

Simplify the organization and management of client source documents.

Client document preparation and scanning are easier than ever before! *CCH Scan* quickly and reliably takes the proverbial "shoebox" of unsorted client information, identifies each item, and outputs the documents to a single, organized and bookmarked PDF.

NEW! DIGITIZE YOUR T1 TAX PREPARATION PROCESS

Now, CCH Canadian brings you the next generation of *CCH Scan* – *CCH Scan* with **AutoFlow Technology**. For an additional cost, this new functionality will allow you to:

- Extract data from selected scanned source documents used to prepare T1 returns;
- Facilitate verification of the accuracy of this extracted data; and
- Import data directly into *Personal Taxprep* after verification.

Data from these 15 T-slips can be imported into *Personal Taxprep*.

T4	T4RIF	RC62
T4A	T4RSP	T3
T4A(P)	T4A(RCA)	T5
T4A(OAS)	T4E	T5006
T4PS	T5007	T2202

By leveraging *CCH Scan* with AutoFlow Technology, the amount of data your staff will need to enter from the bookmarked PDF into *Personal Taxprep* will be significantly reduced. Scan your clients' T1 documents, and *CCH Scan* with AutoFlow Technology will import the data (after verification) into the *Personal Taxprep* T1 forms.

The combination of *CCH Scan* with AutoFlow Technology, *Personal Taxprep*, and *PDFlyer* offers you a powerful paperless T1 preparation solution.



A PAPERLESS PROCESS

During tax season, professional staff time is at a premium and everything possible should be done to shift work to the most appropriate level. Simplify the process you use to organize your client source documents with *CCH Scan*:

- Create a bookmarked PDF of client T1 slips and documents using *CCH Scan*'s state-of-the-art technology. Appropriate administrative staff can prepare and scan client source documents.
- Once *CCH Scan* has compiled the PDF, take advantage of the *PDFlyer*™ Acrobat® plug-in to conduct an easy on-screen review of the client's file.
- All the information used to prepare the return, including preparation and review annotations, is available in digital form.
- Documents are readily available and easily accessible in the case of a post-assessment review.

CCH INTEGRATION

Integration means data is shared. Your staff will spend less time looking for the information they need, and more time getting the job done.

Are you interested in purchasing *CCH Scan* or in attending a free webinar?

Call **1-866-426-6216** to speak to a member of our customer service team or visit www.cch.ca/scan

