GoFileRoom®

CS Professional Suite®

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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 suite solutions for your firm, you can do some amazing things — such as streamline firm workflow, strengthen client ties, and maintain a competitive edge. And that's pretty powerful stuff.

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GoFileRoom — Total Firm Management
Scalable Solution, Unparalleled Service

Today's firms strive to operate with 100% digitalized workflow, collaborate with remote clients, and manage remote staff working from home and from multiple office locations. As a premier document management system application, GoFileRoom is scalable and proven in the largest of firms nationwide, offering enterprise-level security. Beyond being a DMS, GoFileRoom is integrated and customized into your firm's unique workflow and technology. With this cloud-based solution, your firm benefits from lower technology maintenance costs and avoids investing time in managing versions. GoFileRoom supports a true customer-first service culture, delivering on your firm's customer-centric goals.

Security and Convenience

With the GoFileRoom online solution, you have the security of knowing your data is always there when you need it, 24/7. In the cloud — even in the event of fire, theft or natural disaster — your data will remain safe and secure, residing in redundant, state-of-the-art data centers. An online solution is also more cost-effective, saving you countless hours of maintaining your own internal system and giving you maximum productivity with minimal IT investment.

GoFileRoom gives you:

- **Lower Cost of Ownership** — Eliminate your investment in hardware purchases and maintenance, and additional IT staff.

- **Rapid Deployment** — With the aid of our implementation services, GoFileRoom is highly configurable to your unique needs. And we take care of software updates, so you always have the latest version.

- **More Flexibility** — Focus resources on your core business, not on IT maintenance. This scalable solution grows as your firm grows, without the risks, costs, and administrative responsibilities associated with developing and maintaining the required infrastructure.

- **Document Management** — Manage and comply with document retention requirements by automatically tagging documents for archival or destruction.

Maximum Organization

GoFileRoom standardizes and organizes volumes of documents and offers the flexibility of 24/7 web-based access, so you and your staff can efficiently share, route and review files whenever needed. Remote access lets you access your software and data at any time, from anywhere, securely. Advanced measures ensure the safety and integrity of all your documents. Whether it's tax, audit, other client service areas or internal departments such as human resources or accounts payable, you can quickly and securely locate files and review activity at any time.

Intuitive Navigation

- **An intuitive interface** that can be personalized based on individual user preferences and allows staff to find and share source documents faster. Your firm's clients will enjoy tightly integrated client portals to collaborate with your firm.

- **A dashboard-style home screen** where you can view key information from different areas of GoFileRoom through a variety of portlets.

Simplified Workflow

- **The optional FirmFlow module** enables you to instantly access your current work list, view future assignments, and route work through your business process, regardless of location.

- **Easy one-click storage and retrieval**, and batch scanning solution with the option to automatically label and organize individual tax source documents.

- **Workflow alerts and notifications** — a Rules Wizard tool guides you through the process of building public (firm-wide) and private (individual) alerts within GoFileRoom.

- **Simple email management** — Drag and drop email messages from Microsoft® Outlook® directly into GoFileRoom for easy storage.

- **Reduced operating costs** — Enjoy unprecedented cost savings by eliminating paper files, storage fees, postage, and manual administrative tasks.

- **A complete solution to institute a truly paperless office** — Start enjoying the cost and time savings associated with a completely digital work environment. Send email messages and other files from Microsoft Word and Excel® toolbars directly into GoFileRoom.

Dashboard-Style Home Screen
View information, including alerts and notifications, from different areas of GoFileRoom through a variety of user-friendly portlets.

Unmatched Client Service

- Enterprise-level **security to keep you in control**, ensure business continuance, and keep client data safe.

- Proven professional services, as well as usage strategies provided within our *GoFileRoom Best Practices Guidebook*.

- **Improved management control over client engagements** — View real-time, up-to-the-minute information on the status of all your client engagements.

- **Unprecedented levels of productivity** — With 24/7 access, you can locate any file in seconds, providing unmatched client service whether you are in the office, at home, or at a client's office.

