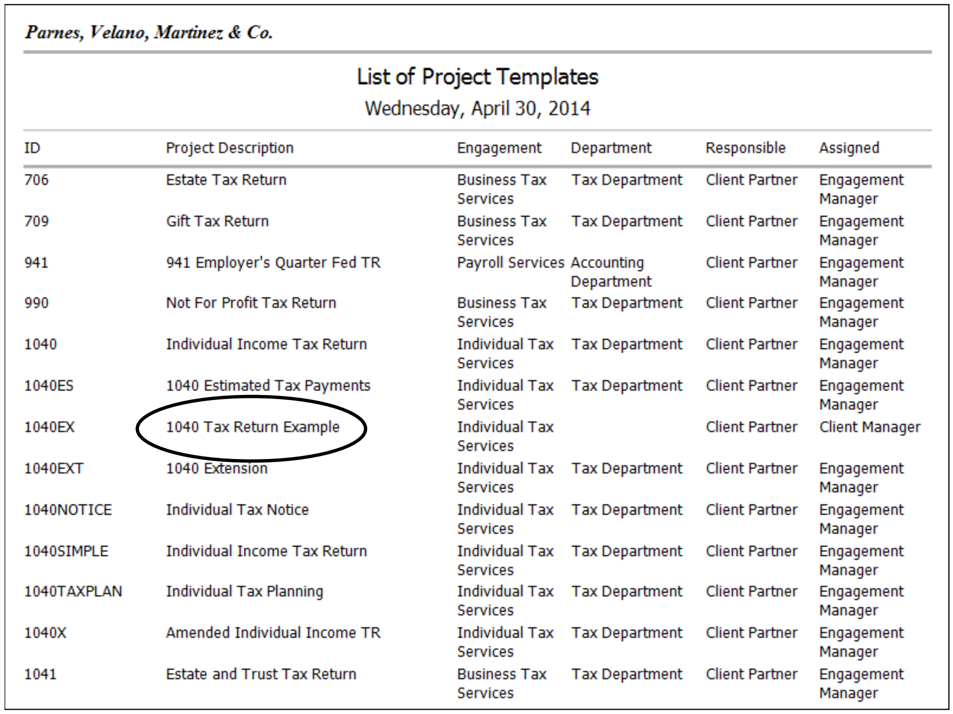
List of Project Templates

This report is designed to help your firm review all of the project templates that have been set up and verify that the information they contain is accurate. If you need to make corrections to a template, you can click any field in the report preview and use the program's drill-down capability to edit the information in the Project Templates screen.

1. Choose File > Print Reports.
2. In the Print Reports screen, scroll down to the Project Management reports.
3. Click List of Project Templates, and then click the Select button.
4. Click the Preview Selected button.



5. In the report preview, click 1040 Tax Return Example.



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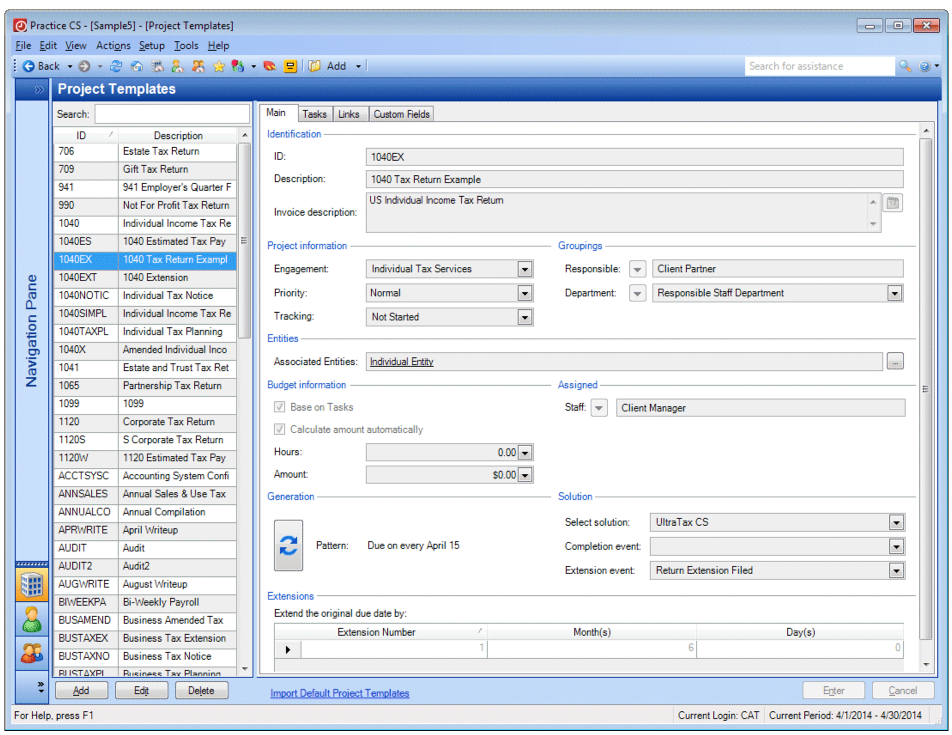
List of Project Templates

