

Sage HandiSoft Workpapers



*Quicker and more accurate
accounts preparation*

Overview

Workpapers has been designed to make it simple to compile a working paper file with spreadsheets, scanned documents, review points and other files linked to HandiLedger general ledgers. Status notifications within the screens and reports make it easy to manage the entire accounts preparation job electronically.

There are two versions available. The first has integrated working paper templates comprising: reconciliations, procedures, journals and other working paper forms. The second version without any in-built content is intended for firms wishing to use their own templates.

Key features & benefits:

- Integrates seamlessly with HandiLedger and Document Manager
- Over 60 integrated workpaper forms provided
- Flexible naming structure for the integrated forms
- Statuses allows easy job tracking
- Create templates for different entity types which can be automatically loaded into the relevant year
- Ability to attach third party documents
- Notify staff of status changes instantly
- Produce job progress reports
- Can cross-reference an integrated working paper or MS Excel spreadsheet back to an account balance
- Clear audit trail
- Hyperlinks to other forms allows for quick navigation

About Sage HandiSoft:

More than 7,500 Australian accountants and taxation agents trust Sage HandiSoft's leading practice management, client accounting and taxation software. Sage HandiSoft's integrated suite and central client database is reliable, easy to use and highly effective for sole practitioners through to larger firms with 70+ staff. Sage HandiSoft is a wholly owned subsidiary of the listed global Sage Group plc which has over 6 million customers and more than 12,600 employees worldwide.

No.	Account	Description	Debit	Credit	X-Ref	Status
2000		Cash at bank	1446756.60			✓
2051		Petty cash float	200.00			
2101		Trade debtors	119458.93			✗
2102		Sundry debtors	397.77			IP
2426		Unexp'd borrowing expenses	3672.90			IP
2842		Plant & equip - at cost	31682.42			?
2849		Less: Accumulated depreciation		27862.00		
2850		Heavy duty hire stock	214991.00			
2863		Less: accumulated depreciation		207686.00		
2872		Furniture & equipment	10940.00			
2879		Less: Accumulated depreciation		8490.00		
2880		Motor vehicles - at cost	12504.00			
2899		Less: Accumulated depreciation		10504.00		
2900		Goodwill	76309.50			
2950		Preliminary expenses	1070.00			?
3048		Trade creditors		56779.30		IP
3300		Dividends		15000.00		IP
3325		Taxation		112994.64		IP
3630		Loans from other persons		50000.00		?
4135		Retained profits		841567.18		✗
4700		Issued & paid up capital		3000.00		✓

Cross referencing

Spreadsheet cells or workpaper forms can be linked with HandiLedger accounts and the system highlights any differences between the values. You can see the selected entity account balance, supporting documents for the account code, account number, description, X-ref and completion status.

Reference	Client Name	Year End	Assigned	In Progress	Awaiting App	Finalised
LARG0001	Large Manufacturing Company Pt	30/06/2013	28	4	4	7

Job status notifications

Status notification allows you to see, at a glance, whether the forms or supporting documents are assigned, in progress or awaiting approval, to efficiently track completion of jobs.

Workpaper Bank

Client: Large Manufacturing Company Pty Ltd
 Client Code: LARG0001
 Period/Year End: 30/06/2013

W/P: Initials
 R10: Date

Bank
 Prep by:
 Rev by:

This form will enable you to complete a bank reconciliation for up to 6 Bank Accounts. When you enter a negative, the balance indicator (DR/CR) will change accordingly and the results will appear as "Reconciled" or "Out of Balance" as appropriate.

This form can also be used when making adjustments to a bank reconciliation.

Investigated and made any adjustments for outstanding items in the clients Bank Reconciliation? Yes No

Ensured that all bank accounts in these workpapers are in the name of the business entity and that all bank accounts have been accounted for? Yes No

Ledger A/c Number	Account 1	Account 2	Account 3	Account 4	Account 5	Account 6
2000						
A/c Name	ANZ Business a/c					
Closing Balance	1,446,756.60					

The workpaper forms

You can cross reference a spreadsheet cell or workpaper field and the software confirms if the figures balance or not.

Tools Help

attach documents to HandiSoft applications

Description	Author	Client	Dea...	Time	T Key...	Flag	Imp
Engagement letter 2013.docx	AN...	LAR...	24/...	9:02...	Misc...		
HL_Financial Statements 2012...	AN...	LAR...	24/...	9:01...	Han...		

Clients\LARG0001\2012\Engage: 1 Document(s) Selected Document Filter Off

Misc Documents Job Management Tax Journals Summaries Rates Other None Account

Other documents Notes

HL_Financial Statements 2012\24 06 2014 11:53

Link files directly into HandiLedger

You can link scanned documents, spreadsheets, review points and journals and other working paper forms directly into HandiLedger to substantiate accounts and compile working paper files accurately and quickly.

Get started

Contact us now to purchase Workpapers and enjoy the benefits of having your accounts preparation files easily stored and retrieved within HandiSoft.