"We chose GoFileRoom for many reasons, but from the start we could see that the software was intuitive and easy to use."

Jim Brasher,
Tax Services Managing Partner at
Baker Tilly Virchow Krause, LLP

Efficiency Features: Built for Speed

Spend Less Time on Individual Tasks and More Time on Business Growth

The dynamic and interactive document management system of GoFileRoom is exceptionally intuitive and allows you to experience significant time savings immediately. The system was designed with the tax and accounting profession in mind and offers an arsenal of features to support seamless workflow processes and 24/7 web-based access to documents. Spending less time on document management will free up time to focus on your business, which will ultimately lead to enhanced client service.

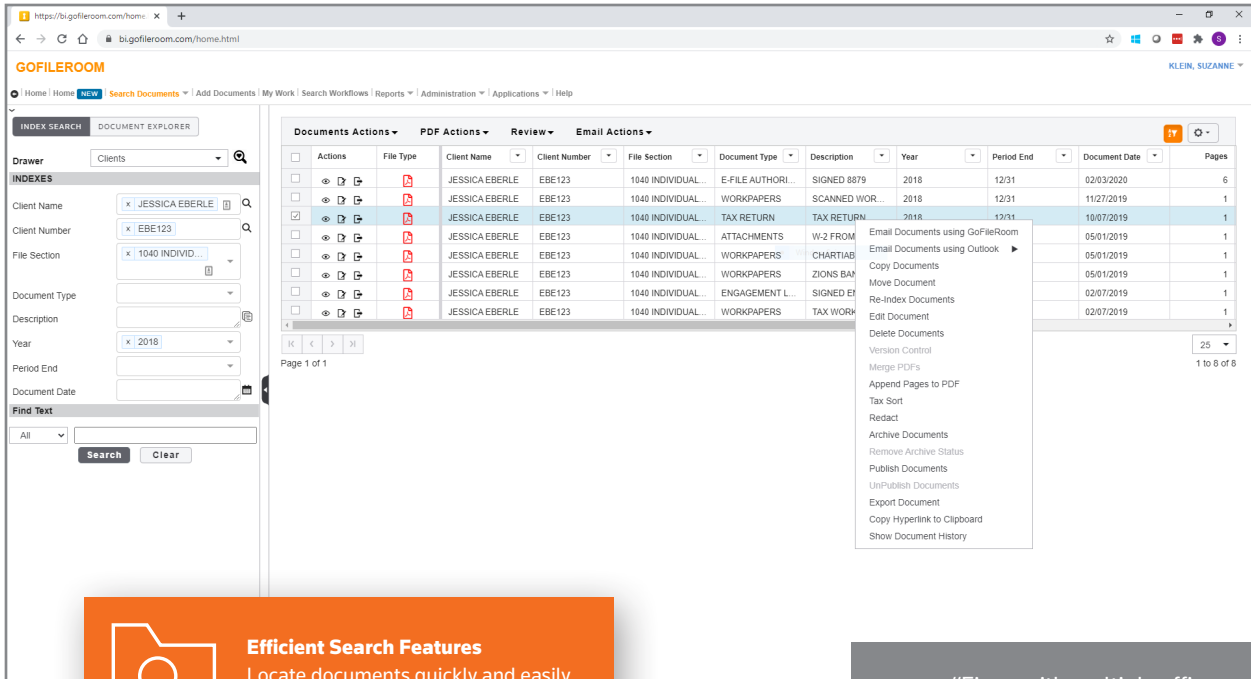**GoFileRoom offers many time-saving features, including**:

- **Document management in the cloud** — Locate and deliver documents electronically to clients any time and from anywhere you have an internet connection. No more manual printing, delivery or delays.

- **A highly configurable solution** — Customize drawers, index structures, workflows, and reports so files can be easily located according to the requirements of each department.

- **Fast and easy document searching** — Quickly find any document using search/index fields, keywords, the innovative QuickLaunch tool or by selecting your very own saved searches. You can even search by keyword within a document.

