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.

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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

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.

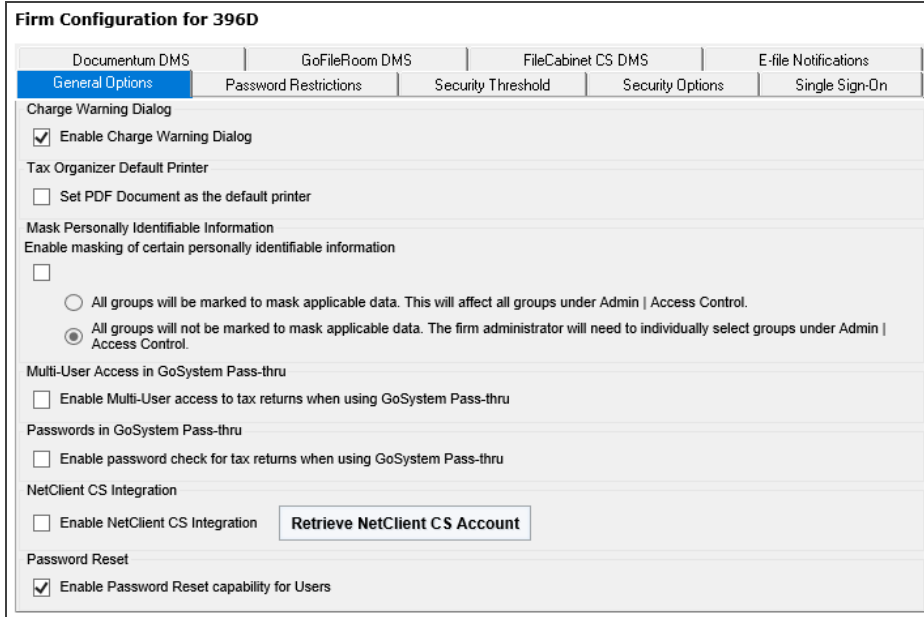1. Click **Admin > Firm Configuration**. The **Firm Configuration** screen appears.

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.

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 drop-down list. With the selection of "Clients" as the drawer, the **GoFileRoom DMS** index fields appear for **GoSystem RS Property** and **Custom Static Text**.

