
NetClient CS

Document Management Portal User Guide

Version 8.x

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Introduction to NetClient CS

This Guide is designed for portal users who will have access to the document management module in the NetClient CS portal. The NetClient CS portal is an extension of your firm's website and provides a solution for you and your firm to share and exchange electronic documents securely and quickly. It also allows a reduction in environmental waste by corresponding electronically instead of handling paper (e.g., less use of paper and less vehicle emissions to have documents delivered). Unlike emails and their attachments, the NetClient CS portal uses encryption technology so you and your firm will have confidence knowing that the information is secure when transferred back and forth.

System Requirements for using the Document Management Module in the NetClient CS Portal

To access and use the NetClient CS portal, you need high-speed internet access. Also, NetClient CS and the Document Management Module require the use of Internet Explorer (version 7.0 or higher) web browser.

For more detailed system requirements, please visit the website below for the latest requirements:

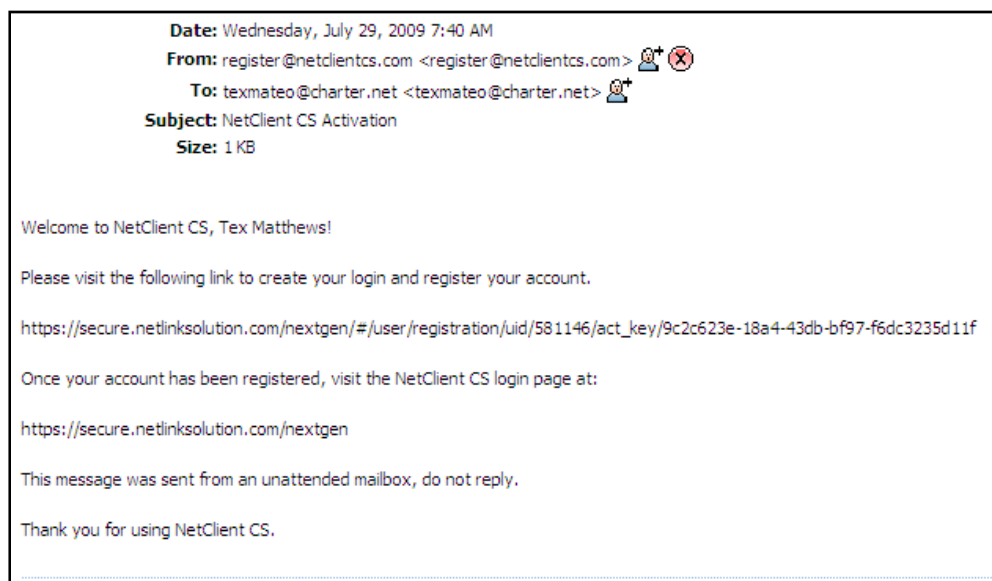
<http://cs.thomsonreuters.com/support/reference/sysinfo.aspx>

Accessing and Using NetClient CS

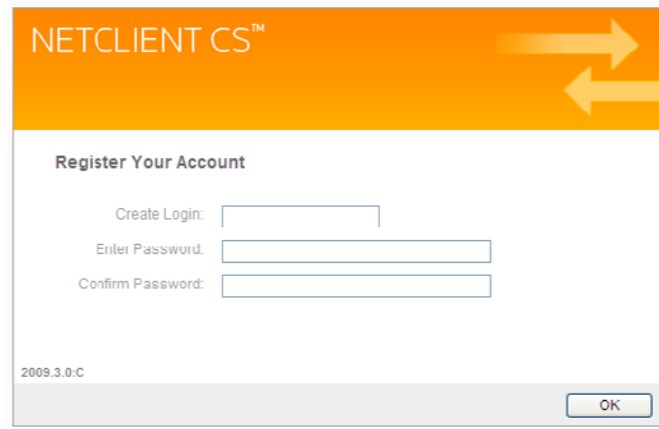
Below are step-by-step instructions on using NetClient CS. The images used in these instructions are for illustrative purposes only and will be slightly different than the actual NetClient CS website you will access.

To access NetClient CS, your firm will create an account for you. You will then receive an email, where the email will contain a link (or URL address to copy and paste into the browser) to create a login and register your account. If you do not receive an email, please check your spam folder and then contact the firm.

