

SOURCE DOCUMENT PROCESSING

CS PROFESSIONAL SUITE®

FACT SHEET

AUTOMATICALLY SORT AND ORGANIZE SCANNED SOURCE DOCUMENTS

Source Document Processing makes it easy to integrate paper source documents into an automated tax workflow. It automatically organizes and labels source documents that you scan into Workpapers CS™ and it can even transmit data from those documents into UltraTax CS®. Here's how it works:

STEP 1

SCAN & TRANSMIT

The process begins when paper source documents are scanned into Workpapers CS for Source Document Processing. Your documents are transmitted to our secure data centers, where OCR technology is used to label each document, organize related documents into groups and produce a neatly labeled and organized set of client source documents. OCR technology is also used to capture data directly from the scanned source documents.

STEP 2

RETRIEVE

After processing is completed, the labeled and organized client source documents are delivered to the correct folder in Workpapers CS. Because each document is neatly labeled and related documents are grouped together, it's easy to navigate through your documents.

NOTE: Source Document Processing can also process embedded PDFs that you've previously scanned in.



AUTOMATIC SOURCE DATA ENTRY IN ULTRATAX CS

For UltraTax CS users, the data captured in step 2 can be retrieved in the UltraTax CS Source Data Entry Module. Here, it can be verified, corrected as needed and seamlessly transferred into an UltraTax CS client's 1040 tax return.

PRICING

You can get unlimited scanning for an entire year, or purchase unlimited scanning on a client-by-client basis. This includes labeling, organizing and automatic source data entry into UltraTax CS.

SOURCE DOCUMENT PROCESSING

SUPPORTED FORMS

Source Document Processing supports the forms listed below for labeling and organizing. For your convenience, we have listed the forms in the default order, which replicates the order of the documents as they will appear after processing. If desired, you can customize this order to fit your needs. Forms noted in **bold** support data extraction to UltraTax CS.

ADMINISTRATIVE

IRS Letter
Tax Organizer
W-7

1099-A
1099-B
1099-C
1099-CAP
1099-DIV
1099-G
1099-INT
1099-K
1099-LTC
1099-MISC
1099-OID
1099-PATR
1099-QA
1099-R
1099-S
1099-SA

INCOME (CONTINUED)

2439
Additional Investment Info.
Bank Statement
CCC-1099G
Consolidated 1099
Grantor Trust
RRB-1099
Schedule K-1 (1041)
Schedule K-1 (1065)
Schedule K-1 (1065B)
Schedule K-1 (1120S)
SSA-1099
W-2
W-2C
W-2G

ADJUSTMENTS

1098-E
1098-MA
1098-T
1098-Q
5498
5498-ESA
5498-SA

PAYMENTS

1040-ES
1042-S

DEDUCTIONS

1098
1098-C
8283

Charitable Contributions

Property Tax

CREDITS

1095-A
1095-B
1095-C
1097-BTC
1099-H

MISCELLANEOUS
2848
4868
8879
Cancelled Check
Credit Account
HUD-1
Loan
Massachusetts Health Care
Receipt

1099-B FORMS — Source Document Processing supports over 60 of the most common 1099-B forms produced by brokerages for detailed extraction of data into UltraTax CS.

LEARN MORE

For more information about Source Document Processing, email us at cs.sales@tr.com or go to cs.tr.com/support/contact

