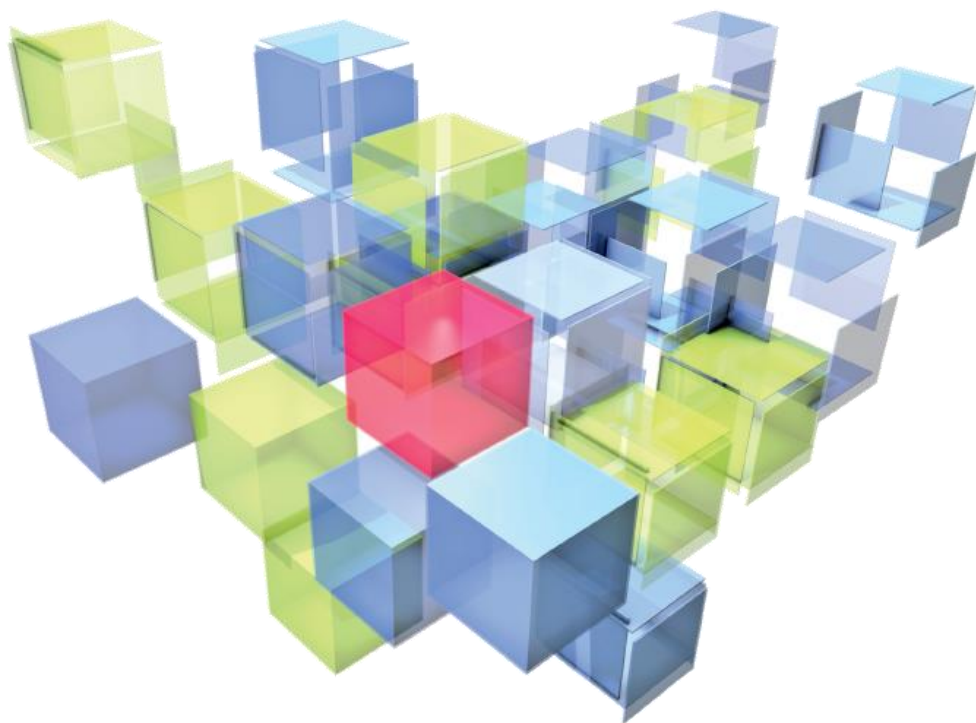


CCH Accounts Production - Master Pack Versioning

AP Administrators Guide



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About CCH Accounts Production - Master Pack Versioning

CCH Accounts Production - Master Pack Versioning is an easy way of updating, amending and controlling the content of your CCH Accounts Production Master Packs.

In earlier release of AP, all the master pack contents were bundled into master pack version 1.00. For example in the original CCH master formats, your practice level format changes and any subsequent CCH master format updates were all thrown into master pack version 1.00.

In the future, starting with AP 2014.2, these will be split into separate master pack versions, giving you better visibility and control of the master pack data.

So for example the original CCH master formats will be supplied in master pack version 1.00, your practice level edits will be made in pack versions 1.01, 1.02 and so on, and subsequent CCH master format updates will be supplied in pack versions 2.00, 3.00 and so on.

Using this Guide

This guide describes the functionality in CCH Accounts Production Master Pack versioning.

What is a Master Pack?

Introduction

A Master Pack is a collection of the individual aspects that are used to generate a set of accounts. Each entity has its own unique Master Pack.

Some but not all of these aspects are listed here:

- Formats
- Nominal codes
- Named Ranges
- Statutory database fields
- Paragraphs
- Words

What is Master Pack Versioning?

Master Pack Versioning is a way of grouping changes within a master pack which allows those changes to be sequenced over time.

Two immediate benefits of master pack versioning are:

- 1) Master Pack Versioning allows different versions of a master pack to be assigned to the same client for different accounting periods.
- 2) Each entity will have its own separate versioning sequence and the release of a new version for one entity will not require any other entity to be updated at the same time.

What does this mean for me as an AP User?

- 1) If a new master pack version is installed while accounts are out for signing, any changes in that Master Pack will have no effect on that data set as it will be still be using the earlier pack.

When you open an accounting period if a newer master pack is available you will have a choice to either upgrade to a new version or not.

What does this mean for me as the AP Administrator?

