Workpapers CS™

CS Professional Suite®

the answer company™
THOMSON REUTERS®

CS Professional Suite from Thomson Reuters

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 software 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.

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Workpapers CS™

What is Thomson Reuters Workpapers CS?

Completely paperless workpaper management

With real-time collaboration and powerful tools for managing documents and data from a variety of sources, Workpapers CS breaks the boundaries set by traditional engagement management software. Built specifically to improve the tax workflow process, Workpapers CS makes it easier than ever to stay on top of your engagements, standardize your processes, and provide your clients with better service in less time.

Available as either a cloud-based or local installation, the single-interface, single-database structure of Workpapers CS puts the information you need at your fingertips. No syncing, and no checking in or checking out files. Collaboration is easier than you ever thought possible when your information is always up to date.

Fast setup

Workpapers CS offers a setup process designed to get you up and running quickly, and enables each staff member to customize their workspace for maximum efficiency. It also features powerful multi-monitor support.

Powerful workpaper management

Workpapers CS makes paperless workpaper management a reality. Your work is made fast and easy with a sophisticated binder system, extensive tabbing capability, and powerful features such as quick preview and drag-and-drop.

Comprehensive trial balance capabilities

The working trial balance feature in Workpapers CS enables you to quickly import data from a spreadsheet, link trial balance data directly to Microsoft® Word and Excel® files, and then transfer your adjusted balance to UltraTax CS®, GoSystem® Tax RS, and a variety of other tax applications.

Streamlined audit and tax engagement tools

Built specifically to streamline and simplify your engagements, Workpapers CS is included in our cloud-based Software as a Service for CS Professional Suite (SaaS) product, and is also available in a locally installed configuration. It enables multiple staff members to manage workpapers and work in the trial balance simultaneously.

Fast setup

Whether you're starting a new engagement or setting up staff members in the application, Workpapers CS makes the setup process fast and easy. The dashboard-based layout can be quickly customized for each employee. Also, the detailed security settings enable you to tailor an employee's level of access based on the specific tasks they need to perform in the application. New client setup provides a templated process with a variety of ways to quickly import information into the application.

Accounting mappings for standardized classification codes and tax code assignment, and a variety of importing options, make setup easy.

Customize and streamline your environment

- **Customize your workspace** by creating separate firm, client, and staff dashboard views, creating additional keyboard shortcuts and defining user preferences for a fresh look and feel.
- **Increase your efficiency in a multiple-monitor environment**, enabling you to see more at one time.
- **Enter account balances and make adjustments faster** with the spreadsheet-style Trial Balance grid.
- **Identify separate account segments easily** by using optional color codes in the Chart of Accounts mask.

Set up new clients fast

- **Streamline standard account mappings** to better integrate with UltraTax CS and quickly generate financial statements.
- **Use firm-wide templates** to conveniently set up standards across multiple clients.
- **Create up to 20 customizable account segments** to build a robust Chart of Accounts mask that can handle up to 60 alphanumeric characters in any order.
- **Set up an unlimited number of account groupings** and related codes and subcodes to group accounts in reports, financial statements and leadsheet schedules.
- **Easily convert clients from CS Professional Suite Accounting** products and other accounting software.
- **Use client templates** to quickly set up account groups, tax codes, and Chart of Accounts.
- **Import data from third-party applications**, including Microsoft Excel and QuickBooks®.

Customize security settings

- **Use firm-wide security features to set up custom security groups** for staff that work in specific areas of the application.
- **Enable workpaper management services** for your client engagements.
- **Modify security privileges** for secure access to sensitive information in data entry screens or specific data entry fields.
- **Enable event tracking** for workpaper-related tasks.

Powerful workpaper management

No matter what types of workpapers you need to manage, Workpapers CS makes it easy to improve accuracy and standardize processes across your firm. For example, the Add Workpapers Wizard enables you to import multiple workpapers at a time and add reference numbers, folder location, staff assignments, and more.

After workpapers are in the application, it's easy to manage, route, and track them with a sophisticated binder system and real-time collaboration tools in the Workpapers Dashboard.

