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ONVIO™



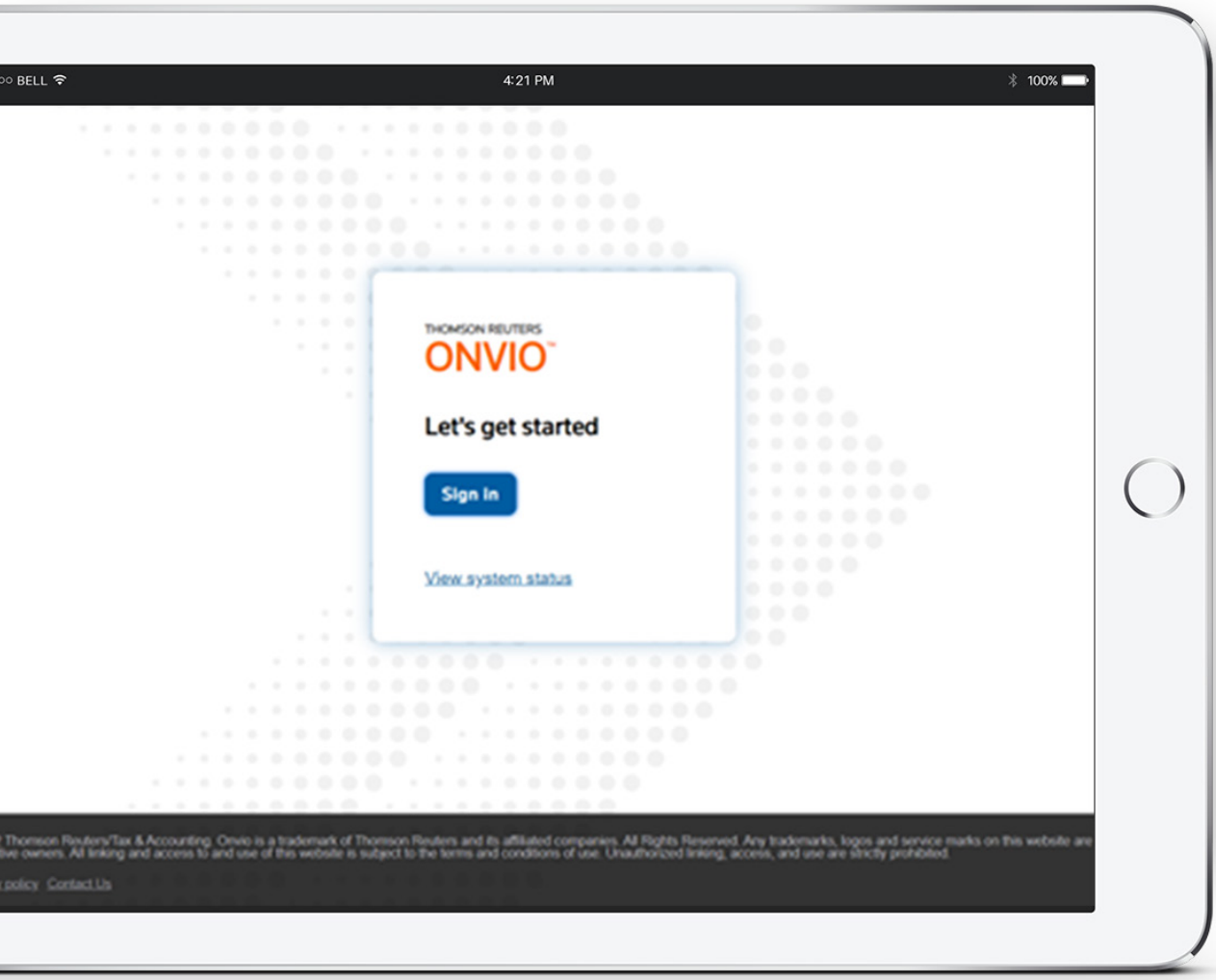
Onvio Firm Management

A collection of secure cloud-native tools for effective firm management

THOMSON REUTERS®

All About Onvio

Onvio® is a suite of innovative cloud-native products for tax and accounting professionals that brings everything you do together into one online platform. Your team can work together with the speed, flexibility, and information you need to keep pace in a fast-changing profession.



