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From the June 2010 Issue

It's that time of year again where you put down your workpaper files and pick up the latest edition of *The CPA Technology Advisor* to learn about how you can move your firm forward with technology. To help make your summer reading worthwhile, we once again bring you our comprehensive review of document management systems (DMS) for accounting and tax practices. It's been another exciting year on the development front, with the major vendors continuing to move the ball down the field in terms of providing practical solutions with more timesaving features and functions. It's great to see this segment of the accounting technology market continue to mature.

We've also been moving the ball down the field here at *The CPA Technology Advisor*. This year, we have introduced a new approach to the software reviews that provide ratings based on a greater level of detail, which increases the objectivity of how vendor solutions are compared against one another. You will notice that our ratings scorecard has a much deeper level of detail to improve the accuracy of the overall ratings.

The major evaluation categories for this review have been re-defined based on the evolution of the products to include four broad categories:

CORE

PRODUCT FUNCTIONS & FEATURES

This rating addresses the overall usability of the application and the user interface, along with reporting tools that help you do a better job of managing your database of electronic documents and files. We also looked at some of the key capabilities to get both paper and digital documents into the DMS using

a print driver and OCR (optical character recognition) to enable full text searching

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REMOTE CAPABILITIES

The bottom line on this section is how effectively you can access the DMS contents remotely. This can come through a variety of methods, including remote access login via Citrix or Terminal Server, through a browser to a web-enabled server, and through a portal application to upload and download content. Remote access is becoming increasingly important in a wireless world that allows us to work from anywhere at any time.

SYSTEM MANAGEMENT

This feature section is focused on the functionality that allows you to manage the document files through four basic tools: document security to control who can do what with specified documents, document retention to automate the process of purging files according to your established document retention policy, version control to facilitate keeping multiple versions of a document as it progresses through its lifecycle and, finally, check-in/check-out functionality to control the document editing process, while at the same time allowing other users to view it.

So let's jump in and take a look at what this year's crop of DMS solutions has to offer.

Acct1st Technology Group, LLC

– Acct1st

The development team at Acct1st has been working hard to continue to move the application forward in its breadth of features and functions. The company's signature pricing model of \$1.00 per user per day remains intact as the product continues to mature.

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[CCH, a Wolters Kluwer business](#)

[– ProSystem fx Document \(SaaS\)](#)

The folks at the CCH division of Wolters Kluwer have been busy working on bring-ing their Next Generation suite of accounting and tax applications to market, with a focus on a SaaS (Software as a Service) deployment model.

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[Conarc, Inc. – iChannel](#)

This offering comes at the DMS application from a slightly different perspective than the other products reviewed here. Conarc, the developer of iChannel, has integrated a comprehensive CRM (client relationship management) system with DMS functionality

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[Doc.It – Doc.It Suite](#)

The Doc.It suite has evolved to a very mature solution as it approaches its 10-year anniversary, which is a lifetime when it comes to accounting-centric DMS solutions. Doc.It continues to be loyal to the concept of separating archived documents from work in process documents.

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[NetDocuments R5-09](#)

This product was launched in 1999 and has been primarily focused on law firms and financial services organizations. The vendor claims to be custodian for over 100 million documents. NetDocuments is

beginning to target the accounting firm marketplace, with 20 firms currently

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deep integration with the other solutions that make up the CS Professional Suite for the tax and accounting profession.

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Thomson Reuters – GoFileRoom

GoFileRoom was the pioneer application for a completely web-hosted, browser-based DMS solution. The product was acquired by Thomson

Reuters about five years ago from Immediatech. GoFileRoom originally focused on the large firm market but has steadily expanded into the small and mid-size firm space with an attractive, all-inclusive pricing model.

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Treeno Software – Treeno Content Server

Treeno Software is new entrant to our DMS reviews this year with its Treeno Content Server. My first impression is positive. I like the fact that it is offered as a web-hosted or on-premise solution and that it is browser-based. Treeno Software is a relatively small company with a staff of 12 and was founded in 2002.

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Xerox Corporation – Xerox DocuShare

DocuShare is new to our DMS reviews this year. Xerox has developed this as a horizontal application to work in many different

types of organizations. The focus is on small to mid-size businesses,

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2010 Review of Document Management Systems — Comparison Chart

Technology

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