- **Flexible email capabilities** — Drag and drop email messages from Outlook to a GoFileRoom profile, and skip the indexing steps. You can even send dynamic document links to GoFileRoom users and secure outgoing PDFs with on-the-fly passwords.

- **Fast batch scanning of all documents** — With ScanFlow™, you can scan documents in bulk with the highest degree of accuracy. The system automatically converts documents to PDF and files them in the appropriate location within GoFileRoom by using barcode technology. GoFileRoom connects to leading OCR technologies your firm may be using, such as a collaboration with SurePrep.

- **Efficient annotation options** — Significantly speed up the preparation and review process by leveraging Adobe® Acrobat's® native document handling and enabling you to quickly annotate, bookmark, merge, append, and highlight documents.

- **Easy records retention and maintenance** — With RecordsFlow™, you can establish firm-wide document retention policies that allow you to comply with records retention requirements. For maximum security and control, RecordsFlow requires two independent sign-ons to permanently delete and destroy documents.

- **Efficient management of files for ALL departments** — A true firm-wide solution, GoFileRoom allows you to store all client service and internal department documents in one centralized location for quick access.

- **Save and file Microsoft Office documents in seconds** — Quickly save and edit Word documents, Excel spreadsheets, and Adobe PDFs in their native format to GoFileRoom.

Search Features

GoFileRoom's Document Search feature provides you and your staff the ability to quickly find any document stored, in the manner you prefer. Easily alternate between two views: Document Explorer view and Index Search view. Features such as the use of wildcards to search using words or partial words, and the ability to search for documents using a range of dates, or by entering natural language contained within the document, makes the experience easy and time saving. Advanced search options include mining data across multiple drawers simultaneously, saving search criteria for future searches.

As you search and provide search criteria, the results are instantly displayed in a Document Search results grid, a well-organized screen that shows all documents that can be further customized with features such as:

- Select columns to display: Choose to display the most relevant attributes of the documents for a clean display

- Rearrange the columns: Click a column and drag it to the desired location in the grid.

- Freeze columns: Frozen columns will not move off the search results grid as you scroll to the right.

- Filter and sort columns: Display search results in ascending or descending order or filter based on dates.

- Quick actions: Most commonly used actions, such as review, edit, or export, are presented to manage your work faster.

Efficient Search Features
Locate documents quickly and easily with sophisticated search features.

> "Firms with multiple offices or remote workers cannot do without a document management system in place."
>
> **Brian Amann**
>
> TaxOps, LLC

Sophisticated Add-On Modules

Streamline Workflow Processes for Your Firm

The power of GoFileRoom extends beyond document management to offer a comprehensive workflow solution.

GoFileRoom provides you with integrated modules that help streamline your processes to the point of ultimate efficiency. Modules include:

• <u>**FirmFlow**</u> — Standardize any business process through automated routing functionality, real-time tracking, and custom reporting features, and much more.

• **ScanFlow** — Leverage barcode and indexing features to quickly and accurately scan documents and save them to the appropriate location

• **GoFileRoom** and these integrated modules create a robust system that significantly increases productivity and enhances service to your clients.

> "GoFileRoom is stable and proven. It helps us stay on top of the tasks that need to be done."
>
> **Jim Brasher,**
> Tax Services Managing Partner at Baker Tilly Virchow Krause, LLP

Automation Tools and New Ways to Connect

"There's a way to do it better — find it." –Thomas Edison

For operations leaders in tax and accounting firms, the pursuit for continuous improvement and simplifying internal processes are now possible with user-friendly application programming interfaces and integrated apps. APIs present new opportunities to connect other solutions in your firm and can offer standardization — profitability — and helps firms looking to drive automation.

GoFileRoom delivers on these emerging needs and offers APIs to take your firm into the future ... which is already being leveraged by many modernized tax and accounting firms to drive productivity and can have a significant impact on KPIs. The GoFileRoom API provides quick access to a document management solution through use of simple REST communication endpoints. These endpoints implement a JSON-based messaging structure, which allows for concise, lightning-fast requests to the GoFileRoom product.

The messages are secured using a standard TLS connection, and a token-based authorization scheme allows for simple but powerful security.