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 (✓) appears to the left of the account number. Then click **More**, and select **Update DMS Information**.
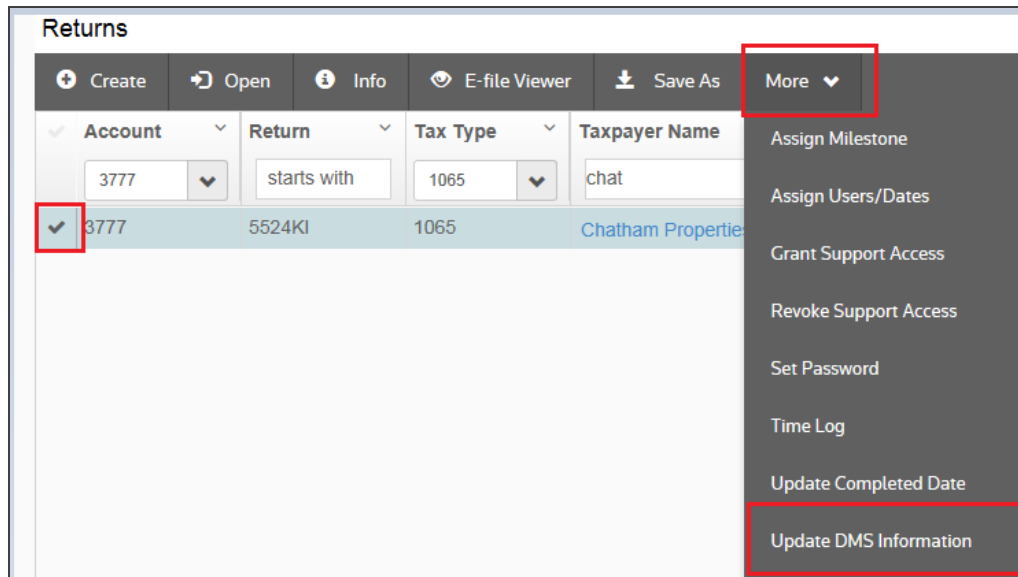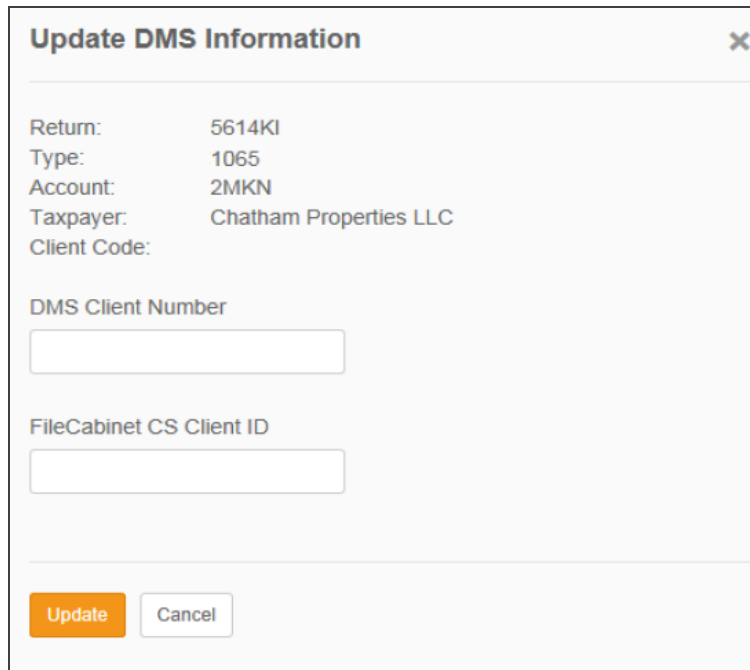

Figure 2:4

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

Update DMS Information   ✕

Return:	5614KI
Type:	1065
Account:	2MKN
Taxpayer:	Chatham Properties LLC
Client Code:	

DMS Client Number

[   ]

FileCabinet CS Client ID

[   ]

Update   Cancel

Figure 2:5

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

Type

1065 Tax Return

Copy Types
- ☑ All
- ☐ Taxpayer
- ☐ Government

Options
- ☑ e-File Attachments
- ☐ Redact Personally Identifiable Information

Pages

Search Pages   🔍   ↑   ↓   Search results: 0

▼ 1065
- All Returns
- Federal Return
- All State & City Returns
- Section 1446 Withholding Tax
- ▸ Selected Federal...
- ▸ Selected State...
- ▸ Selected City/Intangibles...
- Allocation & Apportionment - All Forms

File Name

P8899KI0_Chatham Properties LLC   RESET
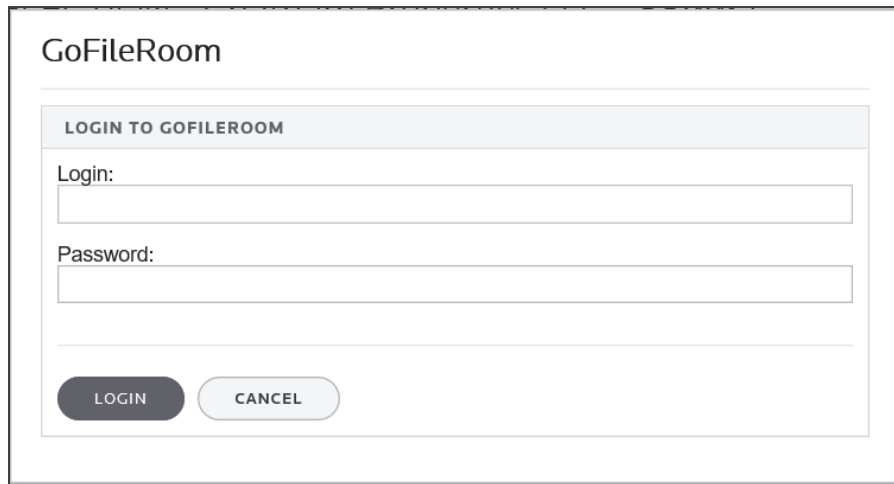
CREATE   SEND TO GOFILEROOM

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.

