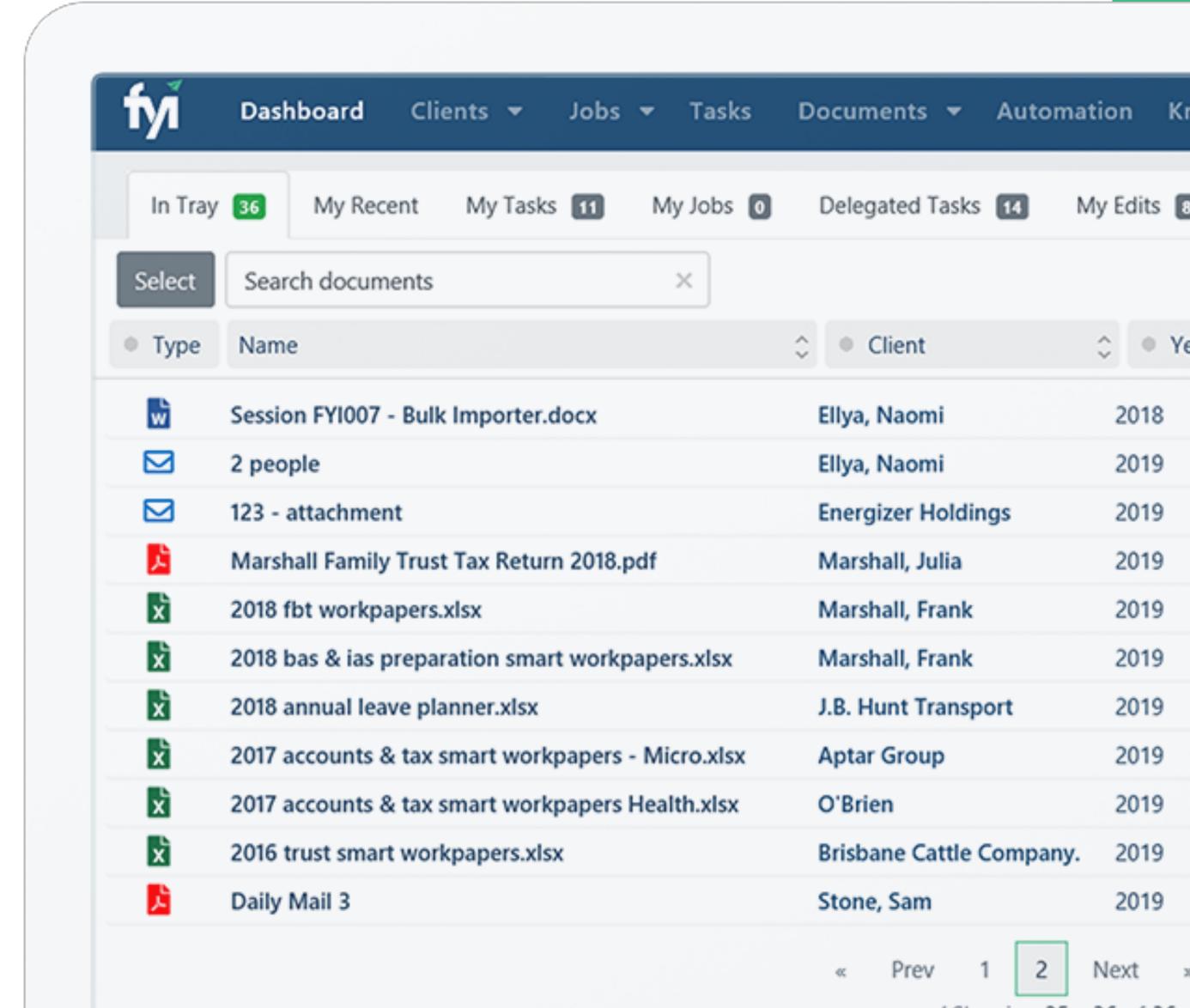


# THE WORLD'S MOST AUTOMATED DOCUMENT MANAGEMENT PLATFORM

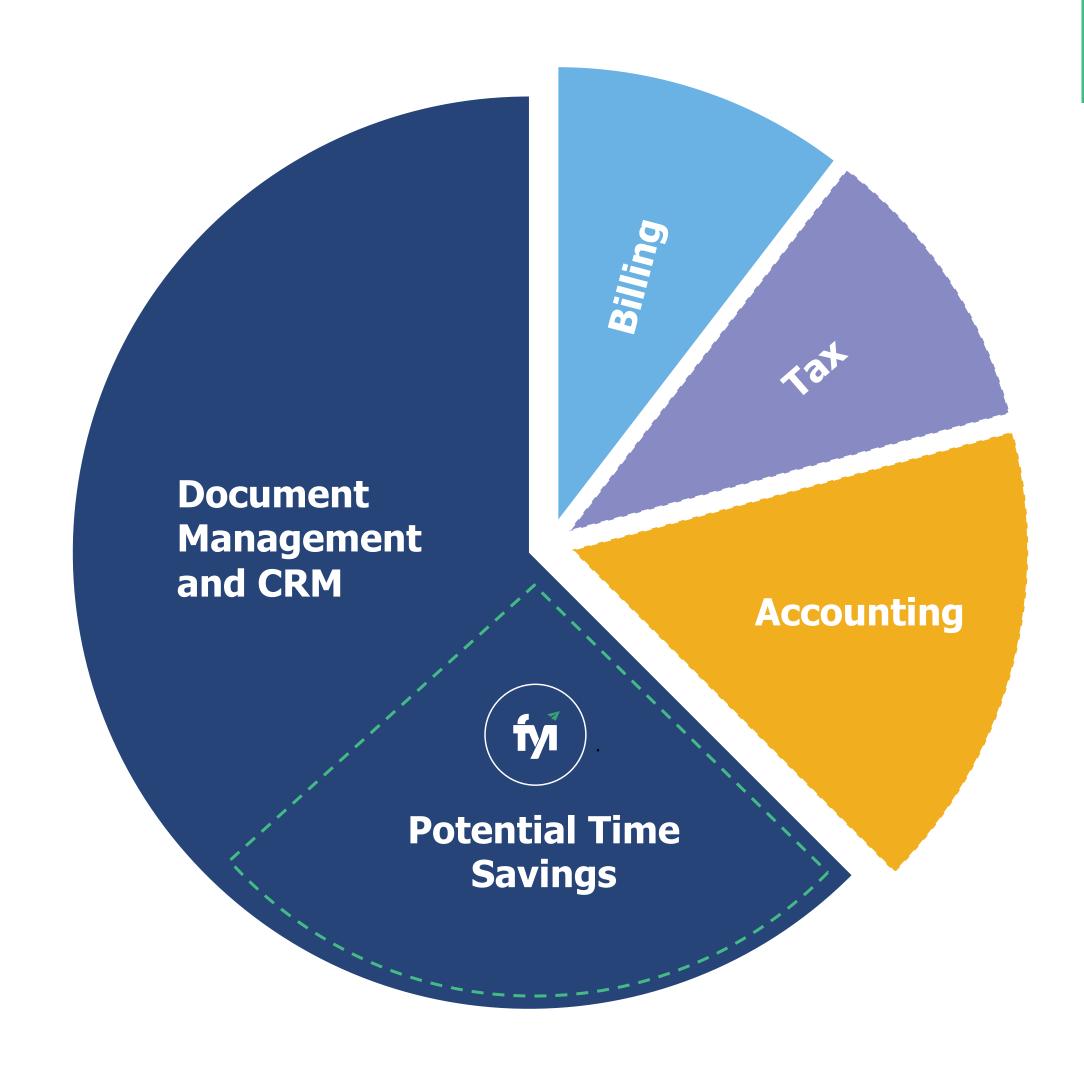


FYI is an online document management and automation engine, purpose-built for accountants.





We're on a mission to halve the time spent on compliance and administration through automation.



