



ProSystem fx[®] Document

The document management component of the CorpSystem[®] suite

DOCUMENT MANAGEMENT THAT MIRRORS AND IMPROVES YOUR WORKFLOW

ProSystem fx[®] Document, the document management component of the CorpSystem suite, reduces the burden of Sarbanes-Oxley compliance, record retention management, document security and retrieval. This award-winning software:

- Is easy to use and places all your documents and files only a few clicks away.
- Offers a real-time dashboard linked with up to six other applications, including your Outlook email, providing better management and control of your department.
- Organizes your documents for easy retrieval.
- Ensures the security of your documents by preventing unauthorized access or modification.
- Allows you to track the history of all your documents, providing an audit trail of who edits, modifies or accesses each document.
- Stores virtually any type of data or document, including your company's income tax returns, sales and use tax returns, workpapers, emails and much more.

MANAGE EMAIL WITH CONFIDENCE

In addition to storing your workpapers, data files, and backoffice documentation, ProSystem fx Document also helps you better manage your email by allowing you to:

- Access Document functionality within Microsoft[®] Outlook and send emails with file attachments of content stored in Document.
- Enhance collaboration within your company by making selected emails accessible to everyone.
- Comply with regulations related to email retention and destruction.
- Manage the size of Exchange servers by storing emails in a safe location.
- Eliminate risks related to hard drive crashes or laptop thefts by storing emails outside of archived email storage.

FIND RECORDS QUICKLY WITH DOCUMENT'S ROBUST SEARCH ENGINE

Retrieving your documents is easy in ProSystem fx Document. You can search for them by keyword, document name, or a combination of parameters. If your company has multiple offices, you can conduct searches on any combination of offices from the same screen. You can even perform searches of other CorpSystem applications — such as Tax and Workpaper Manager — and access and display the information directly from your Document Home Page.

EASILY ASSIGN CLASSES AND RETENTION PERIODS

To store your records in ProSystem fx Document, simply drag-and-drop or paste files into the software. You can choose to save documents in their native formats (such as Excel or Word files) or convert them to PDFs.

Assigning classes and retention periods to documents is also a breeze. You set up the rules related to your records retention policy through Document's administrative module. Then, each time you add a document, you easily set the document class and subclass to identify the type of record (such as "invoice") and the retention life for that record.

ADHERE TO YOUR COMPANY'S RECORDS RETENTION POLICIES

Whether dictated by Sarbanes-Oxley or not, it's important for you to maintain or destroy documents according to your company's records retention policy. Systematic retention periods management is a core feature within ProSystem fx Document. The software:

- Generates electronic reports for onscreen review.
- Warns you when documents are about to expire.
- Places non-expired, deleted documents in a recycle bin to safeguard against accidental destruction.
- Limits delete/restore access to critical files to only those who have proper rights.

EXCHANGE DOCUMENTS SAFELY WITH DOCUMENT PORTAL

Document's Portal gives you a secure way to exchange your documents and data files internally or externally. For instance, if your company has offices across the country or in other parts of the world, you can easily upload or download private files through the secured Portal. With the Document Portal, you won't expose your business to the risks related to sending confidential documents via email.

ENSURE THE SECURITY OF YOUR RECORDS

To keep all of your records secure in ProSystem fx Document, every user in your company is assigned to a security group that determines what they can do with documents. For instance, one user could be given view-only access, while another user could be allowed to view, add, edit, and delete documents. To control everyone's access to the system, one person from your company has administrator rights.

For added security, ProSystem fx Document is built on n-tier architecture, preventing any end user from having direct access to the document database. This architecture also allows for unlimited scalability.

The screenshot displays the ProSystem fx Client Portal interface. The main content area is titled 'Document List' and shows a table of documents. The table has the following columns: File App, Publication Status, Mode, Title, File Size, Key Word, and Created User. The data in the table is as follows:

| File App | Publication Status | Mode | Title | File Size | Key Word | Created User |
|--------------------------|--------------------|-------|--------------------------------------|-----------|----------|---------------|
| [All] | [All] | [All] | | | | |
| <input type="checkbox"/> | Published | R | Jake Able 1040 cover page.tif | 27 | | jpartner |
| <input type="checkbox"/> | Published | R | 2007-ACCTV1-03252008094006.PDF | 331 | | jpartner |
| <input type="checkbox"/> | Published | R | ES Worksheet-Tax.xls | 19 | | jpartner |
| <input type="checkbox"/> | Published | R | Form 8879.pdf | 257 | | jpartner |
| <input type="checkbox"/> | Published | R | Schedule C Lucky Strike Sales TB.xls | 24 | | administrator |

The interface also includes a search bar at the top right, a filter section on the left, and a 'Document Group Operation' section at the bottom with a 'Select' dropdown menu set to 'Check Out Selected Files'.