Figure 2:7

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.
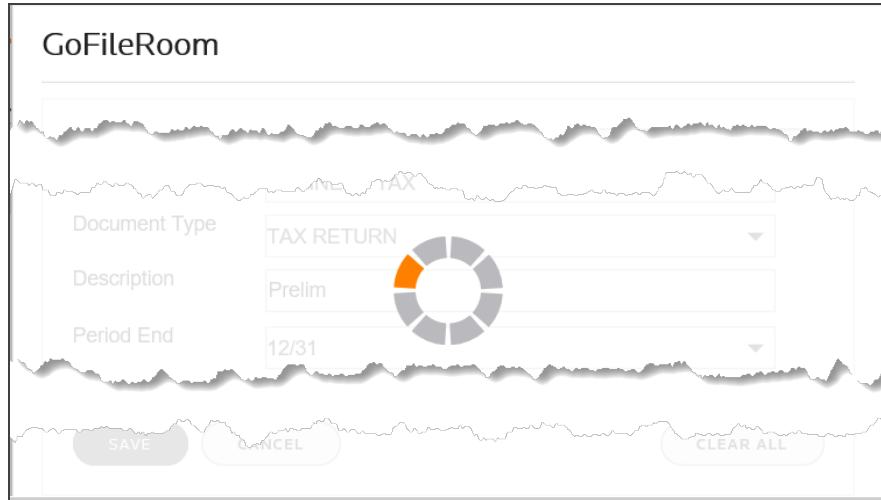
7. A **Status** dialog appears briefly.

Figure 2:9

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

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.
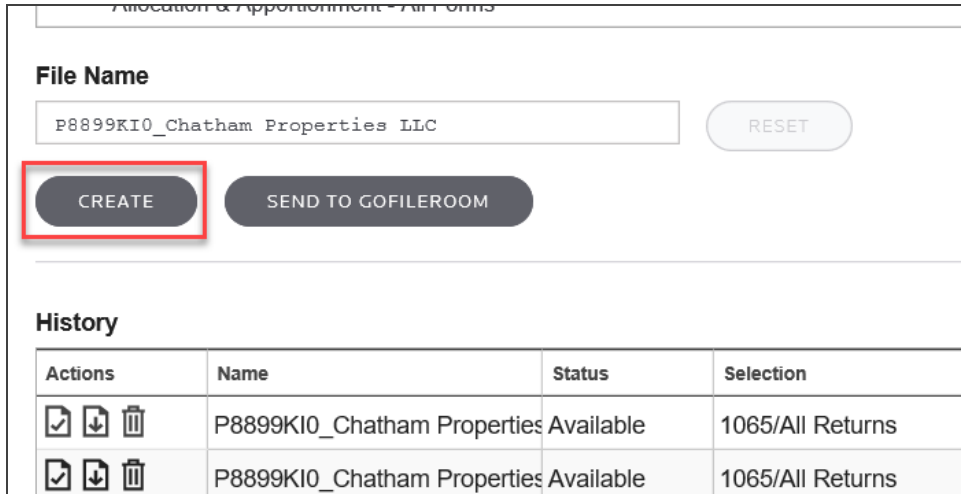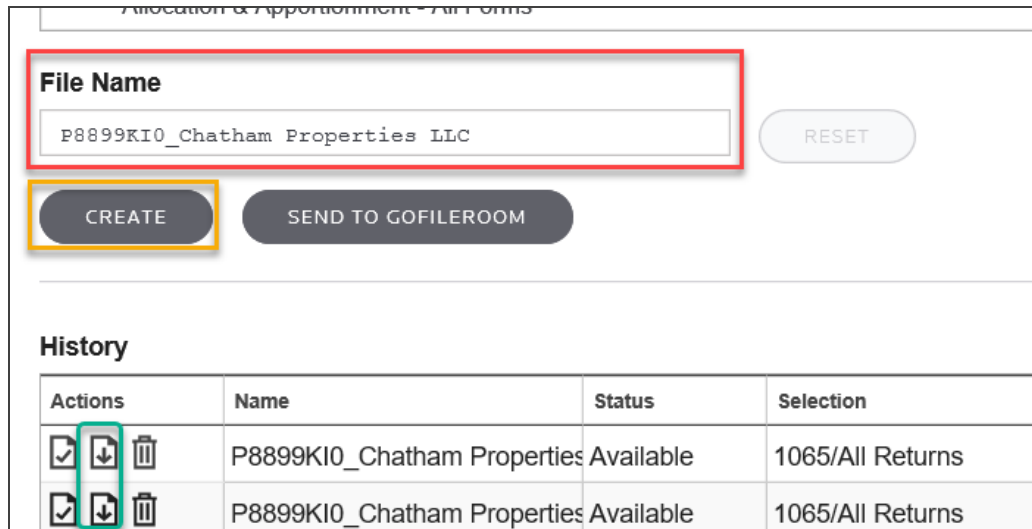
Figure 2:11