Sample Login Email:



1. Once the email has been received go to the registration website and follow these steps:
 - a. Enter your email address in the Create Login field
 - b. Enter a password in the Enter Password field
 - c. Re-enter the password in the Confirm Password field



The image shows a screenshot of a web browser window titled "NETCLIENT CS™". The main heading is "Register Your Account". Below the heading, there are three input fields: "Create Login:", "Enter Password:", and "Confirm Password:". Each field has a corresponding text label and an empty input box. At the bottom left of the form, the version number "2009.3.0.C" is displayed. At the bottom right, there is an "OK" button. The background of the form is white, and the top header is orange with two white arrows pointing right.

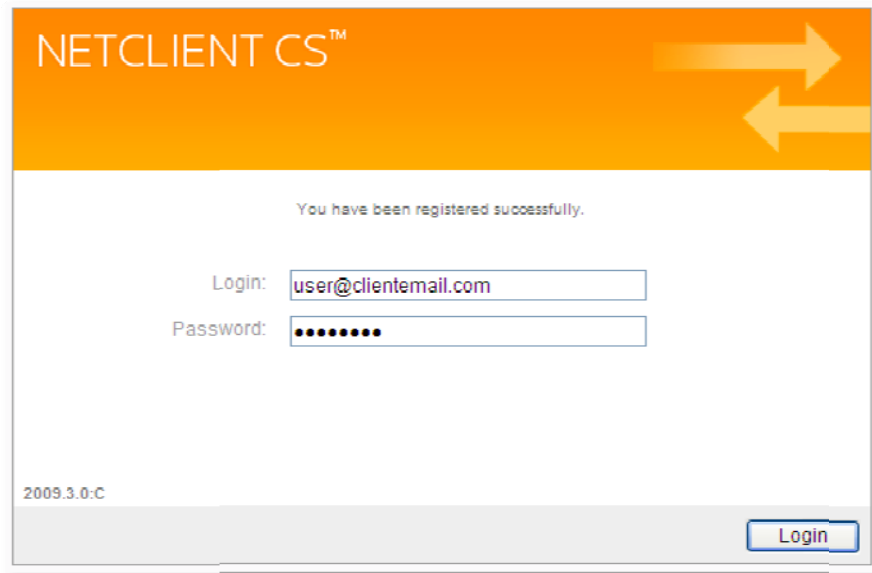
Important Information about your Login and Password

- The password must be at least seven (7) characters long and must include letters and numbers (e.g. **password1**). You can also use symbols (e.g., %, \$, #)
- Passwords are case sensitive (e.g. **PassWord1**)
- Users will be required to change their Passwords every 90 days for security purposes. Passwords cannot be reused for 9 cycles.
- If you forgot your password, you can request to have a new temporary password emailed to you.
- If ten consecutive, unsuccessful attempts are made to log in to an account, the login for that account is locked. An email message will be sent automatically to the email address assigned to the login; the email message notifies the user of the unsuccessful login attempts and provides a link to unlock the login immediately. The account will be unlocked when the user clicks the link within the email message or when the lock expires after 30 minutes.

Note: If you have any questions or issues with accessing your NetClient CS user account, contact your firm.

Note: For future access and to login to NetClient CS after this initial login, visit your firm's website for a login button, or save the login site for NetClient CS as a Favorite in your browser.

2. After successfully registering your NetClient CS account, confirm that your email address is in the Login field and enter your password that you just created and click on the Login button.



NETCLIENT CS™

You have been registered successfully.