Protecting your data

Onvio implemented in Amazon Web Services provides a flexible, reliable, scalable, and secure cloud computing environment with the highest quality global network performance available. Spanning 21 geographic regions around the world, use of AWS cloud technology ensures redundancy and availability. See more on the AWS Global Infrastructure here: aws.amazon.com/about-aws/global-infrastructure/

Flexible. Powerful. Together.



Tailor Onvio to your firm's work style

The platform approach of Onvio means that with it powering your firm, you can create, modify, and share documents, track time and billing, automate steps in your workflow with trial balance tools, and stay synchronized with colleagues and clients on a single, universally accessible platform.

Work securely anytime, anywhere. Because Onvio is accessible online from your desktop, laptop, or mobile device, you and your staff have the freedom to work where, when, and how you choose.

This means secure, seamless connectivity across your organization and with your clients using multi-factor authentication and other security protocols.

Share data seamlessly. The heart of Onvio is its intelligent workflow. Whether you're importing client documents, recording employee time, or updating a project status, you never have to worry about updating information in multiple places — since all products share the same database, there's no manual syncing required. And because Onvio works with popular document sharing solutions such as Dropbox®, Google Drive™, and Box, it's simple to keep everyone on the same page.

Enjoy seamless integration. The integration capabilities of Onvio make it easy to adjust for perpetually evolving regulatory requirements, with content and advice that's always up to date. And the flexibility of Onvio means that as your needs and your clients' needs change and grow, Onvio can grow with you.

Make it easy. Since every Onvio product shares the same intuitive interface, you'll pick it up quickly and enjoy a consistent, familiar experience across the suite.

Keep it convenient. Manage all your internal resources, from client, contact, and staff information to timesheets and security via a comprehensive administrative portal.

Streamline your workflow with clients. It's a breeze to exchange documents and files with your clients, thanks to the easy-to-use sharing capabilities of Onvio Firm Management.



Onvio Firm Management: Document Management

Secure document management plus cloud collaboration

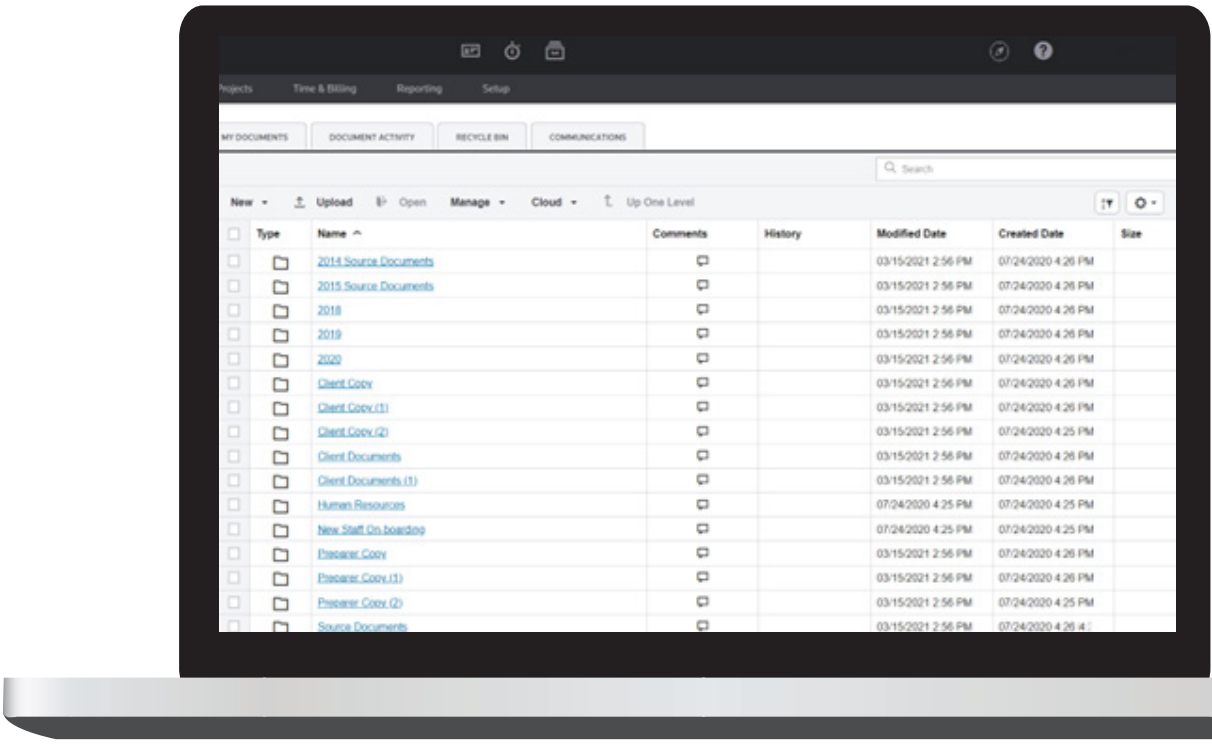
Collaborative tools and anywhere/anytime access to information is critical in today's digital environment. Clients expect the firms they do business with to provide them with an efficient and secure way to collaborate and exchange information.

