



# Client Bookkeeping Solution<sup>®</sup>



**Professional Suite**

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Visit [CreativeSolutions.Thomson.com/Demos](http://CreativeSolutions.Thomson.com/Demos) to view an online demonstration of Client Bookkeeping Solution.

**C**lient Bookkeeping Solution is different from most “off-the-shelf” accounting programs in that it is designed to keep you, the accountant, in control. You decide what functionality to give each client, and your clients follow the guidelines you’ve established. Proper accounting functions are built in, since you design the system that’s right for each client. This ensures that transaction data flows through, and is accurate and organized. The bonus for your clients? They spend less time on their bookkeeping and more time managing their businesses.



# Client Bookkeeping Solution

## Software Designed to Streamline Your Client Data Management Processes and Keep You in Control

Client Bookkeeping Solution (CBS) is the ideal tool for managing incoming client data and streamlining your firm's processes. It's also designed to fulfill your clients' bookkeeping needs while strengthening your relationship with them. As part of the CS Professional Suite, client data in CBS transfers seamlessly to Write-Up CS™, enabling you to perform client write-up work, prepare tax returns with UltraTax CS™ or GoSystem Tax RS™, and do your billing and invoicing using Practice CS™. In fact, since your client data originates in CBS, it is the first step toward creating a fully integrated firm and makes it possible for you to achieve zero-time data entry.

### Client Bookkeeping Software that Puts You in Charge

Designed for your clients who don't have an accountant on staff, CBS helps both cash- and accrual-basis clients manage their daily checkwriting, transaction recording, and business reporting needs. Available to clients only through you, CBS helps you strengthen your relationship with your clients by allowing you to stay firmly in control of their accounting processes.

With CBS, you determine the amount of functionality each client will have. First, you decide which options and functions will work best for each client. Then, you set up their accounting information directly from your Write-Up CS software and select features and capabilities according to each client's needs.

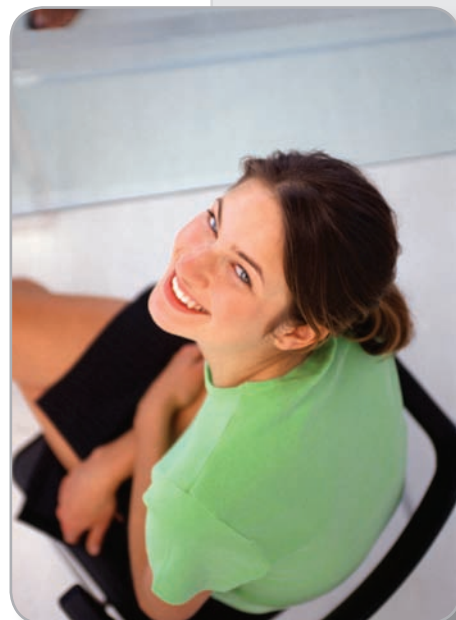
CBS gives your clients everything they need—full-featured bookkeeping software that follows accounting principles, advanced capabilities like online banking, vendor and payroll direct deposit through InterceptEFT, and the level of functionality that suits their needs. Your clients simply record their transactions in CBS using the accounts you've already set up for them. You can even set up automatic email triggers to alert you whenever clients perform certain activities in CBS or reach designated checkbook balance limits that you've established.

### A Powerful Data Import Tool

Your CBS Master License includes the Accountant's Assistant®, which enables you to import CBS client data (as well as client data from other formats, such as QuickBooks Pro® and Peachtree®), into Write-Up CS to create financial statements with virtually no additional data entry!

### Manage Your Clients' Accounting Using the Power of the Internet

You can also give your clients online access to the latest version of the CBS software 24 hours a day, seven days a week, from any location—with CBS ASP. The CBS ASP version uses Application Service Provider technology to enable your clients to access their CBS software via your website from any location. CBS ASP also allows you access to their data—all from the comfort of your office. With CBS ASP, you can help clients with concerns, input adjustments or changes directly to their data, view their transactions and address questions, or get a file export any time you need it.



## About CBS

### Organized to Keep You in Charge

With CBS you can be sure your data—and your clients' data and bookkeeping practices—are accurate and consistent. That's because you define the setup and format of your clients' CBS software, and you can easily review and edit data when you receive it from your clients.

#### CBS Features Meet All Your Clients' Needs

Clients can use CBS to write and record checks, produce reports, manage their daily bookkeeping, and monitor cash flow. You set up your clients' systems by choosing options that work most efficiently with the services you provide. You can later modify the options or add capabilities.

#### Give Clients the Robust Functionality They Need

With CBS, clients can:

- Learn and use the program easily because CBS uses **standard Windows® conventions**. The toolbar and commands are very similar to those in Microsoft® Word® and Excel®, and you can use keyboard commands, shortcuts, or the mouse.
- Employ **user-specified "Fields to Skip"** and other time-savers to speed data entry.
- Maintain an **unlimited amount of historical data**.
- Create an unlimited number of commonly used **memorized transactions**, to recall manually during data entry, or set up to recur automatically.
- Access **comprehensive help** topics that provide procedures and information on the various windows and dialogs in the system.

You can also give clients the option to:

- Print **interim financial statements** updated with their current transactions.
- Provide the convenience of **direct deposit** to their employees and vendors.
- Allow more than one employee to operate CBS simultaneously with the **multi-user access option**.
- Perform **online banking** securely, including bill pay and fund transfers, for maximum convenience and speed
- **Reconcile their checkbooks** against transaction data from their financial institutions.

### Strengthen Your Relationship with Your Clients

- **Set up your clients** using information from your accounting software to increase accuracy and ensure your clients are using your designated guidelines for their businesses.
- Set up an **automatic email** to notify you when your client performs specific activities or reaches designated limits you have set. Activities could include entry of an unusually large checkbook adjustment, completing the export process repeatedly, and writing checks greater than a specified threshold amount.
- Allow clients to attach **electronic notes** as they are entering data to explain entries or ask a question. When you review their transactions in your office, these notes will signal you that you need to give special attention to a particular item.
- **Maintain security control**, with password protection, for any number of users.
- **Download CBS updates** through the Internet.
- Ensure that your clients are always using the **most current version of CBS** available with CBS ASP.
- Choose to receive **period-end processing** data from your clients via their portal on your website, via email, or via floppy disk.

#### Import Client Data from Various Sources

With the CBS Master License, you can import client data from a variety of other accounting software, such as QuickBooks Pro and Peachtree. While this import capability does not provide all the time savings of the true seamless two-way integration between CBS and other products in the CS Professional Suite, this helpful feature can significantly cut time in your write-up work with many of your non-CBS clients—and help you achieve zero-time data entry.

## CBS and the Internet

### CBS ASP Takes Client Accounting to a New Level

#### Give Your Clients Anytime-Anywhere Access to their CBS Software!

The Internet has changed the way people do business—even the way they use accounting software. Now your clients can gain anytime-anywhere access to CBS software and exchange transaction data with you through your website!

The CBS ASP version uses Application Service Provider technology to enable your clients to access CBS software 24 hours a day, seven days a week, from any location. Clients simply visit your website and click the link that will take them to their own personal, private, and secure portal.

Your clients can use this hosted version of their CBS software to streamline their daily bookkeeping and checkwriting tasks. At the end of each processing period, you can export your clients' transactions at your convenience via the Internet from CBS, and then retrieve and process them with Accountant's Assistant as usual.

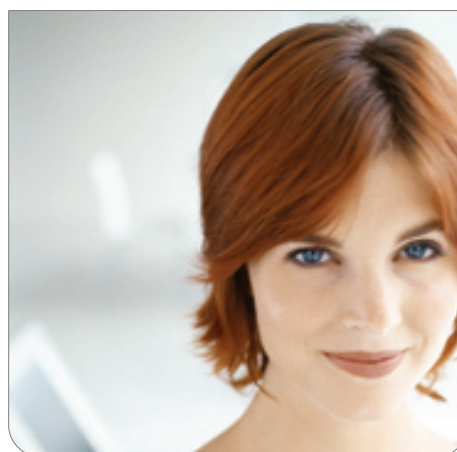
With CBS ASP, the software works just as if your client installed it on their computer. However, the software is actually running on Creative Solutions' servers housed in the Thomson Data Center, where their data is stored and protected by state-of-the-art, fail-safe systems—completely secure and continually archived. By accessing CBS online, computer hardware requirements can be minimized and your clients can extend the life of their computer hardware.

