

CPE Webcast

Using Adobe Acrobat to Prepare 1040 Workpapers PDF vs. Alternatives

Presented by:



Sponsored by:



Administrative Items

- **100 – 120 Minutes (Education, Demo, Q&A)**

- **Participants are muted. Ask questions through the GoToWebinar Control Panel**

- **10% Discount to all attendees**

- **Eligible to Receive 2 CPE Credits**
 - Register at www.cpaacademy.org
 - Logged in for 100 minutes
 - Answer 6 of 8 polling questions
 - CPE Certificate will be issued in 2 – 3 business days
 - Check your spam or junk folder, or login to account
 - iPad viewers beware

cPaperless, LLC

➤ Paperless solutions for the tax & accounting industry

➤ Products



Adobe Acrobat Plug-In



Next Generation Client Portal & File Sharing



E-Signatures for Accountants (First to Market)

➤ 2,500+ Customers and 20,000+ Accountants

➤ Steve Dusablon

President & CEO

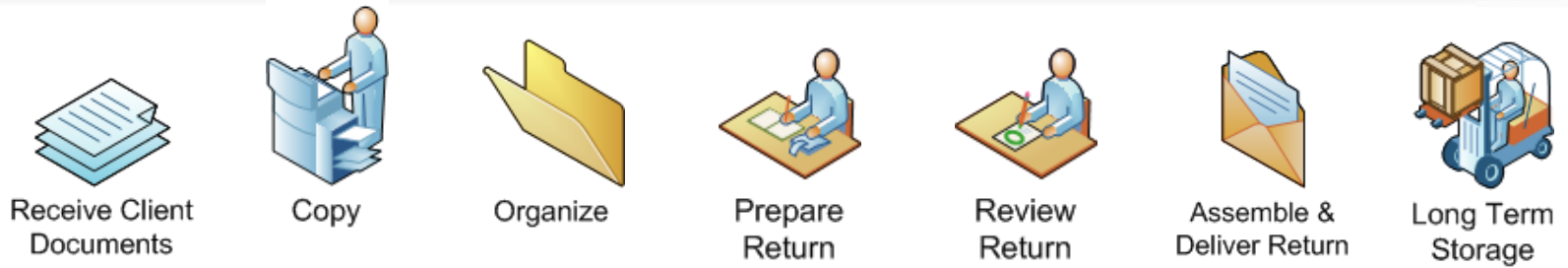
(800) 716-2558 x 110

Steve.Dusablon@cPaperless.com

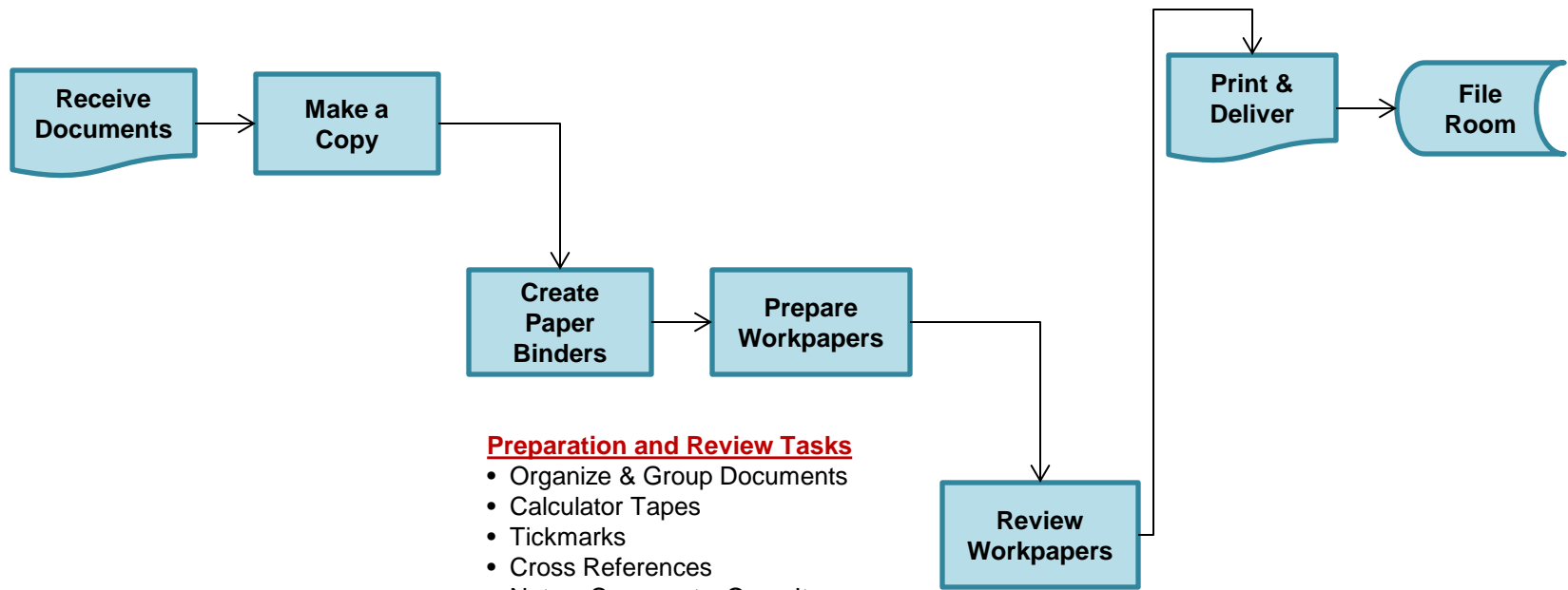
Agenda