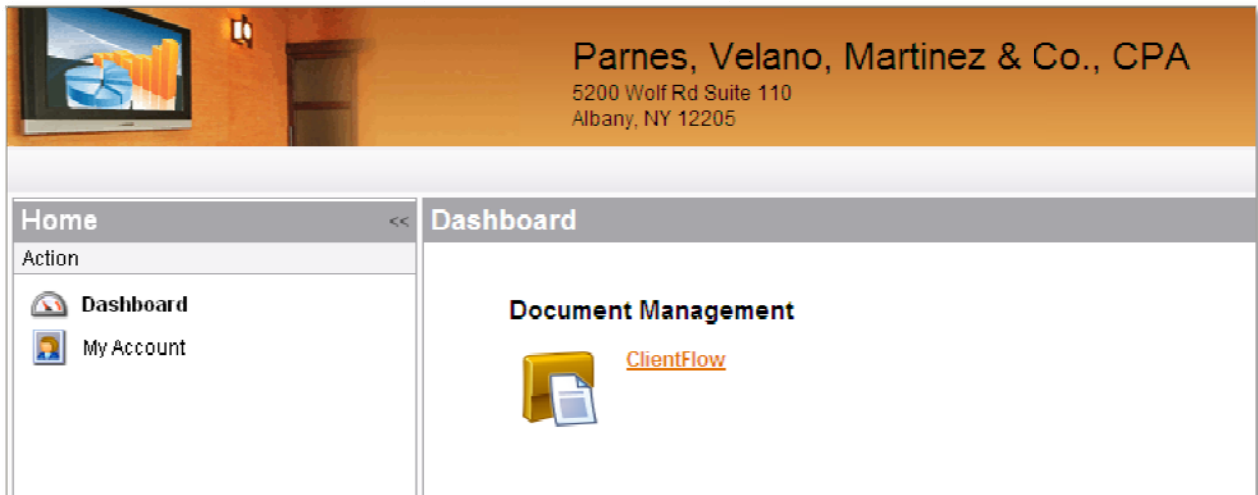
Login:

Password:

2009.3.0-C

Login

Note: After logging in, the NetClient CS Home or Dashboard page will be displayed listing ClientFlow in the Document Management module.




Parnes, Velano, Martinez & Co., CPA
5200 Wolf Rd Suite 110
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Home << Dashboard