Process workpapers faster

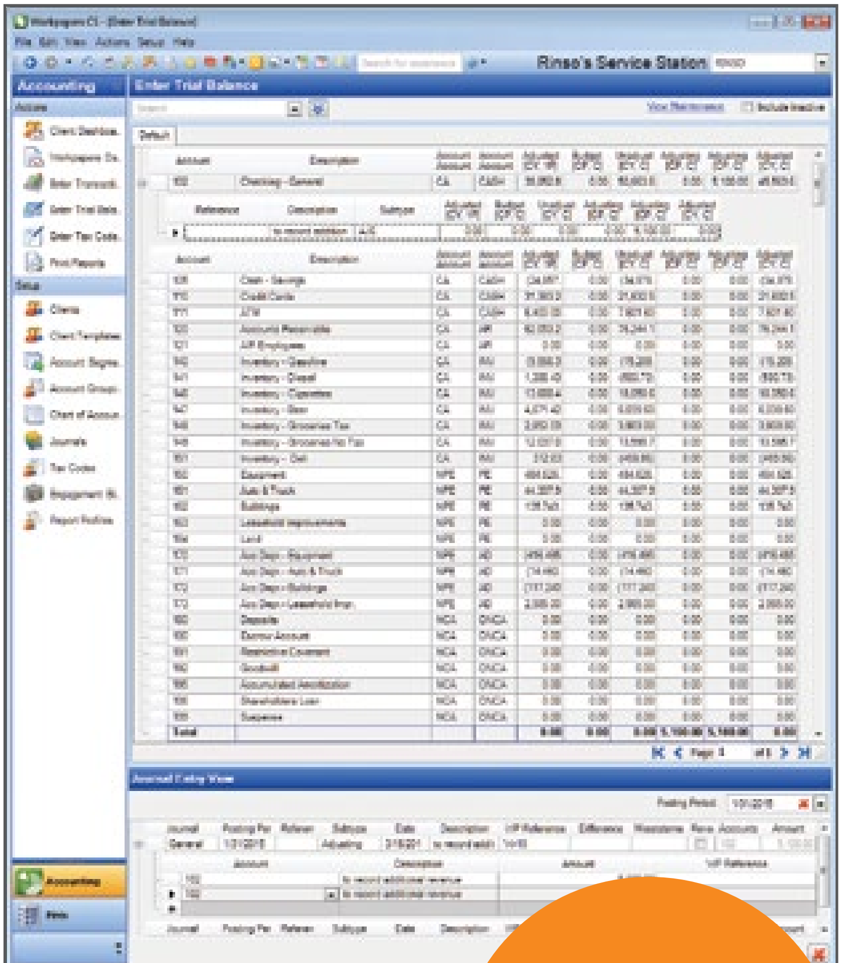
- **Process all types of live workpapers** and link the balances to the trial balance.
- **Automatically label, organize, and capture data from scanned source documents** using Source Document Processing and Optical Character Recognition (OCR) technology.
- **Accommodate a variety of document types** including Microsoft Word, Microsoft Excel and Adobe® Acrobat®.
- **Drag and drop documents** to different binder folders within the Engagement Binders Tree portlet.
- **Scan workpapers into the engagement binder** with a tablet, smartphone, or other WIA- or TWAIN-compatible device.
- **Simplify organization, assignment, and routing of workpapers** with a sophisticated binder system.
- **Use the Workpaper Preview portlet to view documents** without opening them in their native application.
- **Manage workpapers more easily** with a convenient tree structure that offers dynamic folder, subfolders, signoff notations, review notes, and a recycle bin.
- **Use multiple-monitor support** to simultaneously view balances, workpapers, reports, and more.
- **Create a bookmarked PDF of an engagement binder and send it to Onvio™ Firm Management** or to a location on a local computer.
- **Use the built-in PDF editor to annotate documents**, including an electronic calculator tape.
- **Print documents into the system** using the printer.

Collaborate from anywhere

- **Add multiple workpapers to the engagement at one time** using the Workpaper Wizard, or drag/drop from any location accessible via your workstation.
- **Get real-time, dynamically updated work status** and information with active dashboard portlets.
- **Allow a third party or a customer to update info** by disconnecting workpapers, and then reconnect them back into your engagement binder with ease.
- **Use digital review tools** to annotate workpapers with a variety of tickmarks and markup tools.
- **Sign off electronically** on completed work.

Comprehensive trial balance capabilities

The working trial balance capabilities included with Workpapers CS provide you with the tools to manage complex business clients. It's easy to import client data using the spreadsheet import tool, and then code and group accounts for workpaper, financial statement and tax purposes. As soon as you have adjusted your trial balance for tax purposes, you can quickly transfer it to UltraTax CS, GoSystem Tax RS and many other tax applications.