#### TIME SPENT BY ACCOUNTANTS

Source: FYI Compliance Time and Motion Study 2018



### Planning and workflow

Job scoping, capacity planning, reviewing milestone progress

### Administration

General client admin and job maintenance, updating client records, time recording, billing and debt collection

### Gathering, filing and sharing data

From emails, attachments, client storage, scanners, integration apps and more

### **Preparing workpapers**

Searching and retrieving documents multiple times a day from numerous sources, comparing and cross-linking to substantiate amounts

Highly targeted opportunities to save time, improve service and increase the productivity of accounting practices, globally.

## Completion and lodgement

Compiling final reports, sending to client for signing, lodging returns and processing assessments

### Review and Supervision

Liaising with your team throughout the job with ongoing delegation and tracking of tasks

### **Client collaboration**

Corresponding with clients, chasing information via emails, meetings and phone calls



### OUR FOUNDATIONS



SECURITY AND RELIABILITY



PROVEN RETURN
ON INVESTMENT



EASY ONBOARDING





**SECURITY AND RELIABILITY** 

### PROTECT YOUR DOCUMENTS IN THE CLOUD





**AWS Well-Architected Framework** 





24/7 data protection



ISO27001:2019 Certified



**Tier 1 Hosting** 



**ATO Digital Service** Ald Digital Provider



Regular load and penetration testing





### **SHAVE MINUTES OFF EVERY JOB**

- Save more than 2 hours for every compliance job
- Boost productivity by 20% using FYI's core feature set
- Even more to gain as we continue to roll out new features



### PROVEN TIME SAVINGS

JOB STAGE	TIME SPENT	FYI TIME SAVING FEATURES	MINUTES SAVED
Planning and workflow	6%	<ul> <li>Job management</li> </ul>	
Gathering, filing and sharing information	23%	<ul><li>Email AutoFile</li><li>Custom Processes</li></ul>	20 mins
Preparing workpapers	27%	<ul><li>Document automation</li><li>Cross linking</li><li>Search and Retrieval</li></ul>	30 mins
Review and supervision	9%	<ul> <li>Document workflows</li> </ul>	10 mins
Collaboration with clients and team	18%	<ul><li>Task management</li><li>Collaborate</li></ul>	15 mins
Completion and lodgement	9%	<ul><li>Digital signatures</li><li>Email templates</li></ul>	15 mins
Administration	8%	• Timesheets	30 mins
TOTAL	100%		<b>120 mins</b>





**Email** management



**Document** automation



Search and retrieval



Client management



Task management



**Jobs and Time** management



**Document** 



Client



**Process** 



### PLATFORM PRE-REQUISITES



Deep integration with Microsoft 365 delivers intelligent auto-filing, document automation and added security



