



ProLine Document eSort

Workflow Guide

Instructions for Maximizing your use of Document eSort

Here you will learn how to get the most out of Document eSort and how it can help maximize your overall efficiency in 1040 processing. You may encounter slight changes to your workflow, such as moving the job of scanning to the front of the process. We will address these changes and discuss how to best utilize both your staff and the Intuit products you use.



A Steps typically done by the Administrator

P Steps typically done by the Preparer

R Steps typically done by the Reviewer

1) Receive the client's source documents using your current process (face to face, email, mail, etc.)

2.1) Open DMS.

Open the program from the desktop icon.

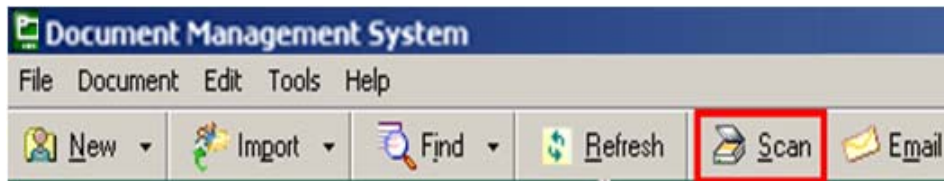


NOTE: If you are not currently using DMS, you will need to use your current scanning software to scan the document to a PDF file.

Productivity Point

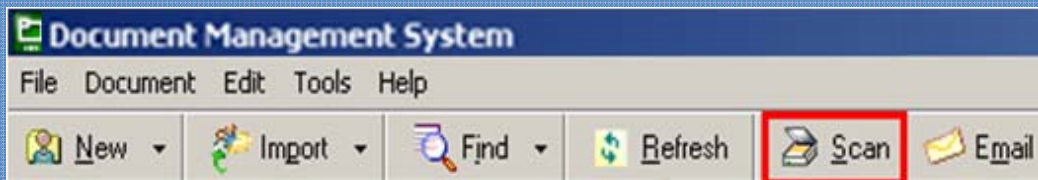
Scanning at the beginning of return preparation allows your entire office access to source documents throughout preparation.

2.2) Click Scan to open the scan window.

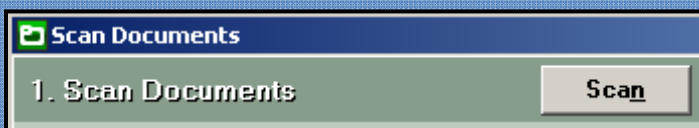


Steps to scan documents in DMS

- A. Insert the documents to scan into your scanner's document feeder*.
- B. Click the **Scan** button to open the scan window.



- C. In the **Scan Documents** window, click **Scan**. DMS will scan each document and list each as a thumbnail.



*A document feeder is recommended.

Recommendations for Office and System Set-up

There are a few set-up items we recommend before you begin.

Scanner set-up

The best setup for an office is to have one [compatible scanner](#) at each workstation. This eliminates bottle necks at the firm's "scanning station". If that is not possible, try to make the scanning station easily accessible. If your scanning station is down the hall from your office, you will spend too much time walking back and forth between your computer and the scanner.

Scanning at 300DPI and Black & White is required for Document eSort.

Monitor set-up

Dual monitors work best for showing the source documents and tax program side by side at the same time. At least two monitors for the preparer and reviewer. The administrative person can get by with one monitor as long as they have access to a scanner.



Productivity Point

*Adding a 3rd or 4th monitor
will allow you to also view
last year's tax return, organizers,
workpapers, etc.*

Tax Program set-up

Prior to using Document eSort, you should proforma the client file(s) into the current year's tax program and export the client to DMS, if needed.

Other Information

When to scan...

You should **scan the documents when you receive them from the client** or the night before the return is prepared. Many accountants do not immediately begin preparation of the return upon receipt of the client's documents, so this small change in your process can reap huge time savings.

What to scan...