- **Building a Paperless Tax or Accounting Department**
 - Scanning source documents to PDF format
 - Preparing paperless workpapers from PDF files
- **1040 Workflow Diagrams**
- **Options for Digital Workpaper Preparation**
- **Scanning, OCR and Scan-and-Organize or Scan-and-Populate**
- **Training: Using Adobe Acrobat and Tic, Tie & Calculate to Prepare Paperless Workpapers**
- **Q&A**

1040 Workflow: Paper World



Admin



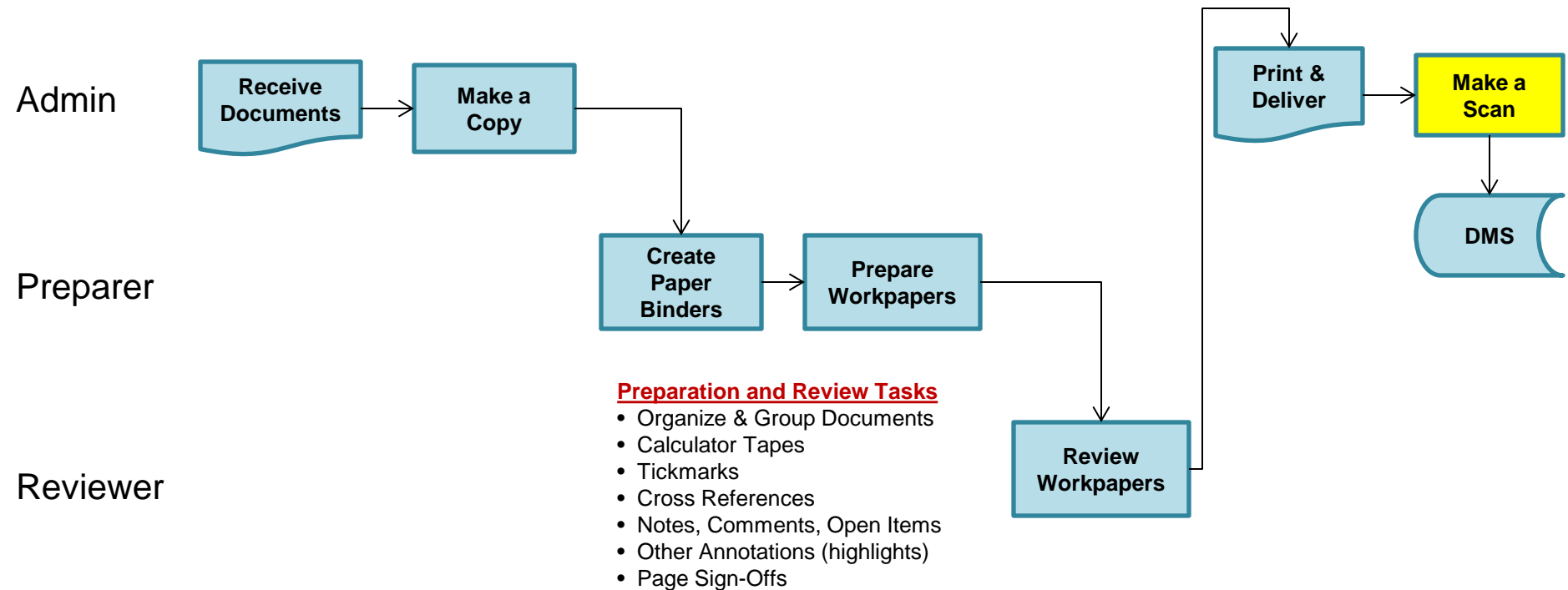
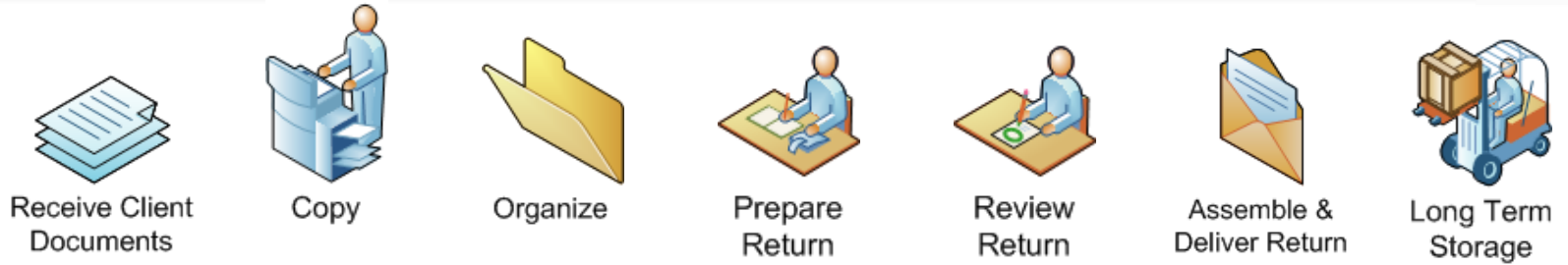
Preparer

