GOSYSTEM TAX™

DOCUMENT MANAGEMENT SYSTEMS GUIDE

FOR TAX YEAR 2021

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CHAPTER 1: INTRODUCTION TO DOCUMENT MANAGEMENT SYSTEMS

GoSystem Tax integrates with GoFileRoom and Documentum Document Management Systems (DMS) to store income tax returns. Each product stores each file into a comprehensive, yet secure database that allows you to search through many files for specific content.

The integration of the DMS into GoSystem Tax gives you the ability to save tax returns in PDF file format in the DMS share established on your network or workstation.

- GoFileRoom Document Management System (page 2)
- Documentum (page 17)

CHAPTER 2: GOFILEROOM DOCUMENT MANAGEMENT SYSTEM

GoFileRoom Document Management System gives you the ability to save GoSystem Tax returns in PDF file format on the GoFileRoom website DMS servers.

To create a PDF, you must first install the GoFileRoom Client Add-in 20.0.5 or higher on your workstation. (Access as an "add-in" on the GoFileRoom website https://www.gofileroom.com. Once you are logged in, it is in the top right after you hover over your name.)

GOFILEROOM TASKS

- Setting Up GoFileRoom with GoSystem Tax (page 2)
- Assigning a DMS Client Number to a Tax Return (page 5)
- <u>Creating PDF Documents for GoFileRoom Storage (page 8)</u>
 - Creating a PDF Document for a Return (page 8)
 - Sending to GoFileRoom via Print Preview (page 13)
 - Creating a PDF with a Custom Filename (page 13)
- GoSystem Tax Interface with GoFileRoom (page 15)

SETTING UP GOFILEROOM WITH GOSYSTEM TAX

After installing the GoFileRoom Client Add-in 20.0.5 or higher on your workstation, configure your GoSystem Tax Firm account to enable GoFileRoom DMS.

Typically, you should be logged into the GoFileRoom website prior to attempting the firm configuration detailed below.



Only GoSystem Tax users with Firm Administrator rights are allowed to update GoSystem Tax Firm Configurations.

1. Click Admin > Firm Configuration. The Firm Configuration screen appears.

Firm Configuration for 396D						
Documentum DMS	GoFileRoom DM	S File	Cabinet CS DMS	E-file Notifications		
General Options	Password Restrictions	Security Thresho	ld Security Opt	ions Single Sign-On		
Charge Warning Dialog						
Enable Charge Warning Di	alog					
Tax Organizer Default Printer						
Set PDF Document as the	default printer					
Enable masking of certain person	Mask Personally Identifiable Information Enable masking of certain personally identifiable information All groups will be marked to mask applicable data. This will affect all groups under Admin Access Control.					
All groups will not be marked to mask applicable data. The firm administrator will need to individually select groups under Admin Access Control.						
Multi-User Access in GoSystem Pass-thru						
Enable Multi-User access to tax returns when using GoSystem Pass-thru						
Passwords in GoSystem Pass-th	nru					
Enable password check for	tax returns when using GoS	ystem Pass-thru				
NetClient CS Integration						
Enable NetClient CS Integration Retrieve NetClient CS Account						
Password Reset						
Enable Password Reset ca	pability for Users					

Figure 2:1

3

2. Click the **GoFileRoom DMS** tab. If you are properly logged on to the GoFileRoom website and the upload documents service is installed on your workstation, the **GoFileRoom DMS** screen appears.

Firm Configuration for 396D	
General Options Password Restrictions Security Threshold Security Options Single Sign-On Documentum DMS GoFileRoom DM	
GoFileRoom Document Management Disable Print to GoFileRoom Force printing the entire return and disallow jurisdiction selection	
Index Mapping GoFileRoom Tax Return Drawer: Clients V GoFileRoom Index GoSystem Tax RS Property Custom Static Text	

Figure 2:2

3. Select an appropriate value on the drop-down list labeled **GoFileRoom Tax Return Drawer**. This allows you to select a "drawer" on the GoFileRoom file cabinet where the GoSystem Tax return PDF files will be stored.

In this example, a file cabinet drawer labeled "Clients" is used and appears as a selection on the dropdown list. With the selection of "Clients" as the drawer, the **GoFileRoom DMS** index fields appear for **GoSystem RS Property** and **Custom Static Text**.

