

ProSystem fx[®] Document (On-Premise)

Release Bulletin

Release 2010-4.1

July 2011

Welcome to ProSystem fx Document 2010-4.1 (On-Premise)

This bulletin provides important information about the 2010-4.1 release of ProSystem fx Document (On-Premise). Please review this bulletin carefully. If you have any questions, please call Customer Support at 1-800-PFX-9998 (1-800-739-9998), Option 6. Additional information is available on CCH [Support Online](#).

IN THIS RELEASE BULLETIN

We are excited to release the next firm-hosted version of ProSystem fx Document. To help you plan and prepare for this release, we want to share the following information. To purchase or upgrade to this new version of Document, please contact your sales representative.

The following is a summary of topics covered in this release bulletin:

- ◆ [New in this Release](#)
- ◆ [System Requirements and Considerations](#)
- ◆ [Data Preparation and Migration](#)
- ◆ [Migration Training Options](#)
- ◆ [Integration Information](#)
- ◆ [Additional Information](#)

NEW IN THIS RELEASE

Please review the following to learn about some of the exciting improvements to ProSystem fx Document.

What's New for Foundation Document (3.x) Customers?

This new version of ProSystem fx Document offers existing customers several new features and enhanced features as listed below.

- ◆ You can now store files for the Firm, Office, Business Units (formerly, Companies), Clients, Staff, and Non-Client entities. Foundation Document only supports storing files for Clients.
- ◆ A new tabbed interface allows you to quickly view and work with files for the selected entity, recent files, recent entities, file groups, checked out files, files pending approval, and file discussions.
- ◆ You can create any number of custom folder templates and set default metadata for each folder. Folder templates can be created for Managed or Extended storage.
- ◆ Quick Search can now search for files based on any metadata (file name, class, subclass, etc.), including word search capabilities.
- ◆ You can now drag and drop files from your desktop to Document.
- ◆ You can now copy or move files from one entity or folder to another.
- ◆ File discussions allow you to more easily collaborate with other firm users and keep the discussion with the file.
- ◆ File groups allow you to group files together—even across clients and folders—so that you can quickly locate and work with related files.
- ◆ All file lists can be grouped, filtered, and sorted with layout changes saved automatically.
- ◆ Saved searches allow you to create and save frequently used searches.

- ◆ You can now send files as encrypted email attachments to anyone.
- ◆ The new Office Plug-in Framework allows you to easily install and update plug-ins to Microsoft Office applications. Plug-ins are available for Outlook, Word and Excel.
- ◆ The Microsoft Outlook plug-in searches for and automatically selects a matching client when you save an email to Document.
- ◆ The enhanced recycle bin allows expired files to automatically move to the recycle bin. You also can set up a purge schedule and specify a maximum recycle bin size. You no longer must manage the recycle bin or expired files manually. Expired files and user-deleted files display separately.
- ◆ You can now preview a file before opening it (supported file types only).
- ◆ You can now view, delete, or restore previous versions of files.
- ◆ The file version number is only updated when changes to the file are detected.
- ◆ A new exception reporting service allows users to report unexpected errors to CCH.
- ◆ ProSystem *fx* Document (On-Premise) supports multi-office architectures, including distributed or centralized storage for multi-site firms.
- ◆ The updated Print to Document print driver allows you to convert files to PDF format and save them to Document.
- ◆ Offline mode is no longer supported, but you can mark files to be synchronized with your PC when you log in or out of Document. Changes made offline are not synced back to Document.
- ◆ Extended storage is available to store linked spreadsheets, QuickBooks company files, or CaseWare files (This feature will not be available in the SaaS version of Document).
- ◆ The File Export Utility provides the ability to export files out of Document for one or more clients or entities.
- ◆ The Portal Integration Utility allows you to convert a Standalone SaaS Portal to a portal that is integrated with Document.
- ◆ With the View All Files feature, you can now easily view all of the files for a selected entity in any file list.
- ◆ A new Feedback button allows you to send enhancement requests, defect reports, and feedback regarding features that you like or dislike directly to CCH product management and support.
- ◆ You can now scan files into Document without a routing slip. When a file is dropped on a local watched scan folder, the Add Files screen is displayed.
- ◆ The Entity File Lookup pane on the Dashboard allows you to quickly view files for a client or other entity.
- ◆ Document Explorer has been discontinued.
- ◆ **Document Drive has been discontinued.**

SYSTEM REQUIREMENTS

Please review the following system requirements for the on-premise version of ProSystem *fx* Document. For all Windows Server products, Document cannot be installed on a Domain Controller. The installer will prevent you from installing on a Domain Controller. Small Business Server 2003 and 2008 can be used to host a 64-bit Line of Business or virtual server that the software can be installed on, but Document cannot be installed directly on the Small Business Server.