Use original copies of the source documents rather than faxes or photocopies. This will increase the accuracy of the imported data. Do not sort or organize your documents before submitting, that is what Document eSort will do.

Downloading Completed Jobs...

Leave the Document eSort application **open** while working so that completed jobs can automatically download.

Security of the transmission...

The data you are sending is secure and is sent to Intuit using the highest industry standards. The data is sent using 128-bit data encryption and never leaves the United States.

- 2.3) After the documents have been scanned, highlight the document and click Document eSort to launch the application. You can launch Document eSort from DMS, Lacerte, and ProSeries.**



Productivity Point

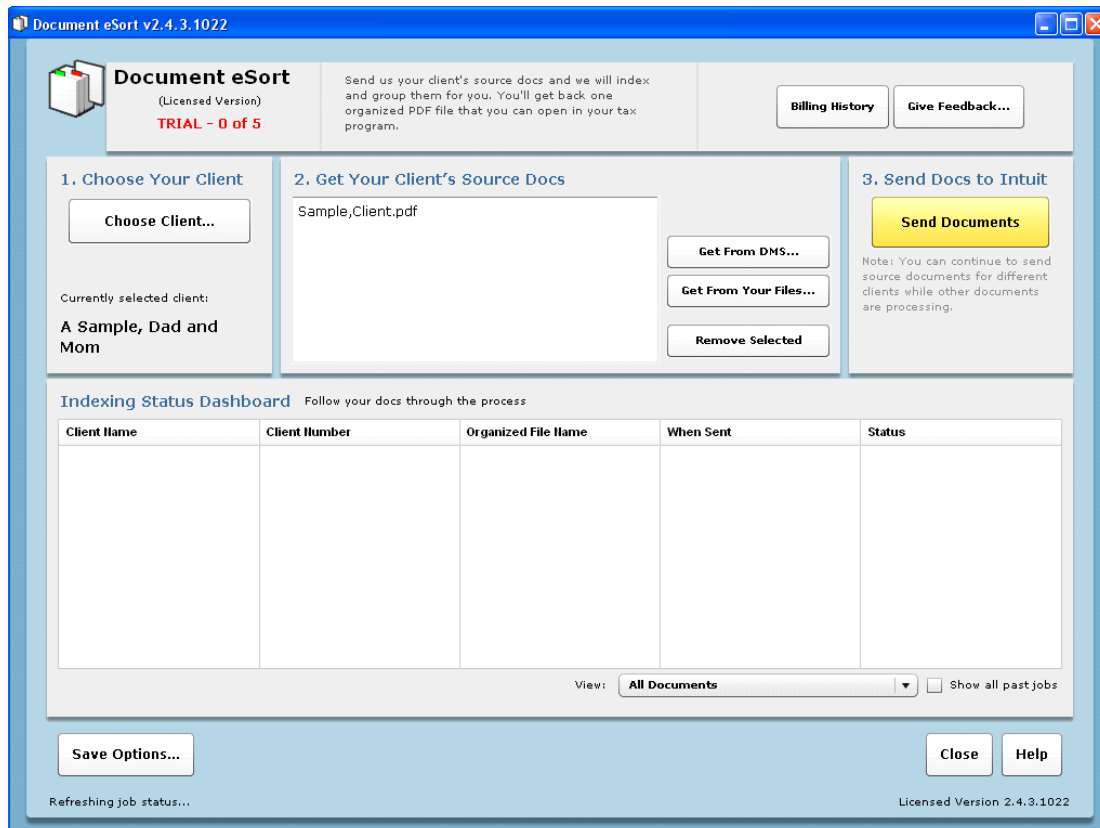
You can scan all source docs into one PDF or multiple PDFs. Just select them all to send to Document eSort.