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**.

File Name

| P8899KI0_Chatham Properties LLC | RESET |

CREATE   SEND TO GOFILEROOM

History

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.
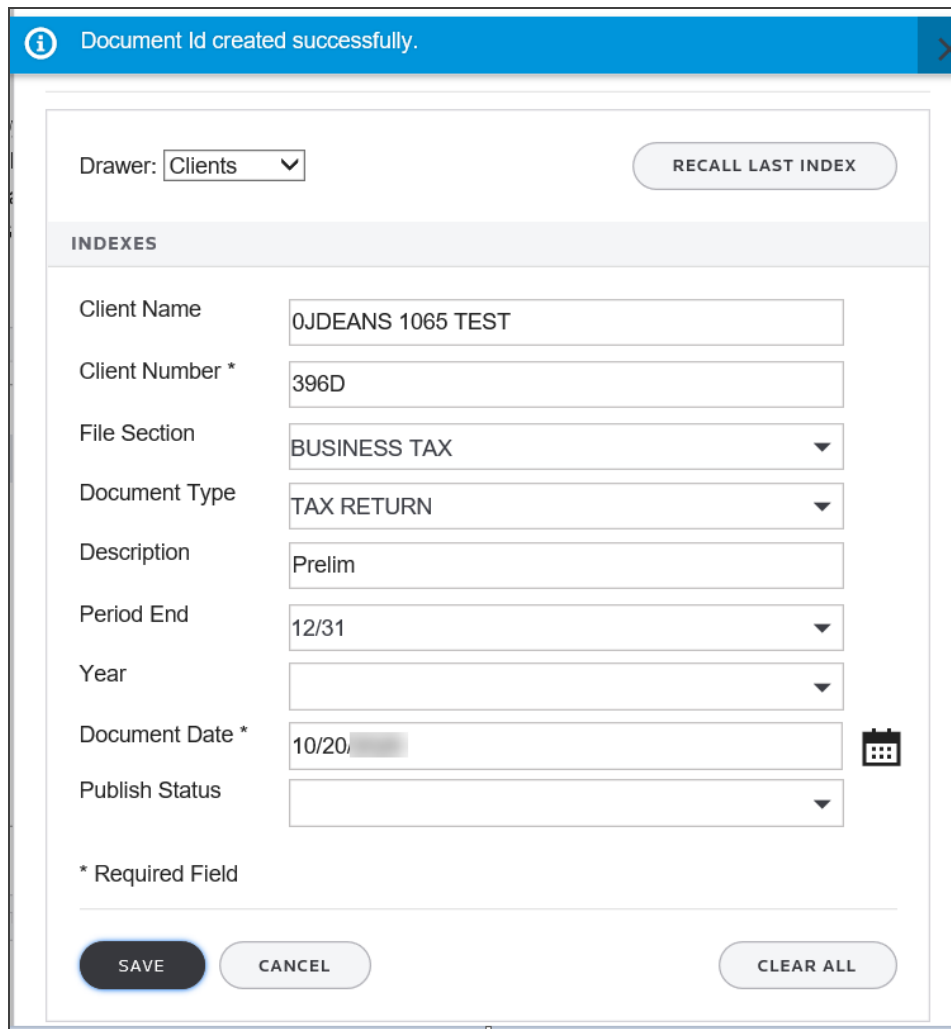