### CBS ASP Offers You Ultimate Convenience

CBS ASP does more than give your clients 24/7 access to their CBS software. CBS ASP lets you view and access your clients' transaction data any time for maximum convenience.

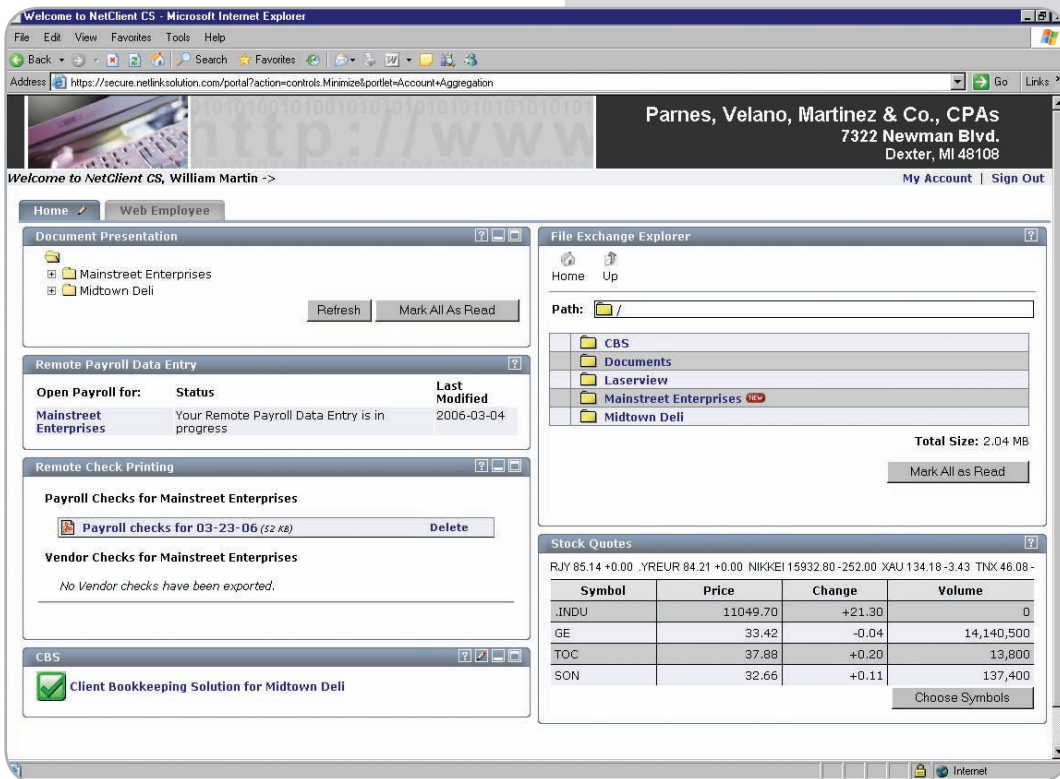
And, because CBS ASP is automatically updated, it simplifies your life. All of your clients are on the most updated version of the software, so you can serve your clients without worrying whether they have made software updates—no manual updating required!

 *Creative Solutions products have allowed our firm to operate more efficiently. Without this software and its integration, the firm would not be what it is today. We're excited to embrace the technology of CBS ASP, and to take the firm to the next level.*  
— Julie Ceratto, IL



## NetClient CS

*Put a variety of advanced services at your clients' fingertips!*



### NetClient CS™—Your Ticket to the Next Level of Client Service

You can make CBS ASP available to your clients using NetClient CS, our online client portals. Using NetClient CS, your clients have access to their CBS ASP software, as well as other personalized information through your website, 24/7. Clients simply enter a user ID and password to access their own personal, private, and secure portal. Once within their portal, they can take advantage of a variety of services you choose to provide—including the use of CBS—in a completely secure environment, any time and from any location. Clients can complete their work whenever and wherever they choose—even after business hours and from home!

Through NetClient CS, you can also give clients 24/7 access to other services, including electronic copies of their financial documents, such as tax returns, W-2s, and virtually any Windows or scanned document, with the assurance that their information is accessible only by them.

NetClient CS offers your clients a level of service that is equivalent to the online services provided by large-scale portfolio management and financial consulting firms. Creative Solutions provides the technology and infrastructure, but your clients will never be aware that they have ever left your site. If you don't have a website, you can create one in minutes with Web Builder CS™.

Contact an Account Representative for information on how you can make your firm a complete online client management center with NetClient CS.



## CBS Master License

### CBS Master License—Your All-in-One Toolkit for Managing Client Data

When you purchase the CBS Master License, you receive the CBS Master License Kit, which contains the following:

- All CBS modules to use in your own firm and to demonstrate to potential clients. This set includes:
  - CBS CheckWriter™
  - CBS PayCheck™
  - CBS Accounts Payable
  - CBS Accounts Receivable
  - CBS Financial Statements
- The Accountant's Assistant module, which allows you to integrate your clients' data directly with Write-Up CS.
- The *Client Bookkeeping Solution Getting Started* guide to help you and your clients set up and start using CBS productively as soon as possible.
- The *Client Bookkeeping Solution Tutorial* with three detailed sections—one dedicated to CBS CheckWriter, one that covers all modules (with the exception of Financial Statements), and one specifically for Accounts Receivable forms.

### Proven and Effective Marketing Materials—Included!

To support your efforts in marketing CBS to your clients, Creative Solutions has developed the CBS Marketing Handbook. The handbook contains practical and proven tips from other accountants to help you successfully implement CBS for your practice. The handbook also includes tips for suggesting CBS to your current clients, using it to find new clients, setting fee structures, and ensuring that your firm gets the most from CBS.

### The Typical CBS Workflow

*Transaction processing with CBS is a snap for both you and your clients! During the processing period, your clients add vendors or employees, enter receipts and disbursements, and print checks and reports. At the end of the period, they send their data via email, diskette, or modem—you can even retrieve it online. You review your clients' transactions using Accountant's Assistant before transferring them to Write-Up CS, then you generate your clients' financial statements. While you are processing your clients' month-end information, your clients continue updating, entering, and printing checks—so they don't have to stop doing their work while you do yours.*

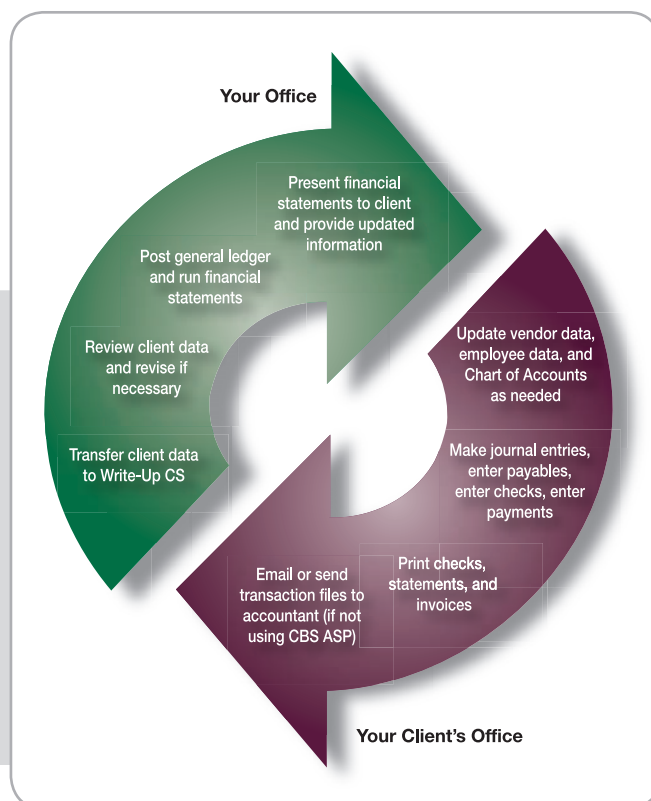
Your CBS Master License also includes these proven marketing materials to help you market CBS to your clients:

- CBS PowerPoint® presentation—designed for you to customize with your firm name and logo. The presentation offers a brief overview of CBS.
- CBS client brochure—designed to show your clients all the benefits of CBS.
- CBS client flyer—designed to raise interest in CBS, this is easily inserted into a standard business-sized envelope.

