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**2006 ProSeries DMS<sup>®</sup>  
Getting Started Guide**

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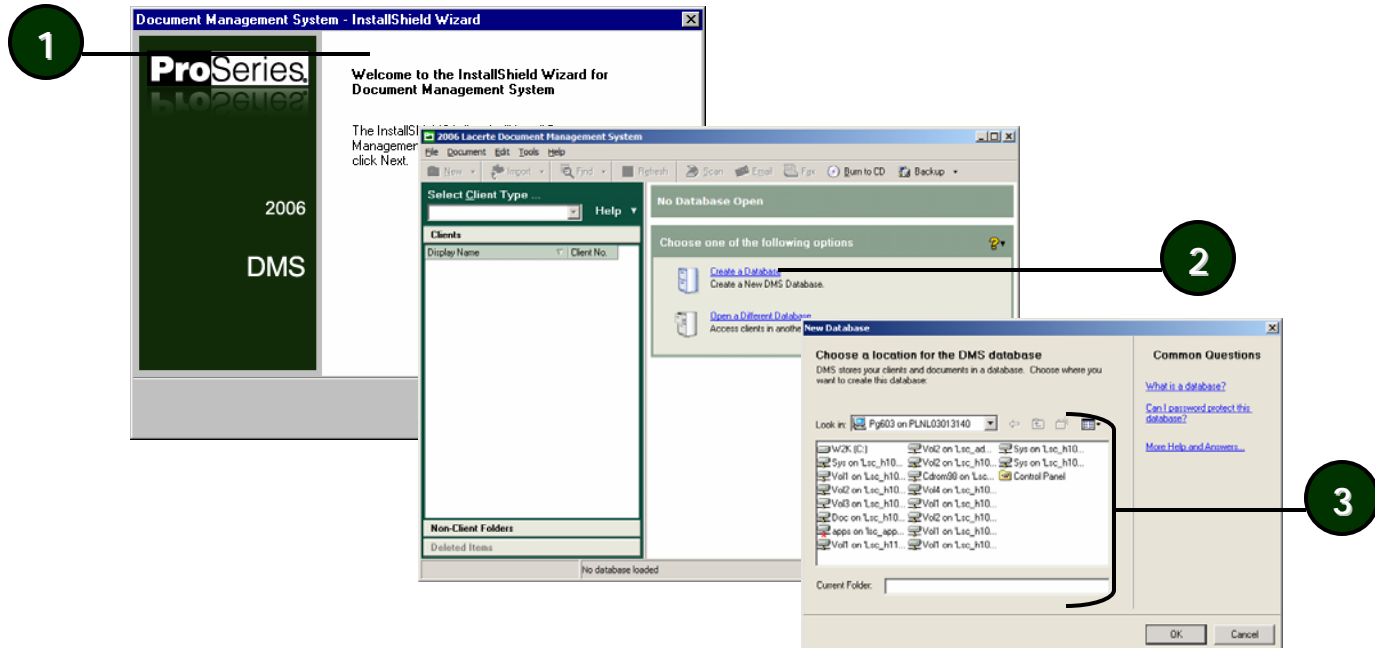
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# Step 1: Install DMS



1 In the Installation Wizard, follow the wizard prompts.

2 After starting DMS, click Create a Database.

3 Choose a location for your database.

**NOTE:** You must install DMS to a local computer. If you would like to share data with others in your firm, choose a network location for your database

**TIP:** You can set user rights for other users in your firm in DMS Options. On the Tools menu, click Options, and then click the User Rights tab.

## What is the folder template?

You can create a template that includes the folders you want DMS to create for client folders.