Reviewer

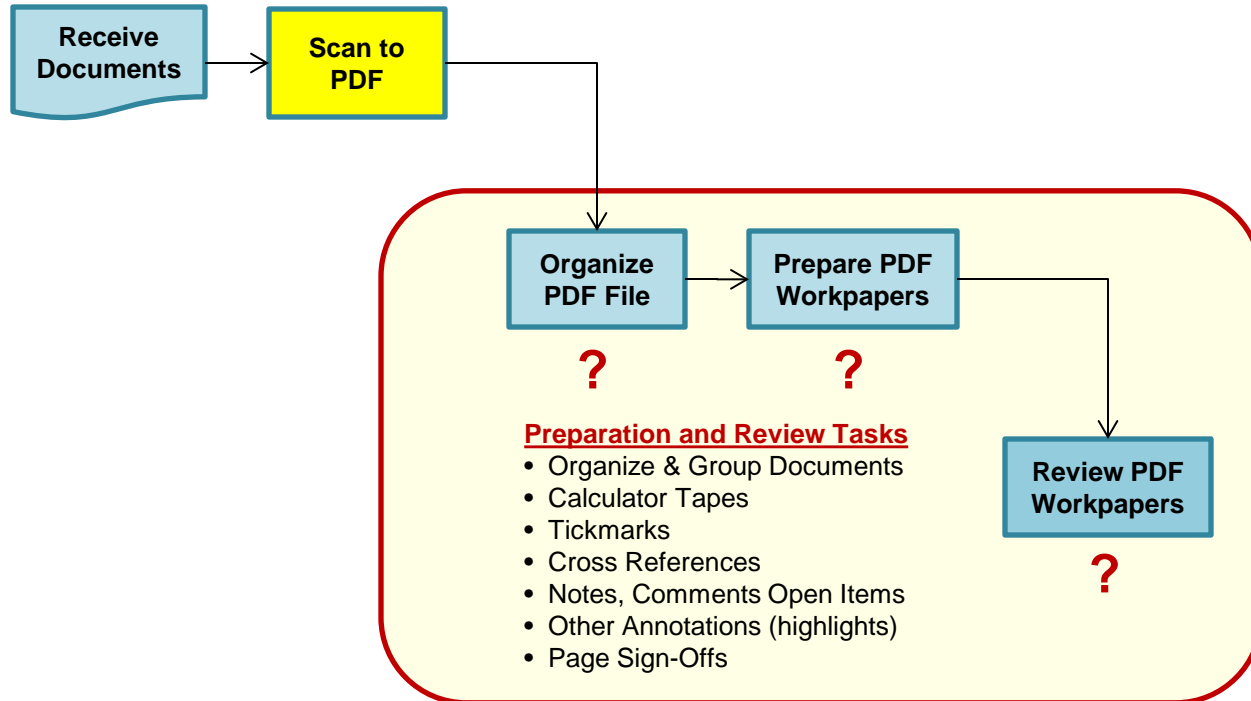
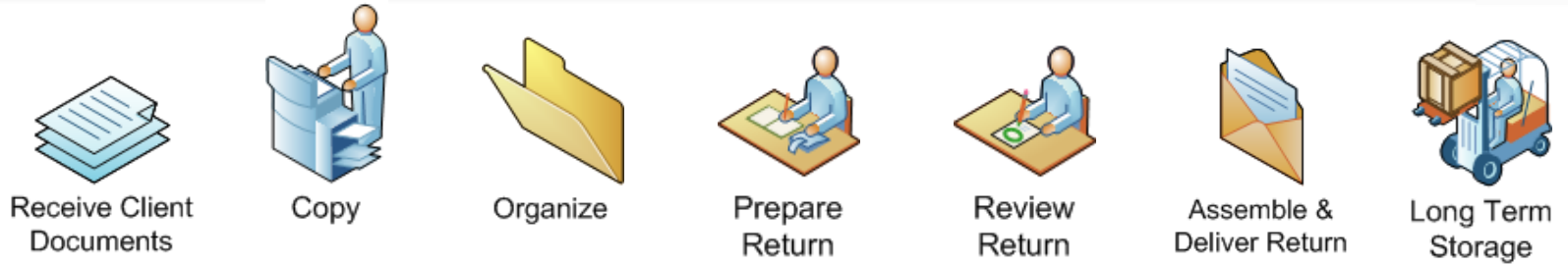
Preparation and Review Tasks

- Organize & Group Documents
- Calculator Tapes
- Tickmarks
- Cross References
- Notes, Comments, Open Items
- Other Annotations (highlights)
- Page Sign-Offs

1040 Workflow: Back Scan



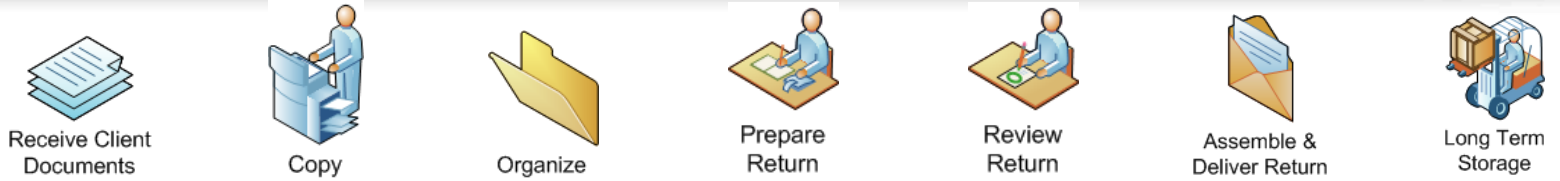
1040 Workflow: Front Scan



Digital Workpaper Preparation

- Acrobat = 95% of firms
- TTC = 10,000+ accountants
- Industry standards
- Non-proprietary
- Easy to use and train
- Accounting functionality
- Complete workpapers
- Affordable

