CS PROFESSIONAL SUITE
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KNOWLEDGE YOU CAN TRUST
The Tax & Accounting business of Thomson Reuters—the world's leading information resource—brings you the most comprehensive line of integrated software, research and guidance available to the accounting profession.

POWERFUL. PRODUCTIVE. PROFITABLE.
The CS Professional Suite combines powerful data sharing, paperless processing and online convenience to help you achieve a more productive and profitable practice. After all, when you’re able to customize just the right mix of suite solutions for your firm, you can do some amazing things—like streamline firm workflow, strengthen client ties and maintain a competitive edge. And that’s pretty powerful stuff.

Keep reading to experience the power of personal, private online portals with NetClient CS.
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Visit [Tax.TR.com/NetClientCS](http://Tax.TR.com/NetClientCS) to learn more about NetClient CS.
NETCLIENT CS
PERSONAL PORTALS TAKE CLIENT SERVICE TO A WHOLE NEW LEVEL

Your clients rely on the Internet to complete daily tasks such as paying bills, reviewing financial portfolios and managing their accounts, so it’s only natural they’d expect online accessibility when choosing their financial professionals. It’s easier than you think to provide your clients with fast, secure and convenient online services—and make them happy with your attention to exceptional customer service.

PROVIDING ONLINE SERVICES IS EASY
If you’ve entered your account number and password on a bank or investment firm website to view your personal account information, you’ve accessed a portal. NetClient CS enables you to provide this same extraordinary level of service and convenience to your clients, 24 hours a day, 7 days a week.

NetClient CS online portals are private, secure extensions of your website that offer you and your clients an ultra-convenient way to access documents and software, transfer data and convey information. The NetClient CS Messaging Center even allows you to alert portal users to items that need their attention.

It’s easy for your clients to use NetClient CS. They simply access your website, click the Client Login link and enter their personalized login and password, which lets them access their own private and secure portals. Once there, they can take advantage of the most advanced online services available.

SEAMLESS PRODUCT INTEGRATION INCREASES PRODUCTIVITY (AND PROFITS)
The applications and services in the CS Professional Suite are designed to work seamlessly together as an integrated system. Whether you choose just a few applications or the entire suite, you’ll find that NetClient CS shares information to help you increase efficiency and profit—not to mention adding valuable convenience for your clients. And the ability to mass-create portals eases the administrative burden on your firm’s front end.

SEE YOUR CLIENTS’ PORTALS FROM THEIR POINT OF VIEW
Offer more effective client assistance with the View Portal feature, which allows you to see exactly what your clients see when they access their portals.
Your NetClient CS pricing structure includes up to 1,000 base portals for one monthly fee—allowing you to provide portals to virtually all of your clients. And an impressive number of features are included in your flat monthly fee.

**TAX RETURN AND SOURCE DOCUMENT DELIVERY**

**TAX RETURN PRESENTATION**
Offer Clients Year-round Access to Their Tax Documentation

NetClient CS portals provide your clients with a private, secure way to access copies of their completed tax returns throughout the year. In combination with web client organizers, portals also make it convenient for your clients to complete their customized client organizers at tax time.

**SOURCE DOCUMENT FLOW**
Automatically Populate Portals with Client Source Documents

When you push a completed 1040 return from UltraTax CS to NetClient CS, Source Document Flow automatically transmits individual client source documents that are stored in FileCabinet CS to the NetClient CS portal.

**1040 INDIVIDUAL**
WEB CLIENT ORGANIZER
Keep Your Clients Organized at Tax Time

Give your clients a convenient way to organize tax information and provide it to you via NetClient CS. Once an organizer is completed you can transfer the information directly into UltraTax CS, eliminating the need to key in data—and saving you precious time during tax season, not to mention organizer printing and postage costs.
VIRTUALLY UNLIMITED BASE PORTALS FOR A FLAT MONTHLY FEE, CONT

AUTOMATED DOCUMENT DELIVERY
Give Your Clients 24/7 Access to Their Financial Documents

NetClient CS lets you make financial documents from any source—completed tax returns, financial statements, reports, copies of source documents and more—available to your clients in personalized, private portals on your website. Because documents are read-only, your clients can access and use the information at any time without compromising the integrity of the document, and you maintain complete control over what your clients see at all times.