- 2.4) You will see that steps 1 and 2 have been completed since the client and document was selected in DMS. However, if you are not using DMS, you will need to choose both the client and their scanned documents located on your computer. Click 'Send Documents'.**

Productivity Point

You can send multiple files and while waiting for their return, work on previously

This will send to Intuit's processing service for sorting, organizing, and bookmarking the PDF. This usually takes about 12 hours. When documents are finished processing, they will be downloaded to the Document eSort folder on your computer. This path can be changed at anytime by going into the Document eSort 'Save Options'.



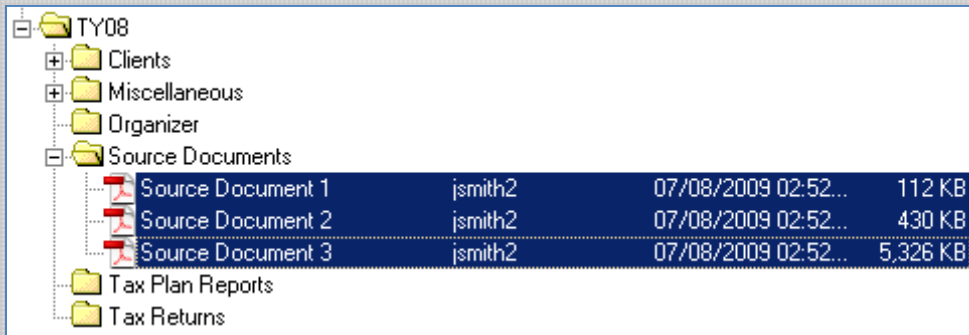
Note: View the Job Status Dashboard in Document eSort to check progress of jobs.
Document eSort must be open for the jobs to download.

Indexing Status Dashboard Follow your docs through the process

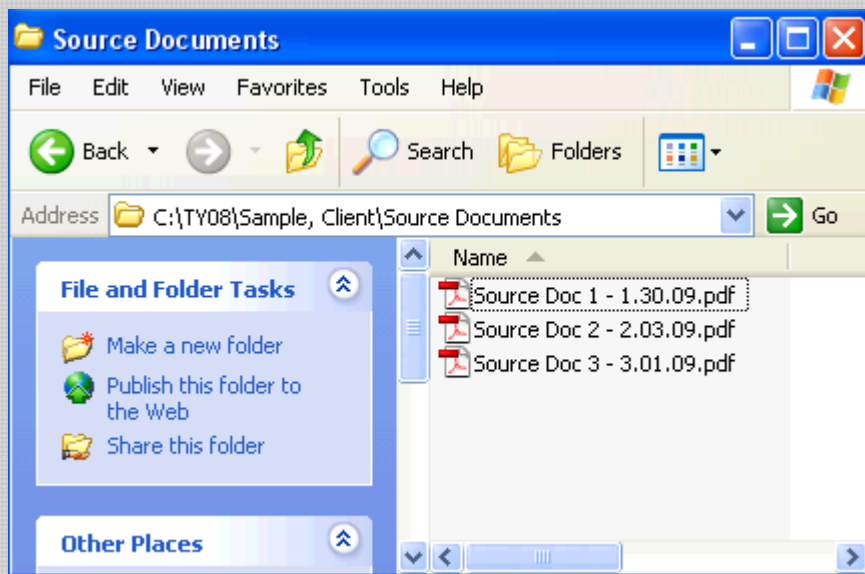
Client Name	Client Number	Organized File Name	When Sent	Status
Client, Sample	16SAMPLE	Dad A Sample Document eSort 2008	09/18/2009 3:17 PM	Complete - Open in Tax

NOTE: For clients with multiple scanned documents, select all previously scanned documents to include for Document eSort. You can select up to 10 source documents, up to 30MB in total file size, for one job.