When you purchase your CBS Master License, you will receive one packet of client brochures and one packet of client flyers. You can purchase additional client brochures and client flyers in bulk quantities, below production cost.

### CBS—Available to Your Clients Only Through You

Your clients cannot obtain CBS software through dealers or retail suppliers. CBS is only available to clients through licensed Write-Up CS accountants who have purchased the CBS Master License. You establish your own fees for the software and services you provide. We ship all of your clients' software directly to you, and you distribute it to your clients. With CBS ASP, they access it through your website. This ensures that you remain in control.



## Accountant's Assistant

### Your Tool for Communication, Integration, and Customization

Accountant's Assistant is the module for your Write-Up CS software that makes the seamless integration between CBS and Write-Up CS possible, and keeps you in control of your clients' bookkeeping functions. At the same time, it enables you to set up the way financial data is managed in your clients' businesses. Accountant's Assistant comes with your CBS Master License, and with it you can:

- **Customize your clients' CBS software** to their needs by selecting the features that you want enabled in your clients' CBS software, such as checkbook reconciliation or noncalculating payroll.
- Easily **retrieve your CBS clients' transaction data** and ensure it is accurate and complete. You can also check electronic notes, properly code general ledger accounts, and resolve any outstanding issues.
- **Eliminate redundant data entry.** With Accountant's Assistant, you can transfer CBS client data directly into Write-Up CS. Then you can post general ledger entries, prepare quarterly payroll reports, and print financial statements.

- **Pass specific information back to clients**, such as additional employees, vendors, Chart of Accounts, payroll items, and even adjusting entries.
- **Import client data** in other formats including QuickBooks Pro, Peachtree, Paychex®, BusinessWorks®, and more. Your Creative Solutions Account Representative can provide you with more information about Accountant's Assistant's import capabilities.

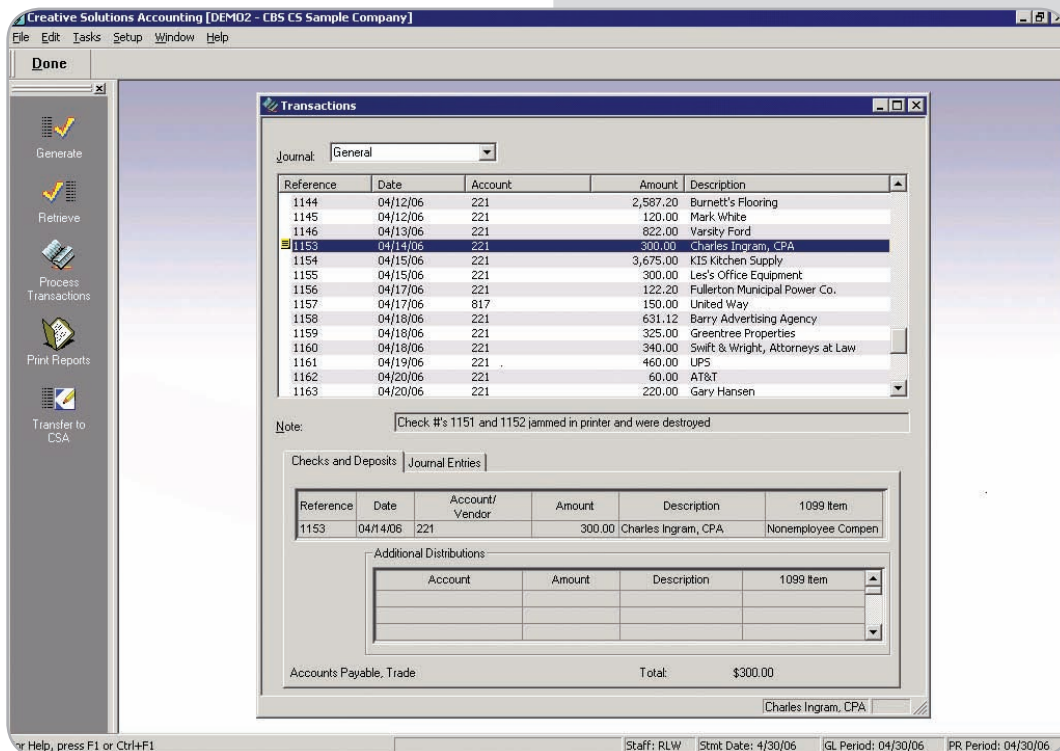
### Customize Your Clients' Software—and Ensure They Follow Desired Guidelines

Accountant's Assistant gives you several setup options that allow you to specify how your clients use their CBS accounting software. You can:

- Specify **when and how often** your clients send you data.
- **Transfer your clients' Chart of Accounts**, employee data, vendor data, and other information from Write-Up CS into CBS—so it's already set up when the client starts to use it.

### Accountant's Assistant Transactions Window

*Check electronic notes and properly code general ledger accounts in Accountant's Assistant.*



Reference	Date	Account	Amount	Description
1144	04/12/06	221	2,587.20	Burnett's Flooring
1145	04/12/06	221	120.00	Mark White
1146	04/13/06	221	822.00	Varsity Ford
1153	04/14/06	221	300.00	Charles Ingram, CPA
1154	04/15/06	221	3,675.00	KIS Kitchen Supply
1155	04/15/06	221	300.00	Les's Office Equipment
1156	04/17/06	221	122.20	Fullerton Municipal Power Co.
1157	04/17/06	817	150.00	United Way
1158	04/18/06	221	631.12	Barry Advertising Agency
1159	04/18/06	221	325.00	Greentree Properties
1160	04/18/06	221	340.00	Swift & Wright, Attorneys at Law
1161	04/19/06	221	460.00	UPS
1162	04/20/06	221	60.00	AT&T
1163	04/20/06	221	220.00	Gary Hansen

Note: Check #'s 1151 and 1152 jammed in printer and were destroyed

Reference	Date	Account/Vendor	Amount	Description	1099 Item
1153	04/14/06	221	300.00	Charles Ingram, CPA	Nonemployee Compen

Account	Amount	Description	1099 Item
Accounts Payable, Trade			
Total:	\$300.00		

Charles Ingram, CPA

For Help, press F1 or Ctrl+F1      Staff: RLW      Start Date: 4/30/06      GL Period: 04/30/06      PR Period: 04/30/06





“ I love that Client Bookkeeping Solution integrates with UltraTax CS, the Creative Solutions accounting software and with FileCabinet CS. It has vastly improved my practice and the range of services I can offer my clients.”

– Landon Blair, FL

- Closely **monitor client business activity** with email flags you set up to alert you automatically when clients perform certain activities or reach certain limits.
- Give your clients optional **checkbook reconciliation capability**.
- Designate **unlimited levels of security access** restrictions to individuals within the client's office.
- **Email information** to clients when generating transfer files.
- Specify how the accounts payable data will be transferred to the general ledger—**reversing, perpetual, or cash basis**.
- Use the **optional Financial Statements** module for clients who need interim reports.