Wednesday, April 30, 2014

ID	Project Description	Engagement	Department	Responsible	Assigned
706	Estate Tax Return	Business Tax Services	Tax Department	Client Partner	Engagement Manager
709	Gift Tax Return	Business Tax Services	Tax Department	Client Partner	Engagement Manager
941	941 Employer's Quarter Fed TR	Payroll Services	Accounting Department	Client Partner	Engagement Manager
990	Not For Profit Tax Return	Business Tax Services	Tax Department	Client Partner	Engagement Manager
1040	Individual Income Tax Return	Individual Tax Services	Tax Department	Client Partner	Engagement Manager
1040ES	1040 Estimated Tax Payments	Individual Tax Services	Tax Department	Client Partner	Engagement Manager
1040EX	1040 Tax Return Example	Individual Tax Services		Client Partner	Client Manager
1040EXT	1040 Extension	Individual Tax Services	Tax Department	Client Partner	Engagement Manager
1040NOTICE	Individual Tax Notice	Individual Tax Services	Tax Department	Client Partner	Engagement Manager
1040SIMPLE	Individual Income Tax Return	Individual Tax Services	Tax Department	Client Partner	Engagement Manager
1040TAXPLAN	Individual Tax Planning	Individual Tax Services	Tax Department	Client Partner	Engagement Manager
1040X	Amended Individual Income TR	Individual Tax Services	Tax Department	Client Partner	Engagement Manager
1041	Estate and Trust Tax Return	Business Tax Services	Tax Department	Client Partner	Engagement Manager

6. The Project Templates screen opens with the 1040EX project selected. Here you can update the template by clicking the Edit button and changing the necessary information. For this exercise, do not change the template.



7. Click the Back button on the toolbar to return to the report preview.

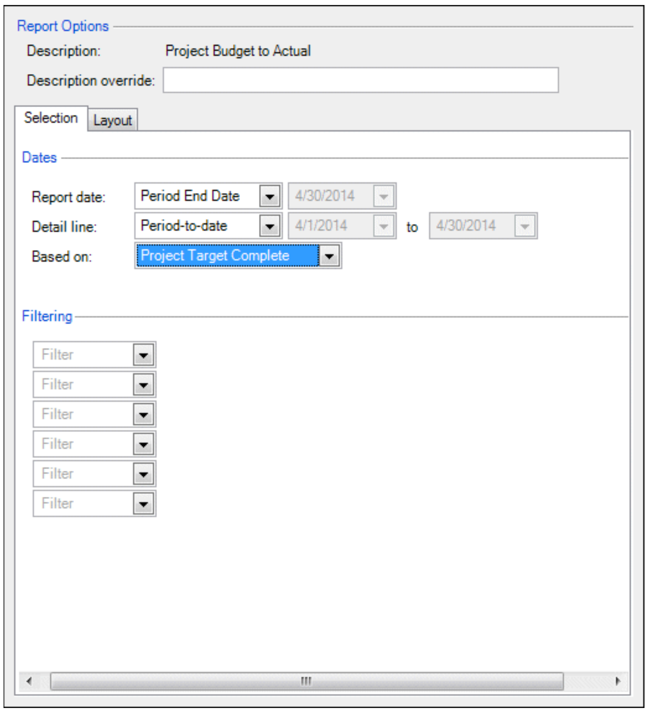
8. Click the Back button on the toolbar to return to the Print Reports screen.

9. Click the Remove button to remove the List of Project Templates from the Selected Reports pane.

Project Budget to Actual

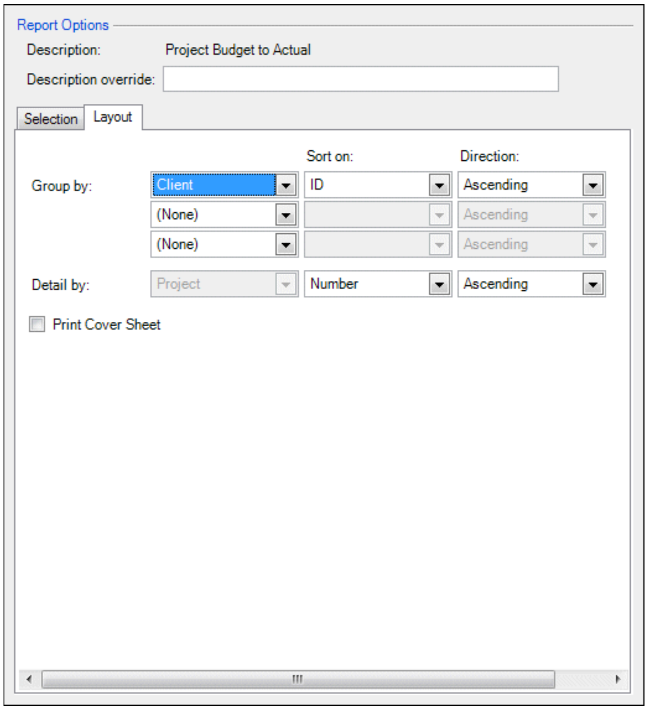
The Project Budget to Actual report shows variances between budgeted and actual hours and amounts per project. You can use the Report Options to group and filter the report in a variety of ways. In this exercise, you will preview the report based on the target complete dates, grouped by client.

1. Click the Project Budget to Actual report in the list.
2. Click the Select button.
3. In the Selection tab, select Project Target Complete in the *Based on* field.