General Options Passw	rord Restrictions Security Threshold	d Security Optio	ns Single Sign-On Do	cumentum DMS	aoFileRoom DMS
GoFileRoom Document I		selec <mark>tion</mark>			
Index Mapping GoFileRoom Tax Return				-	
GoFileRoom Index	GoSystem Tax RS Prop	berty	Custom Static	lext	
Client Name	Taxpayer Name	$\mathbf{\mathbf{\vee}}$			
Client Number	DMS Client Number	$\mathbf{\mathbf{\nabla}}$			
File Section					
Document Type	Return Type/Subtype				
Description		~			
Period End	Year End MM/DD				
Year	Year				
Document Date	[Document Print Date]	$\mathbf{\mathbf{\nabla}}$			
Date Time					
Publish Status					

Figure 2:3

GoSystem Tax automatically retrieves the enabled indices for the selected drawer type from the GoFileRoom website. The retrieved indices appear on the screen as shown above.



According to GoFileRoom documentation, an index is a group of fields where information relating to the document is stored. Documents stored in a drawer are identified by their indices. Different drawers have different indices.

- 4. Select GoSystem Tax return values to associate with each of the enabled indices for the selected drawer type. You can do this manually by selecting a value for each drop-down list under **GoSystem RS Property**.
 - The GoSystem Tax return value associated with the Client Number index is **DMS Client Number**. This number is a special GoSystem Tax return value that maintains a perpetual link between the GoSystem Tax return database and the corresponding documents stored on the GoFileRoom website. If you do not assign a **DMS Client Number** to a tax return prior to saving the corresponding PDF file on the GoFileRoom website, there will be no link between the stored document and the underlying GoSystem Tax return database.
- 5. Click **Update** to save your configuration. Now you can produce tax return PDF documents and store them on the GoFileRoom website.

If the firm configuration is not saved, you cannot save tax return documents to GoFileRoom. (The GoFileRoom option will not even be available on the dialog used by GoSystem Tax for generating tax return documents.)

6. If you would like to cancel any changes made, click **Cancel** to cancel all entries. Do *NOT* use the **Restore Defaults** button at this time.

ASSIGNING A DMS CLIENT NUMBER TO A TAX RETURN

To establish the link between a GoSystem Tax return database and the corresponding documents stored on GoFileRoom, you must assign a "DMS Client Number" to the tax return database.

To do this, update the Document Management System Information screen in GoSystem Tax, as follows:

1. Select a tax return. Click the option box next to the subject tax return so that a check mark (\checkmark) appears to the left of the account number. Then click **More**, and select **Update DMS Information**.

Re	Returns										
•	Create	+) o	pen	i Info	o	🕑 E-fil	e Viewer	Ŧ	Save As	More 🗸	
~	Account	~	Return	1	~ 1	Гах Туре	~	Тахрау	er Name	Assign Mile	stone
	3777	•	starts	s with		1065	*	chat		Assign Use	rs/Dates
~	3777		5524KI		1	065		Chatha	m Propertie	Grant Supp	ort Access
										Revoke Sup	oport Access
										Set Passwo	rd
										Time Log	
										Update Cor	npleted Date
										Update DM	S Information

Figure 2:4

2. The **Document Management System** Information screen appears.

Update DM	IS Information	×
Return:	5614KI	
Туре:	1065	
Account:	2MKN	
Taxpayer:	Chatham Properties LLC	
Client Code:		
DMS Client Nu		
Update C	Cancel	

Figure 2:5

7

3. Enter a value into **the DMS Client Number** text box which serves as the associated GoFileRoom "Client Number" index value for the selected tax return.



You cannot create DMS Client Numbers. Any value entered as a DMS Client Number must exist on the list of client numbers maintained by GoFileRoom for the selected "drawer." If you enter a DMS Client Number on this screen that cannot be found on the list, the corresponding document cannot be saved on the GoFileRoom website.

- 4. Click **Update** to save the value for the selected tax return.
- 5. The **Document Management System Information** screen is replaced by an update confirmation screen.
- 6. Click **OK** to close the confirmation screen. To bypass the entering and/or saving of a DMS Client Number for the selected tax return, click **Close**.

CREATING PDF DOCUMENTS FOR GOFILEROOM STORAGE

Creating a PDF Document for a Return

1. On the toolbar, click the **Print** option to display the **Print Entire Return** dialog.

PRINT SELECTION - Chatham Properties LLC - 8899KI						
Туре						
1065 Tax Re	turn 🗸					
Copy Types ☑ All □ Taxpayer □ Government	Options ✓ e-File Attachments □ Redact Personally Identifiable Information					
Pages Search Pages						
▼ 1065						
All Returns	All Returns					
Federal Return	Federal Return					
All State & City Returns	All State & City Returns					
Section 1446 Withholding	JTax					
Selected Federal						
Selected State						
Selected City/Intangibles						
Allocation & Apportionme	nt - All Forms					
File Name P88999KI0_Chatham Properties LLC RESET						
CREATE SEND TO	GOFILEROOM					

Figure 2:6

2. Click the SEND TO GOFILEROOM option toward the bottom of the dialog.



The file name generated by GoSystem Tax will be comprised of the tax return database filename combined with the **.PDF** filename extension.