Some use cases where APIs can help your firm:

• New Staff Onboarding: Import a Microsoft® Excel spreadsheet to create new GoFileRoom users.

• Mobility / Automation: Create a PowerApp that allows you to take a picture of a document and then gets added as a PDF to GoFileRoom.

• Integration: Retrieve a document back from e-signature applications and then have it automatically saved to GoFileRoom.

Tools	**Documentation**	**Sample Code**
Learning Materials	**Q&A Forums**	**APIs, SDKs**

Ways GoFileRoom connects your firm:

• **Thomson Reuters Developer Portal**
  REST-based web services that allow for document storage, indexing, and searching within the GoFileRoom product.

• **Power BI and Power Apps** (part of the Power Platform used with Microsoft Office 365®)
  Microsoft now offers Microsoft Power Automate, which is made up of connectors that allow its users to create automation between applications. A connector is a user-friendly wrapper around an API that allows the underlying service to talk to Microsoft Power Automate. The GoFileRoom Power Apps SDK provides examples of how you can use each GoFileRoom action within the Formula bar of Microsoft Power Apps. The results of the actions are stored within Variables and Collections within the Power App.

• **More connectors**
  The GoFileRoom connector within the Microsoft Power Automate ecosystem allows for automation of many GoFileRoom processes using Microsoft Power Automate. Over 45 (otherwise manual) actions. You can combine these actions together to create automation within your firm processes. Zappier – GoFileRoom connects to a 3rd-party, low code / no code ecosystem called Zapier. Zapier connects the GoFileRoom application to over 2,000 apps and has 17 actions in Zapier focused on User & Group Management.

ScanFlow

Automate Scanning and Save Countless Hours

Fully integrated with GoFileRoom, ScanFlow leverages 100% accurate barcode and indexing features to scan large batches of documents quickly and accurately. ScanFlow is a sophisticated scanning solution that **identifies documents as they are scanned** and files them in the appropriate folders — relievinging your staff of this time-consuming task.

Using ScanFlow, you can **track the status of scanned documents from start to finish** and receive email notifications to alert you if documents are not scanned in a timely manner. ScanFlow uses one document scanning process for all departments firm-wide, including individual tax, business tax, audit, and accounts payable. Quality control and integrity features keep you apprised of details that occur during the scanning process. And easy-to-use **integration with Adobe Acrobat** allows you to scan documents into predefined Adobe bookmarks and create a single, nicely organized, bookmarked PDF — similar to tabs in a three-ring binder.

For years, the standard within firms has been to prepare client engagements and scan documents at the end of an engagement. With ScanFlow, you can **begin the workflow process** by efficiently scanning in batch client files, so they are accessible to staff from the start for a true paperless process.

> "Our files are indexed automatically as we scan them in, saving time and keeping us organized. With documents indexed and easily accessible, we can fulfill a client's request for information in seconds via email or fax."
>
> **Marc H. Berger**
> Burr, Pilger & Mayer LLP

Advanced Barcode Functionality
Barcode functionality ensures 100% accuracy and speeds scanning to save you hours.

GoFileRoom® Client Center, Powered by Onvio®

Combining Powerful Security and Collaboration Capabilities, Client Center Moves Beyond Basic Client Portals

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 working with their financial professionals. It's easier than you think to provide your clients with fast, secure, and convenient online services— Client Center allows you to provide this same extraordinary level of service and convenience to your clients, 24 hours a day, 7 days a week. and make them happy with your attention to exceptional customer service.

Client Center moves far beyond basic client portals. Here's what you gain:

- All available via mobile devices, making it even easier for you to offer your business clients on-the-go access to tax returns, financial statements, online accounting, and other engagements — and with a direct upload to GoFileRoom.

- File exchange made easy for clients by integration with common applications used by your clients, such as Google Drive, Box, and Microsoft OneDrive.

- The streamlined integration of GoFileRoom and Client Center makes it possible to serve your clients around the clock with little effort. You and your clients can store virtually any document electronically.