Scan-and-Organize & Scan-and-Populate

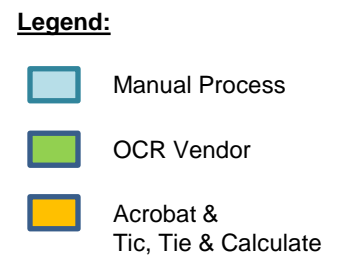
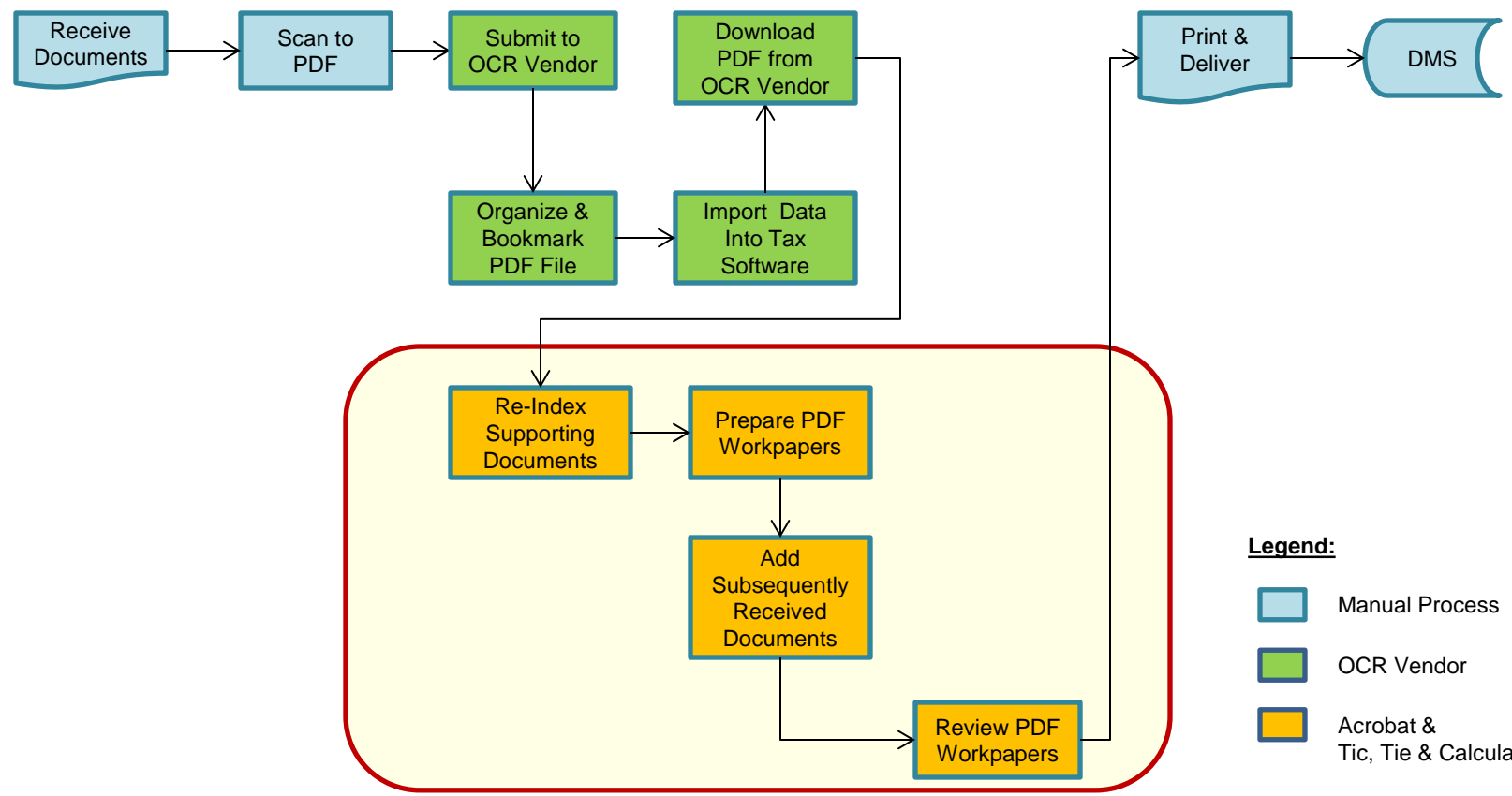


Admin

OCR Automation

Preparer

Reviewer



Polling Question #1

Options For Digital Workpaper Preparation Acrobat vs. Alternatives

Options for Digital Workpaper Preparation

PDF Reader

- Adobe Acrobat Reader (Free version)
-

1) PDF Editor

- Adobe Acrobat Standard or Pro (95% of accounting firms)
- Nuance, Foxit, Nitro, etc.
 - Not recommended
 - Do not have a plug-in model
- Broad based applications, not designed for accountants