The streamlined integration of GoFileRoom or FileCabinet CS, our electronic document management systems, with NetClient CS makes it possible to serve your clients around the clock with little effort. Both applications enable you to store virtually any document electronically. When documents are complete, you send them directly to GoFileRoom or FileCabinet CS for permanent storage, then upload the files you want your clients to view to their NetClient CS portals.

FILE EXCHANGE
Quickly and Easily Exchange Working Documents with Your Clients

NetClient CS provides dynamic file sharing through our File Exchange feature—a flexible holding area for exchanging information, data and other working documents with your clients at any time, from anywhere. File Exchange makes it easy for you to:

• Exchange information and any type of file up to 2 GB in size (including Microsoft® Office files, budget templates and client accounting files) with clients instantly in a private, secure environment that employs 128-bit encryption to protect your data.

• Upload multiple files at once.

• Review and finalize documents in progress.

With Document Presentation from FileCabinet CS and File Exchange, you can also view activity history and use the search feature to find the files you need. It’s easy to provide better service to your clients, with less effort—all while reducing costs.

PORTAL MANAGEMENT
IN PRACTICE CS
NetClient CS + Practice CS = Ultimate Collaboration

Practice CS users have the ability to transfer files, request electronic signatures and more—creating endless collaboration opportunities for you, your clients, attorneys, bankers and other third-party contacts.

BILL PAY AND ONLINE INVOICING
Make Payments Easy for You and Your Clients

NetClient CS Bill Pay allows your clients to pay your invoices online with a credit or debit card. The invoices, which are sent from Practice CS, appear in your clients’ NetClient CS portals as PDF files. Once a client has paid an invoice, you can retrieve the payment from Practice CS as a receipt that will be applied to the original invoice.

NEWS AND INFORMATION/STOCK QUOTES
Keep Your Clients Informed

Offer your clients access to industry-related articles and information; post an online ticker that displays continually updated information on stock market indexes or selected individual stocks.

FILE EXCHANGE AND DOCUMENT PRESENTATION
Offer clients 24/7 access to working and final documents from any Internet connection.
GO MOBILE AND BRAND YOUR FIRM WITH THE NETCLIENT CS MOBILE APP

The NetClient CS mobile app, an extension of the NetClient CS (link) portal services, makes it even easier for you to offer your 1040 and business clients on-the-go access to tax returns, financial statements, online accounting and payroll services, payroll data and much more. After your clients download the app and log in (using their NetClient CS or Employee Self-Service logins), the splash screen and backdrop of the app will be branded for your firm, using the branding you’ve set up in NetFirm CS.

NETCLIENT CS COMES TO YOUR MOBILE DEVICE

The NetClient CS mobile app allows your clients to access the following NetClient CS portal features from their Apple® or Android™ devices:

- **My Account**—Manage all account details
- **Documents**—Access key documents from multiple sources
- **Messages/Notifications**—Read important messages, receive notifications for account activity
- **My Invoices**—View invoices delivered from Practice CS
- **Account Aggregation**—Pull account information from multiple sources into one spot for easy access
- **Stock Quotes**—Get quick access to an online stock ticker that’s continually updated
- **News and Links**—Access industry-related articles, news, and links

TIME ENTRY AND PAYROLL INFO ON THE GO

For employees of clients who enter their own time, the NetClient CS mobile app also includes these features:

- **Time Entry**—Enter and complete time for the current pay period
- **Check Stub**—View and print copies of paychecks
- **W-2s and W-4s**—View and edit W-4 information at any time

The NetClient CS mobile app is available as a free download from the Apple Store and Google Play.

MATCH YOUR FIRM’S BRAND STRATEGY

From customized email templates to the branded NetClient CS mobile app, present a unified image to your clients that enhances your firm’s brand.
NETCLIENT CS ADD-ON MODULES
PAYROLL SERVICES

CHOOSE FROM A NUMBER OF NETCLIENT CS ADD-ON MODULES

In addition to all the portal features included in your flat monthly fee, you can customize each portal with add-on modules based on individual clients’ needs. These modules, which are available on a per-month, per-portal pricing structure, complement and enhance the base portals—offering you and your clients not only more options, but more convenience, more time savings and more streamlined workflow.