DMS:



WINDOWS EXPLORER:



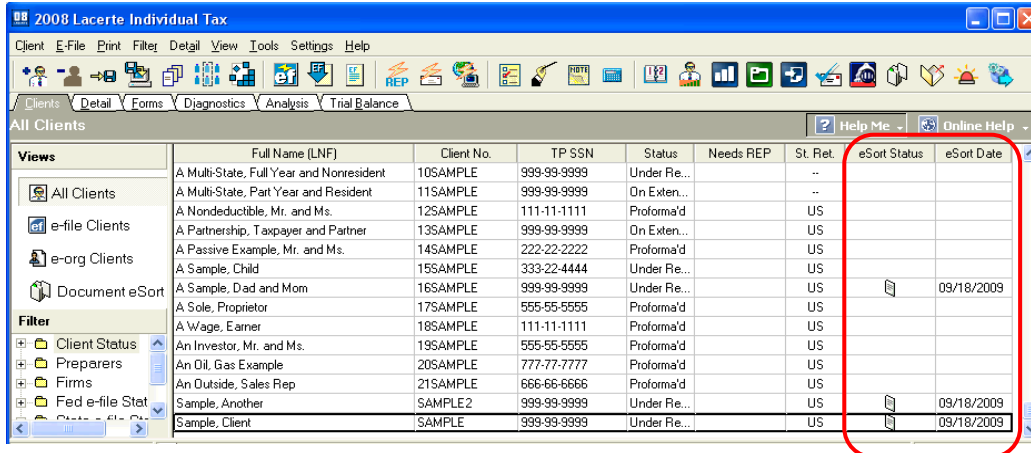
Click 'Document eSort'



3) Open the client file in the tax program.

Files are auto-downloaded to DMS and contained in the Document e-Sort folder within the client. You can easily see what documents have been processed and returned in both Lacerte and ProSeries. **Document eSort must be open for the jobs to download.**

Lacerte:



ProSeries:

		Client Name	File Name	Home Telephone	Taxpayer E-mail Address	SSN/EIN	Client Status	Last Modified
1		Forres, Nadette I. & Robert	torr3333.08i			111-22-3333		07/06/2009
2	✓	Client, Sample	samp1234.08i			222-33-4444		07/06/2009
3		Neer, Morris	neer5678.08i			333-44-5555		07/06/2009
4	✓	Denton, Frank and Sue	Dent0987.08i			444-55-6666		07/06/2009
5	✓	Reeves, Stephanie	reev5432.08i	✓		555-66-7777		07/06/2009

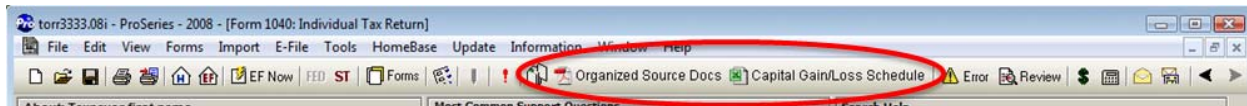
4.1) Open Source Documents

Locate the 'Open Source Docs' link in the contents screen of the tax program to review the file processes by Document e-Sort. You can also click the image in the eSort Status column to open the associated source documents.

Lacerte: (located within the Table of Contents Screen)

- [Source Docs](#)
[Open Source Docs](#)

ProSeries:



CASE STUDY

Actual customer setup to facilitate data entry and review process.



Productivity Point

Turn one monitor to portrait orientation for reviewing source docs.

P 4.2) Use the organized bookmarked PDF file to enter the data into the tax return.

For the fastest possible data entry, display the organized bookmarked PDF on your second monitor, while keeping Lacerte or ProSeries on your main monitor. Once the tax return data has been checked by the preparer, the return is now ready for review.

R 4.3) Side-By-Side Review

The reviewer can use the organized, bookmarked PDF file to conduct a side-by-side review of the source documents and the tax return. The order of the PDF file follows both the Lacerte input screens and Form 1040, and you can use the annotations in DMS to tick and tie the source documents. The bookmarks enable you to quickly navigate to the specific document you need to research or take further action on.

Subsequent processes for e-filing, signing, and billing the client may vary, but are typically the next steps after the return is reviewed for accuracy. Continue to use the processes you have in place after review to finish out the engagement.