- 1) All Master Packs have the ability to be “published” to the rest of the users. Changes to a master pack can now be investigated and tested before being published and made “live” to the rest of the users.

As all changes are encapsulated within a versioned master pack it is now possible to separate changes between packs and isolate them for approval.

- 2) Administrators can now isolate their own changes within a customisable Practice pack.

Administrators can now create their own Practice packs within which they can keep their own customisations for Formats, chart of accounts etc. this allows users to issue customisations once they approve them, without being overwritten by subsequent CCH Master pack updates.

How do Master Packs and Practice Packs work?

Master Packs\Practice Packs work on a hierarchical basis. By this we mean that if you start with the most current pack, say 1.01 (For this example 1.01 will contain 1 custom format).

When you open an accounting period that uses Pack 1.01 the software will use what is in there first (i.e. the custom format). It will then look in the next previous pack to obtain the required formats and so on until all the formats are “in place”.

In this way the packs will only contain the changes from the last pack.

The CCH Master Packs from 2.00 onwards will only contain the changes *since* 1.00, they will not contain *all* the formats.

This has the added benefits that subsequent master pack updates from CCH are smaller and quicker to install.

Important information

It is important that Master Pack edits are done to sequential pack versions.

Changes to Master packs will affect all later Pack regardless of when that pack was created.

E.g.

Pack	Creation order
1.05	1
2.00	2
2.01	3
1.06	4

This means that even though Pack 1.06 was created after 2.01, changes made to 1.06 may affect 2.01.

This is because packs work on a hierarchical basis so that changes pass from a lower to higher pack

Pack	Creation order
2.01	3
2.00	2
1.06	4
1.05	1

It is recommended practice that changes are NOT made to earlier packs if later published ones exist.

Format Updater

With the introduction of Master Packs there will no longer be a need to use the Format Updater to manually update the formats that are issued with Accounts Production.

2014.2 release onwards

All formats that we issue from 2014.2 onwards will be installed as part of the installation\upgrade process of Accounts Production and incorporated into the relevant MasterPack version.

Pre 2014.2 release

If the Format Updater has not been run for one or more releases prior to the 2014.2 release it can still be run. The format updater will only update the Master Pack 1.00 formats.

Master Packs

How to edit a CCH Master Pack

The ability to edit the contents of all CCH Master Packs has been removed however we have now introduced a second level of pack which is completely user definable.

These second level (Practice) packs are designed to hold all practice level changes, this means that all practice level changes are more easily identifiable and controllable by the practice.

How to create a Practice pack

When installing AP 2014.2, an empty practice pack is automatically created for you. All CCH entities will therefore have a practice pack version 1.01, however for UK Limited and Charities we are also shipping Master Pack 2.00 and so there will be Master Pack 2.01 available for these entities.

Go to Maintenance>Accounts>Master Pack

1. Select the required Type & Entity
2. Highlight the pack which you want to precede your new pack i.e. Highlight Pack 1.00 to create 1.01 or Highlight 1.01 to create 1.02 -

Pack Properties

Each Pack has its own properties

1. Version number - This is fixed and cannot be altered
2. Date Type - there are 3 types of Date;
 - a. Effective from
 - b. Accounting period starting on or after
 - c. Accounting period ending on or after
3. Effective date - This is the date that the pack is effective from
4. Published - This indicates if the pack is available for general use - Packs cannot be unpublished.

Practice packs will inherit the properties of the previous pack, it is not recommended that these properties are altered as it may result in the incorrect allocation of pack to accounting periods.

All Master packs are issued by CCH and will be numbered as integers i.e. 1.00, 2.00 etc.

All Practice packs are created by users and will be numbered as decimals i.e. 1.01, 1.02 etc.

Permissions

A series of new permissions have been created to allow for the administration of Master packs

It is strongly recommended that ONLY AP administrators are given these permissions

- a) **#Client #Can Modify Master Pack Version**

This gives users to ability to reselect a different master pack to apply from within an accounting period

- b) **#Maintenance #Can Use Draft Master Pack**

This allows users to test a Pack without it being publish

- c) **#Maintenance #Edit Draft Master Pack**

This allows users to make changes to a draft pack

- d) **#Maintenance #Open Master Pack**

This allows users to make changes to create (or delete) their own Practice packs

- e) **#Maintenance #Open Master Pack Difference Analyser**

This allows users to make changes to a run the difference analyser

- f) **#Maintenance #Open Master Pack Publish**

This allows users to make changes to publish a pack

- g) **#Maintenance #Promote Elements to Practice Packs**

This allows users to make changes to a promote formats to a higher version practice pack

How to create your own Practice pack

Users with the permission #Maintenance #Open Master Pack can create (or delete) their own Practice Pack.