REMOTE PAYROLL DATA ENTRY

NetClient CS simplifies the collection of payroll data from clients into Accounting CS Payroll, and makes processing payroll a highly profitable service. When you use NetClient CS portal technology in combination with these programs, you can provide your clients with secure online access that not only lets them enter payroll data at their convenience, but makes it available to you instantly. With Remote Payroll Data Entry, it’s as easy to provide payroll data entry services and portals to large multi-branch clients as it is to provide them to a single location.

Remote Payroll Data Entry Saves Time and Effort for You and Your Clients

With Remote Payroll Data Entry, you can:

• Replace manual methods of faxing, emailing or calling in payroll information.
• Reduce input errors and review time because no re-keying is required.
• Work whenever it’s most convenient for you and your staff.

Payroll data received through the portal is seamlessly transferred into your Accounting CS Payroll software—without additional data entry. The program can even be set up to alert you via email when your clients’ payroll information is available for processing.

You simply set up your clients in Accounting CS Payroll and assign clients’ payroll worksheets to their NetClient CS portals. The clients then enter their payroll information, and the program notifies you when it’s ready. You retrieve the payroll data at your convenience, transfer it into your software, review the information and complete check processing.

It’s a fast, efficient, easy and convenient way to process payroll—for both you and your clients!

Would you like to provide your clients’ employees with additional services over the web? It’s easy with Employee Self-Service. See page 8 for more information.

For more information on Accounting CS Payroll, please contact us at 800.968.8900 or visit our website at Tax.ThomsonReuters.com/ACSPayroll.
REMOTE CHECK PRINTING
You Handle the Payroll, Your Clients Print the Checks

Remote Check Printing, which can be used with or without Remote Payroll Data Entry, simplifies your payroll process even more by enabling you to transfer electronic PDF versions of your clients’ calculated checks to their portals, directly from Accounting CS Payroll.

With Remote Check Printing, you can:

• Eliminate time-consuming manual check printing and delivery.
• Eliminate the need to maintain client check stock, since clients can print checks in their office at their convenience.
• Offer your clients the ability to quickly process last-minute checks when needed (e.g., bonus checks or checks for terminated employees).

Remote Payroll Data Entry, combined with Remote Check Printing, provides a completely paperless payroll process—from start to finish. You can take paperless one step further by offering your clients’ employees 24/7 access to their payroll information online with the Employee Self-Service add-on module.
EMPLOYEE SELF-SERVICE

Extend the Power of the Internet to Your Clients’ Employees

Employee Self-Service extends the convenience of private online portals to your clients’ employees by allowing them to access read-only electronic copies of their payroll information or make changes to their W-4s through a secure portal on your firm’s website.

Your clients save time and effort by virtually eliminating the need to manually locate, copy and deliver payroll information to their employees. You select which combination of features you’d like to offer—such as the ability to view paycheck stubs, W-2s or W-4s, enter time or change W-4 information—on a client-by-client basis.

Employee Self-Service is a popular feature among clients who offer direct deposit to their employees, since they no longer have to print check stubs for electronically deposited paychecks. Instead of waiting for printed copies, your clients’ employees simply view their payroll check stubs and related payroll information online whenever needed.

CONSIDER THE TIME SAVINGS AND CONVENIENCE OF A COMPLETELY PAPERLESS PAYROLL PROCESS

When combined with NetClient CS and Accounting CS Payroll, Employee Self-Service can help you achieve what was previously unthinkable—a totally paperless payroll process!

Here’s how Employee Self-Service works:

1. Employees enter their time in their personal portals.
2. Time is collected, reviewed and approved by the client’s payroll administrator using Remote Payroll Data Entry in NetClient CS.
3. The accountant pulls the approved payroll data into Accounting CS Payroll and completes payroll processing.
4. When payroll is complete:
   - Money is direct-deposited to each employee’s account.
   - Paycheck stubs and other payroll information are then accessible to employees via their Employee Self-Service portals.
   - Paycheck stubs can also be posted to NetClient CS for the clients’ records.
   - Forms 940/941 are filed electronically and tax payments are made via EFTPS.

