Several components of the CCH Accountants’ Suite will help you move toward a paperless office. For example, CCH Document is tightly integrated with other CCH Accountants’ Suite products such as Taxprep, as well as key third-party applications. CCH Document is just one component within the Suite that can help you to achieve a truly paperless office.

As you can imagine, the impact on your bottom line of going paperless is significant because a paperless office will allow you to:

- Dramatically streamline your workflow
- Give you more control over document management
- Reduce the costs associated with managing paper
- Reduce the inherent risks associated with traditional paper file storage

These are just a few reasons why a paperless office will take your productivity and profitability to a whole new level. You’ll have a significant competitive advantage over firms still doing things the “old way.” Paperless is where every firm will soon want to be and there’s no better way of getting there than the CCH Accountants’ Suite.

Put the synergy of the CCH Accountants’ Suite to work in your practice.

**Step 1**
**Determine what your needs are**
Call 1 866 426-6216 and a CCH Account Manager will contact you. They will work with you to complete a Desktop Solutions Inventory (DSI) Sheet. This will give you an idea of which components of the CCH Accountants’ Suite are best suited for your practice.

**Step 2**
**Register for a free Product Showcase Webinar**
Your CCH Account Manager will schedule a webinar for you. The sessions are FREE and interactive.

**Step 3**
**Build a solution that works for your practice**
Let our solution specialists help you plan and implement the combination of components that will maximize the productivity and profitability of your practice.

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**To learn more about the CCH Accountants’ Suite, please visit us at [www.cch.ca/AccountantsSuite](http://www.cch.ca/AccountantsSuite).**

Contact your local Account Manager, or call 1 866 426-6216 for more information, or email us at cservicecas@cch.ca.

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**CCH Accountants’ Suite: Integrated. Intelligent.**
Creating a solution that works for you

To create a solution customized to your specific business needs, we suggest you meet with a CCH Account Manager to help you determine the right mix for your firm. They’ll work with you to complete our convenient Desktop Solutions inventory (DSI) Sheet. It will help evaluate your firm’s existing hardware and software as well as the expertise level of your staff. Then, whatever solutions you decide on, they will ensure you have full training and support.

Whatever your needs, the solutions are here.

Proven track record

Many of the CCH Accountants’ Suite products were developed by the CCH ProSystem fx team in the U.S. They are market-proven, award-winning, integral business tools used by thousands of accountants. CCH has proven to present the specially-adapted versions of these best-of-bred solutions to Canadian accountants.

Designed with your needs in mind

CCH understands the needs of Canadian accountants. With dozens of Account Managers across the country, we constantly receive feedback from our customers. So when our team of experts began to create the CCH Accountants’ Suite, they had to find very few very specific goals in mind. They wanted to create a unique collection of integrated tools to help you:

- Maximize office efficiency and productivity
- Simplicity and automate your workflow
- Increase revenue and improve profitability
- Move easily to a paperless office
- Add value and enhance client relationships

Each of the components of the CCH Accountants’ Suite helps to meet one or more of these goals. And the more components you use in your office, the greater your ability to profit from your tightly-woven integration. The more you add, the more you’re able to unlock the power of their synergy.

The CCH Accountants’ Suite

The powerful collection of integrated tools has been intelligently designed to help you meet the challenges of managing and growing your practice. These market-proven, award-winning, best-of-bred applications include:

- **Tapping®**
- **CCH Practice®**
- **CCH Document®**
- **CCH Scan®**
- **CCH Practice Driver®**
- **CCH Site Builder®**
- **CCH Profit Driver®**
- **CCH Practice® fx**

You can choose the whole Suite or components of it to create a customized solution for your specific business needs. And when you add CCH Online Tax Research, you will have a powerful combination for success.

**CCH Practice®** is the Practice Management software for today’s accountants. It will let you capture more billable hours, bill faster, and gain instant access to the information you need to grow your practice. Integrated modules – from time entry and billing to project tracking, inquiry and reporting – are the standard for helping you meet your Practice Management needs. And true CCH Practice® software performs concurrently with Tapping and Outlook.