### Informative Reports Help You Manage Your Business More Effectively

Accountant's Assistant is designed to aid you with your most time-consuming tasks, as well as to provide several informative reports that make it easy to manage and maintain your CBS clients' data, including:

- Notes Report
- Unprinted Checks Journal Entry Report
- Transaction Report
- Chart of Accounts Diagnostics Report
- Vendor Diagnostics Report
- Employee Diagnostics Report
- PayCheck Items Diagnostics Report
- Master License Report
- Unprocessed Receivable Payments List
- Activity Report
- Transactions Available to Generate Report

### Import Capabilities Enable You to Transfer Other Client Data Directly to Write-Up CS

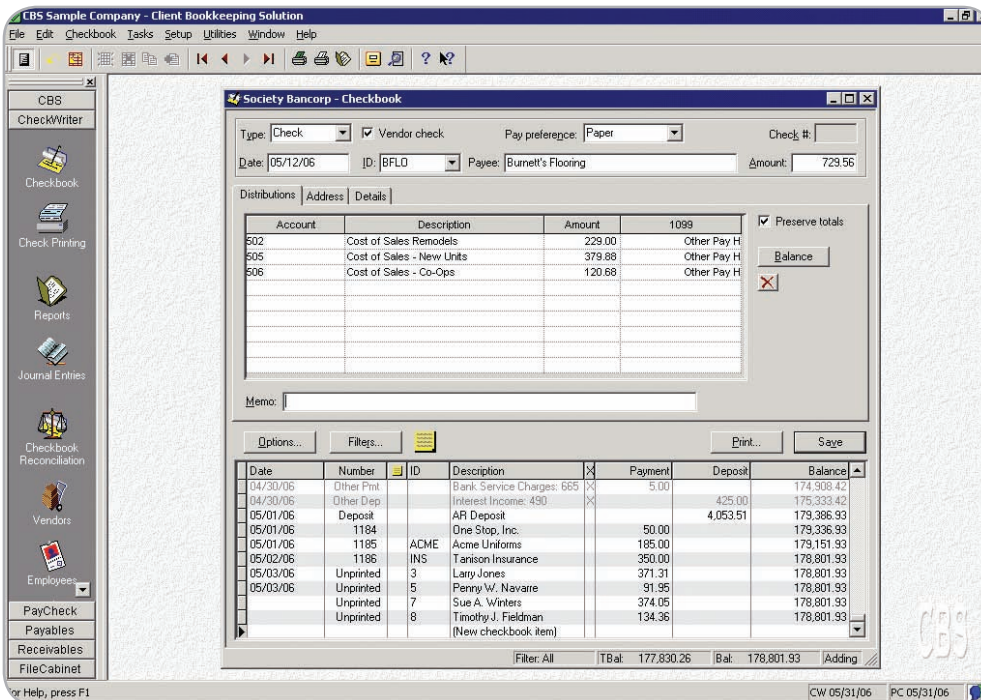
Some of your clients may prefer not to switch to CBS. Using Accountant's Assistant, you can import data from the following programs:

- QuickBooks Pro® 6, 99, 2000, 2001, 2002, 2003, 2004, 2005, 2006 (including both the Premier Accountant and Enterprise Accountant editions for the years available)
- BusinessWorks® (GL and PR data) and BusinessWorks Gold® (Version 3.0 or higher—GL data only)
- Paychex General Ledger Reporting Service (import journal entry information)
- Peachtree® (Version 8, 2002, 2003, 2004, 2005, 2006)
- Other 2006 updates will include Microsoft® Small Business Accounting.

With your CBS Master License, you do not need to own these software products. You simply set up your client in Write-Up CS, then retrieve the client's data files for import.

Unlike the seamless integration you get with CBS and Write-Up CS, the data transferred from other programs is a one-way transfer, one time for each period, and are more limited than in a fully integrated environment. However, they save you valuable time by eliminating the need to re-enter any data.

# CBS CheckWriter



## CBS CheckWriter Checkbook Data Entry

On the main data-entry window for CBS CheckWriter, clients can quickly and easily record checks, deposits, adjustments, and any other transactions that affect the checkbook balance.

## Robust Functionality Simplifies Clients' Checkbook Activities

CBS CheckWriter is the core module of the CBS system. It automates checkwriting and daily bookkeeping functions for your clients—enabling them to keep track of their checkbook balances at all times.

CBS CheckWriter helps your clients quickly process all of their checkbook activity. With CBS, clients can:

- **Pay bills and perform funds transfers online** (if their financial institution provides this capability and is on the list of financial institutions that integrate with CBS).
- **Retrieve online bank transactions** to view and add to the register and/or to use for automatic checkbook reconciliation (based on your configuration for each client).
- **Import the setup files** you have prepared for the client company database.
- Create **custom check layouts** using the program's easy Layout Editor.
- **Record bank deposits**, ATM activity, bank debits, credits, and transfers.
- **Add information on-the-fly** during data entry for new general ledger accounts, vendors, employees, and more.
- Simplify data entry for recurring items by creating **memorized transactions** for any type of transaction—and automatically recalling those memorized transactions. For instance, for a single vendor or payee you can schedule recurring payments without having to re-enter the data. Memorized transactions provide recurring, expiring, and scheduled features.
- **Print checks individually** or in batches, or print checks with reports in the same job.
- **Maintain running balances**, display the actual checkbook balance as well as a "tentative balance" that shows the effect of any unprinted checks.

## CBS CheckWriter, cont.

- Distribute deposit and check amounts to **as many general ledger accounts** as necessary.
- Enter and print both regular checks and non-calculating payroll checks from as many as **100 different checking accounts**.
- **Save reports in other formats** (e.g., Word, Excel, and HTML).
- Send reports to you via **email**.

### Fast and Easy to Use, CBS Simplifies Client Bookkeeping Work

CBS CheckWriter is more than a powerful bookkeeping system—it's also easy to use! Here are just a few of the many ways clients can use CBS CheckWriter to simplify their checkwriting processes:

- Designate vendors as **Form 1099 recipients**.
- **Consolidate multiple payments** to the same vendor or payee on a single check.
- Use **search capabilities** to quickly locate specific items—such as checks, deposits, vendors, and more—to update, check, or review information.
- **Save lists of frequently used information**, such as city names and zip codes.

### Flexible Checkwriting Functions

Quickly and easily design personalized check layouts with the powerful capabilities of the Layout Editor. Clients can:

- Easily create and edit layouts using **drag-and-drop capability**.
- Specify **different fonts** for any layout variable.
- Choose between **legal** (two checks per page) **and letter-size checks** (one or three checks per page). (Also available in CBS PayCheck).

- **Print blank MICR checks** for manual checkwriting.
- Select from **predefined check layouts** provided with CBS or **create custom layouts** with MICR encoding, logos, and signatures.
- **Send payments via direct deposit** to ensure easy and timely receipt.

### Offer Your Clients the Timesaving Benefits of Direct Deposit

Direct deposit offers maximum convenience for your clients' vendors and employees. Through a special arrangement with InterceptEFT, a leading third-party Automated Clearing House (ACH) processor, Creative Solutions makes it fast and simple to provide direct deposit services for your clients.

Direct deposit transmission through InterceptEFT eliminates the hassle for your clients—they no longer need to deal with multiple banks to process direct deposit for their employees. Intercept will even provide your clients with daily confirmations, reports, and monthly statements of transaction detail.

Working with InterceptEFT offers a seamlessly integrated way to process direct deposit transactions—right from CBS. InterceptEFT oversees and ensures the secure transmission of your clients' direct deposit data through the ACH system.

Direct deposit is available with CBS CheckWriter, CBS PayCheck, and CBS Accounts Payable.