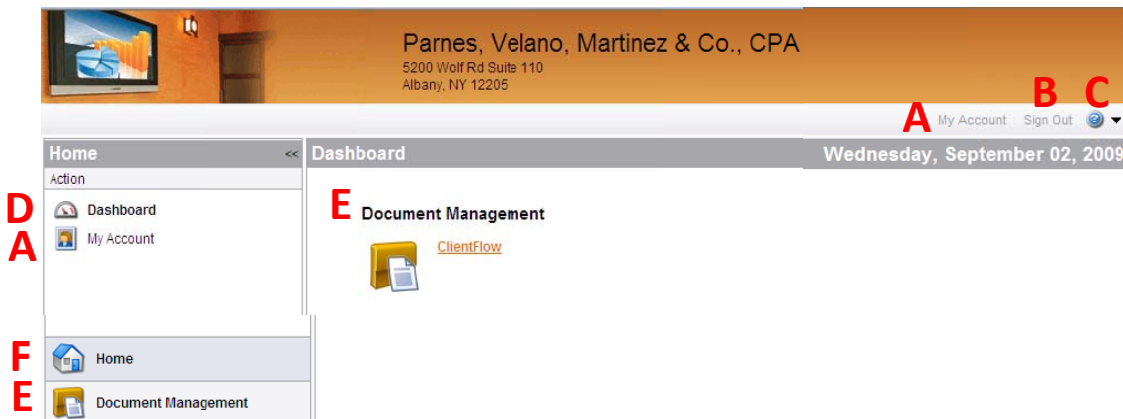
Action

- Dashboard
- My Account

Document Management

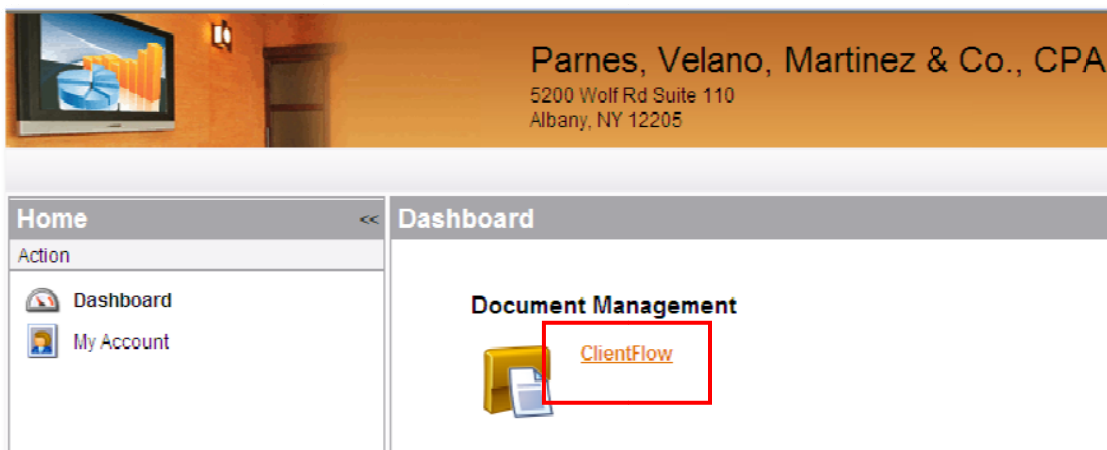
 [ClientFlow](#)

Navigation Features of NetClient CS



- A. **My Account** – Allows a user to view and update their Login, Name, Email Address and Password
- B. **Sign Out** – Allows a user to sign out and end their session of using NetClient CS.
- C. **Help Menu** – Provides a menu of help topics for using NetClient CS and ClientFlow.
- D. **Dashboard** – Allows a user to view all applications they have access to in NetClient CS.
- E. **Document Management** – Allows a user to view all Document Management applications they have access to in NetClient CS.
- F. **Home** – Allows a user to return back to the Home view of the Dashboard to view all applications.

3. Click on ClientFlow to open the application.



Navigation Features of ClientFlow in the NetClient CS Portal

The screenshot displays the ClientFlow interface for the client 'HALLIBURTON'. At the top, there are navigation icons: 'Home' (labeled F), 'Up' (labeled G), and 'Upload'. Below this is a breadcrumb path '/ HALLIBURTON'. A table lists documents with columns: File Section, Document Type, Description, Year, Period End, and Document Date. A red bracket labeled 'A' spans these columns. At the bottom, there are navigation buttons: 'First Page' (labeled B), 'Previous Page' (labeled C), 'Next Page' (labeled D), and 'Last Page' (labeled E). The status bar shows 'Page 1 of 15' and 'Displaying 1 to 9 of 9 items'.

File Section	Document Type	Description	Year	Period End	Document Date
AUDIT	WORKPAPERS	AUDIT WORKPAPERS			06/04/2008
AUDIT	FINANCIAL STATEMENT				06/04/2008
AUDIT	WORKPAPERS	AUDIT WORKSHEET FROM CL			06/12/2008
AUDIT	FINANCIAL STATEMENT	FINANCIAL DATA FOR MONTH	2008	12/31	01/29/2009
BUSINESS TAX 1120S	WORKPAPERS	WORKPAPERS	2007	06/30	06/04/2008
CLIENTFLOW	UPLOADS	FINANCIAL DATA BULK FILES			07/30/2009
CLIENTFLOW	UPLOADS	SIGNED ENGAGEMENT LETTE			08/05/2009

- A. Document Index Value Columns** – Allows a user to view the index values given to each document. Each column can be moved by clicking and dragging it to a new location and each column can be re-sized by clicking and dragging its border. Documents are sorted alphabetically by File Section.
- B. Document List Page Navigation Buttons** – Allows a user to navigate between multiple pages of documents by going to the First Page, Previous Page, Next Page or Last Page.
- C. Refresh Document List Button** – Allows a user to refresh the list of documents viewable on the page.
- D. Document List Page Display** – Allows a user to navigate to a specific page number.
- E. Document Display Drop-Down** – Allows a user to select how many documents they can view on a page.
- F. Home/Up** – Allows a user to return back to the list of Client Names and Client Numbers for which you can see published documents for.
- G. Upload** – Allows a user to upload a document to ClientFlow.

- Click on a Client Name or Client Number to see any documents for that client.

ClientFlow

Home Up

/

Client Name	Client Number
AIM TECHNOLOGY	21950.01
HALLIBURTON	20500.01

Note: No documents will appear here if your firm has not published any documents to the NetClient CS portal for you to view, or you have not recently uploaded any documents.

- Click on any document in the list to open the document up in view mode.

