



ProSystem fx[®] Practice Management

More than just a time and billing system!

Effectively manage your firm's workflow with a full-featured software program that has been named in *Accounting Today's* "Top 100 Products" list for three consecutive years and includes:

- .Net Technology in combination with Microsoft[®] Sequel databases.
- Time and billing designed for employee self-management.
- Contact Management, a tool that puts client contact information at your fingertips.
- Project Management functionality that tracks due dates, budgets, key milestones and more.
- Accounts Receivable, a tool that easily manages a full client ledger system.
- Standard reports and report writer capabilities that provide robust management insight.
- Referral and prospect tracking that increases firm growth capabilities.
- CPE tracking that saves time for employees.
- The ability to generate mass emails, labels, and letters that empower firm marketing and generate new business.

MANAGE YOUR BUSINESS INTELLIGENCE

ProSystem fx Practice Management places powerful key indicators at your fingertips that allow you to easily identify and assess critical client and staff information – without running reports.

Benefit from these powerful, real-time decision-making features:

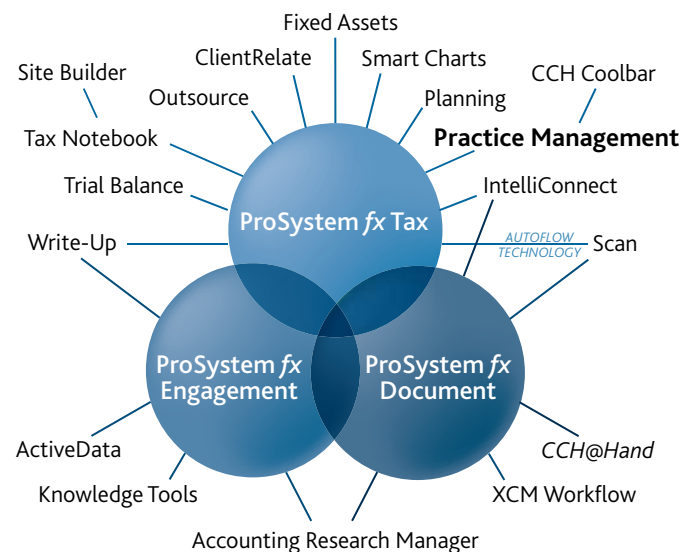
- View firm summaries without having to leave the Time Entry window.
- Easily compare this year's and last year's PTD and YTD key figures.
- Analyze client data, including time and expense, invoicing, write-ups and write-downs, payment collections, and employee data.

TIME-SAVING INTEGRATION

ProSystem fx Practice Management is integrated with ProSystem fx[®] Tax as well as General Ledger and Payroll products, and offers a synchronization with Microsoft[®] Outlook.

Its flexibility and customization capabilities make it an excellent choice for any size accounting firm. Simply select the edition that best fits the needs of your practice:

- **Enterprise Edition** – The optimal Microsoft[®] Sequel solution.
- **Office Edition** – The Microsoft[®] Sequel Express solution.
- **Basic Edition** – Includes more features than any comparable time and billing package available on the market.



Increase productivity through CCH integration that lets you share data between applications so you can quickly access the information you need.

INCREASE YOUR PRODUCTIVITY

ProSystem fx Practice Management provides all the modules you need for effective firm management:

Project Management and Tracking – Designed to monitor client project dues dates, budget projects, report on budget to actual hours and dollars, and assign employees to projects for resource management, this module also provides full tax tracking to monitor the flow of tax returns.

Contact Management and Marketing – Simplify communication with a module that allows you to track clients, contacts, business affiliates, prospects, and leads. Analyze your referral and business affiliate relationships to gain new clients, build your business, and create marketing materials to better promote your services.

Billing and Invoicing – With options to review historical transactions, generate invoices on-screen, and assign a billing status to each and every client, this module eliminates any need for a third-party word processing program. Use this module to bill by project for quick invoice generation. To further simplify your billing process, monthly flat-fee billing is provided in a quick, batch format.

Accounts Receivable – Easily manage your client balances, from entering payments and adjustments to assessing finance charges. You can increase your bottom line by emailing statements and by using customizable dunning letters to manage delinquent accounts.

Reporting – With more than 70 standard reports and an easy-to-use Report Writer that lets you customize your own reports, this module will keep you informed of the various components of your practice. Reports can be emailed, saved as PDFs, and exported to a variety of formats, including Microsoft® Excel.

Time and Expense Entry – This module uses an intuitive time-entry screen to encourage on-screen, daily use by employees. Unlimited timers help employees increase their billable time, and convenient alerts help employees remember to submit their time sheets.

GAIN A COMPETITIVE EDGE WITH ADD-ON PRODUCTIVITY TOOLS

Invest in ProSystem fx Practice Management's add-on tools to make your firm even more productive and efficient:

- **Internet Time Entry** – Enables employees to enter their time and expenses from any location with an Internet connection.
- **Custom Library** – An annual subscription service, this add-on feature offers more detail in your firm analysis. In addition to using advanced reporting capabilities, it lets you add almost any type of application or document to the product, transforming it into a desktop launcher.

BENEFIT FROM PROSYSTEM fx PROFESSIONAL SERVICES

Our team of professionals specializes in data conversion techniques, stand-alone utility design and development, data reassignment methods, and reporting techniques. When customization is what you need, invest your time and money wisely and let these experts do the work for you:

- Database clean-up, including code restructuring.
- Data conversions from third party vendors.
- Automation of routine administrative tasks.
- Creation of customized reports.

For more information on
ProSystem fx® Practice Management
call 1-800-PFX-9998 (1-800-739-9998)
or visit CCHGroup.com

The most up-to-date product information, including detailed system requirements, enhancements, and new features, is available at CCHGroup.com/PracticeManagement. If you plan to use multiple ProSystem fx Suite products within the same system, call 1-800-PFX-9998 (1-800-739-9998) and ask to speak to your sales representative about whether or not your system availability is adequate.

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