### CBS CheckWriter Reports

CBS CheckWriter reports give your clients the information they need to monitor their financial activities. The flexible printing options available for each report allow clients to tailor report dates and other details to suit their specific needs. Reports include:

- |                              |                                       |                                   |
|------------------------------|---------------------------------------|-----------------------------------|
| • Unprinted Checks List      | • Checkbook Reconciliation Report     | • Chart of Accounts List          |
| • Printed Checks List        | • Skipped Check Numbers List          | • Vendor List (includes labels)   |
| • Checkbook Register Report  | • Journal Entries List                | • Unprinted Payroll Checks List   |
| • Deposits List              | • Unprinted Checks Journal Entry List | • Printed Payroll Checks List     |
| • Other Bank Items List      | • Transactions List                   | • Employee List (includes labels) |
| • Memorized Transaction List | • Blank MICR checks                   | • 1099 Transaction Activity List  |

# CBS PayCheck

## CBS PayCheck Enables Clients to Process Payroll

CBS PayCheck makes it easy for your clients to process their own payroll while providing you with accurate, timely data for tax compliance reporting. Working with CBS CheckWriter, CBS PayCheck streamlines this process so both you and your client save time and effort. Some of the benefits CBS PayCheck provides for the accountant include:

- Clients' **monthly payroll transfers directly into Write-Up CS** so you can effortlessly maintain the general ledger. The payroll detail flows into your software seamlessly, so there's no need to re-enter any payroll data.

- **Payroll transactions are complete and ready to use** when processing tax liability for quarterly and year-end reporting requirements.
- **The accountant/client relationship is enhanced** because the monthly transfer of payroll information fosters an open line of communication.

## CBS PayCheck Client Features

The key to overcoming the complex and tedious nature of handling payroll is dividing the work. With CBS PayCheck, your clients focus on what they know best—entering the details about hours worked, salary changes, and employee status changes—while you focus on more complex issues such as preparing quarterly payroll tax returns and year-end W-2s.

## CBS PayCheck Employee Payroll Data Entry

The CBS PayCheck data-entry window allows clients to record calculating payroll checks, including federal, state, and local tax withholdings, and special deduction calculations for both salaried and hourly employees.

The screenshot displays the CBS PayCheck software interface. The main window is titled "Society Bancorp - Checkbook" and shows a "Data Entry" tab. The interface includes a menu bar (File, Edit, Checkbook, Tasks, Setup, Utilities, Window, Help) and a toolbar. A sidebar on the left contains icons for various functions: CBS, CheckWriter, PayCheck, PayChecks, Check Printing, Reports, Employees, Departments, Employee Templates, PayCheck Items, Payables, Receivables, and File Cabinet.

The "Data Entry" window has a header section with fields for "Type" (PayCheck), "Date" (05/15/06), "Period end date" (05/15/06), "Check #", "ID" (1), "Name" (Smith, Joe T.), "# of Periods" (1), and "Amount" (1,794.96). Below this is a table with columns: Desc, Reg Hrs, OT Hrs, DT Hrs, Rate, Amt, Desc, and Amt. The table lists various payroll items, including "Sales-CA", "California Wag", "CA Sick Time P", "CA Vacation P", "Totals", "FICA SS Expen", "FICA Med Expe", "FUTA Expense", and "CA SUTA Expe". The "Totals" row shows a "Gross Pay" of \$2,406.00 and a "Net Pay" of \$1,794.86.

Below the table is a section for "Options..." and "Filters...". At the bottom, there is a "Print..." button and a "Save" button. The status bar at the bottom shows "Filter: All", "TBal: 177,830.26", "Bal: 178,801.93", "439", and "Adding". The bottom right corner shows the date "CW 05/31/06" and "PC 05/31/06".



## CBS PayCheck, cont.

### Easy Calculations

CBS PayCheck offers your clients many benefits. Your clients can:

- Provide **multi-department processing** and reporting.
- **Use any state tax withholding calculation methods**, including fixed and variable standard deductions, exemptions, allowances, and tax credits.
- Enter a **specific tax withholding percentage** for a data-entry session, or on a check-by-check basis.
- **Automatically calculate gross pay**, withholdings, and net pay for hourly employees by simply entering the number of regular, overtime, and double-time hours.
- Define deduction items based on the **total number of hours worked**.
- Specify the **weeks of the month** that a deduction should be calculated.
- Handle **pre-tax deductions** like 401(k) with ease.
- **Calculate deductions sequentially** to exclude the first deduction from the basis of the second, or specifically exclude pay or CBS deductions from wage basis.
- Handle **complex payroll situations** like multi-state and/or localities.

### Flexibility

Your clients can:

- **Print payroll checks** on blank check stock with the MICR encoding feature.
- **Choose between legal** (two checks per page) **and letter-size checks** (one or three checks per page). *(Also available in CBS CheckWriter).*

### Timesavings

Your clients can:

- Set up templates of **default information** to facilitate setting up new employees.
- **Review all calculated amounts on screen** before printing a check, and even review how a withholding amount was calculated.
- Add **new employee data on-the-fly**.
- Provide **departmental tracking** and reporting for each employee.
- Offer employees the convenience of **direct deposit** of payroll checks.

### CBS PayCheck Reports

Twelve detailed reports are included:

- Unprinted Checks List
- Printed Checks List
- Payroll Journal
- PayCheck Items Report
- Earnings Report
- Earnings Summary
- Employee List (includes labels)
- SUTA Employee List
- Workers' Compensation Report
- Deductions List
- Employee Benefits Report
- PayCheck Items List

## CBS Accounts Payable

**AP Transactions**

Type: Payable MT ID: Payee: Commercial Shelving, Inc.  
 Ven ID: COMSH Date: 05/10/06 Ref #: CS-17995 Total: 759.26

Distributions General Payments

Account	Description	Gross	1099	Paid to Date	Current Open Balance
504	Cost of Sales - Co	759.26	Compensation	0.00	759.26

Due date: 05/10/06  
 Discount date: 05/10/06  
 Invoice total: 759.26  
 Applied payments: 0.00  
 Discount remaining: 0.00  
 Open balance: 759.26

Options... Filters... Apply Pmts... Print... Save

Payee Name	Vendor ID	Inv #	PO #	Invoice Date	Due Date	Net Open
Internal Revenue Ser	IRS	PAYCHECK		04/06/06	04/06/06	323.43
Internal Revenue Ser	IRS	PAYCHECK		04/13/06	04/13/06	341.92
Internal Revenue Ser	IRS	PAYCHECK		04/20/06	04/20/06	4,106.65
Washienaw Glass	WGLA	15065		04/22/06	05/22/06	2,695.00
Burnett's Flooring	BFLD	15066		04/23/06	05/23/06	3,038.00
KIS Kitchen Supply	KISK	15067		04/24/06	05/24/06	2,930.20
Internal Revenue Ser	IRS	PAYCHECK		04/27/06	04/27/06	323.44
Visa Gold Card	VISA	15073		04/30/06	05/20/06	3,210.00
Acme Uniforms	ACME	15075		05/01/06	05/01/06	0.00
Burnett's Flooring	BFLD	15074		05/01/06	05/31/06	2,511.25
Tanison Insurance	INS	15076		05/02/06	05/02/06	0.00

Filter: Current trar AP Date: 02/10/06 12 Adding

### CBS Accounts Payable—AP Transactions Data Entry

The CBS Accounts Payable Transactions window makes it easy for clients to record new payables and special payment distributions such as credit memos, electronic funds payments, and handwritten checks or cash payments.

### Clients Can Easily Track Amounts Paid and Amounts Owed with CBS Accounts Payable

CBS Accounts Payable makes it easy for your clients to track the amounts they owe and the amounts that have been paid to vendors. It helps clients take advantage of early-payment discounts, avoid late-payment penalties, and effectively manage their available cash.

#### CBS Accounts Payable Features

CBS Accounts Payable gives your clients a clear picture of what they owe and when their payments are due. Clients can:

- **Generate payables automatically** for recurring payables, eliminating the need for additional data entry.
- Use CBS Accounts Payable in conjunction with CBS PayCheck to **automatically track payroll liabilities**—in effect, treating employees' payroll withholdings as payables to the appropriate tax authorities and benefit managers.
- **Unapply, void, or delete applied payments** as needed.
- **Consolidate an unlimited number of payables** to be paid with one check.
- **Record payables**, track cash requirements, and produce aging reports.
- Handle vendor-issued **credit memos**.
- Reduce data entry by **automatically recalling memorized vendor default information**.