Immediately see how your journal entries affect your trial balance with the convenient Journal Entry View.

Expedite your trial balance

- **Switch the basis for your financial statements** — tax, book, budget and more.
- **Create an unlimited number of customized views** in the Trial Balance grid.
- **Create detailed, customized worksheets and variance reports**.
- **Handle departmental and locational clients** with improved Chart of Accounts flexibility.
- **Use a wide variety of special journal entries**, including adjusting, reclassifying, tax, potential, and more.
- **Consolidate client data** by account number or account grouping.
- **Link Microsoft Word and Microsoft Excel documents to the trial balance** and get real-time balance updates for spreadsheets and financial statements.
- **Expedite your engagements by rolling forward (proforma) your prior-year workpapers** to the current year — and the process automatically rolls forward current-year balances.
- **Use more than 30 predefined tickmark images** to indicate the review status of accounts, or create custom tickmarks by uploading images or entering text.
- **Easily create custom tax codes** to control how subschedule detail is displayed in your tax application.
- **Store up to five different budget amounts** per client.

Increase productivity with instant access to Thomson Reuters Checkpoint research and guidance

The powerful combination of Workpapers CS with Thomson Reuters Checkpoint® editorial analysis and guidance provides unparalleled efficiency and ultimate convenience as you prepare your clients' engagements.

Seamless integration with the foremost authority in professional guidance

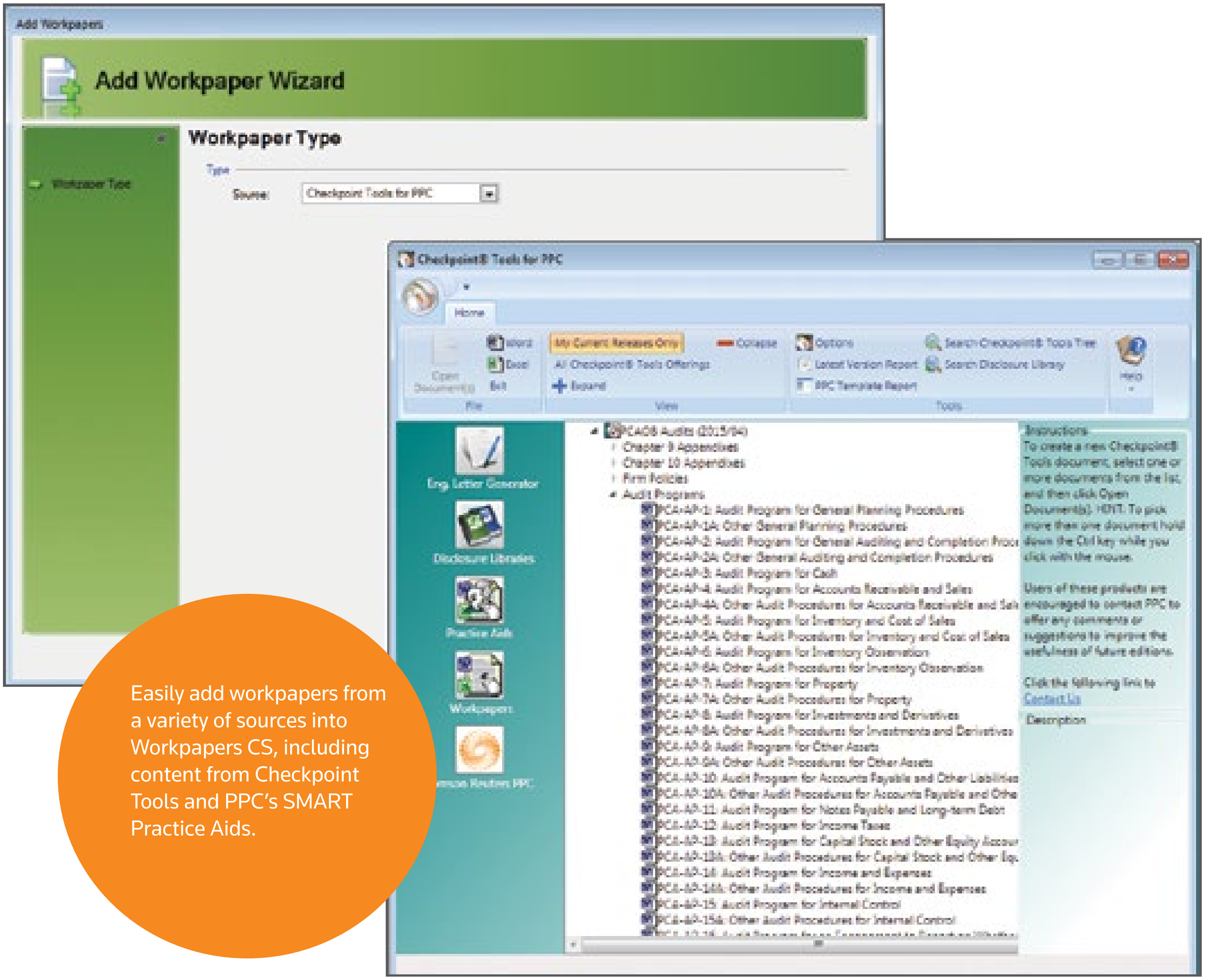
For practical and trusted content, there's no better source available for accounting professionals than guidance and practice aids from our Thomson Reuters PPC® experts. Our leading guidance ensures a smooth and complete process for all your engagements.