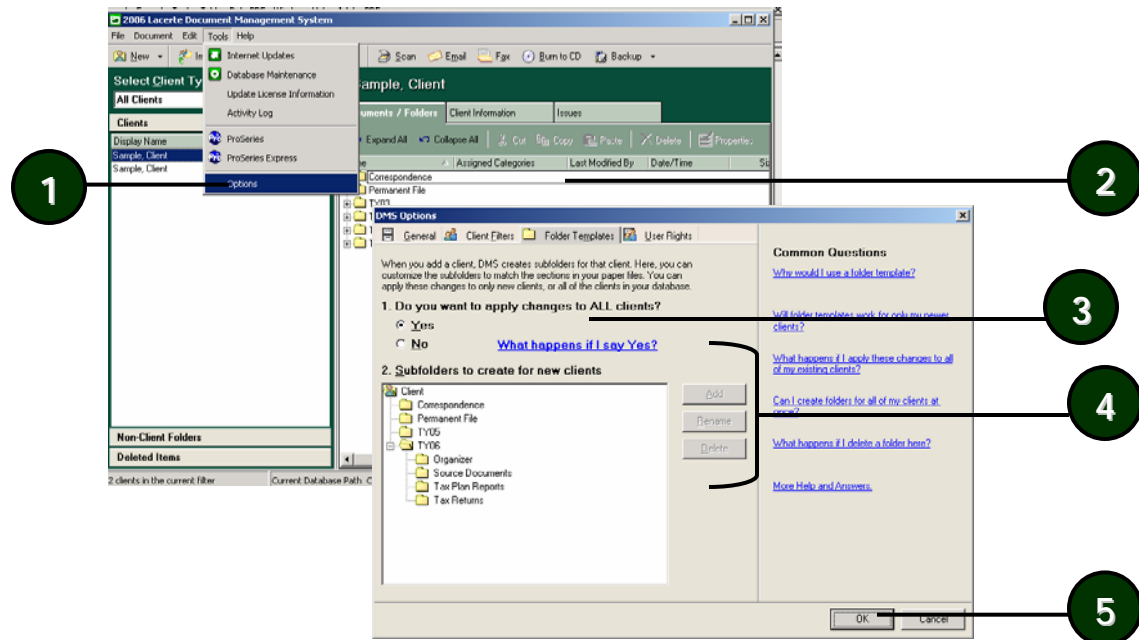
## Can I add other folders to the template later?

You can change your folder template at any time and apply changes to new or current client folders. To make changes for current client folders too, answer Yes to the question Do you want to apply changes to All clients?

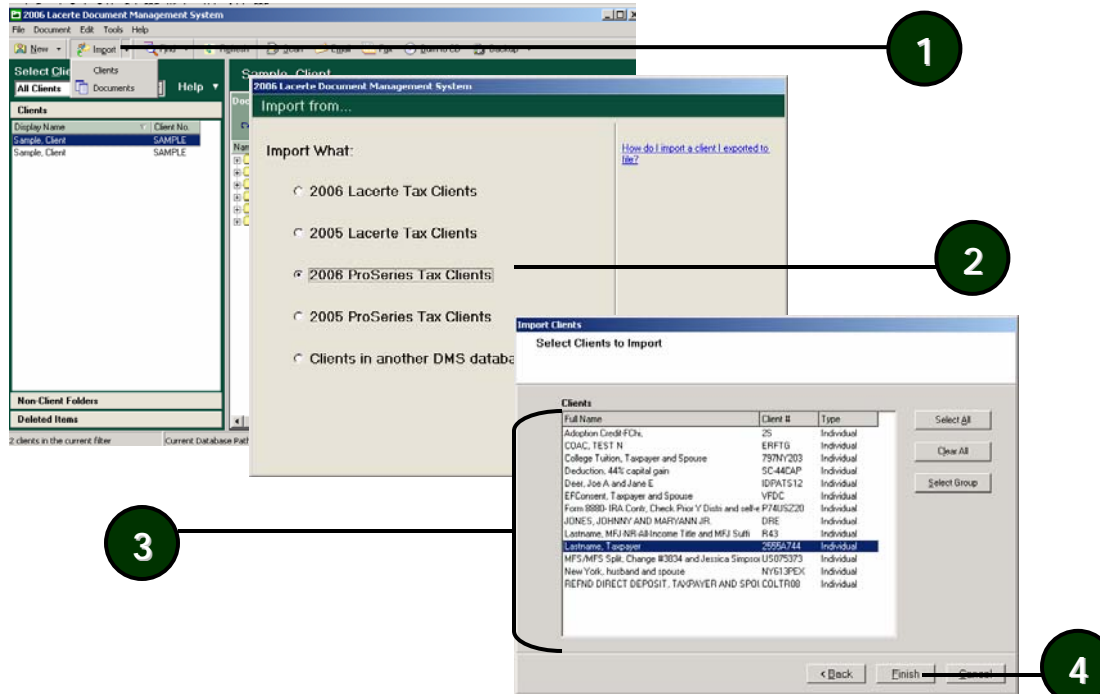
## Can I add sub-folders to just one folder at a time?