Server/Platform Operating System

- ◆ Windows Server 2003 Standard or Enterprise (64-bit only)
 - Memory minimum: 8 GB
 - Minimum CPU: 2 GHz (varies with number of users)
- ◆ Windows Server 2008 R2 Standard or Enterprise (64-bit only)
 - Memory minimum: 8 GB
 - Minimum CPU: 2 GHz (varies with number of users)

Database

- ◆ SQL Server 2005 with Service Pack 3 Standard/Enterprise
 - Memory minimum: 8 GB
 - Minimum CPU: 2 GHz

- ◆ SQL Server 2008 with Service Pack 2 Standard/Enterprise (R1 or R2)
 - Memory minimum: 8 GB
 - Minimum CPU: 2 GHz

Note: Document and SQL can be installed on the same server. The server must have at least 8 GB of RAM. For best performance, we recommend installing Document on a dedicated server.

Citrix and Terminal Services Compatibility

Citrix and Terminal Services/Remote Desktop Services are supported in this version of ProSystem fx Document. Server components must be installed on Windows Server 2008 R2 (64-bit only).

	Microsoft Terminal Services/ Remote Desktop Services	Citrix XenApp 5	Citrix XenApp 6
Server	Windows Server 2008 R1 or R2 (64-bit only)		
Editions	Standard & Enterprise		
Memory	2GB per concurrent user		
CPU/Cores	1 GHz per concurrent user		
Publishing Mode	Application and Desktop		
Profiles	Standard, Roaming, and Redirected		
Load Balancing	User session only (roaming and redirected profiles)		

Workstation Operating System

- ◆ Window XP Professional 32-bit or 64-bit with Service Pack 2 or higher (limited support)*
 - XP Compatibility Note:** No major issues have been reported or identified with Windows XP. If any issues specific to Windows XP are identified, they will be considered on a case-by-case basis to be fixed. For best results, Windows® Vista or Windows® 7 is recommended.
- ◆ Windows Vista (32-bit or 64-bit) Home Premium, Business, Ultimate, or Enterprise with Service Pack 1 or higher
 - Note:** Use of Windows Vista Home Basic Edition is not supported.
- ◆ Windows 7 (32-bit or 64-bit) Home Premium, Professional, Ultimate or Enterprise
 - Recommended for optimal application performance
 - Note:** Use of Windows 7 Starter Edition is not supported.

Workstation RAM Memory

- ◆ Minimum memory: 4 GB
 - Note:** 32-bit machines will only have access to up to approximately 3 GB of RAM memory due to limitations in 32-bit architecture. For best performance, a 64-bit workstation with at least 4 GB of RAM is recommended.
- ◆ Recommended memory: 8 GB

Workstation Processor

- ◆ Minimum processor: Intel Pentium 4 or AMD Athlon
- ◆ Minimum CPU speed: 2 GHz
- ◆ Recommended processor: 64-bit dual core or higher processors using AMD x86/64 or Intel EM64T technology

Workstation Disk Space

- ◆ 10 GB of free local disk space

Workstation Microsoft Office Plug-in Requirements

- ◆ To use the Microsoft Office Plug-ins, Microsoft Office must be installed on each client workstation
- ◆ Microsoft Office 2007 Standard/Professional/Ultimate/Enterprise/Small Business or
- ◆ Microsoft Office 2010 Standard/Professional/Enterprise/Home and Business (32-bit only for plug-ins)
- ◆ Plug-ins are supported in a Citrix environment (Office 2007/2010 32-bit only)

Note: Microsoft Office 2003 is not supported for Office Plug-ins, but you can store and open documents created in Office 2003 in ProSystem fx Document through the SmartClient software.