Figure 2:13

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 **Setting Up GoFileRoom with GoSystem Tax (page 2)**).

> 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.

Figure 2:14

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

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)**
- **Creating PDF Documents for Documentum DMS Storage (page 20)**
  - **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.
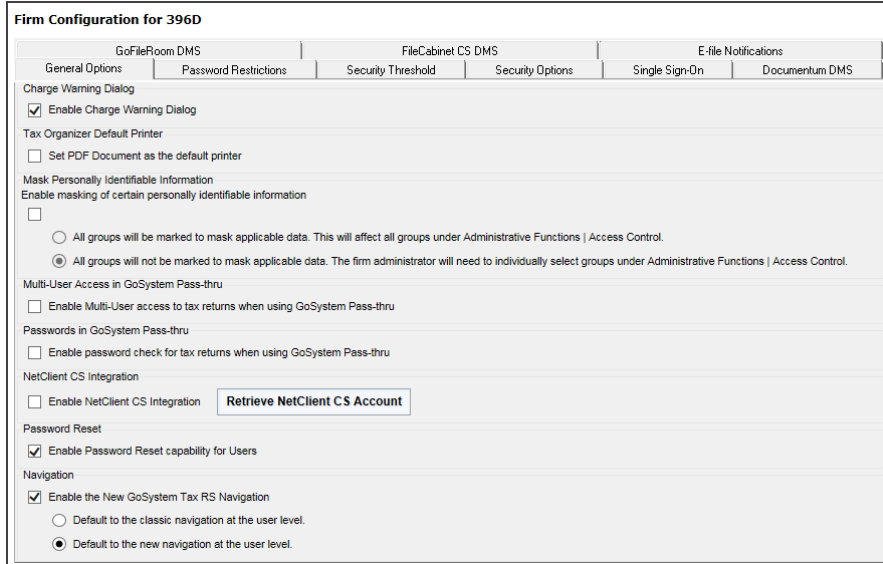
Figure 3:1

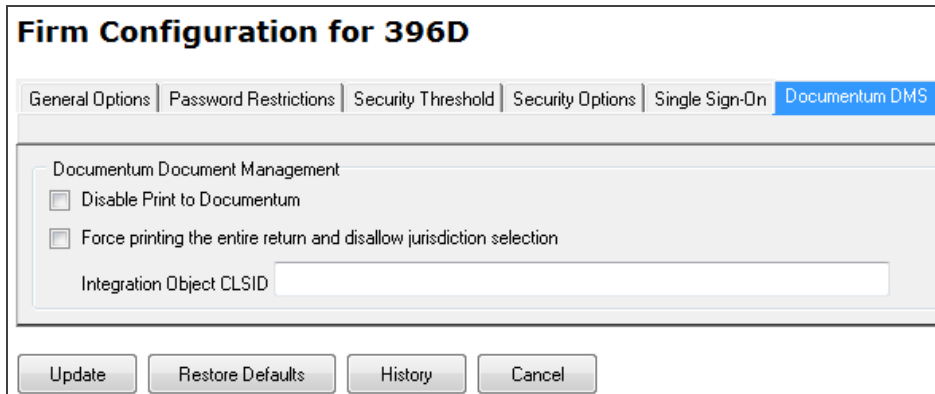2. Click the **Documentum DMS** tab. The **Documentum DMS** screen appears.