Keep your firm and client data safe with enterprise-level security and multiple levels of protection. Onvio Firm Management provides cloud-native, easy-to-use document management, with innovative collaboration capabilities and an intuitive interface. Client collaboration functionality and direct integration with the CS Professional Suite® enable simple user and firm administration, allowing your firm to work seamlessly with your clients to collect source documents and distribute deliverables.

With Onvio Firm Management, you'll be able to:

- Easily onboard new clients by importing documents from Google Drive, Dropbox, and Box
- Quickly scan and upload documents from other applications
- Find the information you need by using full-text search across a variety of document types, including Microsoft® Word and PDF
- Drag and drop files, including email from Microsoft Outlook (desktop only)
- Customize your folder structure to fit your workflow
- The document eSign capability* allows your firm to send any PDF file for signature quickly and easily from the documents area
- With the document annotations feature, a firm may quickly move from document to document, improving workflow; annotations created on the document will only be visible to staff members and not shared with their clients
- Collaborate on documents with staff in real-time without the need to refresh to see what annotations, comments, or other edits have been performed
- Document history allows you to quickly see who has accessed a document and what changes or actions were taken
- Document activity allows you to review the most recent change on each document in one centralized view
- Manage clients and staff from a single user-friendly administration module
- Rest easy knowing your data is encrypted whether in transit or at rest on our servers

The Document request feature provides a secure location where clients can upload files via encrypted links that allow for easy and safe document sharing. So you never have to worry about sending sensitive data through email or other less secure methods.



*Additional fees or licenses may be required.

Onvio Firm Management: Client Collaboration

True client and staff collaboration

As part of Onvio Firm Management, Client Center gives you the latest in virtual client and staff collaboration. Think of the secure online portal as the hub for communication between your staff and clients. And because it's optimized for tablet and web, your clients can work with you anywhere they happen to be.