This unique offering represents the next step in the CS Professional Suite payroll lineup. With tools like Employee Self-Service and NetClient CS at your command, it’s now easy to offer your clients exceptional service and compete with the larger payroll service bureaus.
ACCOUNT AGGREGATION
Give Your Clients a Complete View of Their Financial Information in a Single Location

With the Account Aggregation module in NetClient CS, your clients can pull account information, including balances and transaction history, from more than 3,100 institutions into their private, secure NetClient CS portals. This gives you a complete set of facts that makes it much easier for you to discuss pending decisions with your clients.

Clients can drill down into accounts and view account detail, accessing their checking accounts and viewing detailed lists of checking account transactions.

With a full view of financial holdings in one place, you can offer more complete analysis such as asset allocation, offer advice about navigating through today’s complicated investment options and strengthen your client-accountant bond in the process.

LEGAL AND BUSINESS FORMS
Expand Your Client Offerings with Basic Legal and Business Forms through NetClient CS

Many business owners share a need for access to simple resources that will help them ensure their business operations are compliant with tax and legal requirements.

We’ve designed an easy-to-use online legal and business forms library that’s tailored for engagements with business owners. This feature includes basic forms that are routinely needed when working with business clients; it’s not intended for managing complex legal areas or situations requiring legal advice or representation.

You can expand your services by providing your clients with access to forms from Legal and Business Forms via NetClient CS Portals. The ability to access these forms offers total flexibility to complete forms conveniently and accurately.
VIRTUAL CLIENT OFFICE: PROVIDING ESSENTIAL TOOLS TO YOUR BUSINESS CLIENTS

An extension of NetClient CS, Virtual Client Office allows you to offer your business clients anytime, anywhere access to software through their NetClient CS portals on your firm’s website, where they can then use client accounting, document management and/or Microsoft Office applications.

TWO HOSTED APPLICATIONS TO MEET YOUR NEEDS

Virtual Client Office offers two options to serve your clients’ bookkeeping needs—and keep you in control. You select the option(s) on a client-by-client basis, based on your their current needs and preferences. Both options allow you to offer software resources directly to your clients online via NetClient CS portals on your firm’s website, giving them 24/7 access to the software they need to run their businesses.

OPTION 1: VIRTUAL CLIENT OFFICE

Accounting CS Client Access—Virtual Client Office delivers Accounting CS Client Access through Virtual Office CS or SaaS directly to your clients via secure NetClient CS portals, so they can track expenses, pay bills, process payroll and stay current on their payables and receivables.

You and your clients work simultaneously in the same real-time database, which makes client data instantly available to you and eliminates imports and exports.

You control your clients’ level of access and provide them with up-to-the-minute reports. There’s no need to learn a separate client-side accounting interface—you set up your clients right from your own desktop. And because the client sees only what you want them to see, you maintain complete control over their day-to-day bookkeeping while they enjoy the benefits of a next-generation small-business solution for completing their day-to-day tasks, including:

Client Check Writing—Automate your clients’ check writing and daily bookkeeping functions to help them keep track of their bank account balances and quickly process their checkbook transactions. Client check writing features include the ability to:

• Print checks individually or in batches.
• Retrieve online bank transactions for automatic bank account reconciliation.
• Send vendor payments via direct deposit.

Client Payroll—Automate your clients’ payroll functions to help them with payroll processing, check writing, and direct deposit, while you focus on your clients’ tax compliance needs, such as preparing quarterly payroll tax returns and year-end W-2s.

Client payroll features include the ability to:

• Automate calculations for state and local tax withholding based on company and employee address.
• Process and report for employees who work in multiple departments and/or locations.
• Use the “payroll setup only” option to allow your clients to set up and modify employee information while limiting access to processing screens.

Accounts Payable and Receivable—Complete accounts payable and receivable services make it possible for clients to process payables and receivables in-house, or allow clients to do their own processing using Accounting CS Client Access.

