

# SOURCE DOCUMENT PROCESSING CS PROFESSIONAL SUITE® FACT SHEET

## AUTOMATICALLY SORT AND ORGANIZE SCANNED SOURCE DOCUMENTS

Source Document Processing makes it easy to integrate paper source documents into an automated tax workflow. It automatically organizes and labels source documents that you scan into Workpapers CS™ and it can even transmit data from those documents into UltraTax CS®. Here's how it works:

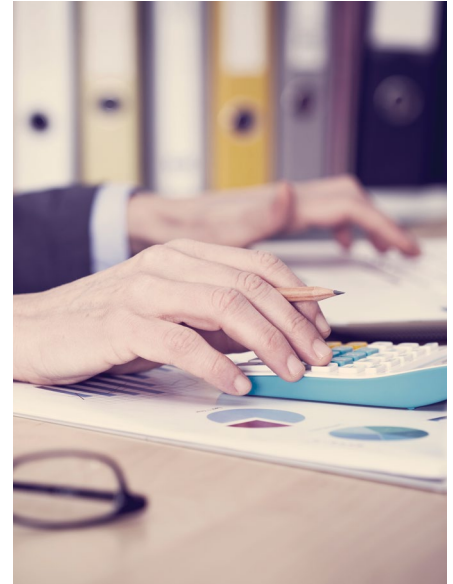
### STEP 1 SCAN & TRANSMIT

The process begins when paper source documents are scanned into Workpapers CS for Source Document Processing. Your documents are transmitted to our secure data centers, where OCR technology is used to label each document, organize related documents into groups and produce a neatly labeled and organized set of client source documents. OCR technology is also used to capture data directly from the scanned source documents.

### STEP 2 RETRIEVE

After processing is completed, the labeled and organized client source documents are delivered to the correct folder in Workpapers CS. Because each document is neatly labeled and related documents are grouped together, it's easy to navigate through your documents.

NOTE: Source Document Processing can also process embedded PDFs that you've previously scanned in.



## AUTOMATIC SOURCE DATA ENTRY IN ULTRATAX CS

For UltraTax CS users, the data captured in step 2 can be retrieved in the UltraTax CS Source Data Entry Module. Here, it can be verified, corrected as needed and seamlessly transferred into an UltraTax CS client's 1040 tax return.

### PRICING

You can get unlimited scanning for an entire year, or purchase unlimited scanning on a client-by-client basis. This includes labeling, organizing and automatic source data entry into UltraTax CS.



**SUPPORTED FORMS**

Source Document Processing supports the forms listed below for labeling and organizing. For your convenience, we have listed the forms in the default order, which replicates the order of the documents as they will appear after processing. If desired, you can customize this order to fit your needs. Forms noted in **bold** support data extraction to UltraTax CS.

**ADMINISTRATIVE**

IRS Letter  
Tax Organizer  
W-7

**INCOME**

**1099-A**  
**1099-B**  
**1099-C**  
1099-CAP  
**1099-DIV**  
**1099-G**  
**1099-INT**  
**1099-K**  
**1099-LTC**  
**1099-MISC**  
**1099-OID**  
**1099-PATR**  
**1099-QA**  
**1099-R**  
**1099-S**  
**1099-SA**

**INCOME (CONTINUED)**

**2439**  
Additional Investment Info.  
Bank Statement  
CCC-1099G  
**Consolidated 1099**  
Grantor Trust  
**RRB-1099**  
**Schedule K-1 (1041)**  
**Schedule K-1 (1065)**  
Schedule K-1 (1065B)  
**Schedule K-1 (1120S)**  
**SSA-1099**  
**W-2**  
**W-2C**  
**W-2G**

**ADJUSTMENTS**

**1098-E**  
1098-MA  
**1098-T**  
**1098-Q**  
5498  
5498-ESA  
**5498-SA**

**PAYMENTS**

1040-ES  
1042-S

**DEDUCTIONS**

**1098**  
**1098-C**  
8283  
**Charitable Contributions**  
Property Tax

**CREDITS**

**1095-A**  
**1095-B**  
**1095-C**  
**1097-BTC**  
1099-H

**MISCELLANEOUS**

2848  
4868  
8879  
Cancelled Check  
Credit Account  
HUD-1  
Loan  
Massachusetts Health Care  
Receipt

**1099-B FORMS** — Source Document Processing supports over 60 of the most common 1099-B forms produced by brokerages for detailed extraction of data into UltraTax CS.

**LEARN MORE**

For more information about Source Document Processing, email us at [cs.sales@tr.com](mailto:cs.sales@tr.com) or go to [cs.tr.com/support/contact](http://cs.tr.com/support/contact)