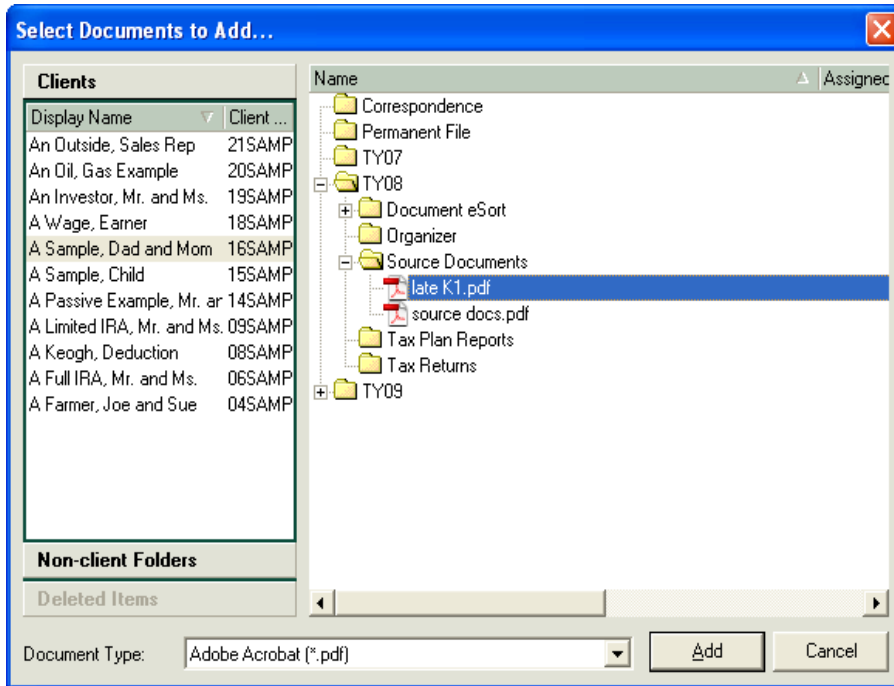
Congratulations, you have just taken the first step in a very important journey as your firm moves to a less paper office. Remember, Intuit is here to help you through this process.