Workstation SmartClient Install Prerequisites

The following prerequisites are installed by the SmartClient installer if they are not present. To minimize installation time, however, we recommend that you download and install the Microsoft .NET 3.5 Framework directly from the [Microsoft Web site](#) prior to running the SmartClient installation.

- ◆ Microsoft .NET 3.5 Framework Service Pack 1
- ◆ Microsoft Visual Studio Tools for the Microsoft Office System (version 3.0 runtime)
- ◆ Microsoft Visual Studio 2005 Tools for Office Second Edition runtime
- ◆ Microsoft Office 2007 Primary Interop Assemblies (Office 2007 users only)
- ◆ Microsoft Save as PDF or XPS (Office 2007 users only)
- ◆ Microsoft SQL Express 2005 (only installed with Data Migration)
- ◆ Microsoft SSRS Report Writer

Additional Software NOT installed by the SmartClient installer

The following additional software will enhance your use of the software, but are optional. These applications will not be installed by the SmartClient installer if they are not present.

- ◆ Adobe Flash 9.0 or higher
- ◆ Adobe Acrobat Reader 8.0 and higher
- ◆ Microsoft Silverlight
- ◆ Microsoft Internet Explorer 7.0 SP2 and higher

WAN Requirements (Multi-site firms only)

- ◆ Minimum throughput: 3 mbps after any overhead loss
- ◆ Maximum acceptable latency: 80 ms

Printer

- ◆ PCL5e compatible printer driver

Internet Bandwidth Requirements

- ◆ Internet connectivity is required for installation, licensing verification, help file access, etc.

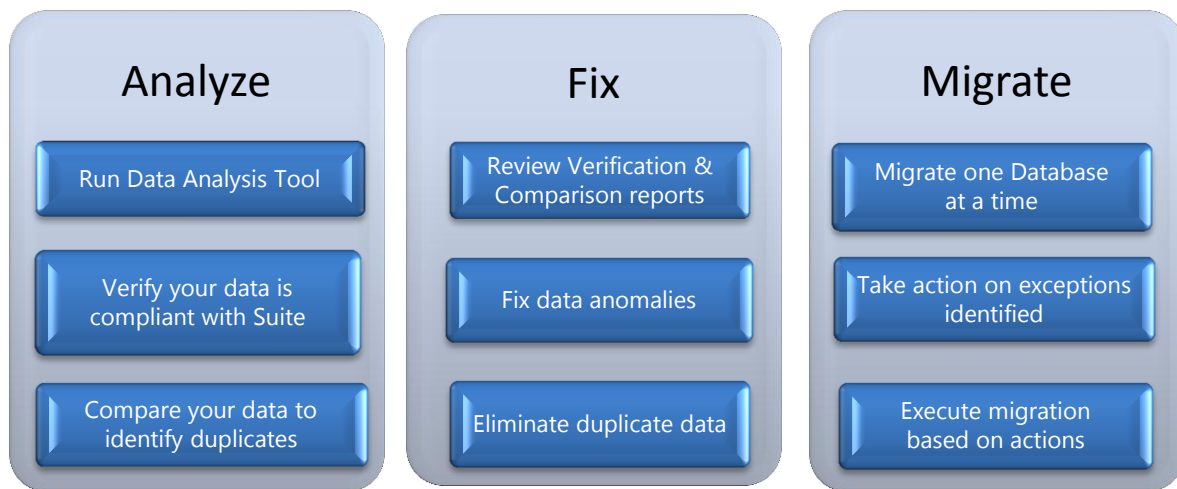
Workstation Display Monitor

- ◆ Screen resolution: 1024 x 768 or higher
- ◆ Color: 16-bit or higher color recommended

DATA PREPARATION AND MIGRATION

Data Analysis Tool (DAT)

Before you migrate your data to the new Document product, you first must analyze your data with the Data Analysis Tool. This tool verifies that required data fields are present and identifies any duplicate data within an existing ProSystem *fx* product. It also compares client and staff data between ProSystem *fx* products and identifies matching and non-matching data fields. The utility does not directly modify any data. Instead, it provides verification and comparison reports that assist you in standardizing your client and staff information prior to migration.