Yes. Right-click the folder in the Documents/Folders list and click New Subfolder.

# Step 2: Set Up a Folder Template



# Step 3: Import Clients from ProSeries



1 Click **Import** on the toolbar, and then click **Clients**.

2 Select which ProSeries tax clients to import, and click **Next**.

3 Select the clients you want to import.

4 Click **Finish**.

**TIP:** To add a new database client folder, on the **File** menu, point to **New**, and then click **Client**.

**What transfers when I import a client?**

DMS transfers client information and creates a new client folder in DMS. DMS does not import the tax return or any other documents.

**What other clients can I transfer to DMS?**

You can also export from the Lacerte Tax program and Lacerte Tax Planner and import client folders from a different DMS database. (See Step 2.)

**Why can't I find my clients?**

DMS uses Tax IDs to match transferred clients. If clients have the same SSN, DMS saves them in the same client folder (i.e., MFS/MFJ).

## Can I print a group of returns to DMS?

You can select multiple clients in the Client list before printing to DMS, just like you would print a group of tax returns to the printer.

## Where does DMS save the return?

DMS saves the tax return in the *related client* folder, in the TY06/Tax Returns folders.

### TIP:

Use ProSeries Options to set the default DMS folder. In step 6, click the Settings button.

# Step 4: Getting Files into DMS: Print a Tax Return

The screenshot shows the ProSeries 2006 software interface. The 'Client list' window displays a table with columns: File Name, Home Telephone, Taxpayer E-mail Address, SSN/EIN, and Client Status. The 'Document Management System (DMS)' dialog box is open, showing options to 'Export selected clients to DMS' and 'Send PDF of tax return'. The 'Print Center' dialog box is also open, showing 'Global Print Options' and 'Print Selected Returns' settings, including checkboxes for 'DMS', 'Filing Copy', 'Client Copy', and 'Prepare Copy'. Numbered callouts (1-7) are placed over the interface to indicate the steps for sending returns to DMS.

1 In the ProSeries Tax program, select the client(s) in the Client list.

2 On the File menu, click Send to DMS.

3 Select Export selected clients to DMS.

4 Select the Send PDF of tax return check box, and click OK.

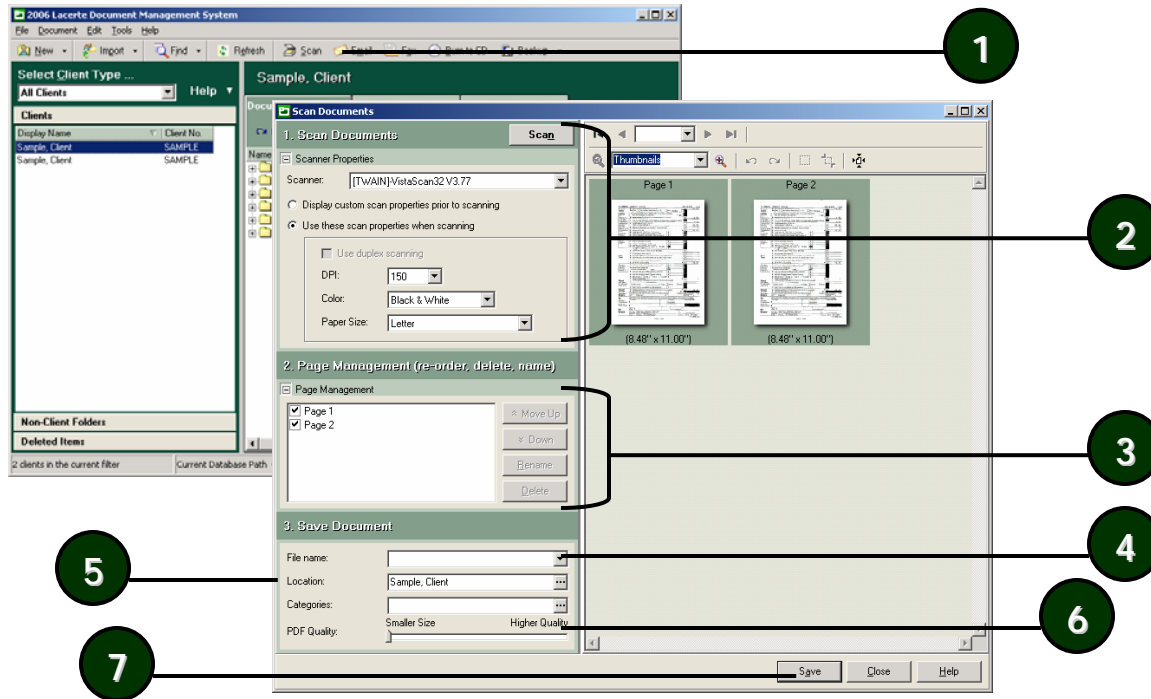
5 Select the DMS check box. To change the DMS folder or other settings, click the Printer, PDF, and DMS Setup button.