3. If a GoFileRoom connection is not active, the login dialog will display. You must login to continue the process.

GoFileRoom	
LOGIN TO GOFILEROOM	
Login:	
Password:	
LOGIN CANCEL	

Figure 2:7

9

Drawer: Clients	\checkmark	RECALL LAST INDEX
INDEXES		
Client Name		
Client Number *	396D	
File Section		•
Document Type		•
Description		
Period End	12/31	•
Year		•
Document Date *	10/20/	
Publish Status		-
* Required Field		

4. The following Add to GoFileRoom dialog below appears.

Figure 2:8

- 5. Select the appropriate predefined **GoFileRoom Drawer** and **Indexes** needed to store the generated PDF document.
- 6. Click **Save** to complete the document generation process.

7. A Status dialog appears briefly.

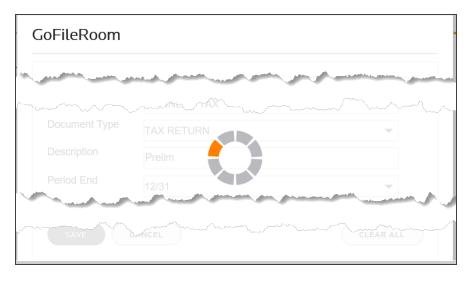


Figure 2:9

12

8. This dialog is followed by a **Document Id created successfully** shown below.

(Document Id create	d successfully.		×				
(i	Drawer: Clients	V	RECALL LAST INDEX					
	INDEXES							
	Client Name	0JDEANS 1065 TEST						
	Client Number *	396D						
	File Section	BUSINESS TAX	-					
	Document Type	TAX RETURN	•					
	Description	Prelim						
	Period End	12/31	•					
	Year		•					
	Document Date *	10/20/	İ					
	Publish Status		•					
	* Required Field							
-	SAVE CANCEL CLEAR ALL							

Figure 2:10

9. When the **Uploading** progress bar finishes, the new PDF document should be available in GoFileRoom.

Sending to GoFileRoom via Print Preview

1. On the **Print** menu, click the **Create** option. A file is created and stored down at the bottom of the screen in the **History** section.

	File Name	tham Properties LLC		RESET				
	CREATE SEND TO GOFILEROOM							
I	History							
	Actions	Name	Status	Selection				
	D 🖬 🗓	P8899KI0_Chatham Properties	Available	1065/All Returns				
	☑ ☑	P8899KI0_Chatham Properties	Available	1065/All Returns				

Figure 2:11

- 2. Under the **History** section, go to **Actions**. Click the **Open** option (it is the first one with a check in the figure above. This opens print preview.
- 3. Click **Send to GoFileRoom** and follow the previously outlined steps to create a PDF document in GoFileRoom, above.

Creating a PDF with a Custom Filename

- 1. On the **Print** menu, enter a custom file name in the **File Name** box (see below). It has a default that you can change.
- 2. On the **Print** menu, click the **Create** option. A file is created and stored down at the bottom of the screen.

3. Under History, hover over the download option on the left. Click Download.

Anocation a Apportionment - An Forms							
File Name	tham Properties LLC		RESET				
CREATE	SEND TO GOFILEROOM						
History	1						
Actions	Name	Status	Selection				
🖸 🖬 🛍	P8899KI0_Chatham Properties	Available	1065/All Returns				
⊡ □	P8899KI0_Chatham Properties	Available	1065/All Returns				

Figure 2:12

4. The dialog will appear allowing you to save the file to your network or your local machine.

GOSYSTEM TAX INTERFACE WITH GOFILEROOM

1. After initiating the GoSystem Tax document generation sequence and after logging onto GoFileRoom website, the **GoFileRoom Choose a Drawer** dialog appears.