When creating a Practice pack you are creating a “container” within which your practice level changes can reside.

Creating Practice packs

Highlight the previous pack that you want to base the new pack on. Then either right click and select Create or select Create from the Task menu.

Deleting Packs

Only Practice packs that contain no changes can be deleted.

Version 1.01 / 2.01

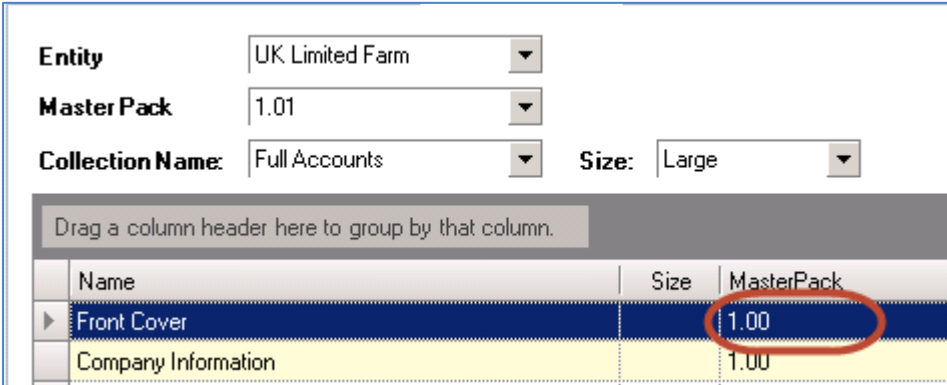
Practice Pack version 1.01/2.01 will be created automatically on upgrading to 2014.2.

Creating a practice level change

Once you have created a Practice level pack you are ready to make practice level changes.

To make a practice level format change

Go to Format Designer and select the Entity, Pack, Collection and Size of the format you want to edit. Note that the format will display as belonging to Master Pack 1.00 until it is edited when it will display the new pack number.



The screenshot shows the Format Designer interface with the following settings:

- Entity: UK Limited Farm
- Master Pack: 1.01
- Collection Name: Full Accounts
- Size: Large

Below the settings is a table with columns: Name, Size, and MasterPack. The 'Front Cover' row is highlighted in blue, and its 'MasterPack' value of '1.00' is circled in red. The 'Company Information' row is highlighted in yellow and has a 'MasterPack' value of '1.00'.

Name	Size	MasterPack
▶ Front Cover		1.00
Company Information		1.00

Entity UK Limited Farm
Master Pack 1.01
Collection Name: Full Accounts **Size:** Large

Drag a column header here to group by that column.

Name	Size	MasterPack
▶ Front Cover		1.01
Company Information		1.00

Note: there is no limit to the number of customisations that can be held in a practice pack

Publishing a practice pack

Publishing a pack will make it available to all the users.

A pack which is not published is in a draft mode. Draft packs are not available to any users except those with the **#Maintenance #Can Use Draft Master Pack** permission.

Draft packs can be used exactly the same as published packs except that an accounting period that is using a draft pack cannot be year ended also a message that the dataset is using a draft pack will be displayed in the errors and exceptions message box.

What are Draft packs for?

The function of a draft pack is so that the AP administrator can test any changes and make the required tweaks to a format etc before releasing it to the general user base.

Publishing a MasterPack

To publish a MasterPack go to Maintenance>Accounts>Master Pack Publish. Highlight the MasterPack and click the Publish icon in the Task bar. Once the Pack is published it will be stamped with the Publication Date and Name of the publisher.

Note: Once a pack is published it cannot be unpublished.