Because Workpapers CS offers **seamless integration with Checkpoint Tools**, you can enjoy a truly paperless engagement. This integration allows you to:

- Have instant access to customizable **engagement workpaper templates**
- Use **built-in calculations** to save time and boost accuracy
- Take advantage of **productivity features** like quick sign-offs, one-click links to content-specific licensed guidance, and ability to share documents instantly with clients

Exclusive integration with PPC's SMART Practice Aids®, including the game-changing **Field Work module**, will help you simplify your processes with editable versions of all the practice aids from right within SMART Practice Aids itself, instead of in separate, static documents. The risk-based approach of SMART Practice Aids also allows on-the-fly procedural updates to your audit and preserves your changes so they roll forward each year. Relied upon by thousands of firms, SMART Practice Aids takes the guesswork out of the steps and information needed to effectively and confidently serve your clients.

PPC's Practice Aids feature more than 100 documents for every title and include checklists, worksheets, programs, and letters that can be launched right from the Workpapers Dashboard.



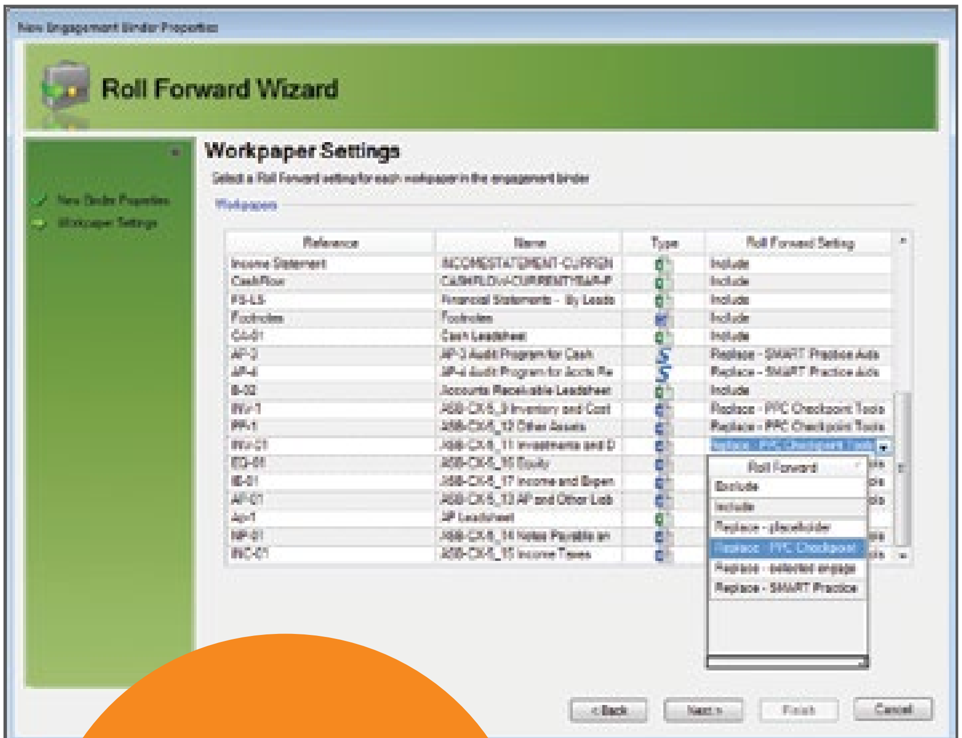
Easily add workpapers from a variety of sources into Workpapers CS, including content from Checkpoint Tools and PPC's SMART Practice Aids.