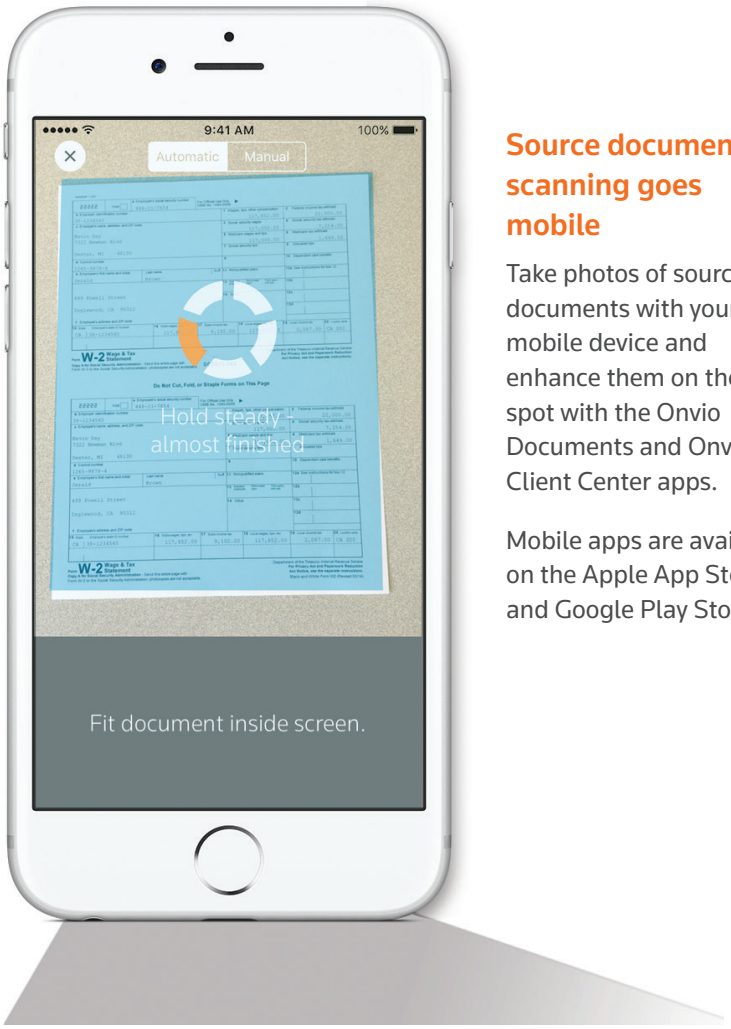
Since Onvio works with Dropbox, Google Drive, and other popular document-sharing solutions, it's easy for your clients to upload and exchange documents with your staff. You can even "assign" your clients tasks that require their action throughout your project workflow, such as uploading necessary documents or completing e-signatures* by easily sending any PDF file for signature from the documents area.

Onvio Documents and Onvio Client Center mobile apps

Functionality on the go

Onvio Firm Management has two mobile apps available for your staff and clients. These apps, Onvio Documents and Onvio Client Center, will give you the document and client collaboration functions of Onvio Firm Management, plus the ability to:

- Take photos of source documents with your mobile device and enhance them in the app (flip, crop, de-skew, flatten, etc.)
- Quickly scan and upload multipage documents with your mobile device's camera
- Answer client questions with ease, since you're viewing the same information in real time, even when you're in the mobile app
- Conveniently eSign your documents within the app while on the go
- Complete client tasks such as Thomson Reuters® UltraTax CS tax questionnaires, paying invoices (powered by Stripe), and fulfilling document requests