## CBS Accounts Payable, cont.

### CBS Accounts Payable Reports

Many reporting options are available, in both summary and detail formats, to give your clients the information they need to manage their accounts payable more effectively. Available reports include:

- Cash Requirements Report
- Aging Schedule
- Purchases Journal
- Vendor Activity Report
- Cash Requirements Projections Report
- Payable/Payment List
- AP Transactions List
- Vendor List (includes labels)

- **Take maximum advantage of vendor discounts** for an unlimited number of modifiable payment terms. CBS Accounts Payable automatically calculates discounts and net payable amounts based on dollar amounts or percentages.
- **Accommodate handwritten checks**, cash payments, and electronic payments after the fact.
- Handle **payments for which only a portion of the amount** is reportable on Form 1099.
- Select **multiple 1099 form types** per vendor.
- **View the payment history** on screen for each payable.
- Designate **check stub regions for presentation of invoice detail**—including any previous payment amounts.
- **Override precalculated information** at any time to accommodate special circumstances, such as a change in discount amount.
- Select the **method for discount treatment**—net, taken, or lost.
- Accommodate either **cash-basis or accrual-basis accounting methods**.

### From the Accounts Payable Transactions Windows, Your Clients Can...

- **Review all open payables** with applicable discounts and any unapplied payments or credit memos before printing a check.
- Use the available **selection filters** to easily manage a large number of outstanding payables.
- **Use credit memos** and any other unapplied payment to reduce the outstanding balance for any number of invoices to the same vendor.
- **Print a check** to pay a selected payable.
- And more!

## CBS Accounts Receivable

### CBS Accounts Receivable Automates Client Invoicing Functions

CBS Accounts Receivable automates your clients' invoicing and billing functions, maintains information from receipts, and tracks sales to give your clients an ongoing, accurate picture of their receivables.

Once your clients have set up customers, invoice items, payment terms, sales tax codes, and optional salespersons, the appropriate information automatically transfers into the invoice.

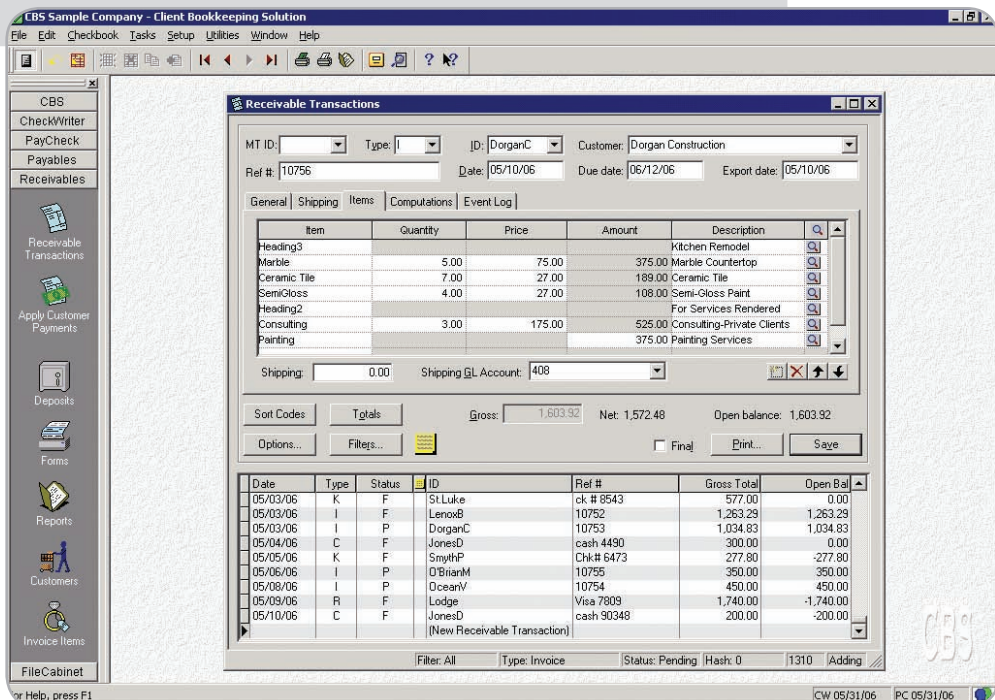
#### CBS Accounts Receivable Features

CBS Accounts Receivable enables your clients to:

- Apply **data filters to easily sort and analyze transactions**. For example, clients can sort transaction information for a specific customer or view all transactions with open balances—even sort data by user-defined groups or sort codes, or clients can specify a filter that will show only the current customer activity while entering a new activity.
- Use the **Event Log** to view a complete and detailed transaction history.
- **Edit transaction records**, remove customer payments as needed, and enter invoices and cash receipts after-the-fact to maintain accurate accounting of all sales activity.
- Customize data entry by **specifying pages to hide** if you don't need to enter information on that page.
- Deposit customer payments to **multiple checking accounts** or to cash expenditures.
- Set up **recurring AR transactions** and create transactions either “on demand” or on a weekly, monthly, quarterly, etc., basis.
- **Export journal entries** to the accountant's general ledger for all receivable transactions, which can then be processed using either the cash or accrual basis in Write-Up CS.
- Set up **customer-specific prompting** for credit or sales hold information, or to provide a status note for data-entry and sales professionals.
- **Batch finalize transactions** without printing them.

#### CBS Accounts Receivable—Receivable Transactions Data Entry

*The dynamic Receivable Transactions window changes as your client selects different transaction types, data-entry options, and transaction status. Here, clients enter invoice and payment information, as well as information about the customer, shipping, sales tax, discount amounts, and more.*



Item	Quantity	Price	Amount	Description
Heading3				Kitchen Remodel
Marble	5.00	75.00	375.00	Marble Counter
Ceramic Tile	7.00	27.00	189.00	Ceramic Tile
SemiGloss	4.00	27.00	108.00	Semi-Gloss Paint
Heading2				For Services Rendered
Consulting	3.00	175.00	525.00	Consulting-Private Clients
Painting			375.00	Painting Services

Date	Type	Status	ID	Ref #	Gross Total	Open Bal
05/03/06	K	F	StLuke	ck # 9543	577.00	0.00
05/03/06	I	F	LenoxB	10752	1,263.29	1,263.29
05/03/06	I	P	DorganC	10753	1,034.83	1,034.83
05/04/06	C	F	JonesD	cash 4490	300.00	0.00
05/05/06	K	F	SmythP	Chk # 6473	277.80	-277.80
05/06/06	I	P	D'BrianM	10755	350.00	350.00
05/08/06	I	P	OceanV	10754	450.00	450.00
05/09/06	R	F	Lodge	Visa 7809	1,740.00	-1,740.00
05/10/06	C	F	JonesD	cash 90348	200.00	-200.00

## CBS Accounts Receivable, cont.

### Flexible Invoices and Statements

Once clients enter customer data, they can create any number of default transactions—ensuring more timely collections. To prepare a specific transaction, they simply enter the customer ID and any remaining invoice information.

With CBS Accounts Receivable, your clients can:

- Use the **Description Editor** to format large blocks of text. This text can be saved as a glossary item and can be recalled in many places in the Accounts Receivable module.
- Enter **pending transactions** for review before accepting the data as final.
- Maintain **separate shipping and billing addresses** for each customer.
- Generate **recurring invoices** for customers.
- **Print predefined sections of formatted text** on an invoice or a form, such as a collection letter.
- Automatically **print text** on current or overdue invoices or statements to encourage prompt payment.
- **Incorporate transaction detail** and account status information on invoice forms, or create invoices without item detail.

### Invoice and Statement Layout Features

In addition to the layout features common to all CBS modules, when using the Layout Editor in CBS Accounts Receivable, clients may:

- Choose from a library of **predefined invoice and statement layouts**—or **custom design** their own—and apply those layouts to one customer or a group of customers.
- **Select information to appear on invoices**, such as aging messages, sales tax, and freight costs.
- **Specify fonts and borders** for use on CBS Accounts Receivable forms.
- **Define separate header and footer regions** and specify where to present them.
- **Blend variables** for open, current, aging, and transaction detail to present information to customers based on the clients' preference.
- **Create statements for any time period**, regardless of current date, and reprint lost or disputed statements.