Updates to a practice pack

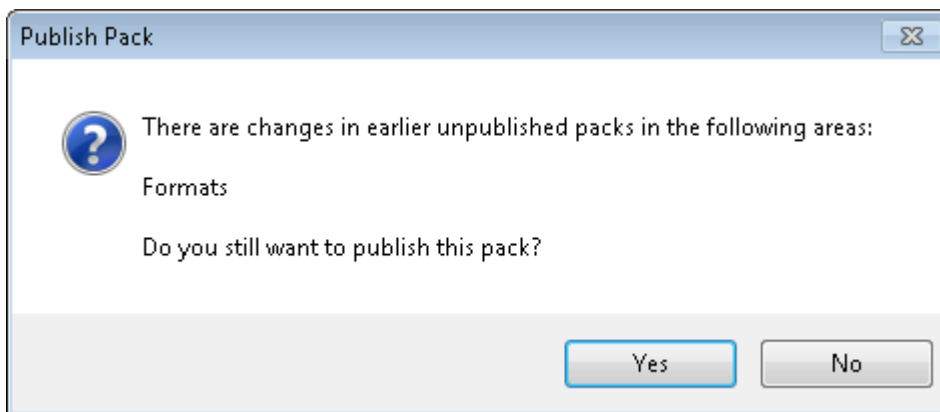
Until a practice pack is published you can continue to make as many edits as you need however once it is published it cannot be edited.

I need to make further changes to a published practice pack

Published practice packs cannot be edited, if you need to make further customisations then they will need to be made in a new practice pack.

Unpublished items message

When publishing a Pack you may get the message



This means that your pack is using elements from an earlier unpublished pack.

If this is unintentional click No and go to the indicated area to correct the issue, if this is intentional then click Yes to publish the Pack

This example says Formats but it will also work for Chart Nominals, Paragraphs and Word Items.

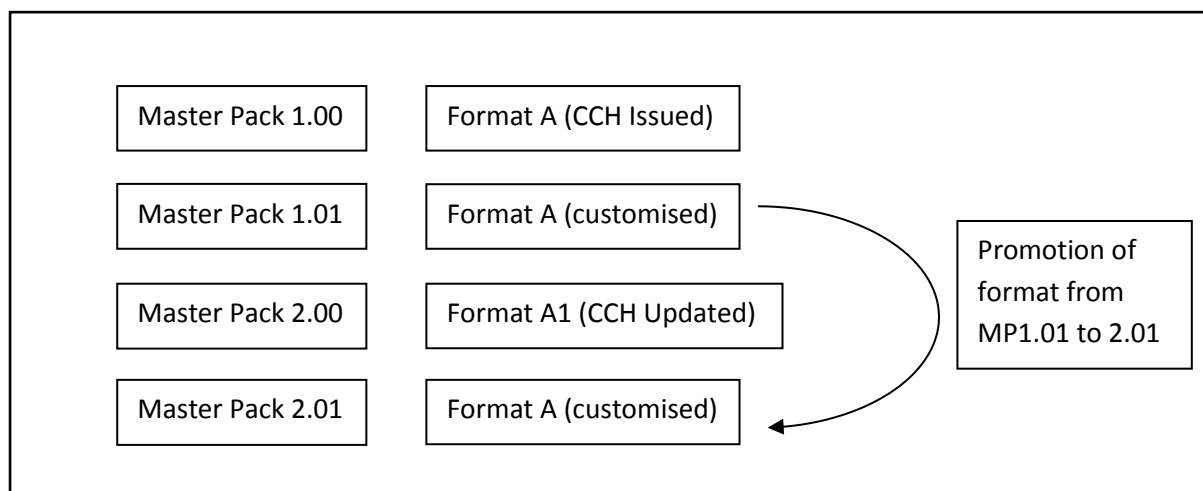
Format Promotion

We have introduced a function to promote formats from a lower to a higher pack.

Why would I promote a format?

The hierarchical nature of the packs means that a newer pack will override a lower pack. This means that changes introduced in a practice pack (format edits) could be superseded by newer versions of the same formats in a CCH Master Pack 2.00.