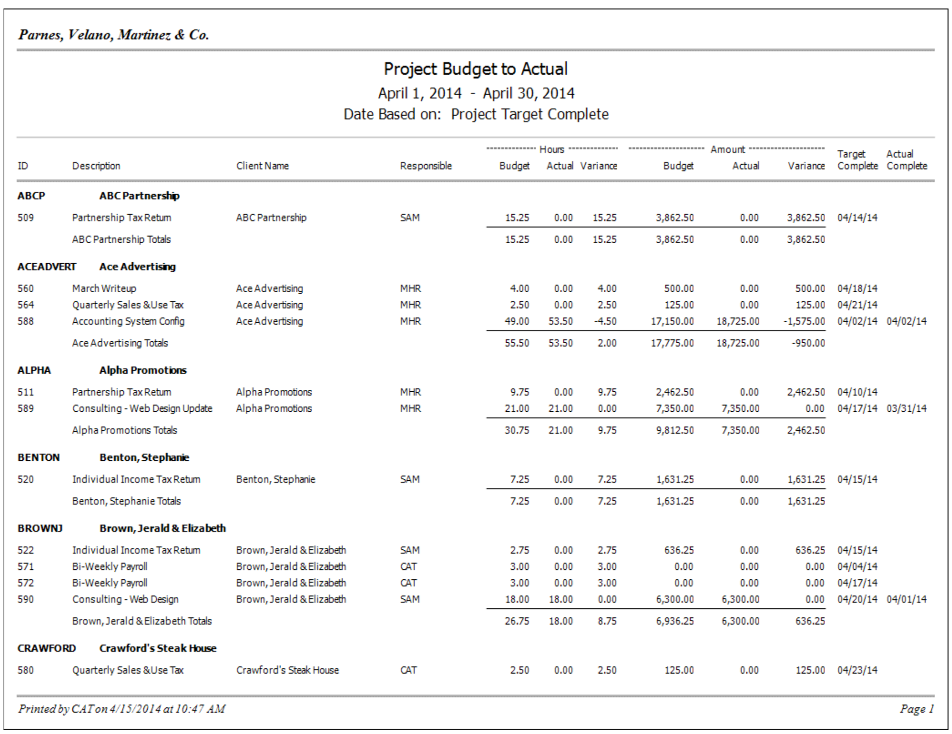
4. Click the Layout tab.

5. In the top *Group by* field, select Client from the drop-down list.



6. Click the Preview Selected button.

7. Review the data on the report.



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Project Budget to Actual
April 1, 2014 - April 30, 2014
Date Based on: Project Target Complete

ID	Description	Client Name	Responsible	Hours Budget	Hours Actual	Hours Variance	Amount Budget	Amount Actual	Amount Variance	Target Complete	Actual Complete
ABCP	**ABC Partnership**										
509	Partnership Tax Return	ABC Partnership	SAM	15.25	0.00	15.25	3,862.50	0.00	3,862.50	04/14/14	
	ABC Partnership Totals			15.25	0.00	15.25	3,862.50	0.00	3,862.50		
ACEADVERT	**Ace Advertising**										
560	March Writeup	Ace Advertising	MHR	4.00	0.00	4.00	500.00	0.00	500.00	04/18/14	
564	Quarterly Sales &Use Tax	Ace Advertising	MHR	2.50	0.00	2.50	125.00	0.00	125.00	04/21/14	
588	Accounting System Config	Ace Advertising	MHR	49.00	53.50	-4.50	17,150.00	18,725.00	-1,575.00	04/02/14	04/02/14
	Ace Advertising Totals			55.50	53.50	2.00	17,775.00	18,725.00	-950.00		
ALPHA	**Alpha Promotions**										
511	Partnership Tax Return	Alpha Promotions	MHR	9.75	0.00	9.75	2,462.50	0.00	2,462.50	04/10/14	
589	Consulting - Web Design Update	Alpha Promotions	MHR	21.00	21.00	0.00	7,350.00	7,350.00	0.00	04/17/14	03/31/14
	Alpha Promotions Totals			30.75	21.00	9.75	9,812.50	7,350.00	2,462.50		
BENTON	**Benton, Stephanie**										
520	Individual Income Tax Return	Benton, Stephanie	SAM	7.25	0.00	7.25	1,631.25	0.00	1,631.25	04/15/14	
	Benton, Stephanie Totals			7.25	0.00	7.25	1,631.25	0.00	1,631.25		
BROWNJ	**Brown, Jerald & Elizabeth**										
522	Individual Income Tax Return	Brown, Jerald & Elizabeth	SAM	2.75	0.00	2.75	636.25	0.00	636.25	04/15/14	
571	Bi-Weekly Payroll	Brown, Jerald & Elizabeth	CAT	3.00	0.00	3.00	0.00	0.00	0.00	04/04/14	
572	Bi-Weekly Payroll	Brown, Jerald & Elizabeth	CAT	3.00	0.00	3.00	0.00	0.00	0.00	04/17/14	
590	Consulting - Web Design	Brown, Jerald & Elizabeth	SAM	18.00	18.00	0.00	6,300.00	6,300.00	0.00	04/20/14	04/01/14
	Brown, Jerald & Elizabeth Totals			26.75	18.00	8.75	6,936.25	6,300.00	636.25		
CRAWFORD	**Crawford's Steak House**										
580	Quarterly Sales &Use Tax	Crawford's Steak House	CAT	2.50	0.00	2.50	125.00	0.00	125.00	04/23/14	

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Notes

- To view page two of the report, click the Next Page button on the toolbar.
- To scroll through a multi-page report, click the Continuous Scroll button on the toolbar.