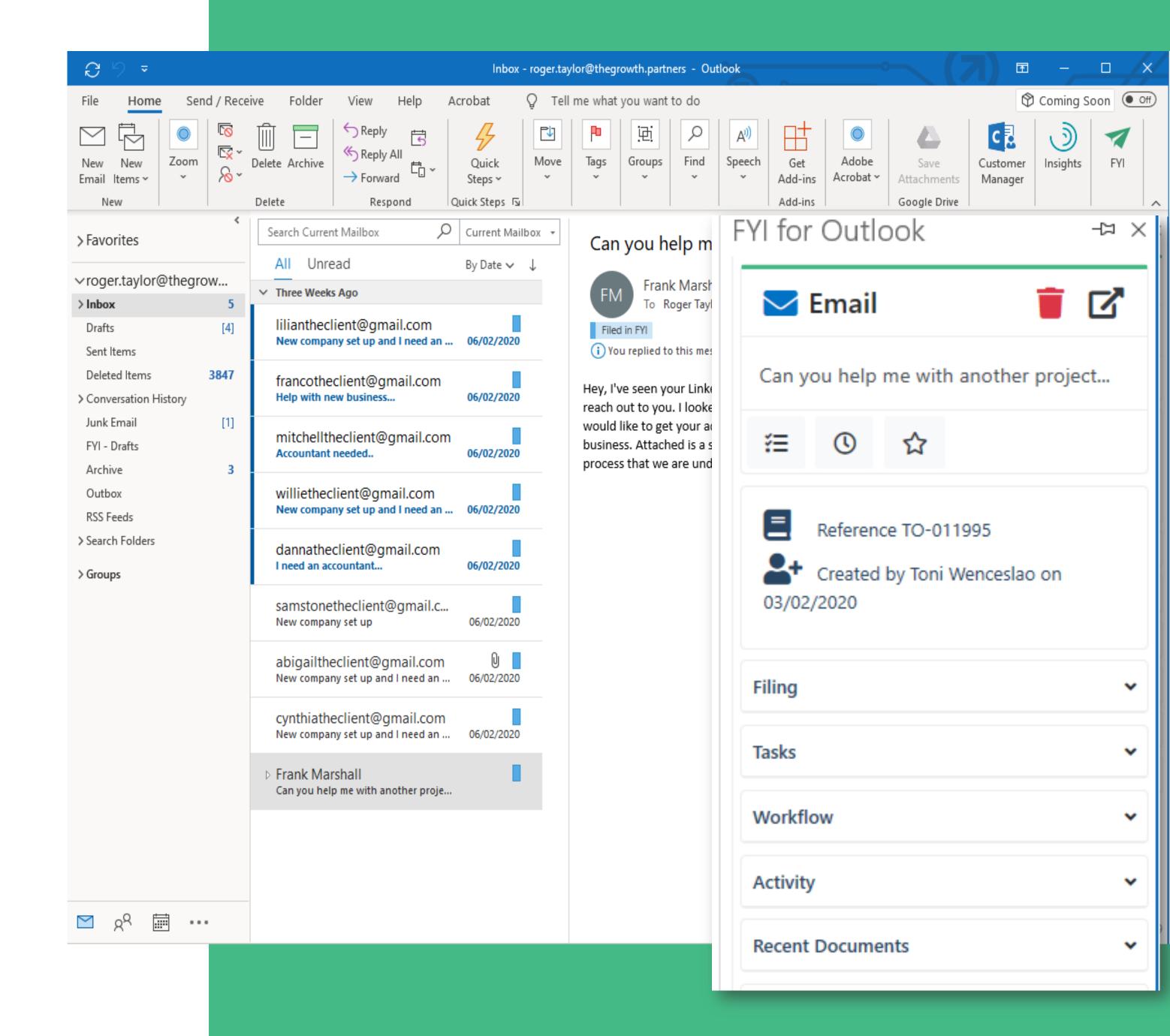
Use Xero Practice Manager or Xero Tax as your single source of client data



EMAIL MANAGEMENT

### AUTOMATED EMAIL FILING

- Automatically capture and file client emails in Outlook
- Access email templates, assign tasks and more without leaving the email you're working on





**EMAIL MANAGEMENT** 

### AUTOMATED EMAIL FILING

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We've been using FYI since February 2019.
The email integration is the easiest that I have ever used.

We have been pleased with the easy access to records and use of templates for standard letter and email generation.