Standardizing engagements

Consistent and professional results

Sensitive to the needs of multi-office firms, Workpapers CS makes standardizing your engagements simple. The application enables you to set global staff-level access and create template clients. Unlike other applications, Workpapers CS allows you to set up template clients — or, if you prefer, you can build the client by selecting a group of PPC guides and using Excel and Word documents you already have.

The end result is an organized and integrated audit engagement that positively represents your firm. Internally, you can rest assured that you've provided a quality service to your clients in the most efficient and profitable way.



Seamless integration of roll forward with Checkpoint Tools and SMART Practice Aids means significantly less time spent preparing engagements year after year.

Flexible tracking and security

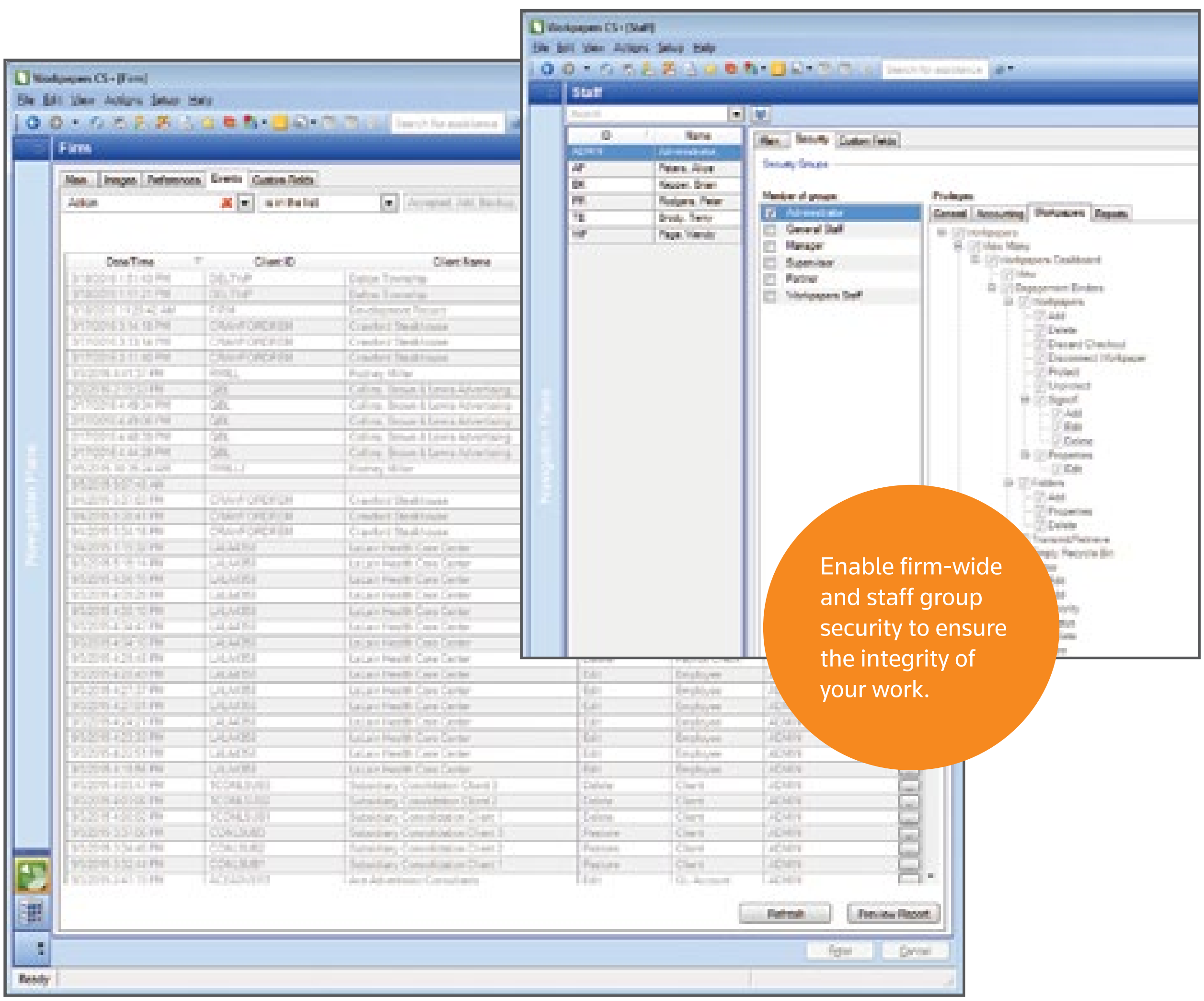
Ensure accuracy and compliance with comprehensive tracking and security features

Key concerns with any engagement are efficiency and compliance. Workpapers CS provides you with a system that is complete with powerful security and tracking features, including our Event Tracking feature, so you can effectively manage your engagement from start to finish.