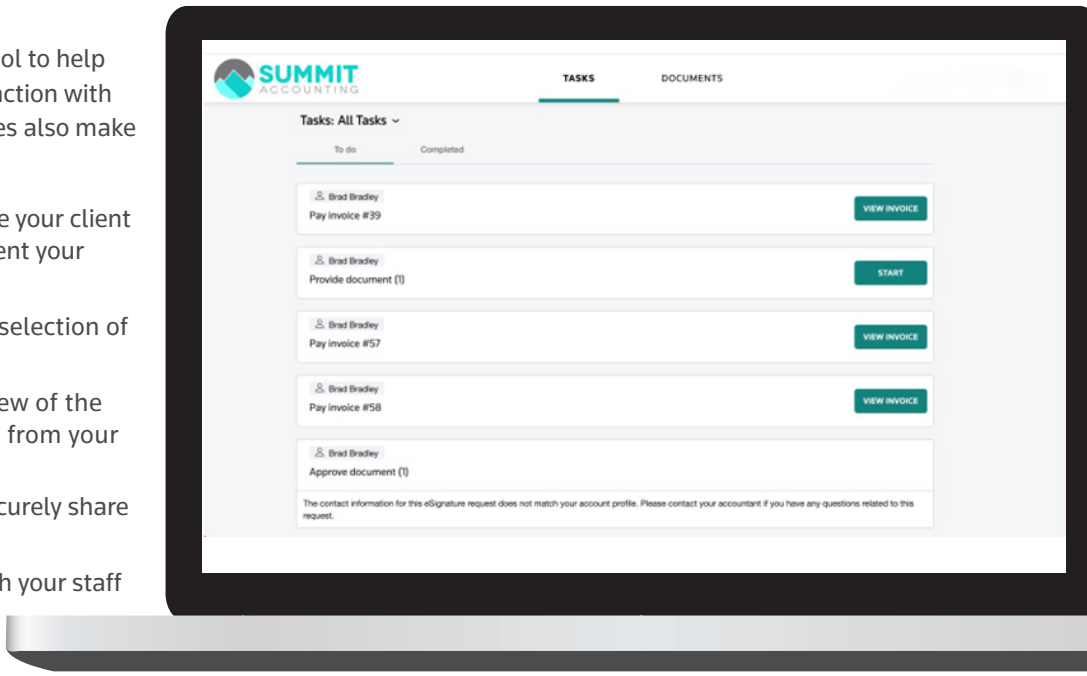
Source document scanning goes mobile

Take photos of source documents with your mobile device and enhance them on the spot with the Onvio Documents and Onvio Client Center apps.

Mobile apps are available on the Apple App Store and Google Play Store.

Onvio Firm Management: Client Center

Make it your own



Brand your firm's client collaboration tool to help extend your brand to every online interaction with your clients. Client collaboration features also make life easier for your staff, thanks to:

- The ability to customize and fine-tune your client portal and client messages to represent your brand
- Fast and easy drag, drop, scan, and selection of documents
- A simple and intuitive client-side view of the documents they upload and receive from your firm
- The ability for clients to easily and securely share documents with third parties
- An easy file exchange process for both your staff and your clients
- The ability for clients to easily pay online*
- The ability to collect e-signatures from clients on PDF documents such as Engagement Letters, Power of Attorney, and other tax forms

The integration with UltraTax CS offers even more functionality, including access to a set of online tax questionnaires to send your clients.

Onvio Firm Management: Project Management

Never miss another deadline

The holistic design of Onvio allows you to manage projects without missing a beat. Unlike many ad hoc systems, Onvio helps you manage all of the information you need for a successful project, including due dates, tasks, budgeting, reporting, and more. Onvio will efficiently update projects and/or tasks status and assigned staff in mass with batch processing to help save time in your workflow process. Project management ensures your team is working towards one goal, thanks to:

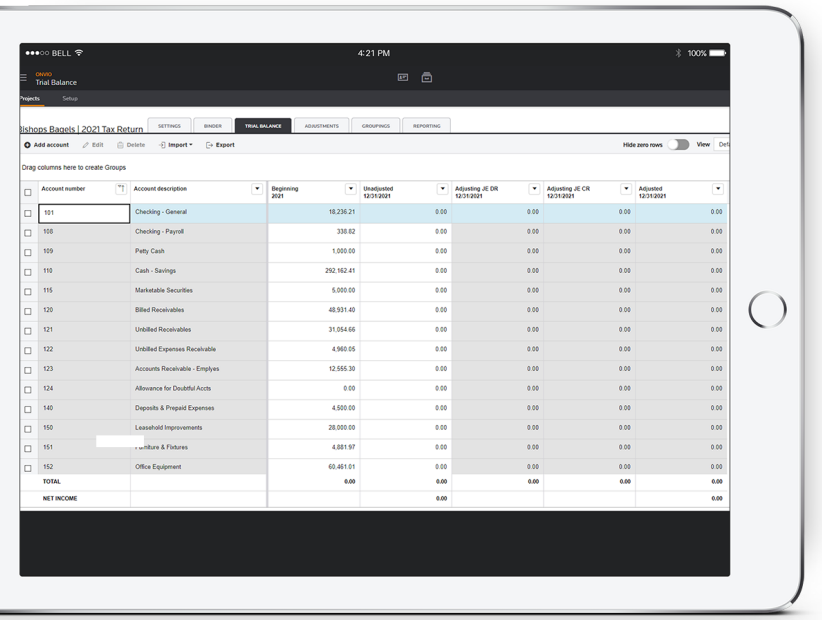
- Due date tracking
- Task tracking for staff and clients
- Project budgeting tools
- Realization rate tracking (year-over-year) to see what's profitable and what's not

