



ProSystem fx[®] Practice

Proactively manage your firm through instant visibility into client engagements and employee performance.

Proactively manage your firm and instantly improve your efficiency with the next generation of ProSystem fx Practice, available as a Software as a Service (SaaS) solution. This exciting hosted version of the original, award-winning software has been expanded to meet your firm's growing needs to improve staff productivity, increasing efficiency and minimize costs.

Accurately Record Hours

With the next generation of ProSystem fx Practice, place time-tracking in your employee's hands, encouraging them to consistently and accurately self-manage their time entries, thereby increasing billable hours as well as productivity.

Time Capture and Clock are easy, accessible and flexible features that give all firm employees the ability to accurately keep track of and record their own time.

With the Time Capture feature and Clock tool your employees can:

- Effortlessly manage their time for increased efficiency.
- Accurately record time spent on projects so all billable hours are accounted for.
- Decrease time spent on non-billable and redundant tasks.

Consistently Enter Time with Unique Notification Tools

Minimize the frustration that comes with tracking missing hours or updating inaccurately entered time. With the next generation of Practice, reminding employees to consistently enter their time is a breeze through unique notification tools. Notifications can be enabled to automatically alert an employee to enter their hours — so you don't have to.

Practice allows users to:

- Monitor unreleased and posted time, keeping them updated and informed of status.
- Analyze productivity ratios, allowing them to easily control their own workflow.
- Track billable and non-billable hours, informing them of which tasks are most valuable.

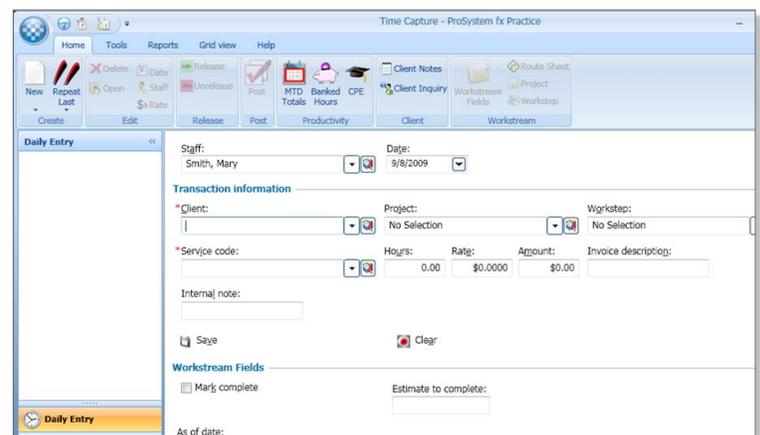
Simplify and Expedite the Billing Process

Research shows that clients respond to invoices faster when the invoice is received right after the job is completed.

With ProSystem fx Practice, a user can prepare and send a client invoice immediately upon completion of a project. Billing online increases efficiency by reducing the time normally spent on the billing process.

Leveraging ProSystem fx Practice results in a smooth flow of billing and invoicing by allowing users to:

- Bill groups of clients simultaneously instead of billing them on a one-to-one basis.
- Post multiple invoices for one client for greater efficiency.
- Create and apply progress bills with a feature that has been expanded to allow these bills to go across engagements and projects.

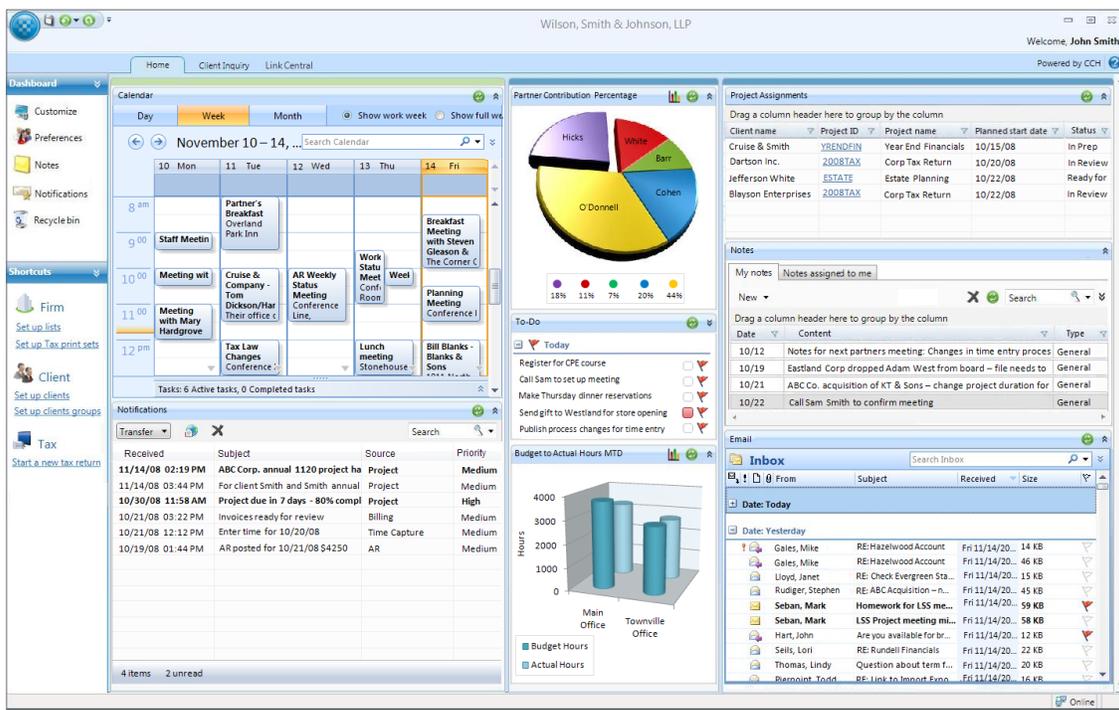


Encourage the capture of daily time

Efficiently Manage Your Practice

The next generation of Practice is stronger and more effective, with powerful new integration with ProSystem fx Workstream that allows you and your employees to:

- Effortlessly collect time and create project approvals.** Set up a review process for employee managers, enter estimated time remaining on projects, and use a designated input field for work location that captures information for sales tax reporting. You can also enter reasons for overriding a standard rate, or view CPE tracking and historic bank hour entries.
- Bill and create invoices by project.** Select to organize your WIP by project, select your WIP records to bill, select your invoice template, print your invoice and go through your review process.
- Streamline setup processes.** Add client and employee information easier, faster and with minimal effort. New customization features allow firms to determine the structure of client managers and create their own preferences for the manager labels.



Manage your day with Dashboard features such as email, To Do Lists, calendars, and more.

For more information on ProSystem fx Practice call 1-800-PFX-9998 (1-800-739-9998) or visit CCHGroup.com

The most up-to-date product information, including detailed system requirements, enhancements, and new features, is available at CCHGroup.com/ProSystem. If you plan to use multiple ProSystem fx Suite products within the same system, call 1-800-PFX-9998 (1-800-739-9998) and ask to speak to your sales representative about whether or not your system availability is adequate.

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