Powerful lockdown and status features assist you in meeting the 45-60 day audit standard. The application's built-in wrap-up functionality guides you through the process of finalizing engagements, including locking down all final documents in a read-only state. Workpapers CS also offers security features to control access to the wrap-up function.

Implement security features upfront to guarantee accuracy throughout your engagement

From the start of the engagement process, Workpapers CS provides you with complete workpaper management capabilities to maintain control of the entire engagement workflow. You can quickly assign staff members — administrator, partner, manager, supervisor, staff, and so forth — to groups that are assigned specific permissions. For example, you can set up managers with full access to all Workpapers CS features and also limit other staff to specific functions, such as adding workpapers or journal entries. By setting staff-specific permissions, you can ensure file integrity and a smooth workflow.

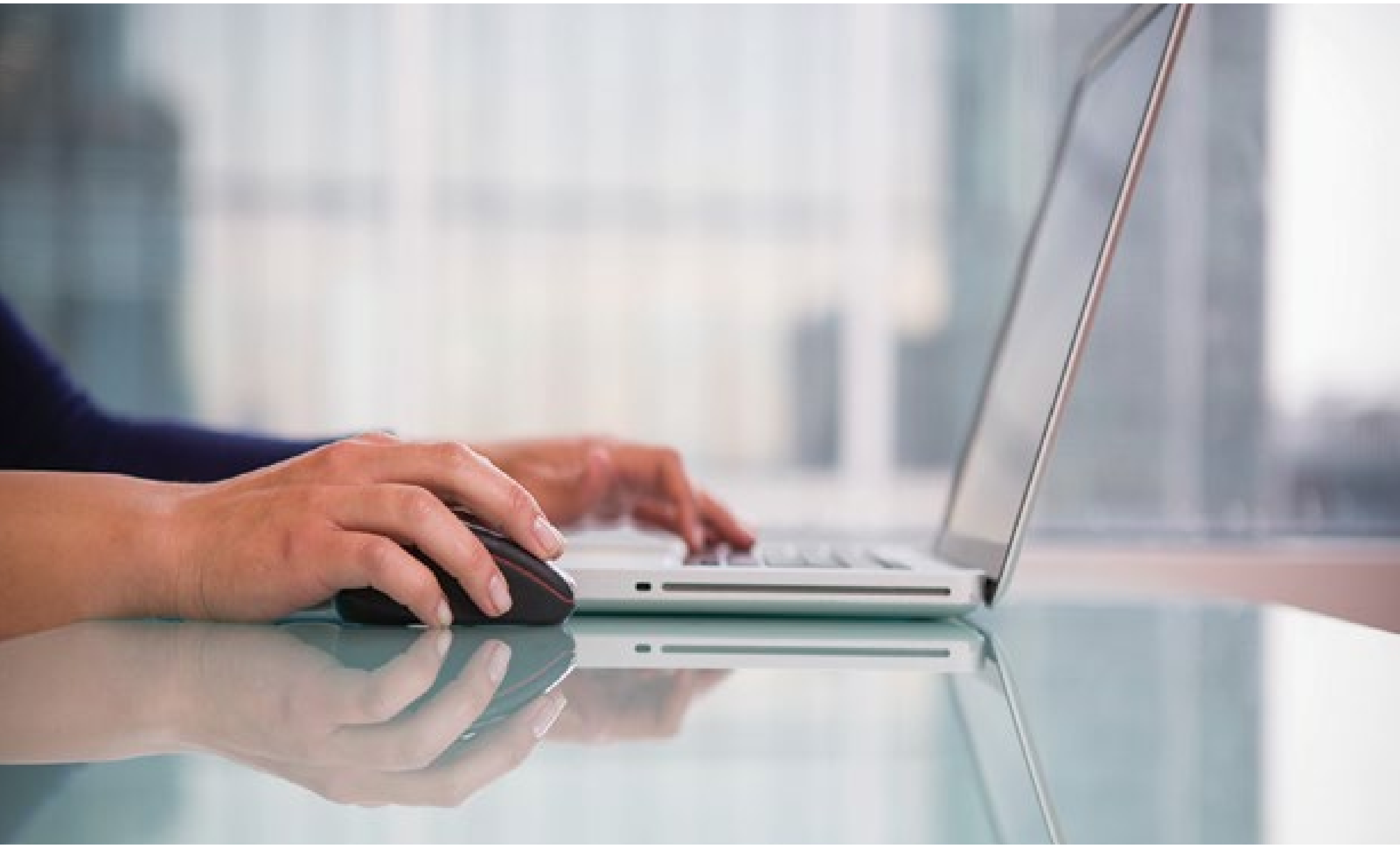


Control the entire engagement using advanced tracking options

Consistent tracking of the workflow process and documents is critical, especially when managing large, complex engagements that require multiple staff working on the engagement simultaneously. The comprehensive tracking features in Workpapers CS ensure that all components of an engagement are completed accurately and on target. Using the Workpapers Dashboard, you can see real-time diagnostics on your engagement by pre-defining filtered workpaper and notes lists that only show you the workpapers and notes that meet the criteria of your choice.

In addition to using dashboard views for real-time engagement information, Workpapers CS also includes the following helpful reports to help you maintain an up-to-the-minute view of the entire engagement process.

- **Engagement Binder List** — Lists engagement binders in a tree structure, similar to how they appear in the Engagement Binders Tree portlet, including the note count, workpaper staff assignments, and signoffs for each workpaper.
- **Notes List** — Lists notes for engagement binders, folders, and workpapers, including the staff who created or replied, the date and time, the assigned staff, and the status.
- **Workpapers List** — Lists workpapers of engagement binders, including the reference, name, note count, assigned staff, and signoffs.
- **Engagement Binder Status Report** — Provides helpful information regarding completion status, audit report release date, and the number of days remaining before the engagement must be wrapped up and locked down.



Advanced collaboration tools

Maximize your productivity in the office or in the field

A key component of Workpapers CS is the built-in collaboration tools that enable multiple staff in the field to work simultaneously in the same engagement and complete engagements in a timely manner.