**CCH Practice Driver®** is a firm profitability analysis tool that gives you an overview of your practice’s performance, identifying what’s working and what’s not working. It provides real-time data already available in CCH Practice into dynamic data, allowing you to identify your practice’s most profitable service and pinpoint cross-selling opportunities.

**CCH Document®** is a complete paperless office and document management solution. You’ll be able to streamline workflow and increase overall efficiency by allowing controlled access to any document from any location. You’ll also reduce the costs associated with creating and storing paper documents. It integrates with industry standard applications such as Microsoft Word®, Excel®, and Adobe®. CCH Document was developed by CCH’s ProSystem fx team. ProSystem fx has been recognized as one of Accounting Today’s “2006 Top 100 Products”. It was also selected as a finalist in the “Best Document Management Solution” category in the 2006 Software & Information Industry Association Code Awards. In short, CCH Document is a must for any accounting firm striving to achieve maximum efficiency.

**CCH Scan®** will enable you to make the tax preparation process truly paperless. CCH Scan® is highly intelligent and book- marked PDF of all client source documents and has them available on screen for tax preparation. Achieve productivity gains of 20% or more! Productivity gains don’t stop with just the tax preparation process; CCH Scan® can be used to index and scan all paper sources documents.

**CCH Profit Driver®** is a powerful tool that allows you to automate financial statements, worksheets, and tax return preparation, but also provides the tools to manage and perform your engagements in an easy-to-use manner. CCH Profit Driver® was named as one of the “Top 100 Software Products” for 2006 by Accounting Today. CCH Profit Driver leverages Microsoft Word® and Excel® to provide unparalleled efficiency and integration in the more tedious tax return engagements. It maximizes your staff efficiency by facilitating collaboration among professionals working out of multiple office locations.

**CCH Site Builder®** is a complete paperless office and document management solution. You’ll be able to streamline workflow, increase overall efficiency, and many more. Its powerful financial analysis capability allows you to quickly transform historical data into tactical plans. You can instantly show your clients the outcome of what-if scenarios and develop detailed plans for reaching their goals in short CCH Profit Driver is an excellent way to enhance your client relationships and reinforce your role as a trusted advisor.

**CCH Engagement®** is a powerful tool that allows you to automate financial statements, worksheets, and tax return preparation, but also provides the tools to manage and perform your engagements in an easy-to-use manner. CCH Profit Driver® was named as one of the “Top 100 Software Products” for 2006 by Accounting Today. CCH Profit Driver leverages Microsoft Word® and Excel® to provide unparalleled efficiency and integration in the more tedious tax return engagements. It maximizes your staff efficiency by facilitating collaboration among professionals working out of multiple office locations.

**Tapping®**

Tapping® leads all of the top 30 accounting firms in Canada*. Tapping® is the country’s leading and most sophisticated level of professional tax preparation software.

**ProSystem fx Tax**

ProSystem fx Tax® is the most comprehensive software available for completing U.S. returns. All types of U.S. forms and guides are available including those used by the Canadian tax community like 1040NR, 1120F, 1116, 2555, 8833 etc. Robust, accurate and highly stable, ProSystem fx Tax® offers automatic calculations, overides, diagnostics, comprehensive on-screen review system and optimization for every type of return.

**CCH Scan®**

CCH Scan® is a complete paperless office and document management solution. You’ll be able to streamline workflow, increase overall efficiency, and many more. Its powerful financial analysis capability allows you to quickly transform historical data into tactical plans. You can instantly show your clients the outcome of what-if scenarios and develop detailed plans for reaching their goals in short CCH Scan® is an excellent way to enhance your client relationships and reinforce your role as a trusted advisor.

Industry-standard applications include Microsoft Word®, Excel®, Adobe PDF® and Caseware™ Working Papers. All the CCH Accountants’ Suite applications work seamlessly with the applications you already use, making your learning curve steep and improving your workflows.

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