GFRCC provides an easy and convenient way for your firm to share documents and other information that is secure and personalized.

RecordsFlow

Ensure All Your Documents Meet Compliance Standards

The RecordsFlow module helps you comply with your records retention requirements, including those that relate to the purging and archiving of documents.

You can define document retention policies that meet the needs of your business and stay flexible enough to set exclusions to rules where necessary. This module enables you to automate the entire records retention process, which will save you time and safeguard against noncompliant document management processes.

With RecordsFlow you can:

- **Define an unlimited number of retention rules** like archiving to make documents permanent or purging to ensure permanent deletion.
- **Be confident that documents are assigned the correct retention policy** because they inherit that policy based on their document index.
- **Allow exclusions from predefined rules** for documents related to ongoing activity, such as files involved with litigation.

- **Create reports showing rules and executed events** to ensure ongoing process consistency and compliance.
- **Assign specific individuals to act as retention managers and approvers** so only certain people have access, archiving, and purging privileges.
- **Maintain an accurate audit trail** on all document retention activities.
- **Protect against accidental or unauthorized destruction** of documents via a secure double sign-in procedure.

Ensure Compliance
Automate records retention rules to safeguard against noncompliance.

Enterprise-Level Security

Document Level Security Options Ensure the Integrity of All Your Files

GoFileRoom offers multiple layers of security so that only authorized users can access specified documents. The system also offers features that protect emailed documents, so only the intended recipients can open and view them. The advanced security options in GoFileRoom enable you to maintain full control over your documents while ensuring their integrity.

The system allows you to:

- **Prevent unauthorized access** through the GoFileRoom website, restricting "back-door" access that inherently exists with in-house systems.

- **Easily configure access and security privileges** for every user via the system's administration module.

- **Restrict document viewing, annotating, editing, and other functions** by user groups, drawers or even specific documents (for example, by document type).

- **Maintain user accounts, passwords, and related expiration dates** via an advanced user administration module.

- **Protect emailed documents** by using the on-the-fly PDF Passwords feature, so only intended recipients can open and view.

- **Control file room structure**, index fields and drop down values.

- **View detailed document audit trails** to monitor every action taken with a document from the time it was created.

Built-In Security and Automatic Back-Ups Safeguard Against Corrupted or Lost Data

With GoFileRoom, you can be assured that your data is in the safest location possible. The system uses sophisticated network and data center security technologies to protect all your documents and data. Access control employs user name and password authentication and 256-bit SSL encryption. And all user sessions are tracked — providing a complete 256-bit audit trail.

GoFileRoom is hosted from multiple, redundant data centers that ensure a level of continuity, availability, backup and disaster recovery not available with an in-house system. USB drives can also be made of all files and documents on a routine basis.

Ultimate Security
Rest assured your data is in the most secure location, hosted in AWS.

Comprehensive Professional Services Options

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:

Implementation

For firms new to our software, we offer a selection of implementations to fit your firm's specific needs. Foundational Implementation* provides a self-driven implementation package for firms confident in their processes. For firms looking for additional guidance, our Guided Implementation provides dedicated one-on-one consulting as a part of a robust implementation package. Both implementation packages offer a year-long training package with live, instructor-led sessions and interactive e-learning.

Continued Learning and Optimization

Continued Learning packages are ideal for firms who already own our software and would like to continue their education. The Essentials package offers a library of live, instructor-led sessions and interactive e-learning for a year. The Essential+ package builds on the Essentials package by including four hours of private, supplemental training. If you need to review setup, process, and workflow related to your software, Optimization adds a day of consulting onto the Essential+ package, for a full software optimization experience.

Technical 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.

GoFileRoom Best Practices

The *GoFileRoom Best Practices Guidebook* and our Training & Consulting Services are designed to ensure that implementation is smooth and adoption rates are high. Unlike other vendors, we have in-house consultants and trainers that are experts at implementing document management and workflow solutions specifically in tax and accounting firms.

Using the *GoFileRoom Best Practices Guidebook*, you leverage the knowledge gained from hundreds of firm implementations so you don't have to re-invent the wheel.