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 SELECTION	If this option box is checked, you must select the *All Returns* options when specifying tax return document content on the GoSystem Tax **Print** dialog. (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 *All Returns*.)

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.

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.
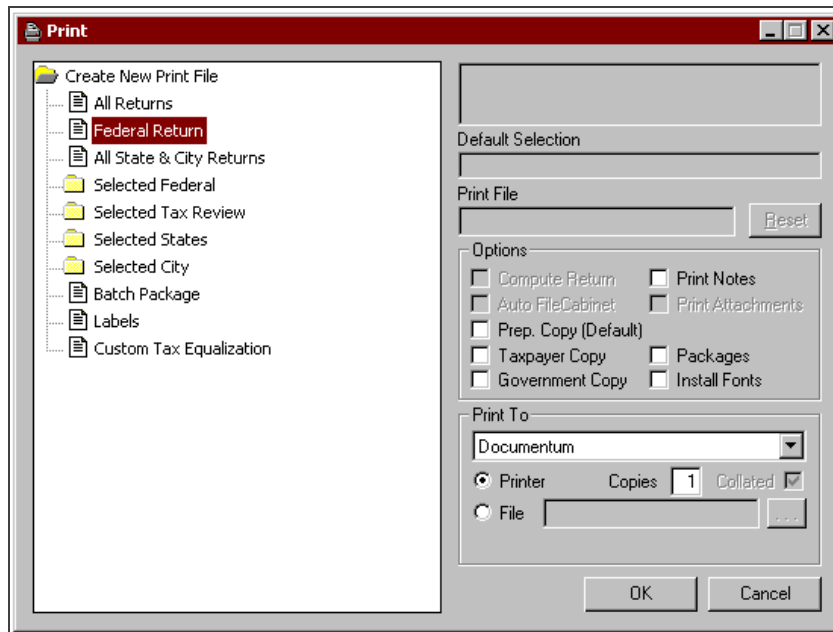
Figure 3:4

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

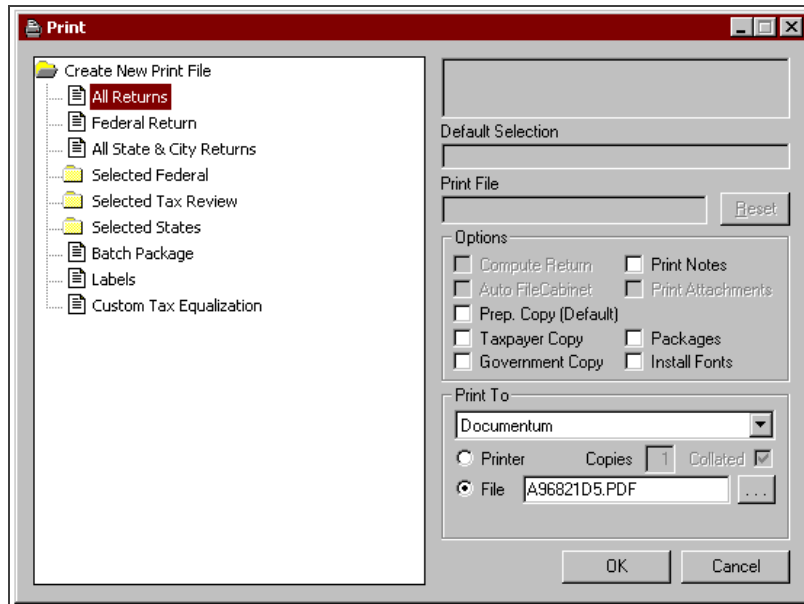1. Select **File** in the **Print To** section.