Rather than recreate your custom practice format changes, using the promote function the practice format edits can be promoted to a higher practice pack i.e. 2.01

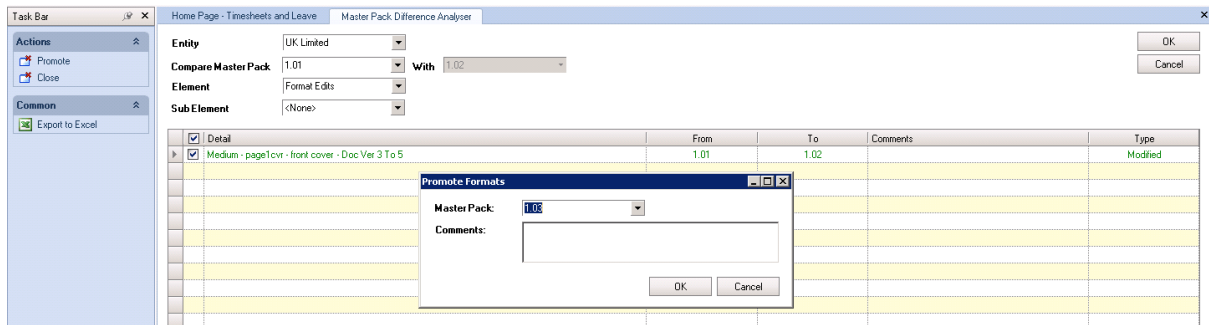


How to promote a format?

Go to Maintenance>Accounts>Master Pack Difference analyser

Select the appropriate Entity and select the pack to compare then select the Format edits from the Element drop down.

It will compare the contents of the selected pack with the next highest pack available



Tick the formats that you want to promote and then click the promote button.

A comment field is available for you to add your own comments regarding the format promotion.

This function is only available to users with the **#Maintenance #Promote Elements to Practice Packs** permission

Remember that you can only promote into an unpublished pack

What about practice level changes made before upgrading to 2014.2?

Using the same function as detailed above when you select to compare master pack 1.00 an extra option [**Practice version filter**] is available.

This will filter the screen for any practice level formats that are in MasterPack 1.00.

This will enable you to promote your practice level formats that were created prior to 2014.2 and promote them into your own practice pack

Task Bar Home Page - Timesheets and Leave Master Pack Difference Analyser

Entity UK Limited

Compare Master Pack 1.00 With 1.01

Element Format Edits

Sub Element <None> Practice version files

<input type="checkbox"/>	Detail	From	To	Commen
<input type="checkbox"/>	Medium - pagemed1 - Med Abbrev Front Cover - Doc Ver 2 To 3	1.00	1.00	
<input type="checkbox"/>	FRSSE - note01 - Accounting Policies - Doc Ver 1 To 2	1.00	1.00	
<input type="checkbox"/>	FRSSE - note18a - Tangible Assets - Doc Ver 1 To 2	1.00	1.00	
<input type="checkbox"/>	Large - note33 - Share Capital - Doc Ver 1 To 2	1.00	1.00	
<input type="checkbox"/>	Large - page1cvr - Front Cover - Doc Ver 2 To 3	1.00	1.00	
<input type="checkbox"/>	FRSSE - page1cvr - Front Cover - Doc Ver 1 To 2	1.00	1.00	
<input type="checkbox"/>	Medium - pageman2 - Detailed Trading And Profit And Loss Account - Doc Ver 2 To 3	1.00	1.00	

What about the comments field ?

Any comments that you add during the Format Promotion will be appended to any existing comments

Format Designer


The format designer is the main place to do any format edits that are intended for practice wide use. The previous method of editing a format at client level and then promoting it to Master Pack is no longer available.

How do I make format edits?

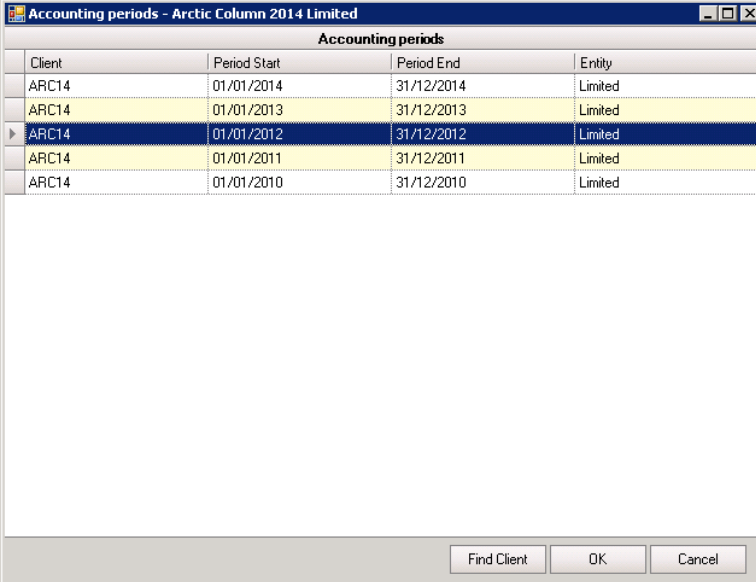
All format edits should be made using the Format Designer. This allows the edits to not be client specific changes (ie local) but also has the ability to be run against any dataset in “real time” to see the effect of the change.