8. Click the Back button on the toolbar.
9. Click the Remove button to remove the report from the Selected Reports pane.

Project Listing

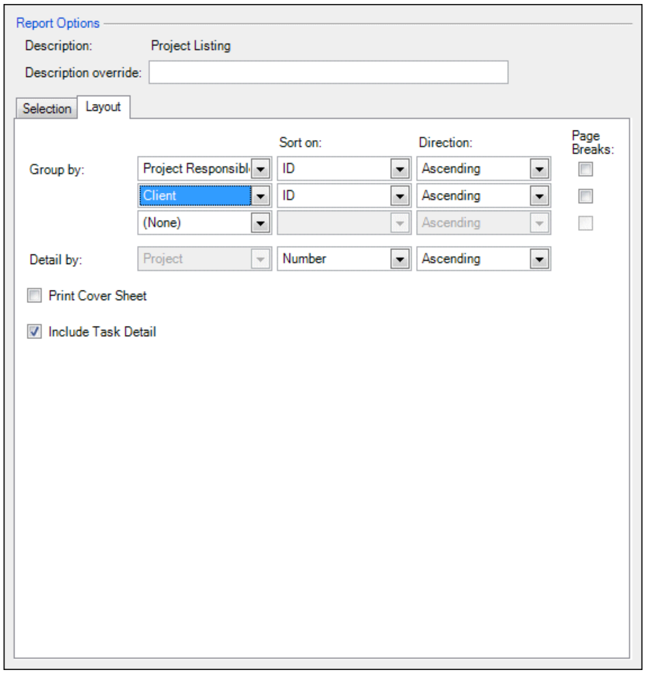
The Project Listing report provides a list of all projects that have been entered into Practice CS. If you mark the *Include Task Detail* checkbox on the Layout tab, the report also lists the tasks associated with each project. This report provides project information such as target start date, current due date, project budgeted amounts, and task details, and it can be grouped in many different ways, depending on the information that you need. In this exercise, you will preview a list of projects with a due date in the current period, grouped by responsible staff and by client.

1. In the list of reports, click the Project Listing report.
2. Click the Select button.
3. In the Selection tab, verify the following selections.

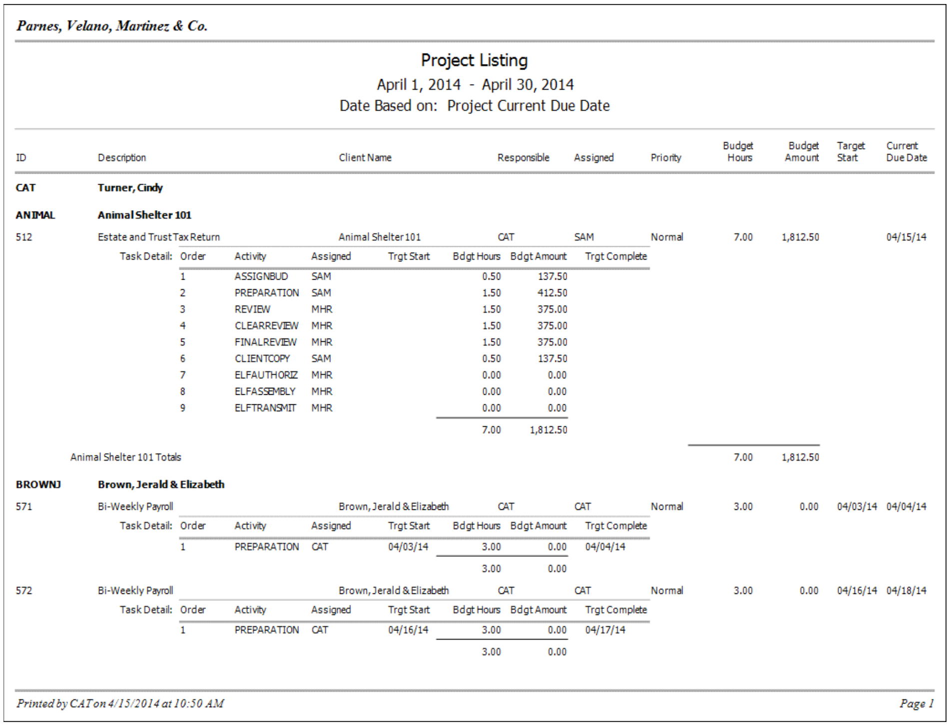
Field	Selection
Report date	Period End Date
Detail line	Period-to-date
Based on	Project Current Due Date

4. Click the Layout tab.
5. In the *Group by* field, select Project Responsible in the first row and Client in the second row.

6. Verify that the *Include Task Detail* checkbox is marked.



7. Click Preview Selected.



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Project Listing
April 1, 2014 - April 30, 2014
Date Based on: Project Current Due Date

ID	Description	Client Name	Responsible	Assigned	Priority	Budget Hours	Budget Amount	Target Start	Current Due Date
CAT	**Turner, Cindy**								
ANIMAL	**Animal Shelter 101**								
512	Estate and Trust Tax Return	Animal Shelter 101	CAT	SAM	Normal	7.00	1,812.50		04/15/14

Task Detail:

Order	Activity	Assigned	Trgt Start	Bdgt Hours	Bdgt Amount	Trgt Complete
1	ASSIGNBUD	SAM		0.50	137.50	
2	PREPARATION	SAM		1.50	412.50	
3	REVIEW	MHR		1.50	375.00	
4	CLEARREVIEW	MHR		1.50	375.00	
5	FINALREVIEW	MHR		1.50	375.00	
6	CLIENTCOPY	SAM		0.50	137.50	
7	ELFAUTHORIZ	MHR		0.00	0.00	
8	ELFASSEMBLY	MHR		0.00	0.00	
9	ELFTRANSMIT	MHR		0.00	0.00	
				7.00	1,812.50	

ID	Description	Client Name	Responsible	Assigned	Priority	Budget Hours	Budget Amount	Target Start	Current Due Date
	Animal Shelter 101 Totals					7.00	1,812.50		
BROWNJ	**Brown, Jerald & Elizabeth**								
571	Bi-Weekly Payroll	Brown, Jerald & Elizabeth	CAT	CAT	Normal	3.00	0.00	04/03/14	04/04/14

