



ProSystem fx[®] Practice Management – Basic Edition

Increase Productivity and Billable Time

CCH is Advancing Business with Best in Process[™] Solutions, Delivering Faster Answers and Better Results.

ProSystem fx[®] Practice Management — Basic Edition is an easy-to-use tool for managing every aspect of your firm. Using the latest technology, Practice Management provides effortless time entry, efficient billing, proactive management of receivables, organized contact management and powerful reporting capability.

Powerful Practice Management Functionality

All you need for effective firm management:

Time and Expense Entry — An intuitive time-entry screen encourages daily use by employees. Unlimited timers help employees increase their billable time by capturing actual time spent on projects. Summary views with drill-down capability simplify timesheet analysis — including sick, vacation, billable and non-billable time. Convenient alerts even help staff remember to submit their time!

Contact Management — Access client information using a simple Windows[®] Explorer[®]-style search. Improve client service with features that provide instant views into client WIP, accounts receivable, invoices and more.

Billing and Invoicing — There's no need for a third-party word processing program to get your bills out. Flat-fee billing in a quick, batch format can speed the billing process for your monthly clients. Additionally, many users are finding on-screen review much more effective than using printed reports. On-screen review provides options to review historical transactions prior to generating the bill, generate invoices on-screen prior to printing or emailing, and assign a status to indicate that invoices are ready for printing.

Dashboard Key Indicators — Utilizing our user-configurable dashboards, you can easily identify and assess critical client and staff information without running reports. Dashboard functionality includes:

- Summarization of key data, presented both numerically and in graphical form.
- Dynamic access to current year, prior year, period-to-date and year-to-date information.
- Analysis of critical client data including time, expenses, invoicing, write-ups, write-downs and collections.

Accounts Receivable — Easily manage receivables with simple tools for everything from entering payments and adjustments to assessing finance charges. Increase your bottom line by emailing statements and take advantage of customizable dunning letters that help collect delinquent accounts.

Reporting — Powerful views and extensive sorting and filtering options are available for more than 70 standard reports. Our easy-to-use Report Writer even allows you to customize reports. Not interested in a printed format? Reports can be emailed, saved as PDFs, and exported to a variety of other formats, including Microsoft[®] Excel[®].

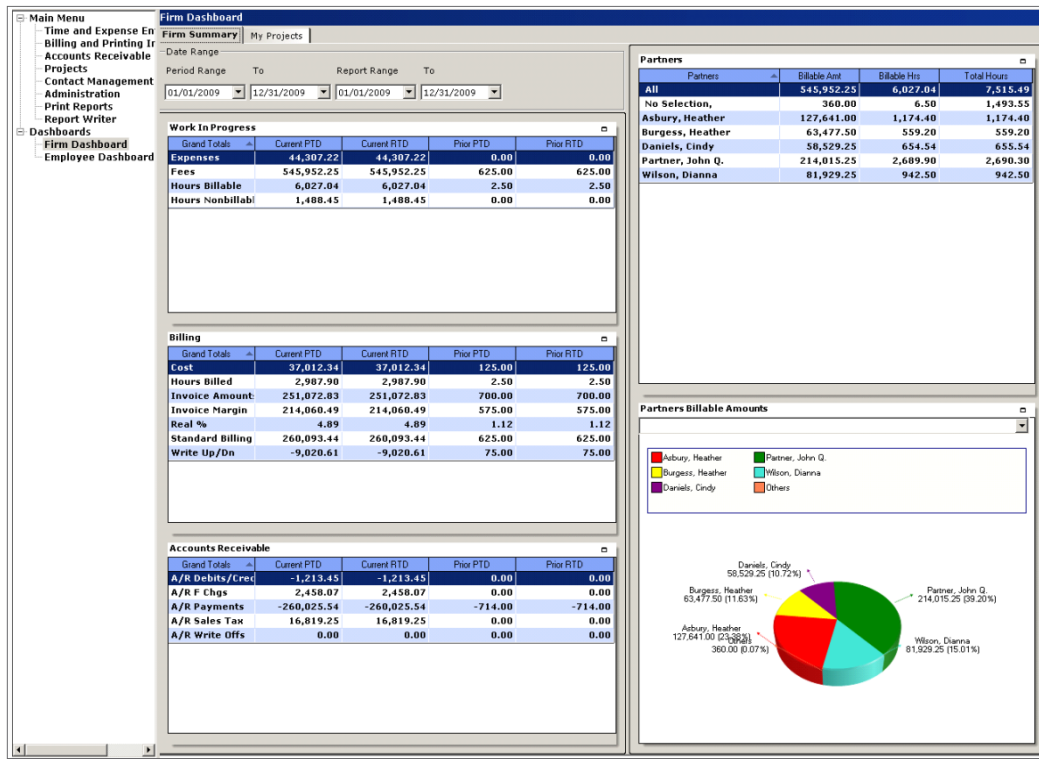
ProSystem fx Professional Services Expand Your Team

CCH® has a team of professionals who specialize in data conversion techniques; stand-alone utility design and development; data reassignment methods, and reporting techniques. When customization is needed, invest your time and money wisely and let CCH experts do the work for you!

Professional Services can provide you with services such as:

- **Database Clean-up, Including Code Restructuring** — A clean database can speed up all of your processes — from client and service code lookups to running reports — and ProSystem fx Professional Services can help clean up your Practice Management database for an immediate increase in efficiency.

- **Data Conversions from Third Party Vendors** — With 30+ years of experience converting data from programs such as Unilink, CSI and Timeslips, our Professional Services team can convert just about any third party software to ProSystem fx Practice Management, saving you the countless hours of lost productivity and revenue that are typical of manual data conversions. Our standard conversion includes client information, open WIP and A/R detail. Additional conversion offerings include due dates, billed WIP history (including invoice history), A/R collection history, client contact mailer information and custom fields. Every conversion is customized to meet your firm's specific needs.



The new Firm and Employee Dashboards give partners, managers and staff the critical information they need to make informed decisions about managing workflow and projects.

For more information on ProSystem fx® Practice Management – Basic Edition call 800-PFX-9998 (800-739-9998) or visit CCHGroup.com/ProSystemPracticeManagement

The most up-to-date product information, including detailed system requirements, enhancements, and new features, is available at CCHGroup.com/ProSystemPracticeManagement. If you plan to use multiple ProSystem fx Suite products within the same system, call 800-PFX-9998 (800-739-9998) and ask to speak to your sales representative about whether or not your system availability is adequate. All trademarks and copyrights are property of their respective owners.

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