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.
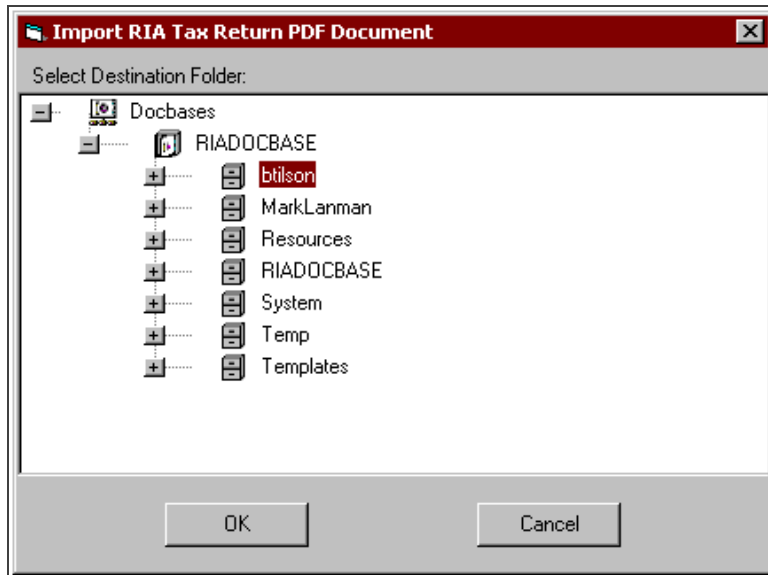
Figure 3:6

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.
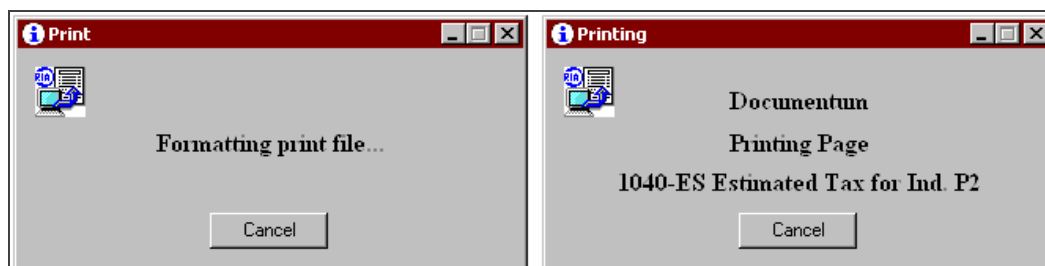

Figure 3:7

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.
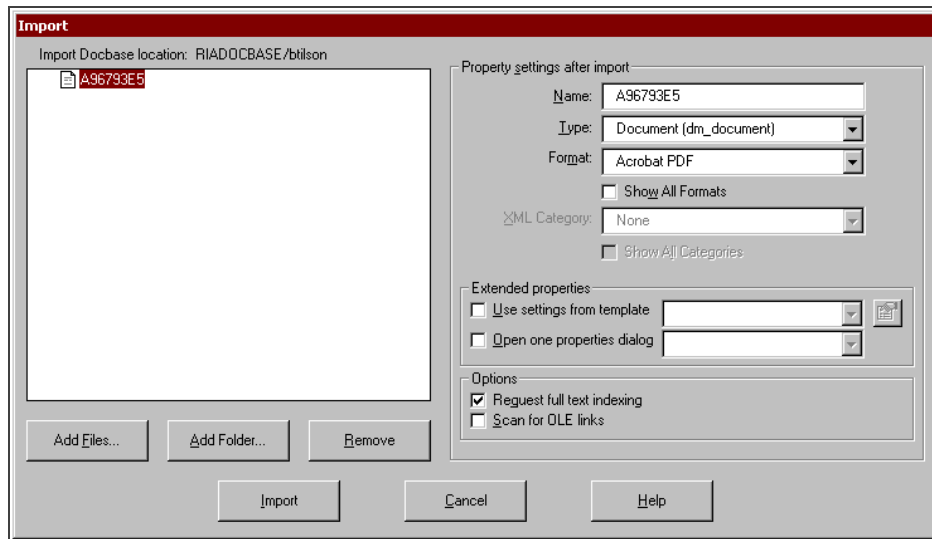
Figure 3:8

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.