Task Detail:

Order	Activity	Assigned	Trgt Start	Bdgt Hours	Bdgt Amount	Trgt Complete
1	PREPARATION	CAT	04/03/14	3.00	0.00	04/04/14
				3.00	0.00	

ID	Description	Client Name	Responsible	Assigned	Priority	Budget Hours	Budget Amount	Target Start	Current Due Date
572	Bi-Weekly Payroll	Brown, Jerald & Elizabeth	CAT	CAT	Normal	3.00	0.00	04/16/14	04/18/14

Task Detail:

Order	Activity	Assigned	Trgt Start	Bdgt Hours	Bdgt Amount	Trgt Complete
1	PREPARATION	CAT	04/16/14	3.00	0.00	04/17/14
				3.00	0.00	

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8. Click the Back button on the toolbar to return to the Print Reports screen.

9. Click the Remove button to remove the Project Listing report from the Selected Reports pane.

Project Tracking

Use the Project Tracking report to track the status of projects in Practice CS. This report lists staff involved with the project and important dates, such as target start/complete, actual start/complete, received, and due dates, and the number of times the project has been extended. This information allows you to see which projects are near completion and which ones are at risk of falling behind.

1. Select the Project Tracking report.
2. On the Selection tab, select Project Current Due Date in the *Based on* field.
3. Click the Layout tab.
4. In the *Group by* field, select Project Tracking in the first row. Verify that (None) is selected for the second and third rows.
5. Click the Preview Selected button.

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Project Tracking

April 1, 2014 - April 30, 2014

Date Based on: Project Current Due Date

					----	----	----	Dates	----	----		
ID	Description	Client Name	Responsible	Priority	Target Start	Target Complete	Received	Actual Start	Actual Complete	Current Due Date	Tracking	Ext
Completed												
493	Individual Income Tax Return	Mansfield, Edward & Sylvia	CAT	Normal	01/13/14	01/27/14	01/13/14	01/13/14	01/23/14	04/15/14	Completed	
588	Accounting System Config	Ace Advertising	MHR	Normal	03/03/14	04/02/14	03/03/14	03/04/14	04/02/14	04/30/14	Completed	
589	Consulting - Web Design Update	Alpha Promotions	MHR	Normal	03/18/14	04/17/14	03/18/14	03/18/14	03/31/14	04/21/14	Completed	
590	Consulting - Web Design	Brown, Jerald & Elizabeth	SAM	Normal	03/21/14	04/20/14	03/21/14	03/24/14	04/01/14	04/18/14	Completed	
591	Payroll Tax Notice	Crawford's Steak House	CAT	Normal	03/21/14	03/31/14	03/21/14	03/28/14	04/01/14	04/25/14	Completed	
	Completed	Project count = 5										
Not Started												
509	Partnership Tax Return	ABC Partnership	SAM	Normal	03/31/14	04/14/14	03/31/14			04/15/14	Not Started	
511	Partnership Tax Return	Alpha Promotions	MHR	Normal	03/27/14	04/10/14	03/27/14			04/15/14	Not Started	
512	Estate and Trust Tax Return	Animal Shelter 101	CAT	Normal						04/15/14	Not Started	
519	Individual Income Tax Return	Anderson, Joe & Kim	MHR	Normal						04/15/14	Not Started	
520	Individual Income Tax Return	Benton, Stephanie	SAM	Normal	04/01/14	04/15/14	04/01/14			04/15/14	Not Started	
521	Individual Income Tax Return	Bing, Ted & Angela	SAM	Normal	03/04/14	03/18/14	03/04/14			04/15/14	Not Started	
522	Individual Income Tax Return	Brown, Jerald & Elizabeth	SAM	Normal	04/01/14	04/15/14	04/01/14			04/15/14	Not Started	
524	Individual Income Tax Return	Golden, Michael & Meredith	MHR	Normal	04/01/14	04/15/14	04/01/14			04/15/14	Not Started	
525	Individual Income Tax Return	Quinn, Brian & Michelle	MHR	Normal	04/01/14	04/15/14	04/01/14			04/15/14	Not Started	
526	Individual Income Tax Return	Smith, Tom & Kathleen	CAT	Normal	03/31/14	04/15/14	03/31/14			04/15/14	Not Started	
527	Individual Income Tax Return	Crawford's Steak House	CAT	Normal						04/15/14	Not Started	
563	Monthly Payroll	Ace Advertising	MHR	Normal						04/30/14	Not Started	
564	Quarterly Sales &Use Tax	Ace Advertising	MHR	Normal	04/16/14	04/21/14	04/16/14			04/21/14	Not Started	
565	941 Employer's Quarter Fed TR	Brown, Jerald & Elizabeth	SAM	Normal						04/30/14	Not Started	
566	1040 Estimated Tax Payments	Brown, Jerald & Elizabeth	SAM	Normal						04/15/14	Not Started	
573	941 Employer's Quarter Fed TR	Crawford's Steak House	CAT	Normal						04/30/14	Not Started	
576	March Writeup	Crawford's Steak House	CAT	Normal						04/30/14	Not Started	
579	Monthly Payroll	Crawford's Steak House	CAT	Normal						04/30/14	Not Started	
580	Quarterly Sales &Use Tax	Crawford's Steak House	CAT	Normal	04/18/14	04/23/14	04/18/14			04/30/14	Not Started	
581	941 Employer's Quarter Fed TR	Prototype Design	SAM	Normal						04/30/14	Not Started	

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6. Click the Back button on the toolbar to exit the preview screen.
7. Click the Remove button to remove the Project Tracking report from the Selected Reports pane.