Appendix A

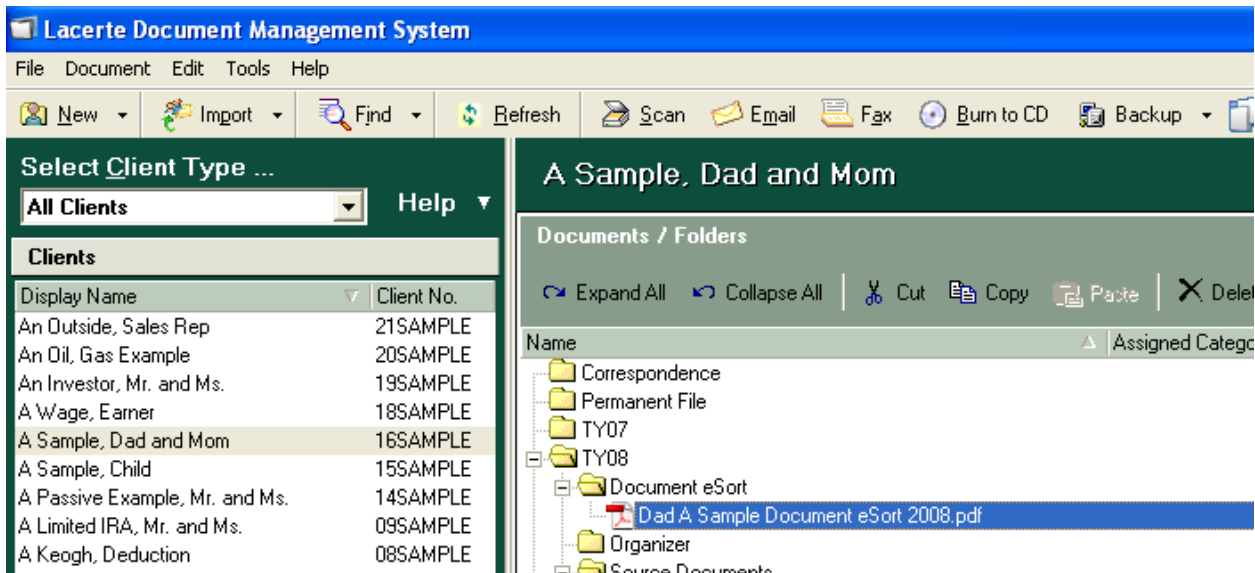
Appending a Document

One common question we see is what to do with additional forms that come in after the original scan. This is a pretty simple process which we have outlined below.

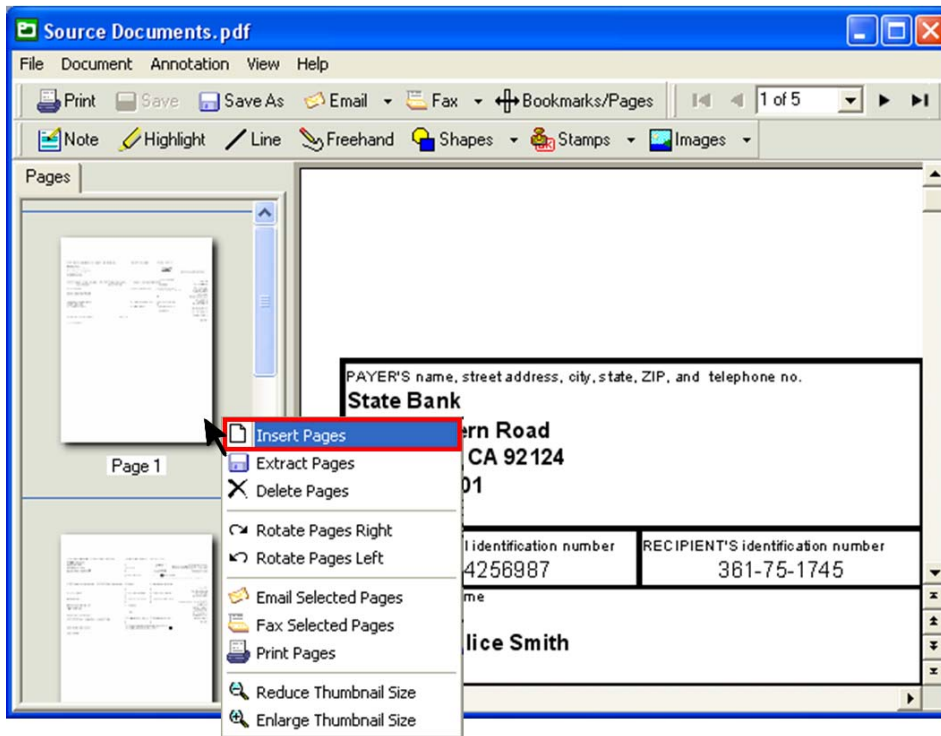
1. To append a PDF document in DMS, scan the additional documents in the Document Management System. This new document will be stored in the **'Source Documents'** folder by default.