Once your data has been analyzed, and any issues are resolved, the migration process can begin.

[Click here for more information and to download and install the DAT tool.](#)

MIGRATION TRAINING OPTIONS

Data migration is the process of moving your firm's foundation database information to the new ProSystem *fx* Document database. The Data Migration process will be a collaborative effort between your firm and the CCH Support Team. Document is the first on-premise application from the new ProSystem *fx* Suite and it is critical that your firm carefully consider your firm's needs and determine the most appropriate way to setup the system and migrate your foundation data. Our support and implementation teams will assist you. Complimentary training is available, but best practice consulting, IT consulting and end user training will ensure that your firm is ready to hit the ground running upon successful completion of the installation and migration processes. Please contact your account manager for more information about the available training and consulting options available to you.

Data migration training is designed to educate your firm on the steps involved in migrating to the new release of ProSystem *fx* Document. Completion of this training will help your firm create a firm data migration plan. Migration Guides will be provided during the training. These include detailed step-by-step instructions for all migration-related decisions.

Post-migration training is recommended so your firm's users can take advantage of the enhanced application interface and new program features. Both complimentary and one-on-one trainings are available. Please contact your account manager to purchase one-on-one training sessions. All complimentary trainings are multi-firm trainings.

Minimum Required Training (complimentary, no charge)

Data Analysis Tool Training

Data Analysis Tool (DAT) training is designed to help prepare your firm's data for a successful transition to the next generation of ProSystem *fx* products. Understanding how this tool works and how to correct identified issues is key to a successful migration. You do not need to attend this session if you attended prior to ordering and have completed analysis tasks.

- ◆ Topics Covered
 - DAT usage
 - Interpreting reports
 - Modifying data
- ◆ Attendees
 - Any firm personnel responsible for implementing ProSystem *fx* next generation solutions.
 - Any firm personnel responsible for verification of client or staff data.
- ◆ Session Details
 - 1 hour session
 - Web-based Multi-client Training Session(MTS)
 - Single and multiple product data analysis trainings are available.
 - Register [here](#)

Document Update Seminar

The Document Update Seminar is designed to prepare your firm for a successful transition to the next version of ProSystem *fx* Document. Completion of this training will prepare your firm to begin using Document On-Premise immediately after transitioning from Foundation Document. Training covers core features, and includes instructions for setup and use of classes and subclasses, storage folders and the recycle bin.

- ◆ Topics Covered
 - New features and functionality
 - Key differences between Foundation and next generation applications
 - Training on core features in Document including adding, finding, and editing documents
 - Document and Portal integration
- ◆ Attendees: Experienced ProSystem *fx* Document Foundation users transitioning to Document On-Premise
- ◆ Session Details
 - 2 hour session
 - Web-based Multi-client Training Session (MTS)
 - Register [here](#)

Data Migration Training

Data Migration Training is designed to educate your firm on the steps involved in migrating to the next generation of ProSystem *fx* products. Completion of this training will help your firm create a firm migration plan. Your firm should attend migration training for each product to be migrated.

- ◆ Topics Covered
 - Best practice recommendations for data migration
 - Training on the data migration process
 - Interpreting data migration reports
- ◆ Attendees
 - Any firm personnel responsible for implementing the next generation of ProSystem *fx* products.
 - Any firm personnel responsible for verification of client or staff data.
- ◆ Session Details
 - 1 hour session
 - Web-based Multi-client Training Session(MTS)
 - Register [here](#)

Additional Recommended Training (prices vary)

Migration Best Practice Consulting

Best practice consulting is designed to ensure that your Document implementation accommodates your firm's workflow, embedded cultural behaviors, and any legal requirements relating to your quality controls. This course is crucial for successful implementation.

- ◆ Topics Covered
 - Developing best practices for each department
 - Identifying procedures to maximize integration points with other applications

 - Determining standards for classes and subclasses
 - Customizing system settings to meet firm needs
- ◆ Attendees: Document Champions Team
- ◆ Session Details
 - 4 hour or 8 hour session
 - Single-client Training (1-on-1)
 - On-site or Web-based consulting available
 - Register [here](#)

Migration End User Training

Provide your firm with a full understanding of how to use your new Document product. This course includes hands-on computer training for end users. This training is highly recommended for all firm users.

