

# GoFileRoom File Importer Utility

UltraTax CS



THOMSON REUTERS™

# GoFileRoom File Importer Utility for UltraTax CS

This utility will automatically index your UltraTax CS Tax Returns into GoFileRoom.

## How It Works

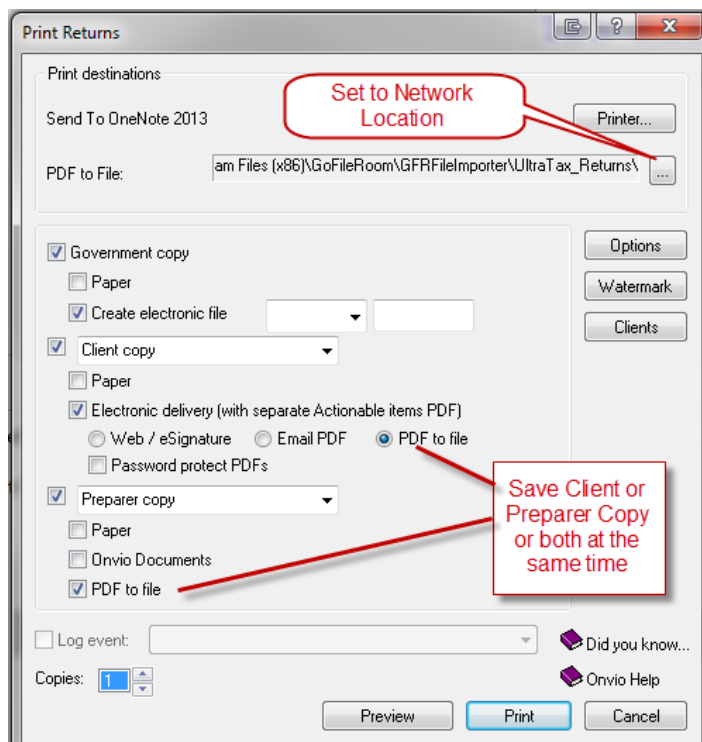
This utility allows for an easy way to save the UltraTax CS Client Copy or Preparer Copy of a return to GoFileRoom.

*This addresses a previously unmet client need when integrating between UltraTax CS and GoFileRoom.*

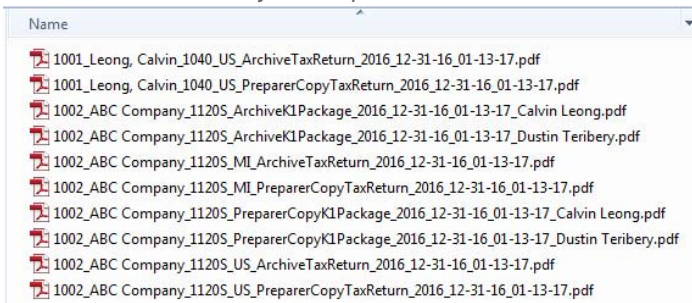
The PDF copy is saved to a network directory using the "PDF to file:" export method and then automatically saved to GoFileRoom.

When the client copy is automatically uploaded, all GoFileRoom indexes will also automatically be accurately filled in for each return.

*Example of PDF saved from UltraTax to the network directory. These will automatically be swept and filed in GoFileRoom.*



Example of the UltraTax Print Returns screen.



## Benefits

- The Client Collation (Client Copy) or Preparer Collation (Preparer Copy) is automatically saved in GoFileRoom.
- It allows 1040 Organizers to be saved automatically to GoFileRoom.
- It allows Extensions to be saved automatically to GoFileRoom.
- The Tax Return will automatically show up within a Client FirmFlow Folder as soon as the service runs, as opposed to possibly overnight.
- It will create standard naming conventions when saved.
- The margins of the Transmittal Letters, Filing Instructions and Tax Return pages are centered. When using the print driver the margins are shrunken and off-centered.
- You will have a bookmarked PDF of the client copy instead of a copy without bookmarks.
- Better integration with NetClient CS. Allowing the firm to send an Action Required document from GoFileRoom to NetClient CS.
- Better ClientFlow notifications due to standardized descriptions.

**Note: Automatically indexing Form 9325 will not be included.**

File Section	Document Type	Description	Year	Period End	Document Date	La
1040 INDIVIDUAL TAX	TAX RETURN	ACTION REQUIRED K1 PACKAGE...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	ACTION REQUIRED K1 PACKAGE...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	ACTION REQUIRED K1 PACKAGE...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	AL AMENDED CLIENT COPY	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	AL AMENDED CLIENT COPY - A...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	AL AMENDED PREPARER COPY	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	AL CLIENT COPY	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	AL CLIENT COPY - ACTION RE...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	AL PREPARER COPY	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	AMENDED CLIENT COPY K1 PAC...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	AMENDED CLIENT COPY K1 PAC...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	AMENDED PREP COPY K1 PACKA...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	AMENDED PREP COPY K1 PACKA...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	CLIENT COPY K1 PACKAGE FOR...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	PREPARER COPY K1 PACKAGE F...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	US AMENDED CLIENT COPY	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	US AMENDED CLIENT COPY - A...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	US AMENDED PREPARER COPY	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	US CLIENT COPY	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	US CLIENT COPY - ACTION RE...	2014	12/31	03/18/2015	
1040 INDIVIDUAL TAX	TAX RETURN	US PREPARER COPY	2014	12/31	03/18/2015	

The Example above shows how PDF Tax Returns will be saved.

## Setup / Configuration

A Thomson Reuters representative will help install File Importer on the firm's network. The firm should decide where tax returns are going to be temporarily saved before they are uploaded to GoFileRoom through the File Importer utility. The firm may wish to create the directory before speaking with their Thomson Reuters representative. We recommend creating a Folder called "UltraTax PDF Copies".

Additionally in UltraTax CS your PDF Print Options should be set with the following configuration:

PDF File Options

Options Document Names

Use this dialog to select file name variables and positions which will be used to formulate PDF file names when generating PDF copies of Tax Returns, Extensions, Organizers, and Input Screens. All variables will be separated by an underscore.

File Name Variables	Variable Position
Client ID	Position 1
Client Name	Position 2
Federal Entity Type	Position 3
Document Name	Position 4
Tax Year	Position 5
Client Year End	Position 6
Date Printed	Position 7
K1 Recipient Name*	After Date Printed

\*Variable only applies to K1 Package PDF files created when generating Tax Returns

Restore Default

File Name Example

THOMREI...\_US\_ArchiveTaxReturn\_2016\_12-31-16\_ .PDF

Optional

Print 990 Government copy to a PDF file for public inspection

Print separate PDF files for each federal and state return

Include Postal Code After Federal Entity Type

The firm will also need to decide how often the utility will run. Thomson Reuters recommends that this service runs every 15 minutes however it is important to note that this is a configurable option.

Lastly the firm will need to indicate who should be notified if a PDF fails to upload to GoFileRoom. An email will automatically be sent if a PDF fails to upload through the utility. Typical reasons include an invalid client number or someone changed the default name of the PDF file.

Please have this information available for your Thomson Reuters Representative.

1. Has the directory been created on your network for where PDF Tax Returns will be saved?

Yes / No

Location? \_\_\_\_\_

2. What will the interval be for how often the utility runs?  
\_\_\_\_\_ minutes

3. Who should be notified if PDF fail to upload through the utility?

Email address: \_\_\_\_\_

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