2) Adobe Acrobat With a Plug-In

- Recommended

3) Proprietary Solutions

- DMS Integrated Solutions - Limited functionality
- Web Based Binder - Sophisticated, complicated, expensive & all documents need to be uploaded to server



Tic, Tie & Calculate

- **Accounting Specific Plug-In for Adobe Acrobat**
 - Tickmarks in Red, Blue & Green
 - Tickmark Navigator
 - Digital Calculator Tape with Direct Print to PDF
 - Hyper Linked Cross References
 - Automated Bookmarking & Repagination
 - Preparer / Reviewer Page Sign-Offs
 - Review Status Summary
 - Digital Ruler
 - Single Click Page Rotation
 - Multiple Monitor Support

- **Easily Prepare Digital Workpapers**

- **Can Be Used With All Scan-and-Organize Solutions**

- **FREE 30 Day Trials**

- **Easy To Use & Train through online videos**



Polling Question #2

Scanning & OCR

➤ Scanning

- 300 - 600 dpi, black and white
- Duplex scanning, odd sized pages
- Fujitsu Scan Snap iX500 or S1500 (comes with Acrobat Standard)

➤ Admin vs. Professional

- Every firm is different. Experiment with both
- Professional familiarizes themselves with the return
- Speeds bookmarking process

➤ OCR (Optical Character Recognition)

- Converts scanned image to text
- Standard in Adobe Acrobat
- Scanner Settings: Done during the scan process?

Scan-and-Organize or Scan-and-Populate

➤ What is Scan-and-Organize?

- Organizes & bookmarks the source documents
- 25% of documents are unrecognized & need to be manually classified

➤ What is Scan-and-Populate?

- Imports data into tax software

➤ Polling Question #3

➤ Do they save time?

- Debatable - Run time trials to evaluate time savings
- We recommend GruntWorx (www.GruntWorx.com)

➤ Our Opinion

- More firms fail than succeed
- Fix mistakes & check numbers anyways
- Schedule D is the best value
- Can reduce profitability
- Bookmarking with an Acrobat plug-in can be faster



Training

Using Adobe Acrobat and Tic, Tie & Calculate,

The preparation of digital workpapers...

Is much easier than you may have thought!

Training

- **30 Pages of Source Documents**
- **Digital Workpaper Preparation**
 - Adobe Acrobat
 - Tic, Tie & Calculate
- **Subsequently Received Documents**
- **Acrobat Tips, Tricks & Techniques**
- **Recorder Version available at www.cPaperless.com and through the TTC Help Menu**
- **Polling Question #4**

System Requirements


- **Adobe Acrobat 8.0 Professional or Standard or Higher**
- **Does NOT work with Acrobat Reader (FREE version)**
- **Citrix or Terminal Server Compatible**

Next Steps

- **Assemble a paperless team & identify a project champion**
- **Download FREE 30 day trial of Adobe Acrobat**
- **Download FREE 30 day trial of TTC**
 - All members of your firm
 - Watch TTC online training videos
 - Watch recorded version of this presentation
- **Watch Recorded Version of This Training Session**
- **Don't have Acrobat or Scanners?**
 - support@cPaperless.com
 - Inexpensive Adobe Acrobat Licenses
 - Fujitsu Scansnap iX500 or S1500
 - Comes with Adobe Acrobat Standard



Pricing

 Tic, Tie & Calculate <small>Acrobat Plug-In For Accountants</small>	Price Per User					
	1-9	10 – 24	25 – 49	50 – 99	100+	250+
Tic, Tie & Calculate Features <ul style="list-style-type: none"> ✓ Tickmarks in Red, Blue and Green ✓ Tickmark Navigator ✓ Digital Calculator Tape with Direct Print to PDF ✓ Hyper Linked Cross References ✓ Automated Bookmarking & Repagination ✓ Preparer/Reviewer Page Sign-Offs ✓ Review Status Summary ✓ Digital Ruler ✓ Single Click Page Rotation ✓ Multiple Monitor Support ✓ Much More! 	\$184.00	\$165.60	\$147.20	\$128.20	\$110.40	Contact Sales
Annual Renewals	Annual Renewals are billed at \$60 per license					

Q&A