CCH PROSYSTEM FX SETUP

There is a one time set-up that needs to be completed within your CCH ProSystem fx software. After that setup, you will follow the basic import steps for all business clients that are exported from regroupTAX.

HOW TO: CREATE CUSTOM IMPORT SETTING (ONE-TIME)

<u>Within the regroupTAX software:</u>

Open *any* completed business client and click "Export"

Save the exported file to your computer

<u>Within CCH ProSystem fx software:</u>

Open *any* business client file

Select G/L Direct:

      -Config
             -Configure Custom Imports
                   -Add

Add Custom Import Description: regroupTAX

Select Import file: browse to find the export file created by regroupTAX *(make sure the excel file is not open when you select it)*

Change Import file type to: Delimited (data items separated by characters)

Start Import at row: 1

Check the following under Delimited Files section:

Comma
Tab
Semicolon

Click OK

Complete following table as follows:

	Field Name	Data Type
A	Account Number	Text
B	Account Description	Text
C	Current Year Balance-Debit/Credit	Numeric
D	Account Type Code	Text
E	Tax Code	Text

Click OK

Close G/L Direct