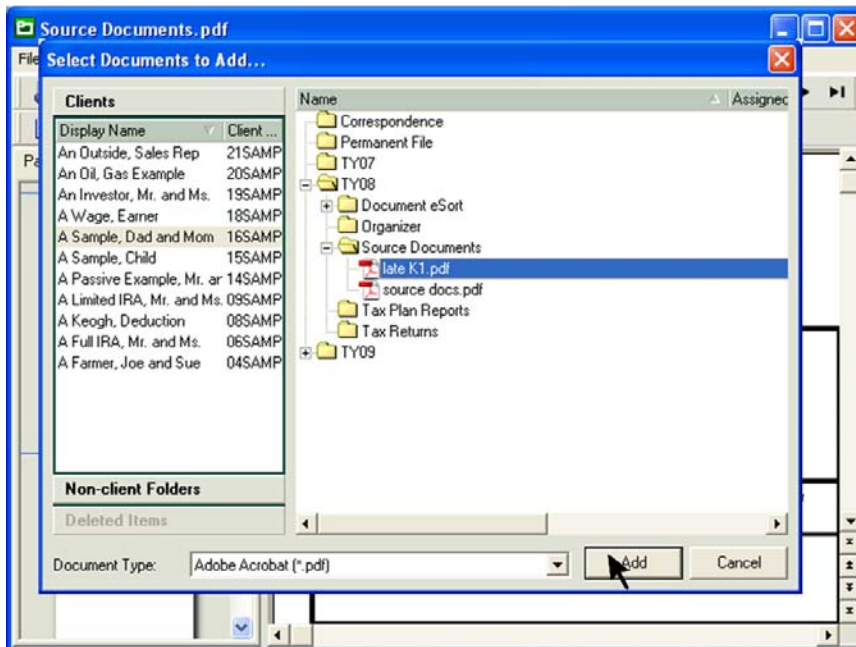
2. To add the pages to the existing document, open the PDF document that needs additional pages added. By default it will be located within the **'Document eSort'** folder.



3. After you have opened the document to append, right-click in the navigation panel in order to see this pop-up menu window. Select **'Insert Pages'**.