- ◆ Topics Covered
 - Understanding the user interface
 - Accessing and searching files
 - Scanning, adding, and editing files
 - Sorting, grouping, and filtering documents
 - Using online discussion features
 - Emailing files using Microsoft® integration
- ◆ Attendees: Entire staff
- ◆ Session Details
 - 4 hour session
 - Web-based Multi-client Training Session (MTS) or
 - Web-based Single-client Training (1-on-1) – for up to 15 attendees
 - On-site or Web-based training available
 - Register [here](#)

IT Consulting

IT consulting tailored to focus on your company's IT staff, this session outlines the critical role that IT plays in the successful implementation of your Document products.

- ◆ Topics Covered
 - Environmental review
 - Installing and configuring the application
 - Functionality testing
 - Data migration
 - IT and Admin training
- ◆ Attendees: IT Personnel
- ◆ Session Details
 - 2 day session
 - Web-based Single-client Training (1-on-1)
 - Contact your sales account manager for more information or to order

INTEGRATION INFORMATION

ProSystem *fx* Document (On-Premise) integrates with several CCH and third-party applications. Please read below for information on how each product integrates with Document.

ProSystem *fx* Portal (SaaS)

When Document and Portal are “integrated,” firm users can add files to Document and publish to Portal at the same time, publish files that already exist in Document, or unpublish files from the Portal. An email notification can be configured to be sent to clients when the firm publishes files to the Portal. When Portal users upload files to the firm, an email notification can be sent to the firm users. Firms must approve client uploaded files on the “File Pending Approval” tab in Document Central before they are accessible to Portal users.

Foundation Versions of ProSystem *fx* Tax

You can print a client’s return to Document and publish it to an integrated Portal. You must select a client each time you print to Document. (A future enhancement will allow you to establish links between Tax and Document, so that future prints will not require client selection.) Requires ProSystem *fx* Tax 2010-1 or higher.

ProSystem *fx* Engagement

From Document, you can copy or move files to Engagement. From Engagement, you can send a copy of a workpaper to Document. You must select a client each time you send a workpaper to Document. (A future enhancement will allow you to establish links between Document and Engagement clients, so that you will not need to select a client each time you upload a workpaper.) Requires ProSystem *fx* Engagement 6.5 or higher.

ProSystem *fx* Scan

Like Foundation Document, you can create routing slips in Document On-Premise. Scan can read the barcode and then save the file to a watched folder. From the Scan queue, you can also right-click on a file to send it to Document. If your firm is licensed for Scan with AutoFlow, you can choose to send Document after completing the AutoFlow process. Requires ProSystem *fx* Scan 6.0 or higher with AutoFlow.

Microsoft Office 2007 and 2010 (32-bit)

A new Office Plug-in Framework and plug-ins to Word, Excel and Outlook are included with Document On-Premise. From Word and Excel, you can open files stored in Document or save files directly to Document. In Outlook, you can attach files stored in Document to outgoing emails. You can also send emails and their attachments to Document for storage. The system looks for the email address in the client database and automatically selects the correct client when a match is found.

Other Third-Party Applications

A “Print to Document” print driver is included so you can print from most applications to Document. Files are saved in PDF format and then stored in Document. When you print, you can select the appropriate client, folder, and metadata (such as class and subclass) for the file.

ProSystem *fx* Suite (SaaS)

Document On-Premise **does not** integrate with the following ProSystem *fx* Suite (SaaS) applications due to current limitations with the SmartClient:

- ◆ ProSystem *fx* Tax (SaaS)
- ◆ ProSystem *fx* Practice (SaaS)
- ◆ ProSystem *fx* Workstream (SaaS)

To integrate with any of these products, you must use ProSystem *fx* Document (SaaS).

ADDITIONAL INFORMATION

You can learn more about the firm-hosted or SaaS version of ProSystem *fx* Document by visiting our Web site [here](#), or contact your local sales representative.

For support information, please visit [Customer Support Online](#) and stay updated with the most current information, including updated system requirements, Knowledge Base articles, a complete list of known issues, and FAQs.