How do I run it in real time mode?

Go to Maintenance >Accounts>Format designer

From the Actions panel use Select Accounting Period . Use the Find client to select the client you wish to use for the real time data.

If there is more than one accounting periods for this client then you will be able to select which accounting period you use.



Accounting periods			
Client	Period Start	Period End	Entity
ARC14	01/01/2014	31/12/2014	Limited
ARC14	01/01/2013	31/12/2013	Limited
ARC14	01/01/2012	31/12/2012	Limited
ARC14	01/01/2011	31/12/2011	Limited
ARC14	01/01/2010	31/12/2010	Limited

Find Client OK Cancel

You do not have to select the current year to test the format against if you do not want to.


After changing Master Pack the accounting period data does not appear

Each time you select a different Master Pack in Format Designer you will have to reselect the Accounting period that you want to test against.

Can I run a full set of accounts in real time mode?

No. This method is only of use to test individual formats. To run a full set of accounts using draft formats it is best to adopt a draft master pack and test it via the client.

Why can't I edit\save a format?

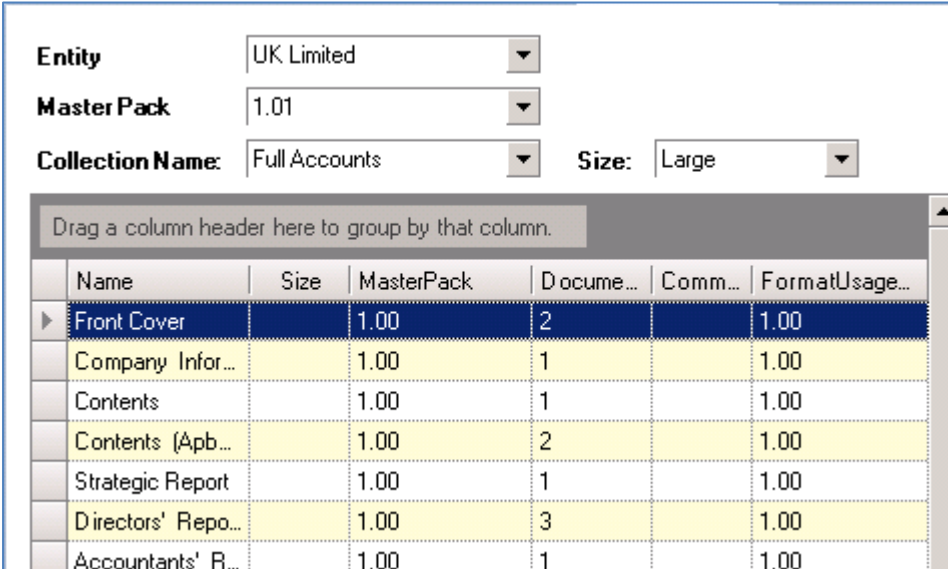
If the Save option  Save is disabled or you cannot make any edits, then it is likely that you have opened a format in a published Master Pack.

Only changes to formats in unpublished master packs can be made. Once published, the master pack and any changes in it are sealed and cannot be undone.

How do I know which master pack my changes have gone into?

Editing a format is a two-step process

1. Step 1 - Select the Entity\Master pack\Collection\Size to be edited



The screenshot shows the Format Designer interface. At the top, there are four dropdown menus: 'Entity' set to 'UK Limited', 'Master Pack' set to '1.01', 'Collection Name' set to 'Full Accounts', and 'Size' set to 'Large'. Below these is a table with a header row and several data rows. The table has columns for Name, Size, MasterPack, Docume..., Comm..., and FormatUsage... The 'Front Cover' row is highlighted in blue, and the other rows are highlighted in yellow.

