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## **Doc.It, Inc. – Doc.It Suite 3.4**

**888-693-6248**

[www.doc-it.com](http://www.doc-it.com)

### **Best Firm Fit**

Doc.It has identified firms with twenty to a few hundred staff. However, they are looking forward to focusing on firms in the five to fifteen category. Due to the modular design of Doc.It , the system can be effectively deployed over a multi-year cycle that will allow you to embrace the appropriate functionality according to your firm's timetable.

### **Strengths**

- Binder feature that organizes engagement specific files for efficient access and processing
- WIP vs. Archive Binder design
- New .NET portal platform with expanded functionality
- Auto recognition of individual documents or batches
- Depth of functionality with workflow, scheduling, portal, scanning and more
- Document security and retention features
- Integration with ProFx Engagement and Caseware work paper systems

### **Potential Limitations**

- Lack of a SaaS offering at this time. However, a number of Doc.It firms are utilizing Xcentric ([www.xcentric.com](http://www.xcentric.com)) to host the system for them

- Limited “out of the box” integration with tax software applications

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strategy. At this stage, it is one of the most comprehensive DMS solutions available to firms.

Some of the more notable features of Doc.It include:

- Doc.It Archive module stores all of the final documents from a completed engagement in PDF format. This application is designed to facilitate the storage, retrieval, searching and purging of archived information.
- Doc.It Publisher is the application that converts files into a fully bookmarked PDF file for the Archive system. The primary objective is to lock down the completed engagement workpapers for better control.
- Doc.It's Policy Manager maintains consistent “librarianship” by controlling the naming, retention period and storage location of every document.
- Doc.It WIP Binder is designed to manage all of the files associated with an engagement while it is actively in process. The Binder features include:
  - Drag and drop files and Outlook emails directly into the binder
  - Check out binders to a local device for access when disconnected from the server
  - Document version history with option to roll back to a previous version
  - One button publishing of documents to PDF and transfer to Doc.It Archive
  - Doc.IT PDF Editor application supports viewing and annotating PDF files as a substitute to Adobe Acrobat. Features that are unique to accounting and tax services include a built-in calculator with a virtual “tape” that can be pasted onto the document, a set of customizable tick marks, secure signatures and e-mail encryption.
  - Doc.It Scan & Forms Recognition module is a utility that will “clean up” scanned document images with auto-rotation and de-skewing. The forms recognition feature will auto organize documents that are scanned.
  - Doc.It Workflow is the application that provides the workflow automation capability. In addition to setting up your business processes for tracking

engagements, their Smart Scheduler application will automate the staff

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Doc.It Integration with Caseware and Firm Engagement

## Executive Summary & Pricing

Doc.It provides a complete paperless solution with an open design that facilitates using it with virtually any tax and accounting software applications. Doc.It has consistently pursued a product development strategy that addresses the unique needs of the various stages of traditional accounting and tax processes: scanning, scheduling, work in process, archiving and file sharing through the portal.

## Case Study

### Firm Profile

Arsement, Redd & Morella, LLC – Lafayette, LA

[www.cpa-arm.com](http://www.cpa-arm.com)

Contact – John R. Redd, III, CPA, CVA, Partner

The firm operates out of a single office with 6 partners and 32 additional staff members. They are a traditional firm servicing small businesses by providing a “controllershship by the hour” approach. A cornerstone of their original business model is to focus on providing services that clients want, rather than what they need. The firm just celebrated its 25<sup>th</sup> anniversary with all of the original partners.

A mixed array of applications are used at the firm including: Lacerte tax software,

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back end. Staff generally scan documents as they do the work. They share access to a pool of six high speed scanners (60 ppm multifunction devices.) Some are using the document recognition application which does a good job of recognizing documents and puts them in the proper folder in the binder.

Review notes are either recorded using a traditional manual approach, in a Microsoft Word document or some enter the notes directly into the Doc.iT binder. The Doc.iT PDF editor provides many of the annotation tools found in Adobe Acrobat. Each staff person can setup their unique signature stamp with color designations to identify them as the preparer or reviewer.

### **Benefits Achieved**

The firm prides itself on not hiring administrative staff per se. Instead the professional does many of those types of tasks individually to avoid having to hand off tasks back and forth. Now that they have Doc.It many of these tasks have been automated.

The first thing they noticed is the “little man delivering the boxes containing reams of paper stopped coming by.” Off-site storage is down 50% already and will be reduced to zero within two years due to the fact that they are cycling through only electronic files going forward.

### **Favorite Features**

- Immediate access of documents. For example, a year ago a client notified him that he received an IRS tax notice requesting charitable contributions documentation. The firm was able to respond with all the requested documents within 30 minutes without ever having to leave their desk.
- Able to share so much more because the files are in Doc.IT and they are accessible even if someone else is using them, as compared to paper documents.

- Printing directly to Doc.It reduces the need to scan.

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of their options.

- A common misconception is that a DMS will help you work faster. It doesn't necessarily do that, except in terms of document retrieval. It does make you more efficient as a firm overall.
- All of your process and procedures must be standardized and they have to be followed so that the DMS actually functions. "You have to pay attention to the rules."
- You have to be flexible. Regardless of how much you plan ahead of time, something will come up that you have to adapt to. After startup, they realized there were some things would have to change.
- "Overall we are so much better off, I can't imagine going back"

Technology

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