*Additional fees or licenses may be required.

Onvio Firm Management: Trial Balance

Eliminate redundant data entry

Take advantage of a cloud-native trial balance built to simplify and automate your tax workflow process for both individual and business clients. Onvio Trial Balance* tools allow you to automate many key steps in your tax workflow, saving you time and turning a heavy data entry filled process into a review step.



Trial Balance

- Flexible and easy-to-use trial balance with custom views and intuitive tax line and grouping assignment
- Simple import and export of accounts, balances, and groupings from a spreadsheet with instant on-screen validation that includes AI enabled tax line assignment to save you time
- Trial balance import from QuickBooks Online or Microsoft® Excel creates one standardized process for bringing client data into Onvio
- Process annual, monthly, quarterly, semi-annual, 13-period, weekly, or short-year accounting frequencies
- Easy-to-use review tools available including tickmarks, workpaper reference linking, and comments
- Trial balance integration with multiple tax applications (Thomson Reuters® UltraTax CS, Lacerte®, and CCH® ProSystem fx®) allowing for balances to be imported directly into the tax return in the application of your choice
- Customize options for standard reports and financial statements or use the Microsoft Excel and Word add-ins to create your own
- Adjust balances using multiple adjustments types with options to copy and paste or reverse adjustments

Binder

- Integrated comments that can be associated with documents, folders, or binders
- Intuitive binder management tools that enable you to customize your folders, easily organize and review documents, finalize, and roll forward your binder upon completion
- Binder templates allow you to create and standardize the template folder structure, including workpapers, to make creating a new project binder quick and easy

Modern tools

- Create a more predictable and easy-to-learn workflow by standardizing methods of input for trial balance data
- Eliminate time consuming data entry with AI tax line mapping and auto account matching during imports
- Spend less time requesting or looking for files thanks to collaboration-friendly navigation tools
- Securely work how you want and where you want without the red tape and IT burden of setting up your own network for remote accessibility

*Onvio Trial Balance is included through the Onvio Firm Management Advanced package.

Onvio Firm Management: Time and Billing

Keep your firm at peak efficiency

The centralized database and real-time synchronization of Onvio ensure that you and your staff are always on the same page when it comes to time and billing. Fast setup and an intuitive interface make it easy to enter time and expenses, create invoices, track receipts, and report on your firm.

Easy time and expense tracking

- Choose from two input screen views: form-based with onscreen reporting of time and expenses entered, or grid-style entry with a traditional timesheet view of work completed
- Review time and expense entries in a centralized screen and export to Microsoft® Excel for analysis
- Use one or more timers to capture time as it happens anywhere in Onvio

Flexible, customized billing

- View WIP amounts available to bill — subtotaled by project, engagement, or at the client level — and export to Excel for analysis
- Create multiple invoice formats that can default to the client and be selected upon creation
- Review time and receivables with on-screen reporting by day, week, month, or custom date range
- Automatically import invoices from UltraTax CS for receivable tracking

Receipt and adjustment tracking

- Enter receipts and apply them to outstanding balances
- Enter different adjustment types, including credit memo, debit memo, and write-offs
- Send statements to clients showing the status of their accounts
- Enable bill pay for clients online or with credit cards in person

Reporting

- Access the data you need to make impactful business decisions to move your firm forward with firm management reports on productivity, collection aging, project status, and more

UltraTax CS integration with Onvio Firm Management

Direct integration between UltraTax CS and Onvio Firm Management can significantly increase firm workflow efficiencies and allow your team to easily update information directly from within the tax application.

