



Advance Workpaper Management

Workpapers – seamlessly integrated into Advance Practice Management

Advance Workpaper Management (WM) builds an electronic system for organising, storing and automating the creation of workpaper content to support a variety of processes within a professional services firm.

Workpaper Management builds an electronic system for organising, storing and automating the creation of work paper content to support a variety of processes within a professional services firm. The Document Library stores standard workpaper content which is then used to generate content and workflows specific to client engagements.

The day-to-day management of projects is straight forward and standardised.

Workpaper Management can be associated to any process the firm needs to manage. In addition to managing compliance work, this can range from client inductions, performance reviews, the sale of a clients' business, consulting projects or any client engagements where the progress of documentation and workflow needs to be monitored.

Workpaper Management combines documentation, checklists and processes electronically that are necessary to support the workflow associated with delivering quality outcomes to clients.

Integration to other Advance applications is seamless. Workpaper Management is accessible from the Advance Central Console for clients, matters and fee-earners, or via an XPA client ledger with full drill down from Trial Balance account codes.



Creating workpaper projects from standard document templates, linking files to your client's XPA trial balances for client drill-down, adding notes and reviewing the entire job on screen, is now just a few simple clicks away with **Advance Workpaper Management**.

Strategically, this increases the value of a professional services firm as high levels of automation improve business processes and support the reliability of client outcomes. Creating sound structures to automate projects promotes standardisation, drives efficiency and improves revenue. Efficiency gains soar after the first year as **WM** provides flexible options to roll forward some or all of the project elements.





The Right Technologies

- Microsoft SQL Server platform for secure, robust, industry leading data storage
- All Advance applications are totally integrated with one another – as well as with 3rd party MS SQL based software
- Modern MS Windows interface that is instantly familiar to users
- Regular upgrades and innovation that leverage advances in technology
- Software configured to work the way you work

The Right Team

- Over 20 years experience in practice software development
- A team of professionals that understands the issues in your day-to-day business
- Experienced and highly trained Consulting and Support teams focussed on accounting firms only
- Annual Conference and Client Briefings for clients to spend time with APS developers, management and key staff members

The Right Price

- APS pricing is comparable with that of other practice software suppliers
- APS clients are regularly surveyed and say our overall package of services and product provides ‘superior’ value for money
- Maintenance fees cover the use of new software versions and include unlimited, accessible support
- No surprises - all consulting services are estimated or quoted in advance

= Accountable Technology

- Our people are accountable, our software is accountable and our pricing is accountable....
- We identify what each client wants to achieve for their practice before implementation
- We make promises, we ask for the trust of clients and, most important of all, we deliver

Workpaper Management provides the tools to prepare, review and manage your working paper content, utilising the intellectual property already existing within your practice. Workpaper Projects organise workpaper content in a way that allows micro-management of each of the ‘work item’ details that comprise a project, with direct access to the underlying working paper content.

Matters and milestones provide the higher level detail for Resource Planning, workflow management and timesheet recording. Workpaper Management deals with the detailed work within a client project from its inception to completion, with status tracking and notes available on individual work items.

A Workpaper Project acts as a container for the multitude of individual tasks and checklists, workpaper documents and other files, required to micro-manage the various details involved in a piece of work. Projects can be attached to Clients, Matters, Fee Earners and XPA ledgers. Where a Project is associated with a XPA ledger, XPA Account level integration is available to provide working paper drill-down functionality within XPA’s internal reports; GL transactions, Trial Balance, GST Listing and Chart of Accounts.

Key Features	Key Benefits
• Manage your entire workpaper process electronically	• Gain a new level of efficiency and accessibility to your workpapers for your entire team.
• Manage any project that has a process with defined steps	• A single application to manage compliance work and other practice projects from staff induction, through to the sale of a business.
• Utilise your existing practice content that allows for flexibility	• If the firm is happy with its content this can be utilised within WM.
• Define project steps (work items) to manage the status of any project	• WM allows the preparer and reviewer to manage the progress and content authorisation of each stage.
• Flexible options for rolling projects, work items and associated files including workpapers	• Many projects that contain workpapers recur annually. Being able to roll the project structure and associated files allows you to create a new project with the new set of workpapers accurately and efficiently using either new master templates, existing client templates or a mixture of both.
• Notes can be assigned to work items within a project	• Staff and managers can notate the work line items with expected action dates and completion, keeping all the workpapers and actions together in one place for ease of review.
• Printing to a Binder - final signed-off workpapers can be printed to a binder and saved back into the client’s document store	• Allows for simple archiving for future access of information.
• Integration to Advance Practice Management client database	• No duplicated input of clients, matters, staff, partners and managers. The workpaper module is always up to date without the need for double entry of data.
• Workflow integration allows milestones to be automatically updates as work items are completed	• Ensures there is no need to update milestones in more than one Advance application, removing the need for any duplication.
• Integration to Advance Document Management	• Firms gain a new level of efficiency linking practice templates into client projects – as well as pushing the standardisation and quality of materials in use across the firm.
• Integration to Xcede Professional Accounting	• Link your compliance workpapers directly to account codes within XPA’s chart; use XPA’s detailed internal reports to access all supporting documents via their linked account codes.

To find out more about Advance Workpaper Management, please call us on +61 2 9965 1300 (Australia), +64 9 302 2228 (NZ) or +44 0 207 246 9990 (UK).