### Payment Application Options Streamline Processing

With CBS Accounts Receivable, clients can:

- Maintain **unlimited transaction history** to analyze/monitor sales and customer activity.
- **Automatically apply payments** based on invoice date or open amount, or manually apply multiple customer payments to one or more invoices.
- **Unapply a payment** from an invoice at any time.

### CBS Accounts Receivable Reports

Your clients can choose from the following reports (including report activity from historical periods) to help make business decisions:

- |                              |                                   |
|------------------------------|-----------------------------------|
| • AR Deposit Journal         | • Aging Schedule                  |
| • Customer Ledger            | • Invoice/Payment List            |
| • Memorized Transaction List | • AR Transactions List            |
| • Receipts Projection Report | • Sales Tax Report                |
| • Sales Report               | • Sales By Item/Service           |
| • Invoice Items List         | • Customer List (includes labels) |

# CBS Financial Statements

## Offer Clients a Snapshot of Their Financial Position—at Any Time!

With CBS Financial Statements, you can enable your clients to produce any or all of these standardized financial statements:

- Trial Balance
- Balance Sheet
- Income Statements
- Cash Flow (direct and indirect)

CBS also includes options for location and/or department reports.

## Interim Financial Statements Give Clients an Accurate Snapshot

CBS Financial Statements will “post” balances in order to keep the reports current, but you can send updated balances from Write-Up CS at any time. You will be assured that the data will be presented correctly, because your clients are using the same default account groups that you use to produce statements in Write-Up CS. In fact, the interim statements are based on the information you set up in Accountant’s Assistant. You also have the ability to set up groups of reports, because CBS Financial Statements stores the selected options and reports for easy selection the next time your client wants to print.

In addition, you and your clients can select how you want the financial statements to appear by choosing from collation and page numbering features as well as options to select decimal precision.

### CBS Financial Statements Module

*The CBS Financial Statements module allows clients to produce interim statements for their own use, including Income Statements, Balance Sheets, Cash Flow Statements, and Trial Balances. These statements also indicate that they are not audited by their accountant.*

## Benefits to Your Clients

For clients who require several options, such as balance periods (for example, current year only, current year vs. prior year, and current period), percentages, and individual departments, you can select which clients can have the ability to produce interim financial statements throughout the month. These clients will no longer have to wait until you can provide a month-end financial statement, and they can select what they want to see.

## You Remain in Control

You maintain control—just as you do with the entire CBS program. You control:

- Which clients have the capability to access, view, or print financial statements.
- The text that will print on the financial statements such as headers, footers, and statement headings that are used.

(As a result, you have the capability to print a disclaimer such as “Unaudited” on the report.)

CBS Sample Company 7322 Newman Boulevard, Dexter, MI 48130					
** Interim Unaudited ** Income Statement As of 05/31/2006					
		5 Months Ended 05/31/06	Percent	5 Months Ended 05/31/05	Percent
<b>Sales</b>					
401	Sales, Consulting	\$24,425.00	7.50	\$30,356.25	8.67
402	Sales, Remodel	7,000.00	2.15	8,200.00	2.43
403	Sales, Art & Decor	94,593.00	29.06	98,267.00	28.06
404	Sales, Contracts	148,286.00	45.55	167,752.00	47.91
405	Sales, New Units	36,450.00	11.20	37,125.00	10.60
406	Sales, Co-Operatives	11,800.00	3.63	9,600.00	2.74
408	Shipping reimbursement	6,717.57	2.06	3,380.60	1.02
409	A/R Finance Charges	0.00	0.00	20.70	0.01
410	Sales Discounts	(3,760.91)	(1.16)	(5,027.19)	(1.44)
	Return and Allowances	0.00	0.00	(30.00)	(0.01)
	<b>Total Sales</b>	<b>325,518.66</b>	<b>100.00</b>	<b>348,144.36</b>	<b>99.99</b>
<b>Cost of Goods Sold</b>					
501	Cost of Sales - Consulting	725.00	0.22	500.00	0.14
502	Cost of Sales - Remodels	30,361.99	9.33	12,862.82	3.67
503	Cost of Sales - Art & Deco	54,905.80	16.87	55,201.16	15.76
504	Cost of Sales - Contract	37,143.20	11.41	27,337.75	7.81
505	Cost of Sales - New Units	46,514.78	14.29	37,512.43	10.71
506	Cost of Sales - Co-Ops	13,106.60	4.03	15,393.57	4.40
507	Cost of Sales - Other	895.00	0.27	334.60	0.10
509	Inventory Adjustment	0.00	0.00	0.00	0.00
	<b>Total Cost of Goods Sold</b>	<b>183,652.37</b>	<b>56.42</b>	<b>149,142.33</b>	<b>42.59</b>
	<b>Gross Profit</b>	<b>\$141,866.29</b>	<b>43.58</b>	<b>\$201,002.03</b>	<b>57.40</b>
<b>Operating Expenses</b>					
600	Salaries	32,000.00	9.83	40,000.00	11.42
602	Wages	36,314.50	11.16	41,240.50	11.78
603	401(k) match expense	1,302.00	0.40	1,614.72	0.46
604	Sales Commissions	4,350.00	1.34	5,265.00	1.51
605	Insurance, Employees	0.00	0.00	0.00	0.00
606	Taxes - Payroll	6,484.94	1.99	7,543.30	2.15
607	Mileage Reimbursement	927.50	0.28	704.00	0.20
620	Accounting	1,148.50	0.35	400.00	0.11
623	Equipment Rental	1,200.00	0.37	1,038.00	0.30
624	Insurance, Property	540.00	0.17	550.00	0.16
625	Legal & Professional	1,290.00	0.40	400.00	0.11
640	Office Expenses	1,482.70	0.46	948.00	0.27
641	Telephone	524.50	0.16	645.00	0.18
642	Supplies	280.00	0.09	260.00	0.07
644	Miscellaneous	75.50	0.02	171.50	0.05
645	Freight	4,096.00	1.26	845.00	0.24
660	Rent	51,325.00	15.77	63,175.00	18.04
661	Utilities	2,097.19	0.64	3,115.25	0.89
662	Contracted Services	1,805.00	0.55	1,794.00	0.50
663	Maintenance & Repairs	1,105.00	0.34	922.95	0.27
665	Bank Service Charges	33.50	0.01	33.00	0.01
666	Check printing charges	68.40	0.02	42.24	0.01
670	Postage	222.31	0.07	208.67	0.06
680	Advertising	4,418.06	1.36	7,034.60	2.01

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## Building Productivity With Your Clients

### CBS Benefits Both You and Your Clients

#### CBS is Designed to Enhance the Value of Your Services

You provide advice and support for the CBS software your clients use and the accounting tasks they perform. You generate your clients' monthly financial reports in far less time, your clients are more satisfied with the fast turnaround, and you have more time to provide them with value-added, profitable consulting services.

#### You Can Select Options in CBS to Meet the Needs of Your Clients

Some off-the-shelf software provides sophisticated functions your clients may not need or be able to use properly. Your clients may try to perform functions that you should be performing for them—meaning that you both may end up with serious data problems.

CBS ensures that your clients don't get in over their heads. The modular approach lets you set up clients with the functions they need to start—then add new modules as your clients' needs grow and they become more familiar with the program. Within the modules themselves, you can even control which features your clients can use, so there is little chance that they will attempt to use functions they don't need or don't understand.

### CBS Reduces Your Workload, Simplifies Your Monthly Client Work, and Increases Your Profitability

With CBS, not only is your clients' incoming data more complete and organized, it is automatically formatted to flow directly into Write-Up CS. Client data is accurate, detailed, and organized, so you can provide services in less time and offer additional services with the time saved. Both you and your clients increase productivity and profitability. Your clients are more productive and get the regular reports they need to manage their day-to-day businesses more effectively.