Bill Mancer, Director Rise Accounting

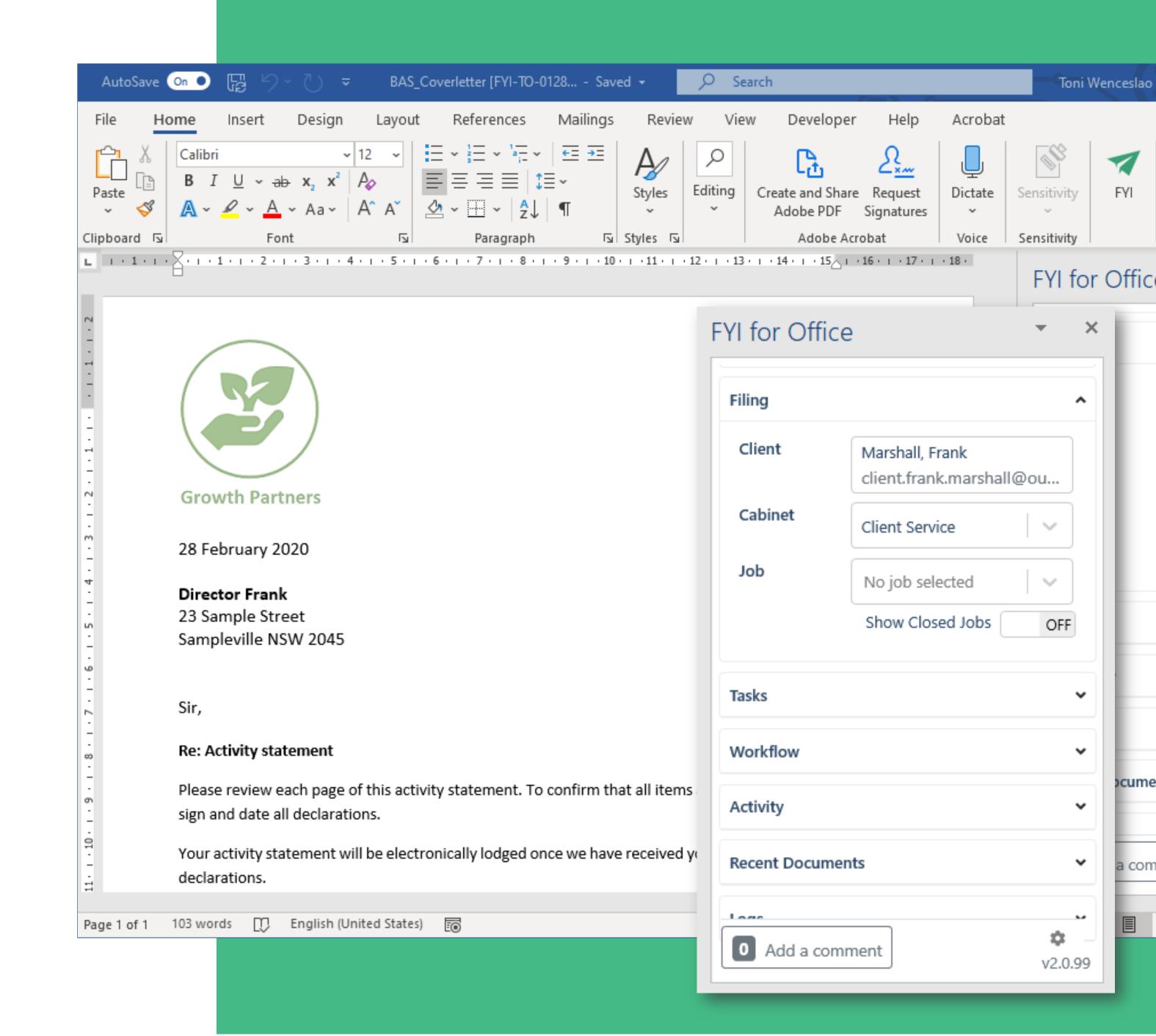


DOCUMENT AUTOMATION

# AUTO-CREATE AND AUTO-FILE DOCUMENTS

AutoFile documents, assign tasks and more without leaving the document you're working in Word, Excel or PowerPoint

Use practice stationery and templates with merge fields to improve quality and productivity