GoFileRoom Best Practices

The *GoFileRoom Best Practices Guidebook* is provided at no additional cost and helps customers manage internal procedural issues via proven implementation and usage strategies.

Highlights from the guidebook include:

- **Practical and actionable recommendations** for transforming every area of your firm into a paperless environment
- **Accurate and efficient scanning procedures**
- **Document organization** and indexing templates (including file sections and document types)
- Templates for **managing security and access rights** down to the document level
- **Integrating your practice management, tax, and audit applications** for maximum efficiency
- **Answers to questions** your partners will ask

> The GoFileRoom Best Practices Guidebook will save you countless hours during implementation by illustrating tried and true procedures. The guidebook becomes a tool our customers refer to again and again.
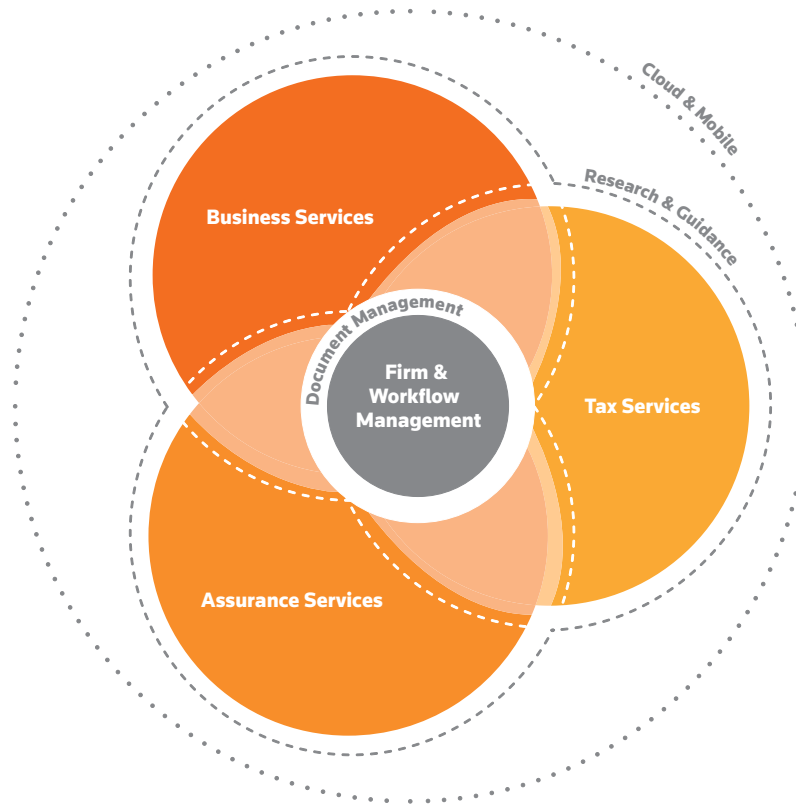
System Requirements

Cloud applications take many pressures off your firm versus traditional "on-premise" solutions. This drives down indirect costs to your firm and the pressures on your help desk teams or third parties who may be currently responsible for managing versions, installing upgrades, etc. For more information on system requirements, visit:
https://cs.thomsonreuters.com/support/systemrequirements

Integrated Solutions
CS Professional Suite

Business Services

Tax Services

Firm & Workflow Management

Document Management

Assurance Services

Cloud & Mobile

Research & Guidance

Business Services

Accounting CS®
Accounting CS Client Access
Accounting CS Payroll
myPay Solutions®

Tax Services

Fixed Assets CS®
GoSystem® Tax RS
Planner CS®
ToolBox CS®
UltraTax CS®
Workpapers CS™

Assurance Services

AdvanceFlow®
Workpapers CS

Document Management

FileCabinet CS®
GoFileRoom®

Firm & Workflow Management

FirmFlow™
Practice CS®

Cloud Mobile

Cloud
NetClient CS®
SaaS for the CS Professional Suite
Virtual Office CS®
Web Builder CS®

Mobile Apps
Mobile CS® myPay Solutions
NetClient CS®

Research & Guidance

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