#### Quality Data is Assured

Other client accounting packages take the control of your clients' financial reporting out of your hands—and put it entirely in your clients' hands, regardless of their level of expertise. Your work is not streamlined in any way. In fact, it may be much more difficult and time consuming.

CBS applies generally accepted accounting principles to your clients' day-to-day bookkeeping and provides a detailed audit trail. Many off-the-shelf packages don't operate according to the fundamental accounting principle of debits and credits and don't provide an adequate audit trail. And their financial reports often don't provide the information you need to accurately prepare your clients' tax returns.



**“** CBS makes my life so much easier. I've been using it for years with my clients. The learning curve was short, and the time it has saved me has helped me focus on generating revenue in other aspects of my business.”

– Michael Tidmore, AL



## Training

### ■ Make the Most of Your Software Investment

By purchasing CBS, you've made an investment in your firm and its future. We've included a variety of guides, tutorials, and documents to help you get started with your new software quickly. We also invite you to make the most of your investment and maximize your productivity by taking advantage of the training opportunities that are offered.

Creative Solutions offers training to help you use your products most productively. Both Standard and Custom training is available in a variety of formats to suit your preferred learning style, and most of our training programs offer CPE credits.

We are constantly updating our course offerings and schedules throughout the year, so we recommend that you visit our website at [CreativeSolutions.Thomson.com/Training](http://CreativeSolutions.Thomson.com/Training) for the most current information.

#### Standard Training

Through intensive, interactive instruction by our professional instructors, you'll have a chance to get in-depth training on your software at various levels of proficiency. Many classes are hands-on. For CBS, we offer the following courses in either classroom or web-based formats:

**CBS CheckWriter Essentials 1**—A one-day introduction to the basic CBS module and the Financial Statements module, this course focuses on setup, processing, and maintenance of your CBS clients.

**CBS PayCheck Essentials 1**—Setup and processing of live payroll in CBS.

**CBS Accounts Payable Essentials 1**—Setup and processing of accrual-basis accounts payable in CBS.

**CBS Accounts Receivable Essentials 1**—Setup and processing of accrual-basis accounts receivable.

For additional information about our consulting or training services, contact your Account Representative at (800) 968-8900 or visit [CreativeSolutions.Thomson.com/Training](http://CreativeSolutions.Thomson.com/Training)

#### Custom Training

Whether you have one CS Professional Suite product or the entire suite, our professional consultants will tailor our training to your firm's needs. This is an excellent way to get all staff up and running quickly on new products. And because all employees can participate and absorb the same information at the same time, you can more easily streamline internal processes.

#### Creative Solutions Annual Users' Conference

Our Annual Users' Conference is the largest, longest-running conference of its kind. Each year, we offer training at all levels of expertise in a variety of formats, including hands-on, lecture-style, and round-table discussions. The 2006 Users' Conference will be held in Orlando, Florida, November 1–4. For more details, visit our website:

[CreativeSolutions.Thomson.com/uc](http://CreativeSolutions.Thomson.com/uc).

#### Interactive Training Program for Your Clients

Creative Solutions also offers a CBS Interactive Training Program (ITP) for your clients. The ITP is a self-training module that's available on CD and is easy to navigate. It is designed for those who want to work at their own pace. The topics include basic configuration and monthly processing in CBS, examination of available reports, check and invoice layouts, and exporting of period-end data back to the accountant. This ITP is intended for end users of the CBS program, and is especially valuable for new users or those who need a refresher. (You and your staff may also benefit from the materials.)





## System Requirements



### ■ Minimum Technical Requirements

CBS is designed for professional production work. Our system requirements are based on the assumption that professional accounting firms replace their computer hardware and operating systems approximately every three years. While our software may operate on less powerful hardware and operating systems, we do not believe it will perform at a level suitable for production work in those environments. Of course, as processing speed and RAM are increased, software performance will also improve.

For a detailed list of system requirements, please visit our website at [CreativeSolutions.Thomson.com](http://CreativeSolutions.Thomson.com).

# CS Professional Suite

## Integrated Workflow Systems Developed Exclusively for the Tax and Accounting Profession

CS Professional Suite from Creative Solutions is more than the most powerful line of individual tax and accounting products available to practicing professionals. It is a technologically-advanced system of products designed by accountants for accountants to significantly improve traditional workflow processes in professional accounting firms. By incorporating seamless integration, 24/7 web access, paperless capabilities, and more, the CS Professional Suite enables firms to achieve unprecedented levels of productivity and profitability, while providing the ultimate in service to clients.

## Advanced Integration Maximizes Firm Productivity and Profitability

Creative Solutions pioneered the concept of software integration throughout the 1980s, and today advances that leadership position by offering cross integration through CS Professional Suite, Thomson Tax and Accounting, Microsoft®, and advanced technologies such as XML (Extensible Markup Language).

## Integration with CS Professional Suite Products

Because data transfers seamlessly between all products in the CS Professional Suite, redundant data entry is eliminated and one-time—even **zero-time data entry**—becomes a reality. Integration to this degree can exponentially increase the productivity and profitability within your firm.

CS Professional Suite includes the most comprehensive line of products serving the profession:

- Client CS™
- Engagement CS™
- FileCabinet CS™
- Financial Analysis CS™
- Fixed Assets CS™
- NetClient CS™
- Payroll CS™
- Planner CS™
- Practice CS™
- ToolBox CS
- Trial Balance CS™
- UltraTax CS™
- Virtual Office CS™
- Web Builder CS™
- Write-Up CS™

## Integration with Thomson Tax and Accounting Products

Integration doesn't end with CS Professional Suite, but continues through other Thomson products. Leveraging on leadership in the guidance area, specific CS Professional Suite products seamlessly integrate with **PPC® e-Tools™**, including e-Practice Aids™ and e-Workpapers™. For example, from within the Engagement CS workspace, you can directly access e-Practice Aids to ensure a complete and

compliant engagement process every time. And UltraTax CS products integrate with RIA CheckPoint®, Tax Alerts, and PPC Deskbooks. CS Professional Suite products also fully integrate with **GoSystem® Tax** and **GoFileRoom®**.

## Integration with Other Companies and Advanced Technologies

To ensure maximum productivity, CS Professional Suite integration expands even further to include other companies, products, and advanced technologies. For example, to take advantage of the advanced features within Microsoft Word® and Excel® and the powerful communication functionality within Exchange®, CS Professional Suite integrates with **Microsoft Office®** suite and **Microsoft Outlook®**. CS Professional Suite also employs **XML** technologies, which standardize document format and allow you to share financial data with other similarly XML-enabled applications and institutions.

## Advanced Technology Provides a Competitive Advantage

CS Professional Suite incorporates industry-leading, state-of-the-art technology that you can use to your competitive advantage. Just imagine how seamless integration, 24/7 web access, and paperless capabilities enable completely digital end-to-end processes that set you apart from the crowd! It's possible with CS Professional Suite.

**Paperless Tax Processing**—From collecting initial client data via web organizers to e-filing returns, you can complete the entire tax process electronically with zero data entry, even delivering returns to your clients via secure portals on your website.

**Paperless Payroll Processing**—From receiving payroll data to check delivery, you can complete the entire process electronically, even offering clients' employees online access to their W-2s or paystubs.

**Paperless Engagement Processing**—From setup to year-end archiving and roll forward, you can complete the entire process electronically, even setting up instant networks in the field to completely manage the entire engagement.

## Backed by Creative Solutions and The Thomson Corporation

Creative Solutions is a business unit of The Thomson Corporation—the world's leading information resource, providing the broadest line of software, web tools, and research tools to the accounting profession. Drawing on more than 25 years experience serving more than 50,000 firms, Creative Solutions provides users with the CS Professional Suite of award-winning products, outstanding customer service, and comprehensive product support.



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