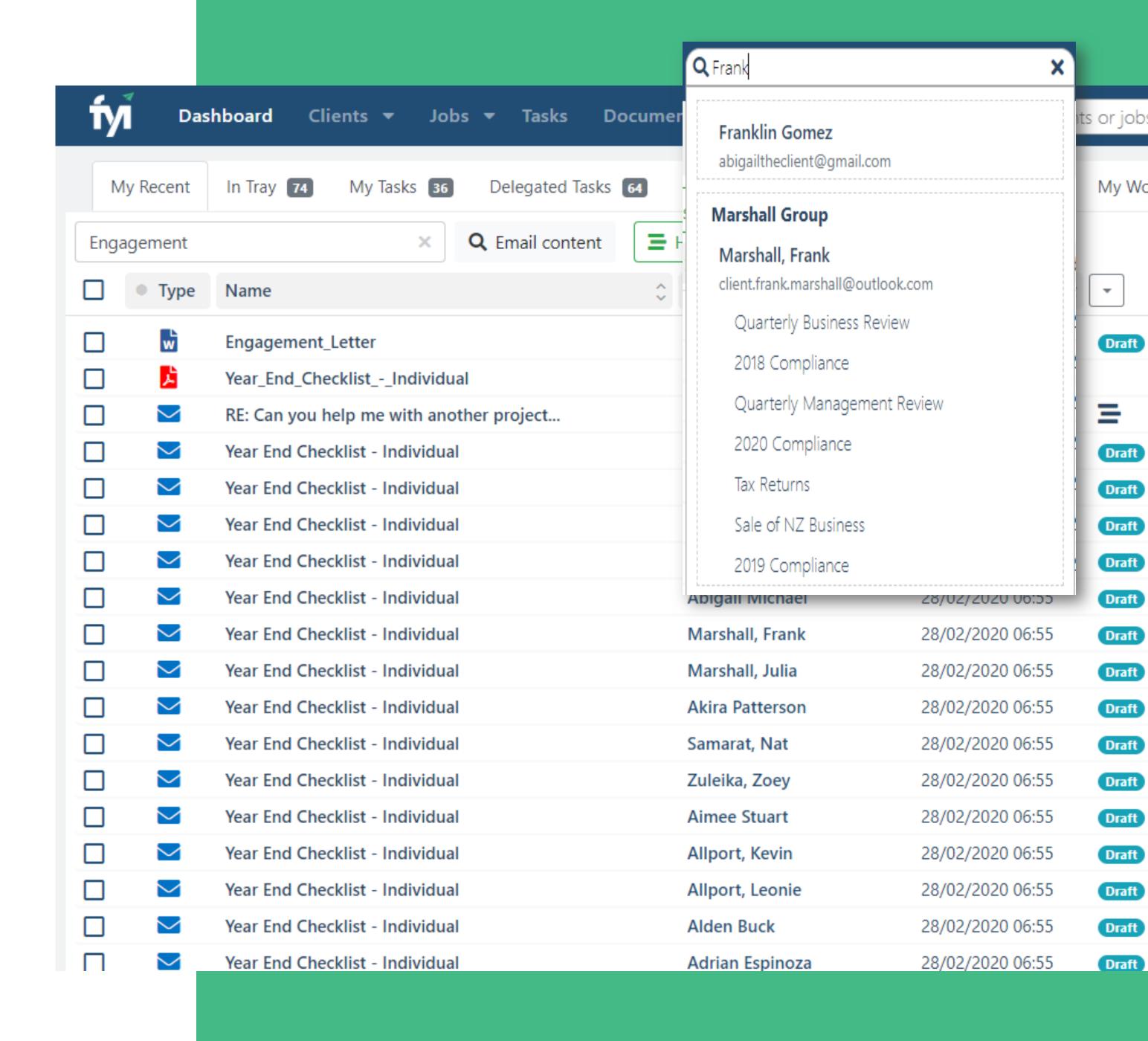




SEARCH AND RETRIEVAL

# ACCESS INFORMATION IN SECONDS

- FYI blends emails, documents and client interactions in a single client-centric database in the cloud
- File and retrieve documents at a job level
- Use views, sorting and filters to locate information, plus the full power of metadata and tags rather than folders





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One of the biggest frustrations we have is people not finding procedures easily and filing documents in different places.

FYI's structured filing system solves these problems perfectly. Thanks for putting together such an awesome program.