6 Select the check boxes next to the copy types you want to send to DMS.

7 Click Print.



# Step 4: Getting Files into DMS: Scan a Document



- 1 Click Scan on the toolbar.
- 2 Verify the Scanner, any scanner settings, and then click Scan.
- 3 Select the pages you want to save.
- 4 Type a name for the document in the File Name box.
- 5 Verify where you want to save the document in the Location box, or click ... to browse.
- 6 If you would like, add categories to the document in Categories or change the PDF quality.
- 7 Click Save.

## Scanner Tips

Confused by what scanner to buy? We recommend:

- TWAIN, WIA compliant scanners or the Fujitsu Scan Snap (non-TWAIN, but works with DMS)
  - Auto Document Feeders (ADF) to scan multiple documents at once
  - Fast scanning speed to scan quickly
- See the ProSeries Web site under DMS for more information.

## Why can't DMS find my scanner?

Verify:

- The scanner is TWAIN or WIA compliant.
- The scanner is plugged in.
- All scanner drivers are installed.

## Scanning Tips

- Higher resolutions (DPI) have larger file sizes. Click **Properties** to set a lower resolution for scanning files.
- We recommend using *150 DPI* to scan documents.

## Are there other ways to add documents to DMS?

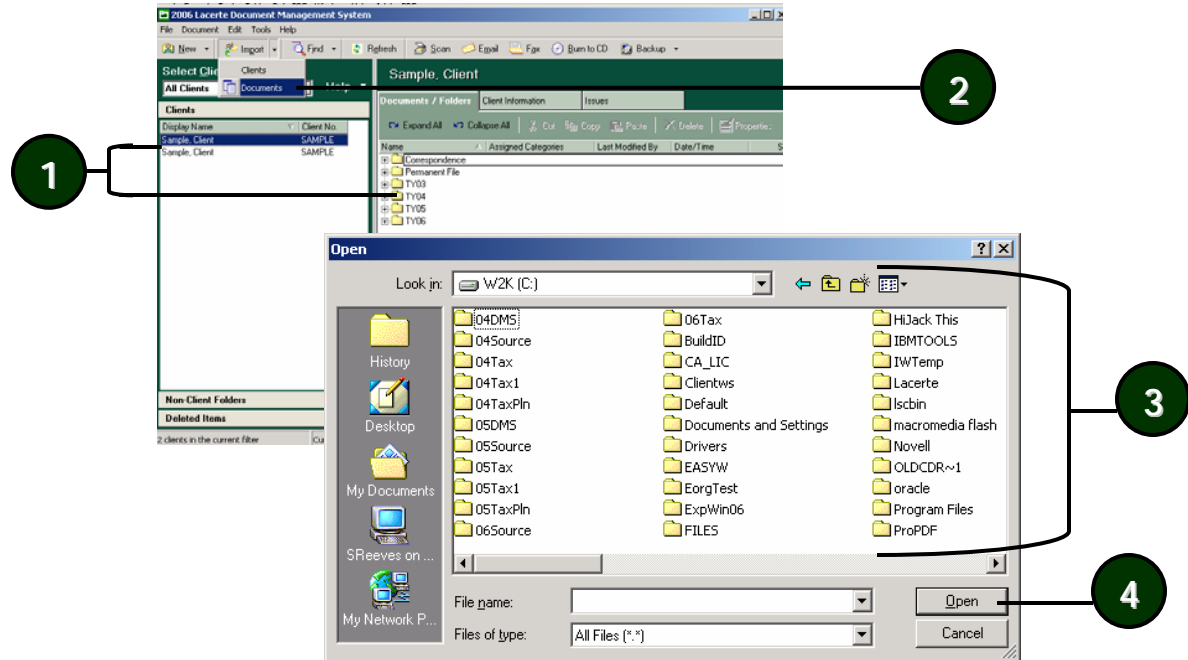
You can also add documents to DMS by:

- Dragging and dropping a document or folder into a DMS folder.
- From Microsoft Windows Explorer, right-click a document, point to **Send To**, and then click **DMS**.

### TIP:

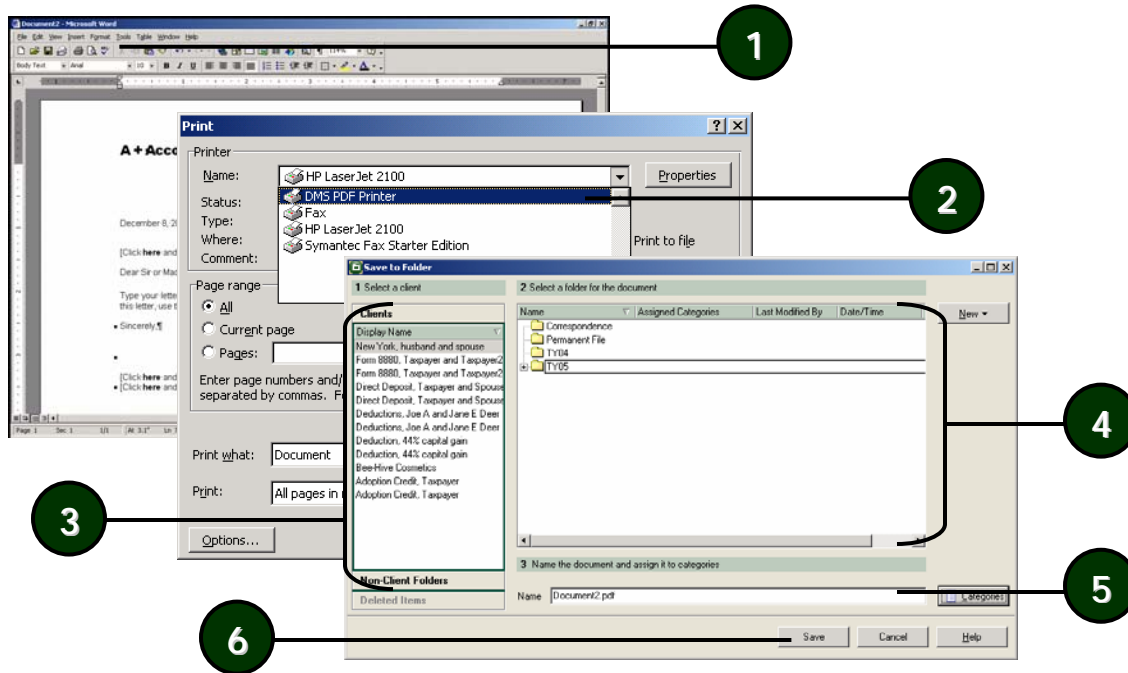
You can also import complete folders into DMS. Just drag the folder from your Desktop and drop it into DMS.

## Step 4: Getting Files into DMS: Import Files



- 1 Choose the client or non-client folder and subfolder where you want to add the document.
- 2 Click **Import** on the toolbar, and then click **Documents**.
- 3 Browse to and select the document you want to import.
- 4 Click **Open**.