Workpapers CS enables you to assign an unlimited number of staff to a specific client's engagement and to assign specific workpapers to staff for completion. Full collaboration capabilities within Workpapers CS make working in real time a reality for your firm, meaning fewer minutes spent waiting to review files and assurance that nothing is out of sync.

With the productivity tools in Workpapers CS, you can:

- **Complete all assurance and tax engagements** quickly and efficiently.
- **Eliminate IT burdens and version control issues** by removing the need to constantly move files back and forth between the main client file and local client files.
- **Create transparency in your workflow** by working and reviewing, in real time — giving partners, reviewers, and staff a platform built for clear communication.
- **Relieve the frustration of waiting for data files** from other engagement staff to become available.
- **Avoid bottlenecks or landmines** in the process by seeing and reviewing issues as they arise and without having to wait for everyone to sync up files.
- Provide your staff with the **most powerful paperless engagement system** available as either a desktop or cloud-hosted solution.

Built-in tools for a smooth workflow

Because Workpapers CS provides you with advanced collaboration tools, you can maximize your efficiencies in your engagement tasks and ensure accuracy at the same time. Specific collaboration tools include:

- **Multi-Staff Functionality** — Enables more than one staff member to work in an engagement, including updates to the trial balance. This means no more chasing people down or sending emails to find out the status of any part of the engagement.
- **Portal Integration** — Enables you to access Onvio Firm Management or a NetClient CS® portal from within the Workpapers Dashboard for easy file collection. Getting information from clients and third parties has never been easier!
- **Interactive Workpaper Lists** — Gone are the days of combing through folders and subfolders to find and review content, or running static reports to see where things stand. With our interactive workpaper lists, you can easily get to the workpapers that need to be reviewed right from the Workpapers Dashboard, and they update in real time as work is done.
- **Disconnect Workpapers** — When you need to work outside of the main binder for your engagement, simply disconnect the files you need and reconnect them once you have access to the main binder again.
- **Review Notes** — Enables you to easily add review notes to individual workpapers or folders in an engagement that can be viewed in the Notes portlet in the Workpapers Dashboard. Notes can then be replied to and cleared later in the review process by another member of the engagement team.

