



May 21, 2010

TO

All NetFirm CS™ users.

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

ENHANCEMENTS

NetFirm CS administration

Reports

Firm administrators and NetStaff CS users who have access to the Utilities tab can now run the Hosted CBS Companies report, which provides a history of dates on which CBS companies were made available in NetClient CS and NetStaff CS permissions. For more information, see the Viewing NetFirm CS reports help topic.

Remote Payroll Entry for Service Bureau Payroll CS

The following time-entry enhancements are available with the May releases of NetFirm CS and Service Bureau Payroll CS.®

- NetFirm CS administrators and NetStaff CS users who have access to the NetClient CS tab can assign individuals at a client site to enter time for specific locations and/or departments (as set up in Service Bureau Payroll CS). To view detailed information, see the Splitting up payroll data entry by location and department (Service Bureau Payroll CS) help topic.
- From within Service Bureau Payroll CS, your firm can mask pay rates, deduction rates, and amounts and hide overtime hours and double-time hours from NetClient CS users who enter time at client sites. For more information about this, search on “**Remote Payroll Time Entry Options**” (including the quotes) from the Search frame of the Service Bureau Payroll CS help browser.
- Your firm can set up Service Bureau Payroll CS to send email messages automatically:
 - To your clients to notify them that timesheets are available.
 - To the appropriate staff member at your firm when clients complete payroll processing.To view information about setting up automatic email notifications, search on “**Remote Payroll Time Entry Options**” (including the quotes) from the Search frame of the Service Bureau Payroll CS help browser.

Next-generation NetClient CS

The following time-entry enhancements are available to your Service Bureau Payroll CS clients.

- A Deductions grid is now available in the Payroll > Enter Time > Detail tab. In this grid, NetClient CS users who enter time can update deduction rates and override deduction amounts.
- If your firm sets up Service Bureau Payroll CS to mask pay rates, deduction rates, and amounts from NetClient CS users who enter time at client sites, the amounts will appear as asterisks (****).

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.)

Product 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.