



ProSystem fx[®] Scan

Simplify the compilation and preparation of client source documents.

Workpaper preparation and scanning have never been this quick and easy! ProSystem fx Scan quickly and reliably takes the proverbial "shoebox" of unsorted client information, determines what each item is, and outputs the documents to a single, organized, and bookmarked PDF file.

Coupled with AutoFlow Technology™ – the process that extracts data from 1040 client source documents to be imported directly into the return – ProSystem fx Scan, ProSystem fx[®] Tax, and PDFlyer™ will provide a complete paperless 1040 preparation solution for your firm.

TAKE SCANNING TECHNOLOGY TO THE NEXT LEVEL

CCH offers the next generation of tax preparation with AutoFlow Technology, letting your firm:

- Extract data from common 1040 source documents.
- Facilitate verification of this extracted information.
- Allow for real-time import of verified 1040 information, directly into ProSystem fx Tax.

Take advantage of increased form identification accuracy, both for extracted and non-extracted documents today!

One CCH firm in the Top 50 tested the effectiveness of ProSystem fx Scan, and here's what they found:

- For a 25-page source document, the firm realized 22 minutes savings on average. The time saved was approximately:
 - 15 minutes in preparer time.
 - Seven minutes in reviewer time.
- For a 100-page source document, the firm realized an average of 52 minutes in total time savings. The time saved was approximately:
 - 45 minutes in preparer time.
 - Seven minutes in reviewer time.

This firm found that their biggest time saver was having source documents that were organized and bookmarked.

A PAPERLESS PROCESS

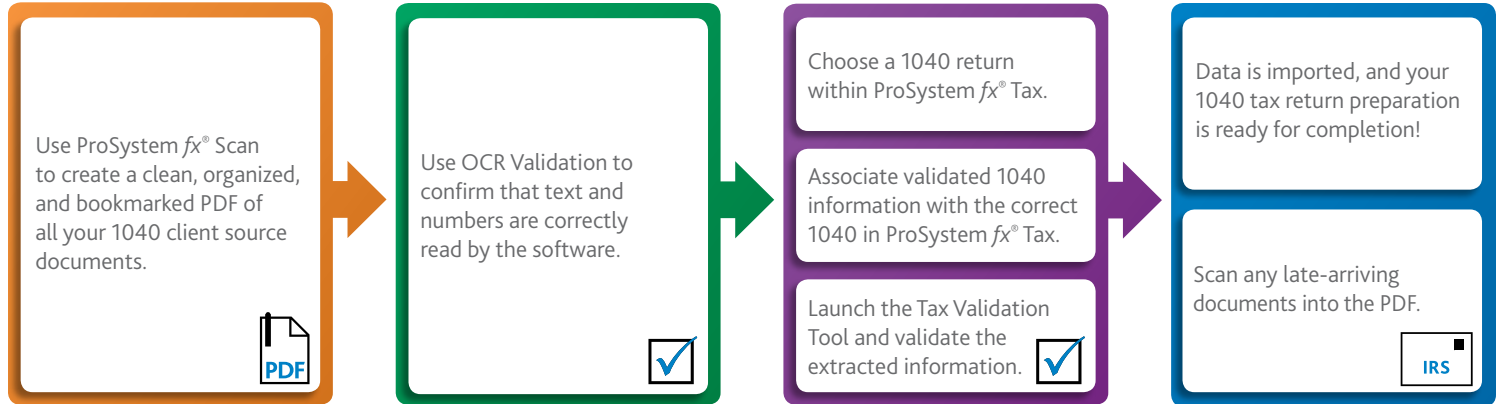
During tax season, professional staff time is at a premium. Shift organization of your 1040 workpapers with ProSystem fx Scan by:

- Creating an organized and bookmarked PDF file with minimal administrative support using ProSystem fx Scan. Any firm employee can easily prepare and scan client source documents.
- Enhancing your scanned images, making them easier to read.
- Taking advantage of PDFlyer, our CPA-designed Acrobat[®] plug-in, to more efficiently work with your scanned source documents.

CPA DEVELOPED, CPA TESTED, CPA PROVEN

Empower your professional staff to get back to doing what they do best – adding value to client services.

- Make every client document instantly and simultaneously available to multiple users.
- Convert bulky, costly, vulnerable paper file storage to inexpensive, recoverable, secure electronic file storage.
- Increase staff productivity by presorting client information and standardizing client files.
- Retain client data in the world's most common, accessible business document format – PDF.



Coupled with ProSystem fx Tax, ProSystem fx Scan and PDFlyer™, AutoFlow Technology brings your firm the digital 1040 data import solution you've always imagined.

ADD PDFLYER FOR EVEN MORE POWER

Designed to emulate the tax preparation workflow process, PDFlyer is a powerful Acrobat® plug-in that lets you efficiently prepare 1040s using multiple PDF files in a paperless environment.

With PDFlyer, you will be able to:

- Simultaneously move pages when the associated bookmark is moved, whether that bookmark contains single or multiple pages.
- Merge multiple bookmarked PDF files into a single file, combining the contents of common bookmarks.
- Effectively work on up to five monitors simultaneously.
- Create and attach digital adding machine tapes.

Utilize a set of CPA-specific tickmarks and hyper-linked connectors.

TRAINING AND CONSULTING

Though ProSystem fx Scan is user-friendly, it does have an effect on workflow. Critical decisions about process and quality control are required before launching this phase of your digital office.

To help you maximize your return on investment, the CCH Training & Consulting Team will help determine how Scan will work best with the processes you currently have in place. Or, we'll recommend alternatives based on the vast experience we have in working with a multitude of successful firms.

SIMPLE, EFFICIENT, AND EFFECTIVE

ProSystem fx Scan provides both administrative and workstation features to increase firm-wide productivity.

Administrative features:

- Residing on a server or workstation of your choice, ProSystem fx Scan runs behind the scenes as an unattended service.
- ProSystem fx Scan is easily installed. Updates to the forms catalog are available via Internet download.

Provide your systems administrator with a dashboard that allows them to view and manage jobs.

Workstation features:

- Workstation tools are installed on the desktop of every employee who prepares client documents for scanning.
- Preparing a scan job is fast and easy, requiring only reusable target sheets that can be printed in bulk, and a cover page.

The workstation module allows better management of the end user scanning process by letting users view all scan jobs that are in process.

CCH INTEGRATION

Integration lets your staff spend less time looking for the information they need and more time getting the job done. ProSystem fx Scan integration lets you effortlessly store your client source files and other scanned documents in ProSystem fx Document or ProSystem fx® Document ASP using barcode scanning – ready for instant retrieval.

Similarly, by leveraging AutoFlow Technology, you'll use integration between ProSystem fx Scan and Tax to dramatically reduce data entry during your 1040 tax preparation. Just scan your clients' 1040 source documents, and AutoFlow Technology will let you import that data into ProSystem fx Tax. Validation steps will maintain the integrity of your data while your productivity skyrockets!

For more information on
ProSystem fx Scan
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/Scan. 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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