/ HALLIBURTON

File Section	Document Type	Description	Year	Period End	Document Date
AUDIT	WORKPAPERS	AUDIT WORKPAPERS			06/04/2008
AUDIT	FINANCIAL STATEMENT				08/04/2008
AUDIT	WORKPAPERS	AUDIT WORKSHEET FROM CL			06/12/2008
AUDIT	FINANCIAL STATEMENT	FINANCIAL DATA FOR MONTH	2008	12/31	01/29/2009
BUSINESS TAX 1120S	WORKPAPERS	WORKPAPERS	2007	06/30	06/04/2008
CLIENTFLOW	UPLOADS	FINANCIAL DATA BULK FILES			07/30/2009

Browser: [HALLIBURTON]20500.01[AUDIT]FINANCIAL STATEM...


100%

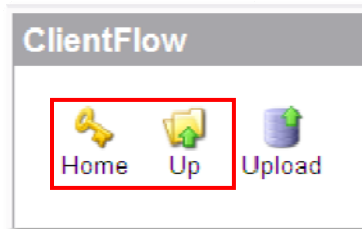
Acct	Description	Unadjusted 12/31/2004	Unadjusted 12/31/2005	\$ Variance	% Variance
Accounts Payable					
200	Accounts Payable	(22,651.98)	(20,309.31)	2,345.67	-10%
	Accounts Payable Total	(22,651.98)	(20,309.31)	2,345.67	-10%
Accounts Receivable					
120	Billed Receivables	63,442.73	46,931.40	(16,511.33)	26%
121	Unbilled Receivables	27,556.78	31,054.66	3,497.88	13%
122	Unbilled Expenses Receivable	5,884.56	4,960.05	(924.51)	-16%
123	Accounts Receivable - Lmplies	1,500.00	0.00	(1,500.00)	-100%
124	Allowance for Doubtful Accts	0.00	0.00	0.00	----
	Accounts Receivable Total	98,384.07	82,940.11	(15,437.96)	-10%
Accrued Liabilities					
231	FICA W/H Payable	(681.75)	(8,821.67)	(8,358.92)	1798%
232	Fed W/H Payable	(1,820.00)	(2,335.11)	(515.11)	28%
233	MI W/H Payable	(200.00)	(2,668.68)	(2,360.68)	703%
234	FUTA Payable	(52.00)	(167.99)	(115.99)	223%
235	SLTA Payable	(227.50)	0.00	227.50	-100%
240	Accrued Interest Payable	0.00	0.00	0.00	----

1 / 23

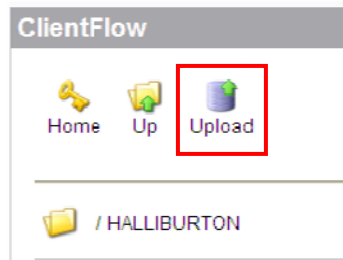
Note: Documents opened from NetClient CS are READ-ONLY and therefore cannot be edited and saved back to NetClient CS. If the document requires editing, save a copy to the local drive (File / Save As), edit it as necessary, and then upload it back to NetClient CS (uploading is discussed in the next steps).

Note: To view a document that is in NetClient CS, it requires the necessary software application to open and view the document. For example, if a document in NetClient CS is a Microsoft Word file, you will need to have Microsoft Word installed to your local workstation to open and view the document.

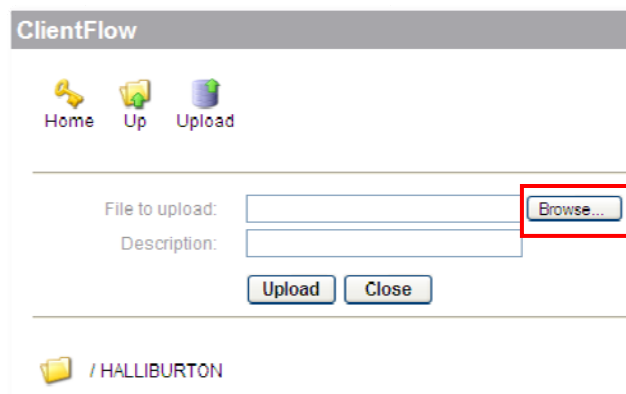
6. Click on the  in the upper right hand corner of the window to close the document after viewing it.
7. Click on HOME or UP icons, to return back to the list of Client Names and Client Numbers for which you can see published documents for.