## Step 4: Getting Files into DMS: Print Files



- 1 Open the document in the related program and click Print on the appropriate menu.
- 2 In the Printer list, click DMS PDF Printer, and then click OK.
- 3 Select the client or non-client folder where you want to save the document.
- 4 Select the subfolder where you want to save the document.
- 5 Type a name for the file.
- 6 Click Save.

### Why would I print to DMS?

Print to DMS from an external program to create an archive copy of a document. This archived copy is saved as a PDF file, and reflects just how the document was at the particular time it was saved.

### What programs can I use to print to DMS?

You can print to DMS from most Windows programs, including Microsoft Office products.

### What is the Save to DMS toolbar?

#### *New for this year!*

You can use the Save to DMS toolbar in Microsoft Office applications and save any documents in the Microsoft Office applications directly into DMS with one click.

## What documents can I annotate?

You can annotate any PDF documents that are stored in DMS.

## What annotations can I use?

You can add:

- Notes.
- Highlighting.
- Lines.
- Date Stamps.
- Image Stamps.
- Shapes.

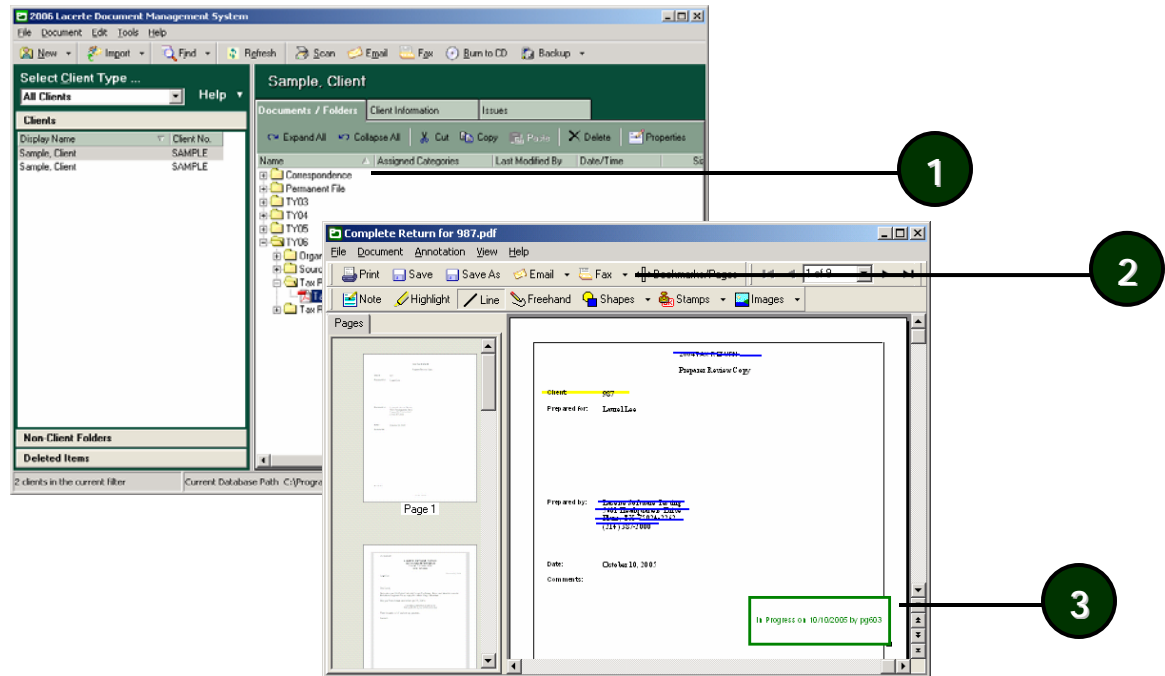
## What about when I e-mail or fax a document?

You can choose to include annotations when you email or fax a document.

