

Collating Workpaper Forms

HandiLedger allows you to collate Workpaper Forms.

Workpaper forms can be collated into one PDF for filing or other purposes.

Note: Only Workpaper forms can be collated

1. Select the **Entity** and the applicable year.
2. From the **Workpapers** menu, click **Workpapers**.
3. In the **Workpapers:.....** window click **Collate**.
4. In the **Collate Workpapers** window, complete the applicable details.

Note: To remove any Workpaper forms from the collation, highlight the applicable form and click **Remove**.

5. Click **Collate** and follow the prompts.

Collate Workpapers

Cover Sheet Details

Partner: PARTNERONE ...

Preparer: MANAGERONE ... Date: 15/09/2015

Reviewer: STAFFONE ... Date: 15/09/2015

Ref	Title	Status
A05	Review Points	A
C20	Income Tax Reconciliation	A

Collate Open Remove ↑ ↓ Close

To add supporting documents to the collated document:

The **Document Manager** collate functionality can be used to add supporting documents to the end of the Workpapers Forms collation.

Note: Only Microsoft Word or PDF documents can be collated, therefore any Microsoft Excel Spreadsheets or other documents will need to be saved as PDF's to be collated.