

Welcome to CCH Access™ Document 2019-3.4

This bulletin provides important information about the 2019-3.4 release of Document. Review this bulletin carefully. If you have any questions, additional information is available on CCH [Support Online](#).

New in this Release

Recycle Bin Changes

We have renamed the Restore All Items button to Restore Recycle Bin. As a safeguard, you are now required to type "RESTORE" or "EMPTY" to proceed before deleting or restoring all items from the recycle bin.

Retention Based on Latest Version Created Date

We have added a new retention setting, *Retention based on latest version created date*. File retention is calculated by adding the retention period for a file's class or subclass to the last date that a new version of the file was created. This date is indicated by the *Latest file version created date* for files in managed storage and the *File last modified date* for files in extended storage. The configuration for this setting is only visible to the firm administrator.

64-Bit Compatibility and Microsoft® Excel® formats for Import and Linking

CCH Access runs as a 64-bit application to use the higher memory capacity in many computers. Previously, special start-up steps were required for importing time or expense transactions, running the Client Import Utility and Staff Import Utility, and performing batch client linking. Beginning with this release, you can start CCH Access normally and use these features.

This change also removes the ability to import from XLS files known as the Excel® 97 - Excel® 2003 binary file format. You must create XLSX files instead or [use Excel® to convert XLS format files to XLSX format files](#).

Known/Resolved Issues

Published Files Not Expiring

Published files now expire as expected.

Unable to Preview Files in 64-bit Mode

Files stored in Document can now be previewed in 64-bit mode.