• Enter payables and credit memos from the same screen, using either a rapid view or a detail view.
• Generate sophisticated, up-to-the-minute reports, including Aging Schedule, Cash Requirements, Payable and Payment List, Purchases Journal, Vendor Activity and more.
• Set up firm-wide terms for clients to track due dates and outstanding payables and receivables.

FileCabinet CS—The ideal choice for secure digital storage, allowing your clients to instantly access, view, email and fax documents. FileCabinet CS saves time, reduces storage space needs, improves document security and increases productivity and profitability.

Microsoft Office—Hosted versions of Microsoft Word, Excel®, and Outlook® are available.
OPTION 2: VIRTUAL CLIENT OFFICE POWERED BY RIGHT NETWORKS®

QuickBooks®—Powered by Right Networks—Hosted through NetClient CS, Right Networks allows you to offer your clients remote, secure access to their QuickBooks software via portals on your firm's website.

* Virtual Client Office Powered by Right Networks requires a one-time client setup fee and QuickBooks software licensing in all configurations.
SECURITY AND INTERNET REQUIREMENTS
SECURE DATA CENTERS—THE ULTIMATE IN SECURITY FOR YOUR DATA

Given the ever-changing security risks that must be considered when transacting business online, we understand your concerns about data security and safety. Because you’ve chosen Thomson Reuters products and services to serve your accounting needs, you can be assured that your software and data are stored in a secure network of data centers that are among the most advanced and secure in the world. Every precaution is taken to ensure the safety of your data. Equipment and facilities are protected against fire, natural disasters, power failures and other unexpected scenarios.

DATA SECURITY
- Load-balancing devices and the security infrastructure provide built-in safeguards to prevent “Denial of Service” (DoS) attacks and ID spoofing.
- Multiple levels of security (known as Defense in Depth) allow elevated levels of control for maintenance personnel without compromising security.

DATA PRIVACY
- All data is treated as strictly confidential.
- Access to your information is limited to those employees with a business requirement for accessing such information.
- All hard copies of data are destroyed before disposal.
- Employees are continually educated on the confidential nature of this information and your need for privacy; policies and procedures are continually incorporated for these purposes.

As technology continues to advance, you can be sure that the data centers have in place the most up-to-date safeguards possible to keep your personal and business financial information confidential and secure. We value your trust in our commitment to keep your data safe. You can be confident that the data centers will deliver.

INTERNET REQUIREMENTS
To achieve optimum performance in the web environment, we recommend a reliable high-speed Internet connection with a Service Level Agreement (SLA). The SLA ensures that performance issues at the Internet provider level will be addressed appropriately to maintain a consistent, reliable connection. If you have questions about the compatibility of your system, contact your Internet Service Provider (ISP), call us at 800.968.8900 or email CS.Sales@ThomsonReuters.com.
Make the Most of Your Software Investment and Maximize Firm Productivity

The CS Professional Suite offers an extensive selection of services that can help you get more out of your software investment, including:

STANDARD TRAINING
Our standard training is a great way to bring new staff up to speed, let experienced staff revisit specific topics and/or supplement custom training or consulting. Standard training options include On-Demand, Web, Classroom and Seasonal training.

CUSTOM TRAINING
We offer affordable custom training services that can be tailored to your firm's specific needs. Custom training is taught by our professional instructors, and can be delivered either via web training or onsite in a classroom setting.

CONSULTING SERVICES
Our trained consulting professionals can analyze your firm's workflow processes, provide best practices and help you develop a successful implementation and rollout strategy for your CS Professional Suite software.

PROFESSIONAL SERVICES
Put the expertise of our software application consultants and IT experts to work for your firm. Our team can customize applications and data to do exactly what you need, create customized reports, migrate and convert data and even build utilities and tools that can assist your firm with application integration and other technology needs.

ANNUAL SYNERGY CONFERENCE
At our SYNERGY Conference, we offer training at all levels of expertise in a variety of formats, including hands-on, lecture-style and informative roundtable discussions. For more details, visit our website: Tax.TR.com/CS-SYNERGY. Professional accreditation is available.

For more information on training and consulting or to register for courses, visit Tax.TR.com/CSTrainingConsulting, email us at CS.Sales@ThomsonReuters.com or call 800.968.8900.

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