8. To upload a document into ClientFlow, select a client from the list and then click on Upload.

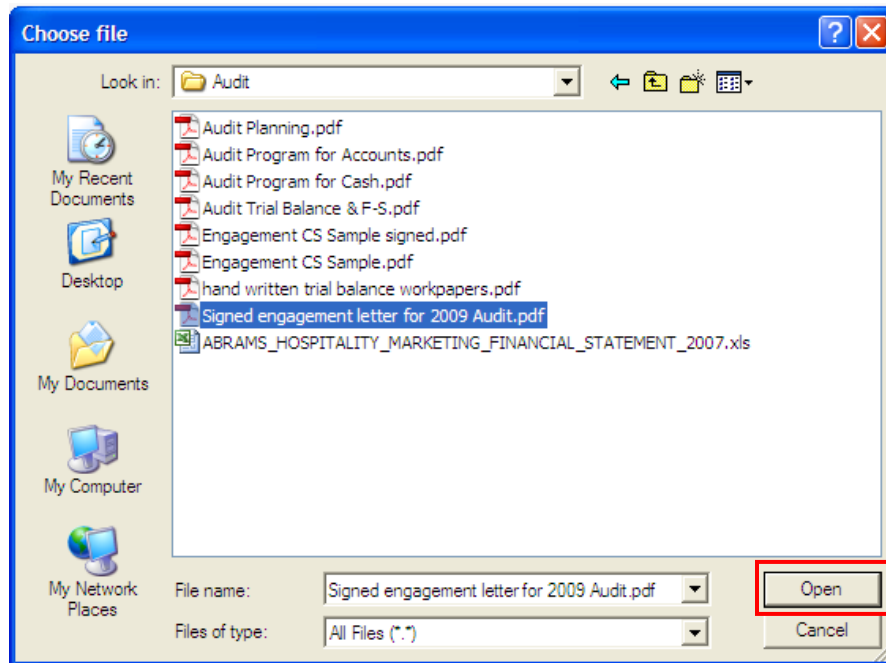


9. Click on the Browse button to search for the document you want to upload to ClientFlow.



Note: If you do not want to upload a document, click the Close button to close the upload option.

10. In the Choose file window, find the document you want to upload, select it and click on the Open button.



11. Enter a description about the document that you will be uploading.

File to upload: C:\Documents and Settings\Matt H Browse...

Description: signed engagement letter for 2009

Upload Close

Note: You can add up to 225 characters of text to describe your document.

12. Click on the Upload button to upload the file to NetClient CS and make it viewable to your firm.

File to upload: C:\Documents and Settings\Matt H Browse...

Description: signed engagement letter for 2009

Upload Close

Note: If your firm has the Auto-Publish feature turned on, after the document has been uploaded, the document will become viewable in your list of documents in NetClient CS. This feature provides you a record of the documents you uploaded to your firm through NetClient CS.

13. After viewing or uploading documents, click on Sign Out to end your session with using the NetClient CS portal.

Important Information about Documents Uploaded through the NetClient CS Portal

- Any type of document or file can be uploaded with NetClient CS and viewed in its native format except for TIFF files.
 - TIFF files will be converted to PDF files when viewed by the firm.
- Approximately 400 MB is the maximum file size that can be uploaded to NetClient CS at one time.
 - A NetClient CS session may time-out if the Internet connection is not fast enough to completely upload the document(s) within 3 hours.
- Individual documents or files can be uploaded to NetClient CS one at a time. Multiple documents/files may be uploaded at one time if they are located in a single folder.
- The firm MAY NOT be automatically notified when a user uploads a document to NetClient CS. Please contact the firm to let them know when documents have been uploaded.
- Your firm determines which documents you can view by publishing them to NetClient CS. At any time your firm can unpublish a document where you will not be able to view it.

Your Firm’s Contact Information for Support of NetClient CS

Firm Name: _____

Firm Contact: _____

Firm Phone: _____

Firm Email: _____

Firm Web Site: _____