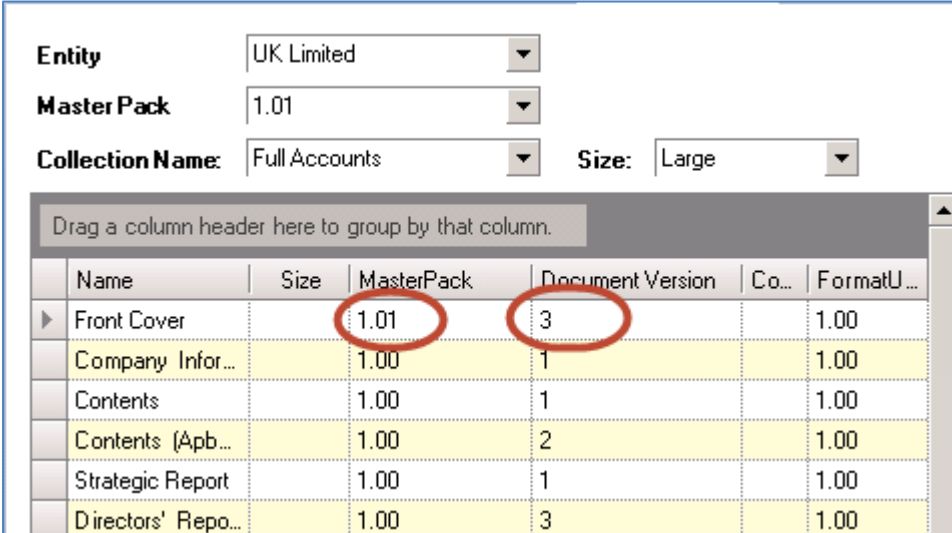
Drag a column header here to group by that column.					
Name	Size	MasterPack	Docume...	Comm...	FormatUsage...
▶ Front Cover		1.00	2		1.00
Company Infor...		1.00	1		1.00
Contents		1.00	1		1.00
Contents (Apb...		1.00	2		1.00
Strategic Report		1.00	1		1.00
Directors' Repo...		1.00	3		1.00
Accountants' R...		1.00	1		1.00

In this example the UK Limited \Master Pack 1.01\ Full Accounts\Large – Front cover will be edited.
Things to note :-

- Front cover MasterPack = 1.00 – this means that it has not yet been edited\saved in 1.01
- Document Version = 2 – This means that 2 versions of this document have been saved under Master pack 1.00

2. Step 2 - Open, edit & save the format

Once the format has been opened, edited & saved you will notice that the MasterPack version allocated to the format and the document version number have increased.



Drag a column header here to group by that column.					
Name	Size	MasterPack	Document Version	Co...	FormatU...
▶ Front Cover		1.01	3		1.00
Company Infor...		1.00	1		1.00
Contents		1.00	1		1.00
Contents (Apb...		1.00	2		1.00
Strategic Report		1.00	1		1.00
Directors' Repo...		1.00	3		1.00

Each time that you edit the document the Document Version number will increase. There is no limit to how many times the format can be edited in a draft MasterPack.

Rollback

The Rollback function is no longer available in AP as the introduction of MasterPack Versioning negates its need. If an earlier version of a format is required then it is still available and can be promoted to a later pack if required.

Revert to Master

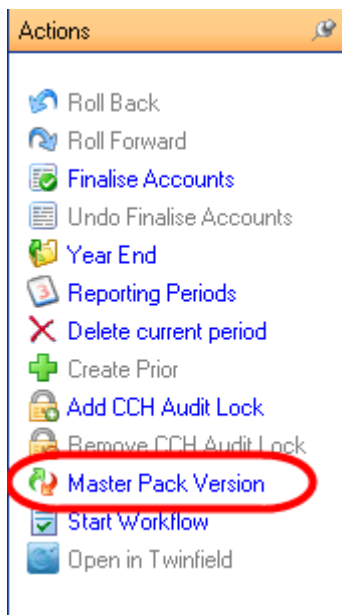
The Revert to Master function is no longer available in AP as the introduction of MasterPack Versioning negates its need

Unpublished column

The format designer now contains an “Unpublished” column this indicates where a format being used in the MasterPack originates from an earlier unpublished MasterPack.

Master Pack Version Change

If during your testing of a draft master pack a accounting period has adopted a draft pack and you wish to reset that accounting period to use an earlier pack. If you have the #Client #Can Modify Master Pack Version permission then you use the Master Pack Version option which is on the Home> Actions shortcut bar



Substitute with...

