



September 30, 2009

TO

All NetFirm CS™ users.

This user bulletin explains enhancements available with this release of NetFirm CS.

ENHANCEMENTS

PPC's SMART Practice Aids & PPC's SMART Firm Library in Virtual Office CS

If you use PPC's SMART Practice Aids™ and/or PPC's SMART Firm Library, you can request to have these products added to Virtual Office CS.™ To make this request, please call CS Customer Service at (800) 968-0600 and press 1.

If you are interested in learning more about these products, visit <http://ria.thomsonreuters.com/relocator/> to locate a sales representative.

For help using PPC's SMART products, please see the help topics for those products. To view information about transferring engagements from a local installation of PPC's SMART Practice Aids to the Virtual Office CS installation, see the "Transferring an Engagement" help topic in PPC's SMART Practice Aids.

Service Bureau Payroll CS Remote Payroll

With this release of Remote Payroll, payroll processors at the client site can perform the following tasks.

- **Print checks:** Enables the payroll processor at the client site to print checks for his or her colleagues.
- **Update employee information:** Allows the payroll processor at the client site to change general client information (such as EIN/SSN and contact information) and W-4 information for his or her colleagues.
- **Add employees:** Enables the payroll processor at the client site to add employees.
- **Approve employee time:** Allows the payroll processor to view, edit, and approve time entered by his or her colleagues.

Service Bureau Payroll CS Employee Self-Service

With this release of Employee Self-Service, employees at client sites can perform the following tasks.

- **View check stubs:** Enables employees to view or print their own check stubs.
- **Enter time:** Allows employees to enter their own time.
- **Update employee information:** Enables employees to update their own general client information and W-4 information.

SUPPORT

NetFirm CS help

For step-by-step procedures, click the **Help** link at the top of any NetFirm CS window.

Website

If you have questions or need assistance, you can visit our website at CS.ThomsonReuters.com 24 hours a day for access to our support knowledgebase and for the latest information on current issues and processing tips.

Email subscriptions

We issue software update notices via email. If you want to receive these notices, you must have an email account and sign up for the Email Subscription service. To sign up for the Email Subscription service, visit the My Account section of our website at CS.ThomsonReuters.com. (Note that you must create a web account to sign up for email subscriptions.)

Support

To speak with a Product Support Representative, please call CS Support at (800) 968-0600, press **2** for Product Support, and then listen to the available options. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For details on our Support hours for other CS Professional Suite[®] applications, please visit our website.