

DT FILECABINET

An innovative, full-featured document management system for tax and accounting professionals

- quickly scan
- smartly organize
- easily annotate
- instantly retrieve
- securely email
- automatically create PDFs
- efficiently centralize
- safely store
- painlessly archive

And much more.



THOMSON REUTERS

DT FILECABINET

PAPERLESS DOCUMENT MANAGEMENT

DT FileCabinet is a feature-rich digital document management system, designed for tax and accounting professionals, that enables you to electronically store, organize, and access documents, reports, tax returns, and other files on your computer or network. With its advanced technology, state-of-the-art functionality and sophisticated features, DT FileCabinet lets you easily create a paperless environment and enjoy the countless time-and-money-saving benefits of a paperless office.

DT FileCabinet is part of the innovative DT Max Suite. The DT Max Suite is made up of powerful tools for Canadian income tax professionals who want to serve more clients in less time. Management of the documents and data generated for those clients is easy and secure with the DT FileCabinet, the paperless document management system.

DT FileCabinet is fully-integrated with all DT Max tax compliance products and makes it possible for your firm to achieve unprecedented levels of efficiency through integrated paperless workflow. When you combine the paperless capabilities of DT FileCabinet and the Internet, you can streamline your workflow, improve profitability, save time and enhance client service for your firm.

SECURITY FOR YOU AND YOUR CLIENTS

DT FileCabinet not only makes document management an efficient and organized process, but also allows you to save reams of paper every year and adds a new level of security to your client data.

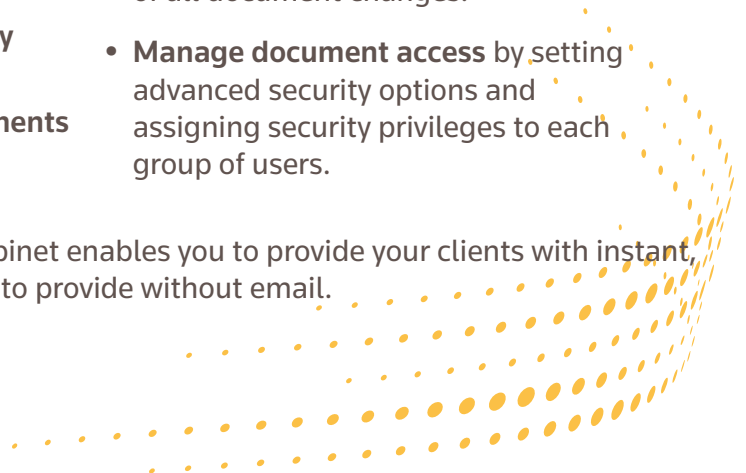
DT FileCabinet offers complete peace of mind, knowing that your clients' information is safe and secure at all times. It also offers the convenience that comes with instantly accessible documents, allowing you to reach a whole new level of productivity, profitability and client service.

With DT FileCabinet you can:



- **Quickly and easily create backups of your files** on CD, DVD, or other media.
- **Move your backups off site quickly** in case of an emergency.
- **Email password-protected documents** to clients in seconds.
- **Keep an organized paperless trail** of all document changes.
- **Manage document access** by setting advanced security options and assigning security privileges to each group of users.

AND combined with DT Client Portal, DT FileCabinet enables you to provide your clients with instant, online secure access to the documents you wish to provide without email.



YOU CAN CREATE A PAPERLESS ENVIRONMENT EFFORTLESSLY



It's easy to get started with DT FileCabinet. You'll be amazed at how much time you save, how much more secure your files are, and with all your files stored in one place, how much better you'll be able to serve your clients.

With DT FileCabinet you can electronically store, organize and access virtually any document. Paper files can be scanned directly into DT FileCabinet client drawers, and documents and reports can also be digitally printed directly to DT FileCabinet client drawers. This comprehensive functionality will allow your firm to move to a paperless environment, and enjoy the peace of mind that comes from knowing your clients' files are securely stored on your computer or network.

With DT FileCabinet, you'll enjoy:

- **Dramatic cost savings** as a result of far less printing, handling and storing of paper
- **Organized documents and folders** that mirror your current paper file structure
- **Easy management** of your clients' scanned documents
- **The ability to digitally annotate documents quickly** and easily including audio messages
- **Instant file access**, increasing firm efficiency and elevating client service

STORE DOCUMENTS QUICKLY, EASILY, AND SAFELY

With DT FileCabinet you can:

- **Store or scan virtually any output from third party programs**, Windows or source documents and add to your client's electronic files for easy reference.
- **Automatically label each page as you store it**, for documents created by DT Max (e.g., a T1 Return from DT Max).
- **Set advanced security options** to easily control access to DT FileCabinet by setting up groups of users and assigning security privileges to each group.
- **Choose to store data in SQL database format** to take advantage of the scalability, performance, and reliability that this format offers.



