

CCH® Scan

Release Notes - December 2020

Welcome to *CCH Scan* v.17!

This document provides important information relating to *CCH Scan* v.17, *PDFlyer™*, and the *CCH Scan* integration with *Personal Taxprep®* 2020. Please review it carefully prior to installation, and if you have any questions, please call the Wolters Kluwer Support Centre at 1-800-268-4522.

NEW IN THIS RELEASE

CCH® Prosystem *fx* Funnel

The *Funnel* application, which installs with *CCH Scan Administrator* and *CCH Scan Workstation*, replaces the manual “print-then-scan” workflow you might have used to handle digital files received from your clients. *Funnel* can improve your workflow and help you reap the benefits of receiving digital files. *Funnel* allows you to:

- Collect and collate digital files in a single location, regardless of source, including scanned images, TIF/TIFF, JPG/JPEG, BMP, PNG, GIF, PDF, TXT, RTF, DOC/DOCX, XLS/XLSX, and ZIP.
- Add a cover page and target sheets (including Force Specific Classification target sheets) to your digital collection of workpapers through a right-click or menu action.
- Launch the Import Assistant to automatically transfer the file directly to a *CCH Scan* import folder of your choice.

See the Knowledge Base article [Overview of Using CCH® ProSystem *fx*® Funnel](#) to view a video about using *Funnel*.

Reset Default Settings for CCH Scan Administrator

Each year we optimize settings related to *CCH Scan* for the best performance. However, when the *CCH Scan* update is installed, your settings are not updated, which might mean that *CCH Scan* is not running at optimal performance. Folder settings options, such as blank page removal, border removal, and other options can now be restored to their original default. To do so, from the **Folder Settings** tab, right-click

a folder, and select **Reset to Default**. You can also restore general settings options to their original default. To do so, from the **General Settings** tab, click the drop-down list at the top of the screen, and select **Reset to Default**.

Adobe® Acrobat® Support

Adobe Acrobat DC for both the Continuous and Classic tracks is supported.

Form classification and extraction

The *CCH Scan* catalog is updated on a regular basis between January and early April to incorporate new and modified slip types.

To ensure that you get the best results, install the catalog updates that will be released throughout tax season. Note that the automated update functionality is the only means of updating the catalog.

Your firm can easily and securely contribute to these catalog updates to incorporate the specific slip variations you are working with:

- Thanks to the **Upload** and **Encrypted** e-mail features in the *CCH Scan* validation tool, firms submitted thousands of slips to the Wolters Kluwer Development team.
- If you see a poorly classified or extracted slip image in the *CCH Scan* validation tool, simply click the e-mail icon. The attached files are fully encrypted for secure transmission. New form variations will be analyzed and included in the next update of the *CCH Scan* catalog.
- Files are handled with the highest confidentiality standards as per Wolters Kluwer privacy policy.

Validate your Scanner Settings for Optimal Results

The quality of scanned images is critical to achieve optimal extraction results with AutoFlow Technology. Having a good scanner that is configured properly will generate greater extraction accuracy. To determine if the output of your scanner is suitable for AutoFlow Technology, please scan the sample slips sent to your firm and submit the resulting TIF file by e-mail at csupport@wolterskluwer.com. Our technical support team will analyze your file and reply to you to confirm if the quality of the scanner output will be likely to produce good data extraction results.

The Minimum System Requirements have changed. They can be found [here](#).

Installation

For detailed instructions for the installation of *CCH Scan Administrator*, please refer to the [Installing CCH Scan Administrator](#) Help topic.

For detailed instructions for the installation of *CCH Scan Workstation*, please refer to the [Installing CCH Scan Workstation](#) Help topic.

For detailed instructions for the installation of *PDFlyer*, please refer to the [Installing PDFlyer](#) Help topic.

ACTIVATING THE CCH SCAN INTEGRATION WITH PERSONAL TAXPREP 2020

This section describes how to activate the *CCH Scan* integration with *Personal Taxprep 2020*. This consists of the following three steps:

1. Enable the integration using your activation key.
2. Configure the integration folders.
3. Configure *Taxprep Services*.

Enable the integration using the activation key

1. Launch *Personal Taxprep 2020*.
2. Enter your *CCH Scan* activation key (found in the **Activation Key(s)** section of the *Taxprep* Web site) in the *CCH Scan* window:
Tools/Options and Settings/CCH Accountants' Suite/CCH Scan.

Configure the integration folders

1. Set the *CCH Scan* options as applicable for your firm.
2. The search location of the PDF documents entered must match the export folder location (e.g.: \\...\CCH Scan Shared\Export) defined in *CCH Scan Administrator* under the **Folder Settings** tab.

Configure Taxprep Services

If you plan to import data extracted with the AutoFlow Technology, in *Personal Taxprep*, enter the account number and password provided by e-mail to the account holder of your firm. Enter the account number and password under **Tools/Options and Settings/Electronic Services/Identification/Taxprep Services**.