With multiple options for automatically populating information across platforms, sharing, gathering, and viewing information with your clients through secure portals, and syncing data between programs, there is little chance of anything falling through the cracks in your busiest time.

With UltraTax CS integration, you will have the ability to:

- Quickly populate clients and contacts, enable Client Center and send registration emails, create Onvio projects, and request documents from your clients en masse or one by one as necessary
- View and update the current status of a Project and its associated Tasks
- Send invoices generated within UltraTax to Onvio Firm Management Time and Billing
- Send a Tax Questionnaire to your clients via Client Center for them to complete, upload documents, and send back to the firm
- Print your clients' returns to Onvio Firm Management Document Management and share the return automatically with your clients in Client Center
- Be able to view client documents that are stored within Onvio Firm Management from within UltraTax CS
- Keep client information consistent and up to date between platforms via data sharing of client demographic data
- Import client balances directly into the tax return from Onvio Trial Balance*



What you get with Onvio Firm Management

From client portals to document management, Onvio has an integrated solution designed just for you. The flexibility of Onvio means that as your needs and your clients' needs change, Onvio can grow with you. Here's a quick overview of what you get with each version of Onvio Firm Management.

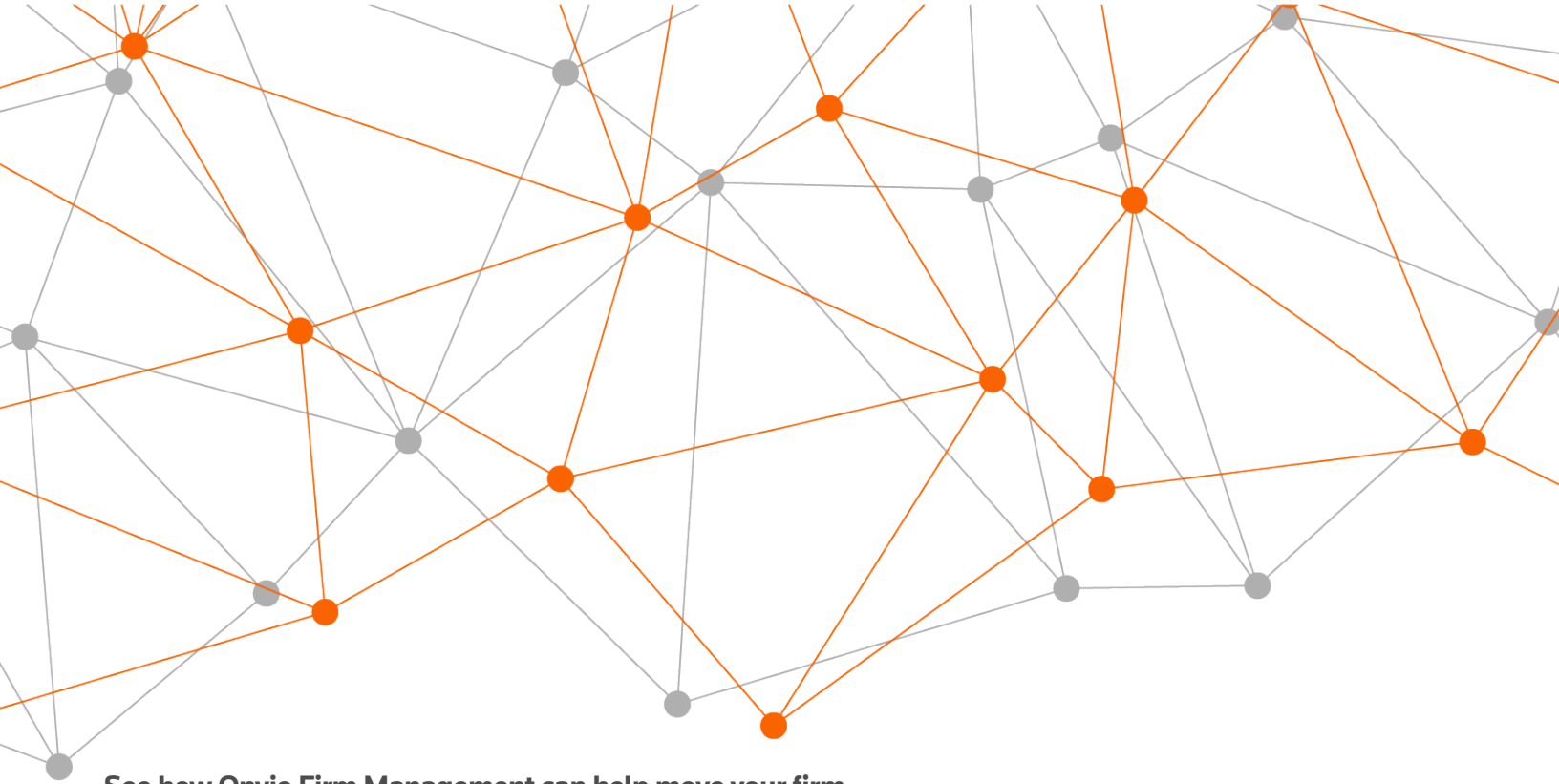
Onvio Firm Management	Essentials	Advanced
Shared Features		
Home page and client dashboard	✓	✓
Client notifications	✓	✓
Reporting	✓	✓