ACCESS DOCUMENTS INSTANTLY



With your clients' documents securely stored and logically organized in DT FileCabinet, they are instantly available to your staff whenever needed, and instant access to your documents means instant service to your clients.

With DT FileCabinet you can:

- **Easily access documents from your computer** or any networked station and directly from within DT Max — no more time wasted on searching through stacks of folders, file cabinet drawers, or a partner's office.
- **Quickly access any client folder** by simply entering the first few characters of the client number or name.
- **Easily search for documents** by name or key words.
- **Immediately meet client requests** without leaving your desk.
- **Quickly email password-protected documents** or fax documents directly to clients, banks, etc., in seconds.
- **Easily give clients 24/7 secure and private access to documents on your website** with DT Client Portal.

STORE, LOCATE, ANNOTATE AND DELIVER QUICKLY AND EASILY

DT FileCabinet is intuitive and uses standard conventions to allow for easy access and navigation of stored documents as well as a variety of annotation tools including recorded messages.

- 1 Store all documents in organized folders.
- 2 Enter the client ID for instant access to a desired client drawer.
- 3 Select from the drop-down list to easily navigate between data locations.
- 4 Quickly scan documents for electronic storage.
- 5 Easily move back and forth between recently viewed documents.
- 6 View the entire page or zoom in and out of pages.
- 7 Use the drop-down list in the toolbar to quickly move between pages.
- 8 Annotate documents with text, highlighting, images, or audio clips.

Refund or balance owing

Net federal tax, enter the amount from line 58 of Schedule 1 420 2,388.00

GPP contributions payable on self-employment and other eligible earnings 421 +

Employment Insurance premiums payable 430 +

Social benefits repayment (amount over line 235) 422 +

Provincial or territorial tax (other than Quebec provincial tax) 428 +

Add lines 420, 421, 430, 422, and 428. This is your **total payable**, 435 = 2,388.00

Total income tax deducted (see the guide) 437 +

Tax transfer for residents of Quebec 438 = 439

Line 437 minus line 438 = 440 + 393.72

Refundable Quebec abatement 440 +

Employment Insurance overpayment (enter your excess contributions) 450 + 7.05 + (A)

Amount on line 276 of Schedule 1 (B) 451 + 7.05

Line (A) minus line (B) (if negative, enter "0") = 452 +

Refundable medical expense supplement (use the federal worksheet) 453 +

Working Income Tax Benefit (WITB) 454 +

Refund of investment tax credit (attach Form T2038(IND)) 456 +

Part XIII 2 trust tax credit (box 38 of all T3 slips) 457 +

Employee and partner GST/HST rebate (attach Form GST370) 458 +

Tax paid by instalments 459 +

Add lines 437 to 479. These are your **total credits**, 482 = 400.77

Line 435 minus line 482 = 483 + 1,987.23

If the result is negative, you have a refund. If the result is positive, you have a balance owing. Enter the amount below on whichever line applies.

Generally, we do not charge or refund a difference of \$2 or less.

Refund 484 +

Balance owing 485 = 1,985.43

Amount enclosed 486

Attach to page 1 a cheque or money order payable to the Receiver General, or make your payment

SCAN IMAGES OF SOURCE DOCUMENTS AND STORE THEM WITH RELATED DOCUMENTS



You can quickly scan images of source documents such as tax slips into DT FileCabinet by placing the document on a TWAIN-compliant scanner or document feeder and clicking DT FileCabinet's Scan button in the toolbar to open your scanning software. It's that easy! With just a click of your mouse, you can also easily save scanned documents in the appropriate client folders with other related documents.

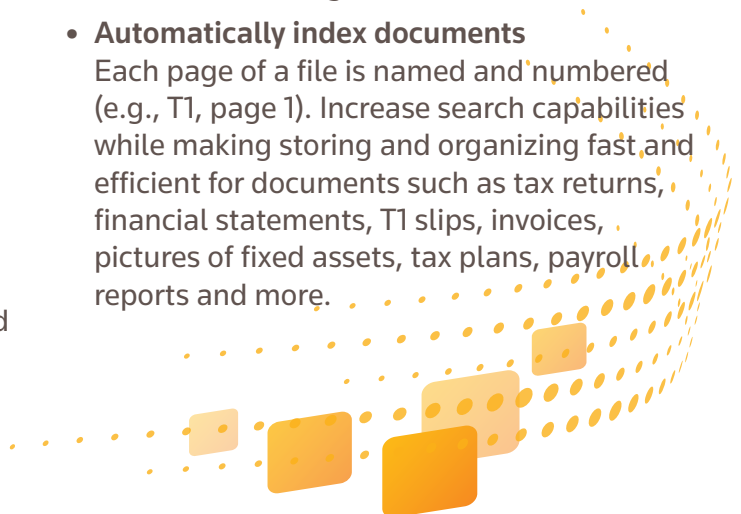
Documents you may want to scan include tax slips (T4, T3, etc.), receipts, real estate closing documents, lease agreements, shareholder or partner agreements, invoices, photos of fixed assets, hand-written notes, and any other documents you need to reference during tax and accounting processing or want to add to a client's file.