Routing Sheet

The Routing Sheet report provides your firm with a hardcopy routing sheet that shows the details of a project and the status of any associated tasks. The report, which can be routed from person to person in the office, indicates which tasks need to be signed off before subsequent tasks can begin.

1. Select the Routing Sheet report.
2. In the Selection tab, select Year-to-date in the *Detail line* field.
3. Select Project Actual Complete in the *Based on* field.

4. Click the Preview Selected button.

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Routing Sheet

January 1, 2014 - April 30, 2014

Date Based on: Project Actual Complete

Project		Client		Dates	
ID	432	ID	AAC	Target Start	09/30/13
Project	Audit	Name	Advanced Advertising Consultan	Target Complete	02/28/14
Description	Audit	Contact Name		Received	10/22/13
Department	Attestation Department	Primary Phone	(215) 658-9588		
Responsible	SAM	Partner	SAM	Actual Start	09/30/13
Assigned	JPW	Office	MICHIGAN	Actual Complete	02/28/14
Priority	Normal	Engagement			
Tracking	Completed	ID	Audit Services	Original Due Date	03/31/14
		Biller		Current Due Date	03/31/14
		Reviewer			

Project Notes

Order	Activity	Assigned	Tracking	Target Start	Budget Hours	Target Complete	Actual Start	Actual Complete	Initials
1	Assign & Budget	Miller, Steve	Completed	09/30/13	5.00	10/08/13	09/30/13	09/30/13	______
5	Engagement Letter	Miller, Steve	Completed	10/09/13	4.00	10/10/13	10/09/13	10/09/13	______
5	Pre-Analytical Prodecures	Miller, Steve	Completed	10/14/13	5.00	01/10/14	10/16/13	10/16/13	______
5	Risk Assessment/Control	Miller, Steve	Completed	10/14/13	4.00	01/10/14	10/16/13	10/17/13	______
5	Minutes	Miller, Steve	Completed	10/14/13	5.00	01/10/14	10/16/13	10/17/13	______
10	Cash	Miller, Steve	Completed	01/11/14	5.00	02/08/14	01/13/14	01/15/14	______
10	Accounts Receivable	Miller, Steve	Completed	01/11/14	4.00	02/08/14	01/13/14	01/15/14	______
10	Inventory	Miller, Steve	Completed	01/11/14	7.00	02/08/14	01/13/14	01/17/14	______
10	Prepaids & Other Current Asset	Miller, Steve	Completed	01/11/14	4.00	02/08/14	01/14/14	01/14/14	______
10	Property, Equipment, and Lease	Miller, Steve	Completed	01/11/14	7.00	02/08/14	01/13/14	01/21/14	______
10	Notes Payable	Miller, Steve	Completed	01/11/14	4.00	02/08/14	01/13/14	01/21/14	______
10	Accounts Payable	Miller, Steve	Completed	01/11/14	4.00	02/08/14	01/14/14	01/22/14	______
10	Other Current Liabilities	Miller, Steve	Completed	01/11/14	5.00	02/08/14	01/14/13	01/21/14	______
10	Equity	Miller, Steve	Completed	01/11/14	4.00	02/08/14	01/15/14	01/21/14	______
10	Income Taxes	Miller, Steve	Completed	01/11/14	6.00	02/08/14	01/16/14	01/22/14	______
10	Revenues	Miller, Steve	Completed	01/11/14	7.00	02/08/14	01/16/14	01/22/14	______
10	General, Admin, & Selling Exp	Miller, Steve	Completed	01/11/14	4.00	02/08/14	01/17/14	01/22/14	______
10	Other Income and Expenses	Miller, Steve	Completed	01/11/14	4.00	02/08/14	01/20/14	01/20/14	______
15	Finanical & Tax Deferred Calcs	Miller, Steve	Completed	02/09/14	5.00	02/10/14	02/09/14	02/09/14	______
20	Analytical Procedures	Miller, Steve	Completed	02/11/14	4.00	02/12/14	02/11/14	02/11/14	______
25	Workpaper Review	Miller, Steve	Completed	02/13/14	10.00	02/14/14	02/11/14	02/12/14	______
30	Financial Statement Prep	Miller, Steve	Completed	02/15/14	8.00	02/17/14	02/13/14	02/13/14	______
35	Financial Statement Review	Wilson, Jeff	Completed	02/18/14	6.00	02/20/14	02/18/14	02/18/14	______
40	Management Rep Letter	Miller, Steve	Completed	02/21/14	3.00	02/23/14	02/22/14	02/22/14	______
45	Assembly	Rogers, Melissa	Completed	02/24/14	6.00	02/25/14	02/25/14	02/25/14	______
50	Delivery	Rogers, Melissa	Completed	02/26/14	3.00	02/27/14	02/26/14	02/26/14	______
55	Wrap Up Meeting	Miller, Steve	Completed	02/28/14	4.00	02/28/14	02/28/14	02/28/14	______
	Project Totals				137.00				

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5. Click the Back button on the toolbar.

6. Click the Remove button to remove the Routing Sheet report from the Selected Reports pane.

Note: You can also print the Routing Sheet for selected projects from the Manage Projects screen. Right-click and choose Print Routing Sheets for Selected from the context menu.

Task Budget to Actual

The Task Budget to Actual report shows variances between budgeted and actual hours and amounts per task. In this exercise, you will preview the report based on the target complete dates, grouped by client.

1. Double-click the Task Budget to Actual report.
2. In the Selection tab, select Task Target Complete in the *Based on* field.
3. Click the Layout tab.
4. In the *Group by* field, select Client.
5. Click the Preview Selected button.
6. Review the data on the report.