Realize unprecedented role-based standardization through the Workpapers Dashboard

Consistent and professional results

The Workpapers Dashboard in Workpapers CS gives you the ultimate control over how different roles in an engagement interact with the engagement binder and contents. Instead of running static reports to see the progress of an engagement, the Workpapers Dashboard provides real-time updates on activity.

Although dashboard views in Workpapers CS can be configured to your specific liking, some examples of valuable uses of these views include:

- A **Preparer View** to see the engagement tree, client portal contents for integration, workpaper properties, and other content that matters most while getting the work done.
- A **Reviewer View** to see filtered workpaper lists to easily identify work ready for review, workpaper notes, workpaper preview for easy viewing of workpaper contents, and other content that matters most when reviewing work.
- A **Personal/Partner View** to see workpaper and notes lists filtered to only the things assigned to you or that have been put to your attention, making it simple to get to what matters most to you.

Streamlined tax engagement tools

Built with tools to streamline and simplify tax engagements, Workpapers CS is included in the tax profile of our cloud-based Software as a Service (SaaS) for CS Professional Suite product offerings and is also available in a locally installed configuration. Workpapers CS enables multiple staff members to manage workpapers in the Workpapers Dashboard and to work in the trial balance simultaneously. When your tax-related tasks are completed, you can seamlessly transfer an adjusted balance into a variety of tax applications.

Automate your tax workflow

- **Enable multiple staff members to collaborate** on the same tax engagement and workpapers simultaneously.
- **Automatically label and organize scanned documents using Source Document Processing.** This process also enables you to capture data directly from scanned documents using Optical Character Recognition (OCR) technology.
- **Customize tax codes** to control how subschedule details are displayed in your tax application.
- **Seamlessly transfer adjusted or tax balances to UltraTax CS**, GoSystem Tax RS, Lacerte®, ProSystem fx® Tax and ProSeries®.
- **Import files** captured on your mobile device and add tickmarks, stamps, text, and more.
- **Record and reconcile the difference between adjusted net income and tax net income** with the Tax Adjustments utility.

Integration with Source Document Processing

Source Document Processing is an optional, fee-based service that makes it easy to integrate paper source documents into the Workpapers CS workflow. It automatically organizes and labels scanned-in source documents and can even transmit data from those documents into UltraTax CS. Here's how it works:

1. **The process begins when paper source documents from your client are scanned into Workpapers CS.**
2. **Next, these scanned documents are sent to our data centers. OCR technology is used to label and organize your documents and to capture document data.**
3. **Finally, the labeled and organized client source documents are delivered to the correct folders in Workpapers CS.**

You can learn more about Source Document Processing at **tax.tr.com/sdp**.

New ways to buy and use your software

Different firms work in different ways, so we offer a variety of flexible licensing options that enable you to get the software you want and provide the services your clients need at the most cost-effective price. You can choose from one of the following delivery options to meet your business needs.

Software delivery — lease vs. buy

- **Software as a Service (SaaS)** — Our newest software delivery option offers a flexible, affordable way to take advantage of the maximum client integration and collaboration offered by Workpapers CS — accessible from anywhere, anytime, with a minimal up-front investment.

  You lease our software on a monthly basis and it is hosted at secure data centers. You select the CS Professional Suite and Microsoft Office® software you need for your entire firm, based on your firm's staff function profiles, and scale up and down according to firm needs. You get all the advantages of safe and secure web hosting, including 24/7 remote access, automatic updates, and ensured business continuance, while you pay only for the software you need, when you need it.

- **Virtual Office CS**® — This delivery option combines the hosted convenience of SaaS with a more traditional purchasing and licensing arrangement. It allows the maximum integration and collaboration offered by Workpapers CS.

  You can purchase the software and have Thomson Reuters host it at secure data centers. Virtual Office CS gives users 24/7 access to CS Professional Suite software, Microsoft Office software, and data via the Internet, enabling staff to work from anywhere. Software updates are deployed automatically and business continuance is ensured, since software and data are stored in a secure environment.

- **On-Premise** — This delivery option allows firms to purchase individual programs and host them on local desktops or servers.

  You purchase the individual software programs and services you need, download the software from our website, and host it locally on your desktop or firm network.

  For more details on our delivery options, please visit the Buy vs. Lease section of our website at: **tax.tr.com/hostedoptions**.

Comprehensive training and consulting options

Make the most of your software investment and maximize firm productivity

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 Users' 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@tr.com**, or call **800.968.0600**.

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For more information, visit **tr.com**.

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