Drawer: Clients	~	RECALL LAST INDEX
INDEXES		
Client Name	0JDEANS 1065 TEST	
Client Number *	396D	
File Section		▼
Document Type		▼
Description		
Period End		•
Year		•
Document Date *	10/21/	
Publish Status		· · ·
* Required Field		

Figure 2:13

- 2. The index values on this dialog are automatically populated with the GoSystem Tax return values which were associated with the GoFileRoom "drawer" indices during the GoSystem Firm Configuration phase (see <u>Setting Up GoFileRoom with GoSystem Tax (page 2)</u>).
 - The link between the GoSystem Tax return database and the corresponding PDF documents stored on GoFileRoom can be established and maintained only if the GoSystem Tax DMS Client Number was successfully established for the subject tax return. Any value manually entered on this dialog for the "Client Number" index, which overrides the GoSystem Tax DMS Client Number value, will disable the link between this specific PDF document and the GoSystem Tax return database.

- 3. At this point, you are communicating directly with GoFileRoom and have access to all the functionality of that application and the website. The only exception is that concerning the GoSystem Tax DMS Client Number.
- 4. When you are satisfied with the GoFileRoom "drawer" index values on the dialog, click **Save** to continue the PDF document generation and storage process.
- 5. A progress bar will display during the **Print to GoFileRoom** process.

(i)	Document ld created successfully.				
D	Drawer: Clients	RECALL LAST IND	EX		
IN	IDEXES				
С	Client Name	0JDEANS 1065 TEST			
C	Client Number *	396D			
F	ile Section	BUSINESS TAX]		
D	Oocument Type	TAX RETURN			
D	Description	Prelim			
Р	Period End	12/31			
Y	′ear				
D	Oocument Date *	10/20/			
Р	Publish Status				
*	* Required Field				
	SAVE CANCEL CLEAR ALL				

Figure 2:14

6. When the progress bar finishes, your document should be available in GoFileRoom.

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CHAPTER 3: DOCUMENTUM



At the time of this update, Thomson Reuters does not have an active license for Documentum and has not had an active license since 2005. Our Documentum illustrations are from our 2005 licensed product.

Documentum Document Management System gives you the ability to save GoSystem Tax returns in PDF file format in the Documentum share established on your network.

To create a PDF, you must first install the Documentum DMS client software on your workstation.

DOCUMENTUM TASKS

- Setting Up Documentum in GoSystem Tax (page 17)
- <u>Creating PDF Documents for Documentum DMS Storage (page 20)</u>
 - Creating a PDF Document for a Return (page 20)
 - Creating a PDF Document with a Custom Filename (page 21)
- GoSystem Tax Interface with Documentum (page 21)

SETTING UP DOCUMENTUM IN GOSYSTEM TAX

After installing the Documentum DMS Client on the workstation, you have the option to access GoSystem Tax Firm Configuration only to set one or both of the option boxes explained below.



Only GoSystem Tax users with Firm Administrator rights are allowed to update GoSystem Tax Firm Configurations.

1. Click Admin > Firm Configuration. The Firm Configuration screen appears.

GoFileF	Room DMS	FileCabinet CS DMS		E-file Notifications	
General Options	Password Restrictions	Security Threshold	Security Options	Single Sign-On	Documentum DMS
Charge Warning Dialog					
 Enable Charge Warni 	ing Dialog				
Tax Organizer Default Print	ter				
Set PDF Document a	s the default printer				
Mask Personally Identifiabl					
Enable masking of certain p	personally identifiable information				
	e marked to mask applicable data. T				
<u> </u>	ot be marked to mask applicable da	ta. The firm administrator will ne	ed to individually select grou	ps under Administrative Fur	nctions Access Control.
Multi-User Access in GoSystem Pass-thru					
Enable Multi-User acc	cess to tax returns when using GoS	ystem Pass-thru			
Passwords in GoSystem P	ass-thru				
Enable password che	ck for tax returns when using GoSy	stem Pass-thru			
NetClient CS Integration					
Enable NetClient CS Integration Retrieve NetClient CS Account					
Password Reset					
Inable Password Reset capability for Users					
Navigation					
Enable the New GoS	ystem Tax RS Navigation				
 Default to the cla 	assic navigation at the user level.				
 Default to the ne 					

Figure 3:1

2. Click the **Documentum DMS** tab. The **Documentum DMS** screen appears.

Firm Configuration for 396D
General Options Password Restrictions Security Threshold Security Options Single Sign-On Documentum DMS
Documentum Document Management Disable Print to Documentum Force printing the entire return and disallow jurisdiction selection
Integration Object CLSID
Update Restore Defaults History Cancel

Figure 3:2

3. Only two option boxes can be checked:

DISABLE PRINT TO DOCUMENTUM	If this option box is checked, the generation of tax return PDF files for storage in the Documentum DMS folders is prohibited.
FORCE PRINTING THE ENTIRE RETURN AND DISALLOW JURISDICTION	If this option box is checked, you must select the <i>All Returns</i> options when specifying tax return document content on the GoSystem Tax Print dialog.
SELECTION	(This option box serves as a content override for the tax return PDF document and will not allow you to select any option other than <i>All Returns</i> .)