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Task Budget to Actual

April 1, 2014 - April 30, 2014

Date Based on: Task Target Complete

ID	Client Name	Project Number	Project Description	Assigned	Activity	Hours Budget	Hours Actual	Hours Variance	Amount Budget	Amount Actual	Amount Variance	Target Complete	Actual Complete
ABCP	**ABC Partnership**												
ABCP	ABC Partnership	509	Partnership Tax Return	CAT	Review	2.50	0.00	2.50	625.00	0.00	625.00	04/08/14	
		509	Partnership Tax Return	CAT	Final Review	1.50	0.00	1.50	375.00	0.00	375.00	04/11/14	
		509	Partnership Tax Return	MHR	Preparation	6.00	0.00	6.00	1,500.00	0.00	1,500.00	04/07/14	
		509	Partnership Tax Return	MHR	Clear Review Comments	3.00	0.00	3.00	750.00	0.00	750.00	04/10/14	
		509	Partnership Tax Return	MHR	Client Copy Packaging	0.25	0.00	0.25	62.50	0.00	62.50	04/14/14	
		509	Partnership Tax Return	MHR	E-File Authorization Received	0.00	0.00	0.00	0.00	0.00	0.00	04/14/14	
		509	Partnership Tax Return	MHR	E-File Assembly	0.00	0.00	0.00	0.00	0.00	0.00	04/14/14	
		509	Partnership Tax Return	MHR	E-File Transmitted	0.00	0.00	0.00	0.00	0.00	0.00	04/14/14	
	ABC Partnership Totals	Task count = 8				13.25	0.00	13.25	3,312.50	0.00	3,312.50		
ACEADVERT	**Ace Advertising**												
ACEADVERT	Ace Advertising Consultants	560	March Writeup	CAT	Preparation	4.00	0.00	4.00	500.00	0.00	500.00	04/18/14	
		564	Quarterly Sales &Use Tax	CAT	Preparation	2.50	0.00	2.50	125.00	0.00	125.00	04/21/14	
		588	Accounting System Config	MHR	Preparation	40.00	46.00	-6.00	14,000.00	16,100.00	-2,100.00	04/02/14	03/31/14
		588	Accounting System Config	MHR	Wrap Up Meeting	5.00	3.50	1.50	1,750.00	1,225.00	525.00	04/02/14	04/02/14
	Ace Advertising Totals	Task count = 4				51.50	49.50	2.00	16,375.00	17,325.00	-950.00		
ALPHA	**Alpha Promotions**												
ALPHA	Alpha Promotions	511	Partnership Tax Return	CAT	Review	2.00	0.00	2.00	500.00	0.00	500.00	04/04/14	
		511	Partnership Tax Return	CAT	Final Review	1.00	0.00	1.00	250.00	0.00	250.00	04/07/14	
		589	Consulting - Web Design Update	JPW	Preparation	15.00	15.25	-0.25	5,250.00	5,337.50	-87.50	04/17/14	03/25/14
		589	Consulting - Web Design Update	JPW	Wrap Up Meeting	3.00	2.75	0.25	1,050.00	962.50	87.50	04/17/14	03/31/14
		511	Partnership Tax Return	MHR	Preparation	4.00	0.00	4.00	1,000.00	0.00	1,000.00	04/02/14	
		511	Partnership Tax Return	MHR	Clear Review Comments	1.50	0.00	1.50	375.00	0.00	375.00	04/07/14	

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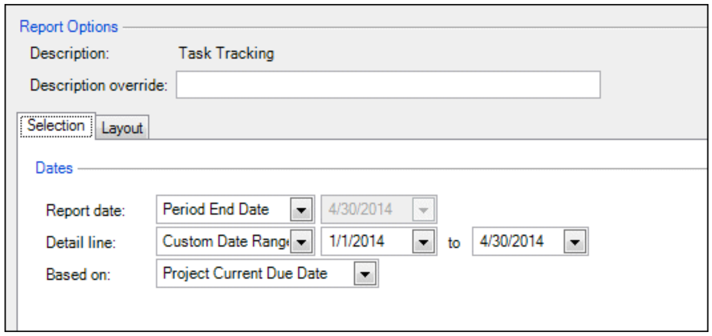
7. Click the Back button on the toolbar.
8. Click the Remove button to remove the Task Budget to Actual report from the Selected Reports pane.

Task Tracking

The Task Tracking report provides information such as which staff are assigned to projects and which tasks are ready to be started. Staff can use this report when they need to know if they can begin a task and whether the preceding tasks have been completed.

1. Double-click the Task Tracking report.
2. In the Selection tab, select Custom Date Range in the *Detail line* field.
3. For the date range, enter **1/1/2014** to **4/30/2014**.

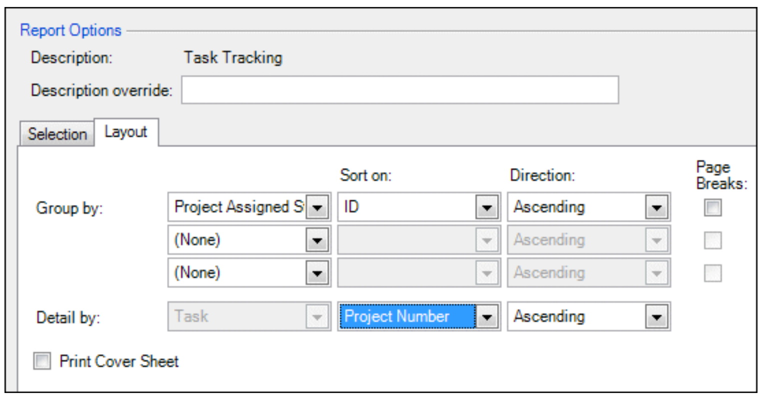
4. In the *Based on* field, select Project Current Due Date from the drop-down list.



