

CCH® Scan

Release Notes - December 2021

Welcome to *CCH Scan* v.18!

This document provides important information relating to *CCH Scan* v.18, CCH® Prosystem *fx* Funnel, *PDFlyer™*, and the *CCH Scan* integration with *Personal Taxprep®* 2021. 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® Scan

CCH Scan Administrator no longer supports 32-bit operating systems

CCH Scan Administrator no longer supports installation on a 32-bit Windows® operating system. *CCH Scan Workstation*, on the other hand, still supports installation on both 32-bit and 64-bit operating systems.

Retain Color option added to the Folder Settings tab in CCH Scan Administrator

An option to retain colour on images has been added in the **Folder Settings** tab in *CCH Scan Administrator*. When you select this option, images that were originally scanned using a colour setting remain coloured throughout the OCR process and in the PDF output file. Retaining colour on images might increase the file size and impact performance when opening files. This option is applied and maintained for each individual folder. By default, this setting is disabled.

Sort child bookmarks added to the Folder Settings tab in CCH Scan Administrator

An option to sort child bookmarks has been added in the **Folder Settings** tab in *CCH Scan*

Administrator. When you select this option, child bookmarks within the same parent bookmark are listed alphabetically by payers' name in the PDF output file. This option is applied and maintained for each individual folder. By default, this setting is disabled.

Submitting multiple issues and files using the Upload File to Wolters Kluwer option

CCH Scan now allows you to submit multiple issues and multiple files for review by the *CCH Scan* Catalog team. Up to 10 issues can be added, with a maximum of four files per issue, including the input file, export file, and other file types.

For added security, the ability to e-mail files has been removed from the **Validation** window. Only the **Upload File to Wolters Kluwer** option is available in the **Validation** window.

Print a specified number of target sheets

You can now specify the number of target sheets to print. In the **Printer** window, enter the number of target sheets to be printed.

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** 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 icon to upload to the Wolters Kluwer servers. 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.

CCH® Prosystem fx Funnel

Enhanced Navigation Pane

The navigation pane includes the following updates:

- Multiple pages selected to be moved are now easier to identify.
- When moving one or more pages, arrows indicate the new location of the pages being moved.
- Thumbnails are no longer skewed.

Option to delete input files after import

An option to delete input files after they have been imported has been added to the PDF Viewer to assist in file security and retention. When this option is selected, files are automatically deleted once conversion is successful. Users are always prompted to ensure proper deletion of files, since the files are permanently deleted, instead of going to the user's recycle bin. This option is applied at the workstation level. By default,

this setting is disabled. This option is also available in CCH ProSystem fx Funnel once a file is converted.

New right-click menu options on the navigation pane

The following options are now available when you right-click a page in the navigation pane:

- Add Cover Page
- Add File to End
- Move Page to End

Additional new features

- You now can extract multiple pages.
- The page size from the original input file is now retained after conversion.
- When opening a single file using the **Open** option, it is automatically converted.

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 or PDF 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 2021

This section describes how to activate the *CCH Scan* integration with *Personal Taxprep 2021*. 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 2021*.
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:

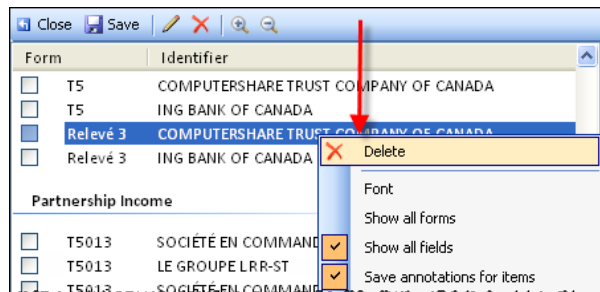
Approach 1 - Use AutoFlow with specific Québec RL slips only

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.