The Document Portal lets you provide reliable, secure access to sensitive documents anytime, from anywhere.

GET UP AND RUNNING FASTER USING DOCUMENT ASP WITHOUT IT DEPARTMENT SUPPORT

CCH also offers a hosted document management system, which hosts all your documents on CCH servers, providing you with the ability to:

- Use the quick start-up time to improve productivity.
- Store tax and other financial documents on a secure ASP platform.
- Ensure your business continuity in the event of a disaster.
- Increase your efficiency with 24/7 remote access to your files.

MAXIMIZE YOUR ROI THROUGH TRAINING

CCH offers a full range of services to make your implementation of ProSystem fx Document as smooth as possible. These services include installation, training, and best practices consulting. Our consultants conduct a survey to ensure all your needs are identified prior to implementing ProSystem fx Document.

ENJOY MAXIMUM INTEGRATION WITH MICROSOFT® OFFICE AND CCH SOLUTIONS

ProSystem fx Document integrates with all of the products in the Microsoft Office suite, including Word, Excel, Access, PowerPoint and Outlook. You can easily save any Office file directly into ProSystem fx Document, and launch any Office application directly from Document. In addition, any file that you would save to Windows Explorer can effortlessly be saved in Document instead. Imagine the time you'll save by having all of your files in one place.

You'll also gain productivity through ProSystem fx Document's integration with other CCH solutions. For instance:

- Use CCH's Accounting Research Manager (ARM) and you'll be able to store your ARM user ID and password in Document and perform an ARM search directly from Document.
- Immediately save tax returns in Document — when they are prepared through ProSystem fx Tax — and print to PDF.
- Store archival binders from CorpSystem Workpaper Manager directly in Document.
- Enjoy additional benefits through integration with CorpSystem Fixed Assets and CCH@Hand.

The screenshot displays the ProSystem fx Document web application interface. The top navigation bar includes the company name '01 Tax and Accounting', 'Office :Office 001', and a user profile for 'ipartner' with a 'Logout' button. The main content area is titled 'User Home Page' and is divided into six panes:

- Search:** A sidebar menu with options like Document, Accounting Research Manager, Add Document, Scan Document, Add Hyperlink, Reports, Client Discussion, Document, Engagement, My Assignments, My Checked Out Files, Project Mgmt, Recently Accessed Clients, Recently Accessed Files, Tax, and User Information.
- Recently Accessed Files:** A table listing documents with columns for Document Name, Client Name, Client ID, and Last Accessed. The table contains several entries, including 'Sales Virtual Machine Instruc...', 'SAMPLE SOURCE JAKE ABLE...', '1040 Source Documents.pdf', 'depreciableproperty.doc', '2006-CLNTV1-10042007142...', 'Form 8879.pdf', 'Schedule C Lucky Strike Sal...', 'ES Worksheet-Tax.xls', and '2007-ACCTV1-03252008094...'. The client name for all entries is 'Able, Jake'.
- Department:** A list of departments under the heading 'Default Company', including '01 Tax and Accounting', '02 Firm Administration', '03 Human Resources', '04 Knowledgebase', '05 Partner', and '06 Wealth Management'.
- Engagement:** A section for client engagement with fields for Client Name and ID, and buttons for 'List Binders' and 'Reset'.
- My Checked Out Files:** A table showing checked-out documents with columns for Document Name and Days Left. The table lists 'IRS 2004 Changes to Section 179.doc' (-416 days left), 'LTR-BUL_UJI No. 471-09-00 General rules for l...', and 'NOL Research Info.pdf' (-416 days left).
- User Preferences:** A section for managing user preferences.

Customize your own digital dashboard with up to six panes of information.



For more information about how
CCH can automate your
tax and accounting processes, call
1-866-513-CORP (1-866-513-2677)
or visit **CorpSystem.com**

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CCHGroup.com/CorpSystem for the most up-to-date information about
product enhancements, features, system requirements, and more.*



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