5. Click the Layout tab.

6. In the top *Group by* field, select Project Assigned Staff List from the first drop-down list.

7. In the *Detail by* row, *Sort on* column, select Project Number.



8. Click the Preview Selected button.

Parnes, Velano, Martinez & Co.

Task Tracking

January 1, 2014 - April 30, 2014

Date Based on: Project Current Due Date

ID	Client Name	Project Number	Project Description	Assigned	Activity	Budget Hours	Ready	Target Start	Target Complete	Tracking
CAT	**Turner, Cindy**									
ACEADVERT	Ace Advertising	506	December Writeup	CAT	PREPARATION	4.00		01/20/14	01/30/14	Completed
PROTO	Prototype Design	507	Quarterly Writeup	CAT	PREPARATION	4.00		01/14/14	01/24/14	Completed
CRAWFORD	Crawford's Steak House	508	December Writeup	CAT	PREPARATION	4.00		01/14/14	01/24/14	Completed
		528	Quarterly Sales &Use Tax	CAT	PREPARATION	2.50		01/13/14	01/20/14	Completed
		529	W-2/W-3	CAT	PREPARATION	6.00		01/14/14	01/20/14	Completed
		530	941 Employer's Quarter Fed TR	CAT	PREPARATION	4.00		01/14/14	01/19/14	Completed
		531	1099	CAT	PREPARATION	3.00		01/14/14	01/20/14	Completed
ACEADVERT	Ace Advertising	532	Quarterly Sales &Use Tax	CAT	PREPARATION	2.50		01/10/14	01/15/14	Completed
		533	W-2/W-3	CAT	PREPARATION	3.00		01/20/14	01/27/14	Completed
		534	1099	CAT	PREPARATION	2.75		01/20/14	01/27/14	Completed
PROTO	Prototype Design	535	Quarterly Sales &Use Tax	CAT	PREPARATION	2.50		01/07/14	01/13/14	Completed
		536	W-2/W-3	CAT	PREPARATION	4.00		01/14/14	01/20/14	Completed
		537	1099	CAT	PREPARATION	3.00		01/14/14	01/20/14	Completed
		538	941 Employer's Quarter Fed TR	CAT	PREPARATION	4.00		01/14/14	01/19/14	Completed
BROWNJ	Brown, Jerald & Elizabeth	540	941 Employer's Quarter Fed TR	CAT	PREPARATION	3.00		01/16/14	01/21/14	Completed
		542	Bi-Weekly Payroll	CAT	PREPARATION	3.00		01/09/14	01/10/14	Completed
		543	W-2/W-3	CAT	PREPARATION	3.00		01/16/14	01/21/14	Completed
CRAWFORD	Crawford's Steak House	546	Monthly Payroll	CAT	PREPARATION	4.00		01/28/14	01/28/14	Completed
ACEADVERT	Ace Advertising	547	Monthly Payroll	CAT	PREPARATION	4.00		01/28/14	01/28/14	Completed
PROTO	Prototype Design	548	Monthly Payroll	CAT	PREPARATION	4.00		01/27/14	01/27/14	Completed
BROWNJ	Brown, Jerald & Elizabeth	549	Bi-Weekly Payroll	CAT	PREPARATION	3.00		01/22/14	01/23/14	Completed
ACEADVERT	Ace Advertising	557	941 Employer's Quarter Fed TR	MHR	PREPARATION	1.00		01/21/14	01/26/14	Completed
		558	February Writeup	CAT	PREPARATION	4.25		03/17/14	03/27/14	Completed
		559	January Writeup	CAT	PREPARATION	4.00		02/18/14	02/28/14	Completed
		560	March Writeup	CAT	PREPARATION	4.00	Yes	04/08/14	04/18/14	Not Started
		561	Monthly Payroll	CAT	PREPARATION	4.00		02/26/14	02/26/14	Completed
		562	Monthly Payroll	CAT	PREPARATION	4.00		03/27/14	03/27/14	Completed
		563	Monthly Payroll	CAT	PREPARATION	4.00				Not Started
		564	Quarterly Sales &Use Tax	CAT	PREPARATION	2.50	Yes	04/16/14	04/21/14	Not Started

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9. Click the Back button on the toolbar to exit the preview.

Restoring the sample database

After you have completed this walkthrough, you should restore the sample database that you backed up (see “Backing up the sample database” on page 2). Use the restored sample database to complete other Practice CS walkthroughs.

1. From the File menu, choose Restore.
2. In the Restore dialog, enter the path to the backup file that you want to restore, or click the browse ... button to navigate to the backup location (usually a subfolder of **X:\Program Files (x86)\Microsoft SQL Server** or **X:\Program Files\Microsoft SQL Server**, where **X:** is the drive on the computer where the data resides).
3. In the Backup File Location dialog, click the backup file that you want to restore and click OK.

Note: The backup file will have a file extension of BDF.

4. In the Restore Firm dialog, enter a new name for the database in the *New Firm name* field.

Note: When you restore the Sample database, you must give it a different name. The restore process in Practice CS does not overwrite an existing database, and Practice CS does not allow firm databases with duplicate names. Therefore, you will need to give the database a different name when you restore it (for example, **Sample1**). The name may contain only alphanumeric characters.