### TIP:

You can add, remove, and rotate pages in a PDF file. Find the page in the Pages list, and right-click

# Step 5: Annotate PDF Documents in DMS

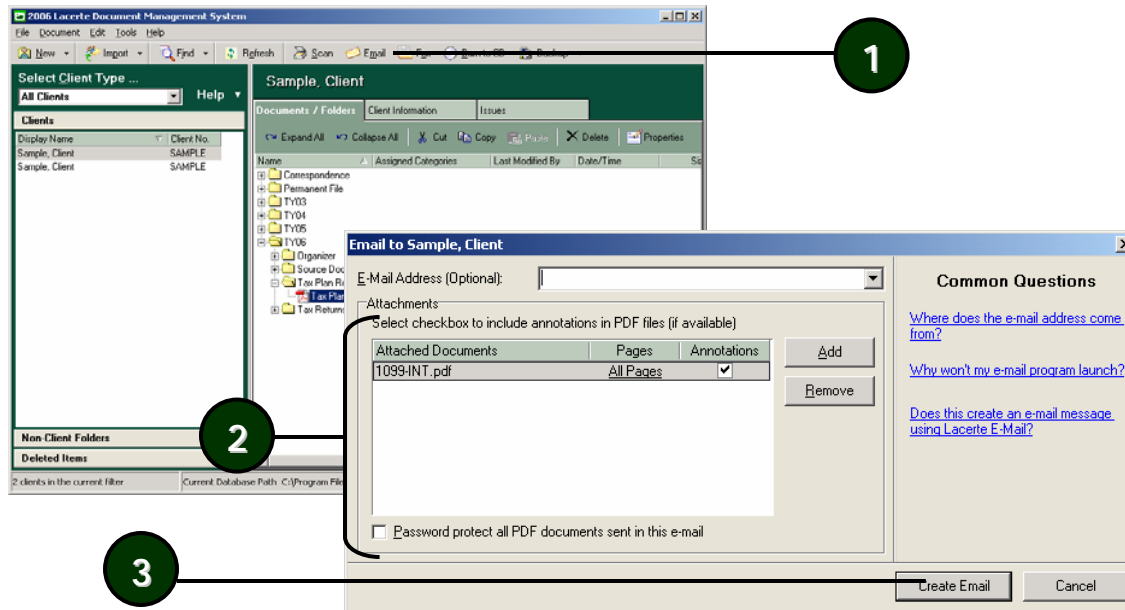


1 Double-click the PDF document in the Documents/Folders list.

2 Choose an annotation from the toolbar.

3 Click and drag or click on the document where you want to add the annotation.

## Step 6: Sending Files Out of DMS: E-Mail



1 Click Email on the toolbar.

2 Add documents to the message.

3 Click Create Email.

### TIPS:

You can choose the client's address once the e-mail message is created.

You can password protect the PDF file you send by selecting the Password Protect check box.

### NOTES:

To include annotations with an attachment, select the check box in the Annotations column in the Attachments list.

To attach specific pages instead of the whole document, click the All Pages link next to the document in the Attachments list.

## What do I need to fax documents using DMS?

To fax documents using DMS, you will need:

- A fax modem connected to your computer,
- and a phone line.

**NOTE:**  
To include annotations with attachments, select the check boxes in the Annotations column in the Attachments list.

## Step 6: Sending Files Out of DMS: Fax

The screenshot shows the '2006 Lacerte Document Management System' interface. The main window displays the 'Sample, Client' folder. A 'Fax Documents' dialog box is open, showing the following sections:

- Transmittal Information:** Fields for To, Fax, From, Firm (Lacerte Software Testing), and Re. There are checkboxes for Urgent, For Review, and Please Reply.
- Common Questions:** Links for 'Can I add a document not in the Documents to Fax list?' and 'More Help and Answers...'
- Comments:** A text area for adding comments.
- Documents to Fax:** A table with columns for Attached Documents, Pages, and Annotations. One document, 'Complete Return for 987.pdf', is listed with 'All Pages' selected in the Pages column and a checkmark in the Annotations column.

Five numbered callouts (1-5) indicate the steps for sending a fax:

- 1 Click Fax on the toolbar.
- 2 Verify the fax number and the To and From information.
- 3 Add any comments to the message.
- 4 Verify or add documents to the message.
- 5 Click Send Fax.

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