4. If you create your own Documentum interface COM object to run on the client machine, enter the Class ID for the object in the **Integration Object CLSID** field. GoSystem Tax instantiates the client-created object on the client machine when you log into GoSystem Tax.

Firm Configuration for 396D			
General Options Password Restrictions Security Threshold Security Options Single Sign-On Documentum DMS	GoFileRoom DMS		
Documentum Document Management Disable Print to Documentum Force printing the entire return and disallow jurisdiction selection			
Integration Object CLSID			
Update Restore Defaults History Cancel			

Figure 3:3

Thomson Reuters delivers a generic client-side Documentum COM object for anyone who logs into GoSystem Tax. This generic Documentum COM object is instantiated with its associated Class ID during login. *If you do not have your own Documentum COM object, leave this field empty.*

5. When you have completed the firm configuration on the Documentum DMS screen, click **Update** to save the configuration. After the configuration is saved, you may produce tax return PDF documents and store them in the Documentum DMS folders.



If you would like to cancel any changes made, click **Cancel** to cancel all entries. Do **NOT** use the **Restore Defaults** button at this time.

CREATING PDF DOCUMENTS FOR DOCUMENTUM DMS STORAGE

Before attempting to create a PDF document for Documentum storage, you must be logged onto the Documentum application.

Creating a PDF Document for a Return

1. On the Organizer File menu, click the Print option. The Print dialog appears.

🚔 Print	
Create New Print File	Default Selection Print File

Figure 3:4

- 2. Select Documentum in the Print To drop-down list.
- 3. Click **OK** to save the tax return as a PDF.



The file name generated by GoSystem Tax will be comprised of the tax return database filename combined with the **.PDF** filename extension.

Creating a PDF Document with a Custom Filename

1. Select File in the Print To section.

🚔 Print	
Create New Print File	Default Selection Print File Options Compute Return Auto RieCabinet Print Attachments Prep. Copy (Default) Taxpayer Copy Packages Government Copy Install Fonts Print To Documentum File A96821D5.PDF Collated OK Cancel

Figure 3:5

2. Enter an alternative filename for the PDF document.



If a return was previously saved in Documentum with an alternate filename and you want to utilize Documentum's versioning capability, you must define the same filename that was originally saved in Documentum.

3. Click OK.

If you have not logged onto the Documentum DMS application prior to initiating the document generation phase, you will be prompted with a dialog that says **Log onto Docbase**.

4. To continue the process, log onto the Documentum application.

GOSYSTEM TAX INTERFACE WITH DOCUMENTUM

After initiating the GoSystem Tax document generation sequence and after logging onto the Documentum DMS application, the **Import RIA Tax Return PDF Document** screen appears.

GoSystem Tax Interface with Documentum

🐃 Import RIA Tax Return PDF Document 🛛 🔀
Select Destination Folder:
Docbases
EI RIADOCBASE
🗐 🚥 🔡 btilson
🗐 🗐 MarkLanman
🔟 🔤 Resources
E RIADOCBASE
🗐 🔤 System
E Temp
🖃 📳 Templates
OK Cancel

Figure 3:6

Clicking **Cancel** terminates the document generation process.

Interfacing with Documentum

1. Select the icon representing the folder in which the PDF document is to be stored, then click **OK**. This starts the PDF document generation sequence as represented by a series of dialogs like those shown below.

🚯 Print		_ 🗆 ×	🔒 Printing	
				Documentum
For	matting print file			Printing Page
			1040-ES	Estimated Tax for Ind. P2
	Cancel			Cancel

Figure 3:7

2. When the document generation phase is complete, the GoSystem Tax Organizer window for the tax return appears. Minimize the GoSystem Tax Organizer window to complete the Documentum DMS document storage process using the **Import** dialog shown below.

Import	
Import Docbase location: RIADOCBASE/btilson	Property settings after import
A96793E5	Name: A96793E5
	Ivpe: Document (dm_document)
	Format: Acrobat PDF
	Show All Formats
	ML Category: None
	Show All Categories
Add Files Add Folder Remove	Extended properties Use settings from template Options Reguest full text indexing Scan for OLE links

Figure 3:8

At this point, you are communicating directly with the Documentum application and have access to all the functionality of that application.

3. Click **Import** to initiate the document storage process.