

Reckon Docs Desktop provides a convenient and easy desktop ordering system for legal and corporate documentation over the Internet. It's also easy to keep your ASIC lodgements up to date and maintain company registers with documents such as registers, company minutes and constitutions all stored centrally on your desktop or server.

### Products and services

Through Reckon Docs Desktop you can now easily order legal and corporate documentation, including:

- New company registrations
- Trust deeds
- SMSF's
- Company secretarial & compliance services
- Data searches, including ASIC company details and state business-name searches

### Desktop ordering system advantages

Why consider a desktop application? Reckon Docs Desktop is a simple and easy to use desktop application with logical and intuitive data capture screens. It also provides the added benefits of:

- An advanced easy to use desktop ordering system for legal and corporate documentation that can be lodged via the Internet
- All documents are stored on your desktop or server for future reference
- Making changes to a single company, for example, appointing a new director, or uniform changes to multiple companies, such as the relocation of the accountant's registered office, all completed with minimal effort
- Select relevant information from a list without having to retype information multiple times. This reduces repetitive data entry and minimises mistakes
- Complete all data entry and review offline before transmitting to ASIC online in real time
- Real-time access to ASIC information
- A complete history is recorded with snapshots of all transactions and stored on your desktop while automatically updating clients' files
- VeriSign Security and SSL encryption methods ensure your clients' private data remains private
- A logical and intuitive nature means no additional training is required



## Easily maintain company registers

Reckon Docs Desktop cleverly connects with ASIC, allowing you to make changes to clients company registers, generate minutes, complete the appropriate forms and update your changes with ASIC instantly, saving time and money.

Reckon Docs Desktop stores, on your desktop, all documents such as company minutes, constitutions and company registers, for which you are the ASIC agent.

## Increase company data accuracy

A stored list captures and provides instant access to company data, reducing the potential for transcription errors and increasing data accuracy.

You can even make multiple changes at once across client files, which cuts administration time and the risk of data entry errors. For example, appointing a new director, or uniform changes to multiple companies, such as the relocation of the accountant's registered office.

## Manage employee online access

Reckon Docs Desktop allows you and/or your staff to work together on company secretarial duties, company registrations, establishing trusts and SMSFs offline. Upon completion, Reckon Docs Desktop enables you to go online and register all changes with ASIC.

## Quick view of vital statistics

Reckon Docs Desktop provides a quick view of vital statistics concerning electronic lodgements, access to saved but incomplete forms, agent set up, invoices and more. This keeps you up to date with which documents ASIC requires saving clients time and money while reducing potential filing errors.

## System Requirements

### For standalone systems\*

Recommended system requirement;

- Microsoft XP (SP2)
- Pentium D 2.8GHz or higher
- 1Gb RAM
- 500Mb HDD space
- Active web connection

Minimum system requirements;

- Microsoft Windows 2000 (SP4)
- Pentium 1,2GHz or higher
- 512 Mb RAM recommended
- 200Mb HDD space
- Active web connection

### For networked systems

Recommended Server requirements;

- Microsoft Windows 2003 Server
- Pentium Dual Core 2GHz or higher
- 1Gb RAM
- Microsoft Windows 2003 Small Business Server (SBS) running SQL Server 2000 (SP4)

Minimum system requirements;

- Microsoft Windows 2000 (SP4)
- Pentium 2GHz or higher
- 512Mb RAM
- MSDE Database (included in software)
- Active web connection

\*Currently not compatible with Windows Vista