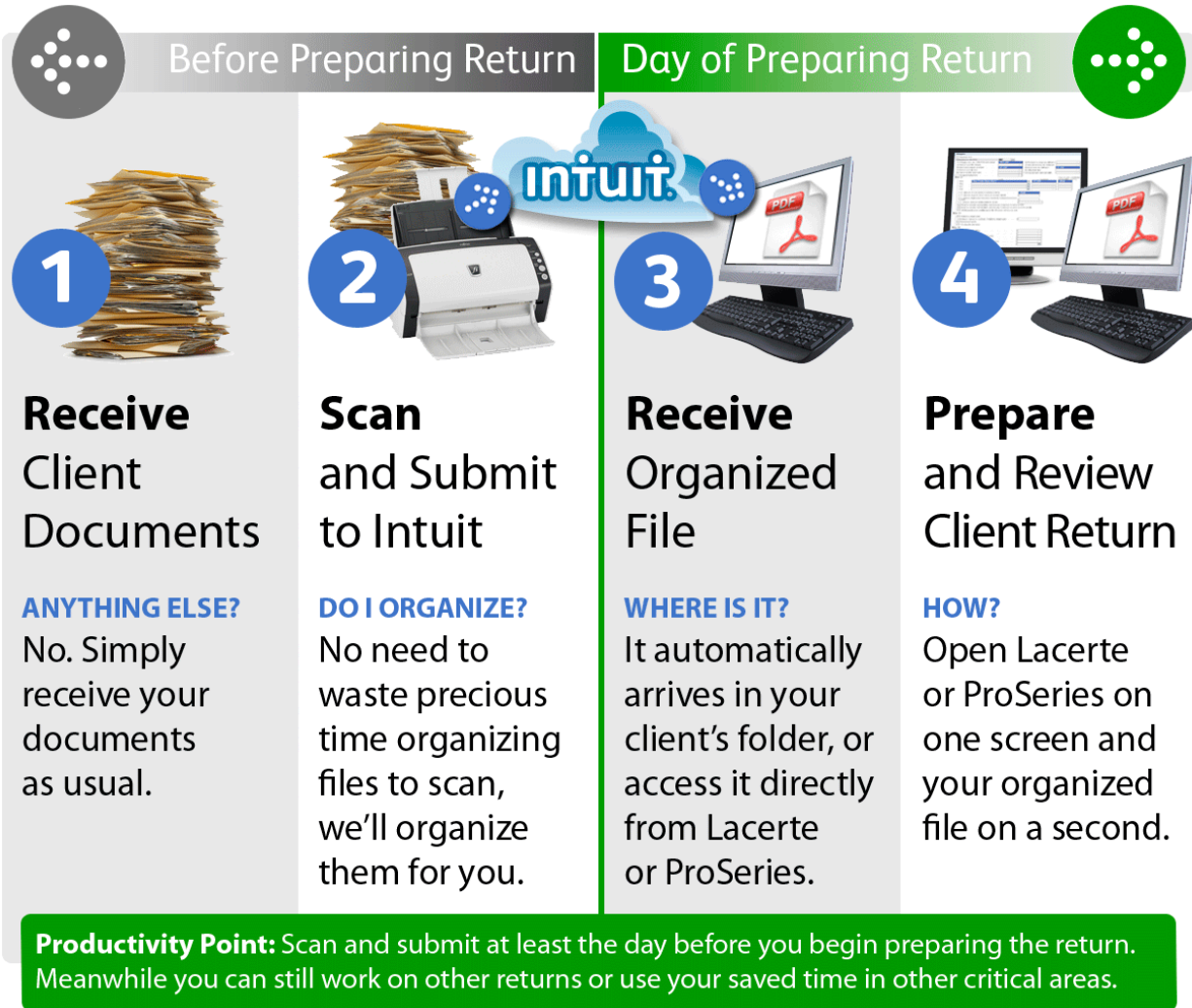


4. When you chose to insert pages, DMS will open a window to allow you to select the document you would like to insert. Highlighting the document and clicking **'Add'** will include this additional document in the file you originally opened.



You will now have a complete source file...Organized, bookmarked, and linked to within the tax return.

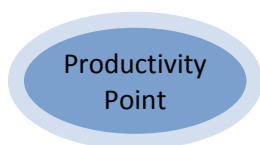
High Level Process Diagram: This is the high level Document eSort process that will allow you to gain the most productivity savings. The four steps shown here are explained in detail in the remainder of the guide.



Intuit ProLine Document eSort: Step-By-Step Instructions

Thank you for choosing to save time by implementing Intuit ProLine Document eSort into your firm. This guide contains the information you will need to get started with Document eSort. Each step you see below coincides with the high level process diagram on the prior page. In this guide, you'll learn:

- Recommended system and hardware setup
- The recommended roles for your staff
- Step-by-step Document eSort instructions.
- You will also find tips for making your office more productive and efficient.



Productivity points (shown on left) are included in this guide to drive additional efficiencies within your firm.

Recommended Office Staffing

The following roles are defined for firms to most efficiently use Document eSort to increase productivity. Depending on the size of your office, you may either have multiple people in the same role or multiple roles may be held by the same person.

- Administrator: Functions as firm's process owner and software administrator
Sometimes responsible for accepting documents dropped off by clients and initiating the tax engagement
- Preparer: Responsible for front-line preparation of individual tax returns
- Reviewer: Responsible for reviewing individual tax returns

System Setup Requirements

	Recommended Setup Requirements	Minimum Setup Requirements
Computer	One system meeting tax software system requirements	One system meeting tax software system requirements
Monitors	Dual 19" monitors setup	One 19" monitor
Internet Connection	High-speed, such as T-1, DSL, or Cable/Broadband	High-speed, such as T-1, DSL, or Cable/Broadband
Scanners	<u>One Fujitsu 5110c, 6130 or comparable scanner for each work station</u> <i>Scanning at 300DPI and Black and White is required for Document Import</i>	<u>One Fujitsu 5110c, 6130 or comparable scanner</u> <i>Scanning at 300DPI and Black and White is required for Document Import</i>
Tax Software	Current year licensed version of Lacerte	Current year licensed version of Lacerte
Document Management	Current year licensed version of Intuit DMS	Current year licensed version of Intuit DMS
PDF Viewer	Intuit DMS or Adobe (Standard version or higher)	Adobe Reader or comparable
Other Software	Microsoft Excel	Microsoft Excel

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