INTUITIVE DESIGN AND EASY-TO-USE FOLDERS MAKE WORKFLOW PROCESSING SIMPLE

To help your workflow run smoothly and quickly, the files in DT FileCabinet are structured like paper files. This design makes it easy to get your files organized for quick access later.

With DT FileCabinet, you can:

- **Create a custom list of document names** that you can use later so you won't have to re-enter names, thus ensuring consistent names for all client documents.
- **Customize the display area** to show folders for all client drawers, or only the client drawer you are working on.
- **Create a global filing structure** to ensure that a standard filing method is used by all staff members.
- **Sort the client list** by client name or ID.
- **Sort client contents by type or by year.**
- **Add a document description or keyword** about a specific document for enhanced search capabilities.
- **Track the history of events** (such as adding clients or overwriting documents) automatically and keep a comprehensive and printable log that includes who completed each task for a client.
- **Add client drawer notes to record details** about client meetings, telephone calls, or other events.
- **Reduce bulk in the folders window** by removing older, seldom-used documents and storing them in a specified archive location.
- **Use the Hidden Documents feature to hide older documents** that are not accessed frequently, and to help keep the list of documents manageable.
- **Automatically index documents**
Each page of a file is named and numbered (e.g., T1, page 1). Increase search capabilities while making storing and organizing fast and efficient for documents such as tax returns, financial statements, T1 slips, invoices, pictures of fixed assets, tax plans, payroll reports and more.

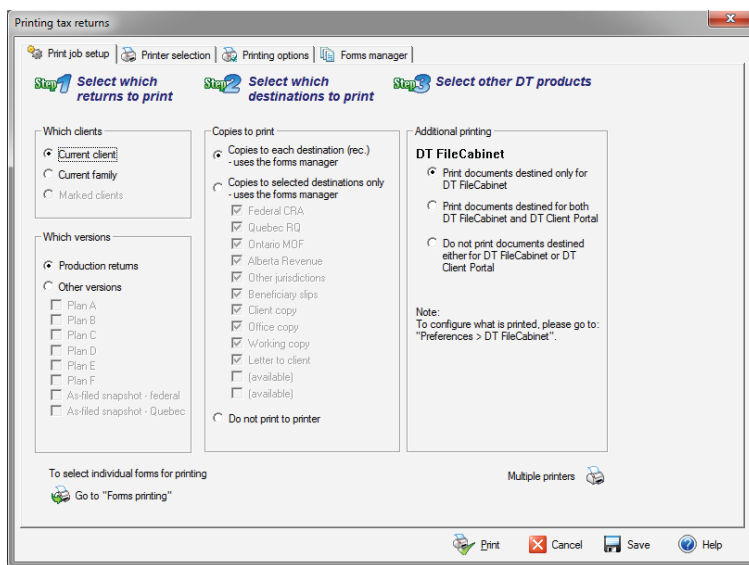


DT FileCabinet and DT Max

DT FileCabinet will offer the greatest value and added benefit to existing DT Max users. As part of the DT Max Suite of products designed to make Canadian tax and accounting professionals more productive and more profitable, DT Max and DT FileCabinet are fully-integrated and capable of saving you money and time by streamlining your workflow in ways you never imagined.

Currently, your forms manager tool allows you to determine what pages will be printed for a variety of destinations – Federal, Client, client letter etc. With the installation of DT FileCabinet, you will also choose which of these destinations will be stored in DT FileCabinet. Finished returns printed from DT Max to DT FileCabinet automatically populate the appropriate client's drawer in a read-only format.

Scanned documents are also sent to DT FileCabinet and stored for easy access during and after tax preparation, offering an easier and more streamlined solution to respond to post-assessment CRA requests. Print virtually any document directly to DT FileCabinet from Excel, Word or your accounting software using the print driver installed with DT FileCabinet.



While in any screen of DT Max, use the DT FileCabinet toolbar button on the menu bar to launch DT FileCabinet and open the file drawer of the current client.



*** Visit us at www.dtfilecabinet.ca or call us at 1-800-663-7829**

© Thomson Reuters. All rights reserved.
3333 Graham Blvd. Suite 222, Montreal, Quebec, H3R 3L5