Batch processing	✓	✓
Custom client fields	✓	✓
Firm dashboard		✓
Project Management	✓	✓
Due date tracking	✓	✓
Integration with UltraTax CS	✓	✓
Batch processing	✓	✓
Project tasks		✓
Target and actual dates (received, start, complete)		✓
Project budgeting		✓
Document Management		
Basic document storage	✓	✓
My documents	✓	✓
Full-text search	✓	✓
Document annotations	✓	✓
Request feature	✓	✓
Mobile app	✓	✓
Third-party integration	✓	✓
Drag and drop using Microsoft Outlook (desktop only)	✓	✓
Real-time collaboration with staff	✓	✓
Document history	✓	✓
Document activity	✓	✓
Trial Balance		
Binder management and templates		✓
Customized Trial Balance		✓
Adjustments		✓
Accounting Groupings (financial and tax line)		✓
Excel and Word add-in		✓
Trial Balance imports (spreadsheet and QBO)		✓
AI-enabled tax line assignment		✓
Review tools (tickmarks, wp reference linking, comments)		✓
Integration with tax products (UltraTax, Lacerte, CCH Prosystem Fx)		✓
Standard reports and financial statements		✓
Year end close with distribution of net income		✓

What you get with Onvio Firm Management

continued

Onvio Firm Management	Essentials	Advanced
Time and Billing		
Invoice and statement format wizard	✓	✓
Suite-wide timer	✓	✓
Late fees and statements	✓	✓
Billing groups		✓
Approval and posting process		✓
Client Collaboration		
Client Center	✓	✓
Client Center mobile app	✓	✓
Tax questionnaire (integrated with UltraTax CS)	✓	✓
E-signature*	✓	✓
Online bill pay*	✓	✓
Client tasks (document, review, and approval requests)	✓	✓
Share documents	✓	✓

*Additional fees or licenses may be required.



See how Onvio Firm Management can help move your firm forward into a connected and profitable future.

Visit: tax.tr.com/Onvio or contact us at: 800-968-8900

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