You are now ready to use the *CCH Scan* integration with *Taxprep*.

AUTOFLOW TECHNOLOGY - QUÉBEC RL SLIPS

This section presents guidelines to use the AutoFlow technology with Québec RL slips.

Scanning

Québec RL slips, printed and scanned on their own page, will be classified (bookmarked) and extracted as any other target slip. However, if Québec RL slips are printed on the same page as the federal slips, you must physically separate them and scan them as individual pages. If left on the same page during scanning, only one of the two jurisdictions will be classified and extracted.

OCR Validation

- It is strongly suggested to validate federal slips and Québec RL slips with the *CCH Scan* validation tool. By design, some of the printed Québec RL slips have much more shaded areas than the federal slips, and as a result, the extraction accuracy for those documents can be significantly lower. Due to the higher error rate with some RL slips, it is not recommended to bypass OCR validation and import directly into *Taxprep*.
- Correcting the values extracted from these RL slips before importing them into *Taxprep* is very important. Here is why: in the *Taxprep* forms, most Québec fields are calculated and take their values from the matching federal fields, since the amounts are generally the same. For example, the value in the RL-1 box C is by default the same value as the T4 box 18:

Employee's EI premiums	18	48340	→ C	48340
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The AutoFlow import process is designed based on the same logic: Québec amounts are imported only if they differ from the federal amounts. To ensure that Québec amounts are only imported when necessary (e.g. really different and not just an OCR error), all amounts should be corrected during the OCR validation stage. When validated Québec values are the same as the federal ones, *Taxprep* will ignore them during the import process and keep the original calculation.

- Special attention should be paid to the issuer name when validating the Québec RL slips. Having the same issuer name on both the Québec RL slip and matching federal slip will help associating them during the import process into *Taxprep* (see below).

Importing into Personal Taxprep

When importing Québec RL slips into *Taxprep*, the Import Wizard will prompt you to match the RL slips with their federal equivalents. This matching process is an important step since the federal and Québec amounts are imported into the same form in *Taxprep*.

The Wizard will suggest the best possible association based on matching issuer names and amounts. For example, if multiple T4 slips and RL-1 slips are present in a PDF, the Wizard will suggest an association when the same issuer name is found on a T4 and an RL-1 slip and when some specific amounts match, in this case the T4 box 55 with the RL-1 box H. Make sure to always verify the suggested association and correct it when needed so the destination form is properly selected in *Taxprep*.

Upon importing the values, both the federal slip and Québec RL slip in the PDF document will be linked to the same form in *Taxprep*.

Available alternatives for Québec RL slips

Depending on your average type of slips, overall image quality for RL slips, availability of validation staff, and general workflow, you may consider using a different strategy for Québec RL slips. Here are some possible approaches:

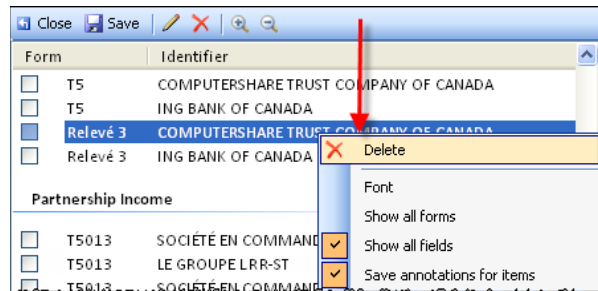
Approach 1 - Use AutoFlow with specific Québec RL slips only

You can choose to use AutoFlow only with Québec RL slips that have different amounts from their equivalent federal slips. Examples of those include income tax slips, such as RL slips 1 and 2. The OCR validation time and AutoFlow process for these documents have more benefits since, in the end, several amounts will be imported into *Taxprep*.

For Québec RL slips that are identical to their federal counterpart, e.g. investment income such as T3/RL-16, T5/RL-3, and T5008/RL-18, using AutoFlow has fewer benefits since identical amounts are not imported. You can reduce the OCR validation time for those RL slips in two different ways:

- The fastest method is to delete these Québec RL slips from the *CCH Scan* validation tool is to right-click the form, and select **Delete**:

As a result, the deleted Québec RL slips will be bookmarked in the PDF, but no amounts from these slips will be imported. The drawback of this method is that it prevents *Taxprep* from suggesting an association with the federal slip at import time.



- A longer method, but still faster than a full OCR validation that includes finding missing fields, is to keep the form and delete all of the values, except for the issuer name. Keeping the issuer name will allow *Taxprep* to suggest an association with the federal slip at import time, in the case where this issuer name is unique among all federal slips. Another benefit of this method is that the issuer name will be appended to the Relevé bookmark name in the PDF.

Approach 2 - Use AutoFlow with federal slips only

It is possible to use AutoFlow with federal slips only. To do so, follow the same steps as the first approach, deleting all Québec RL slips, instead of selected RL slips only.