The substitute with function has been modified to work with versioning.

The substitute with function allows you to substitute one format with another.

Typically many users like to use the Large Tangible fixed assets note in Small company financial statements.

Any Substitutions will stay “in place” in subsequent packs until the substitution is removed.

When setting up a substitution you will not be able to select a format from a higher versioned pack.

MasterPacks @ Client level

As a general rule only published Master Packs will be available to most users

Draft Master Packs - Only users with the permission **#Can Use Draft Master Pack** will have access to unpublished master packs. Without this permission draft packs will be invisible. It is recommended that only Administrators or those responsible for the maintenance of the practice formats have this permission.

There are only two differences between a published and unpublished Master Pack.

With an unpublished master pack:-

1. Contents of the Pack are editable at a practice level and
2. Accounting periods cannot not be year ended

Client Creation

During the client creation process the highest available relevant MasterPack will be associated to the accounting period being created.

The association between accounting period and MasterPack version will be dependent on the Master Pack Date type & effective date, [See Pack Properties page 6].

When creating an accounting period there are rules "behind the scenes" that do a "best fit" calculation to match the accounting period to the correct MasterPack. Where there are multiple Packs that are a best fit the highest pack version will be selected.

If the user has the **#Client #Can Modify Master Pack Version** permission then they will have the opportunity to manually select a different Master Pack during the accounting period creation process. This is not recommended except for Administrators.

Except for VAP accounting period conversions where this will be done automatically and assigned to MPV 1.00

Once a Master Pack has been selected there will be little or no difference as to how the user interacts with the software.

Master Pack adoption

The term Master Pack adoption is used when an accounting period moves from one master pack to another.

There are several methods of adopting a new master pack the most common are :-

Opening accounting period

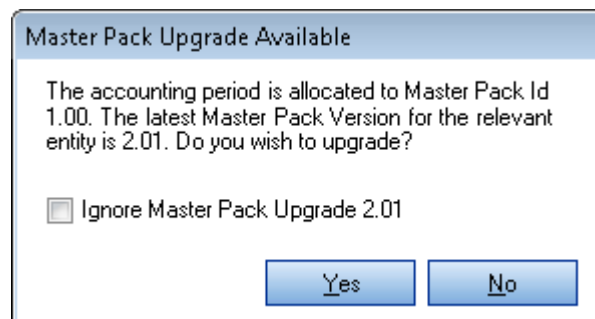
Select an accounting period from the Accounts Production tab

Client Name: Test Limited ... Company: CCH Limited [OK]

Client Code: 00010 ... [Cancel]

Main	Addresses	Extra	Accounts Production	Tracked Emails	Documents	Workflow	Associated	Assignments	Responsibility	To Do	Document Centre	
Period Start	Period End	Entity	Chart	Locked For Audit	Finalised	Comparative O...	Master Pack Id					
01/07/2012	30/06/2013	UK Limited	Limited - 3 digit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.00					
01/07/2011	30/06/2012	UK Limited	Limited - 3 digit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.00					
01/07/2010	30/06/2011	UK Limited	Limited - 3 digit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.00					
01/07/2009	30/06/2010	UK Limited	Limited - 3 digit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.00					
01/07/2008	30/06/2009	UK Limited	Limited - 3 digit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.00					
01/07/2007	30/06/2008	UK Limited	Limited - 3 digit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.00					

If there is a newer Master Pack available then the following message will appear



There are 3 possible responses:

Yes - Will adopt the Master Pack

No - Does not adopt the master Pack – message will appear every time this accounting period is opened

Ignore - Stops the upgrade message until a newer master pack is available

Accounts Job Production Summary

Accessing the accounting period via the Accounts Job Production Summary will also allow the user to adopt a master pack if applicable.

Drag a column header here to group by that column.

Accounts Production Job Summary - Filtered By: Partner								
	Code	Name	Entity	Chart	Start	End	Reporting Period	Travelled
▶	00010	Test Limited	UK Limited	Limited - 3 digit	01/07/2012	30/06/2013	30/06/2013	

Master Pack upgrade exemption

Accounting periods that are finalised are exempted from the master pack upgrade procedure.

This is so that older jobs can be reprinted using the master pack that they were completed under.