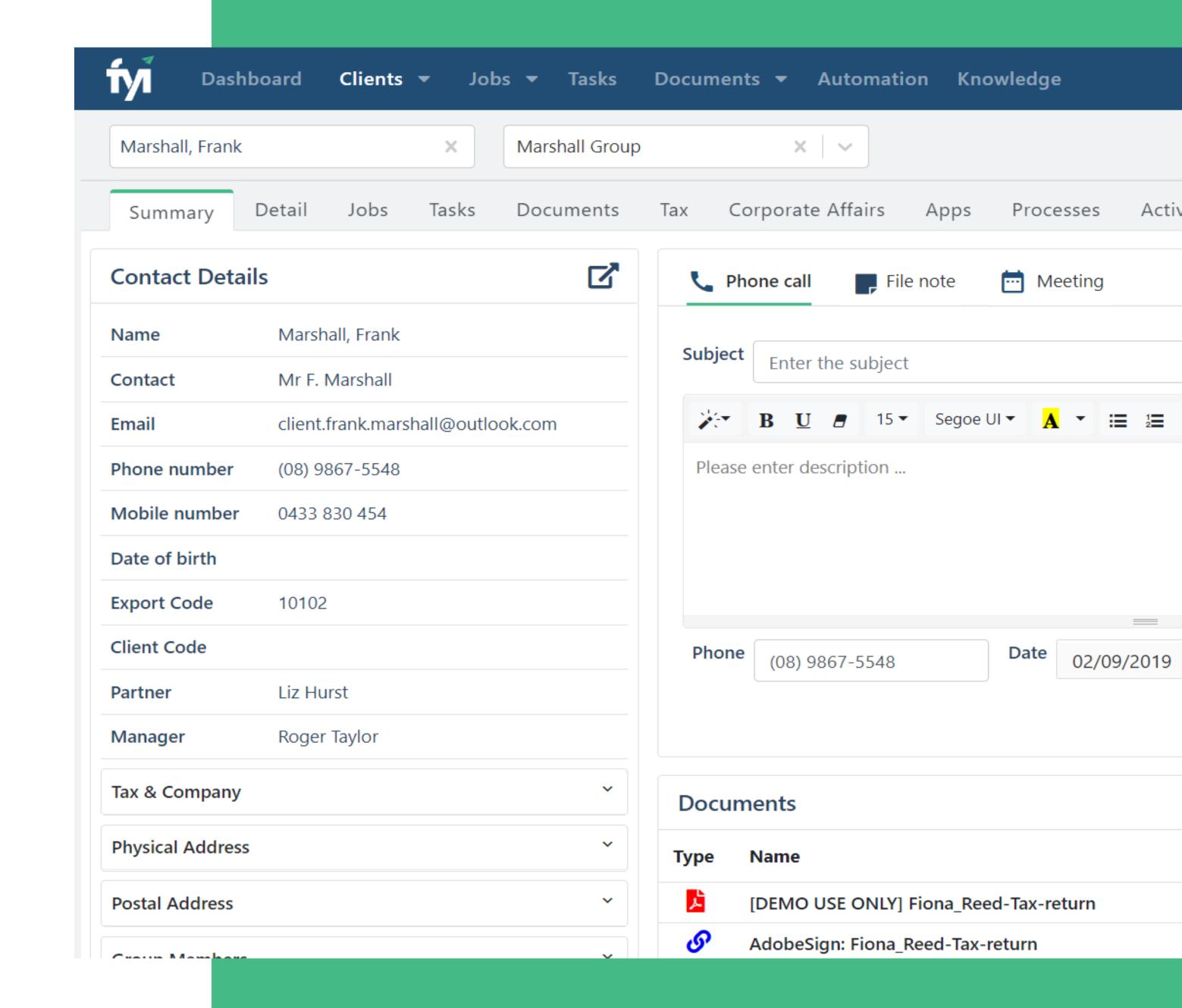
Jason Skinner, Partner Skinner Hamilton



#### CLIENT RELATIONSHIP MANAGEMENT

# RECORD EVERY CLIENT INTERACTION

- Dedicated workspace for each client
- Instant access to recent interactions
- Record meetings, phone calls and file notes

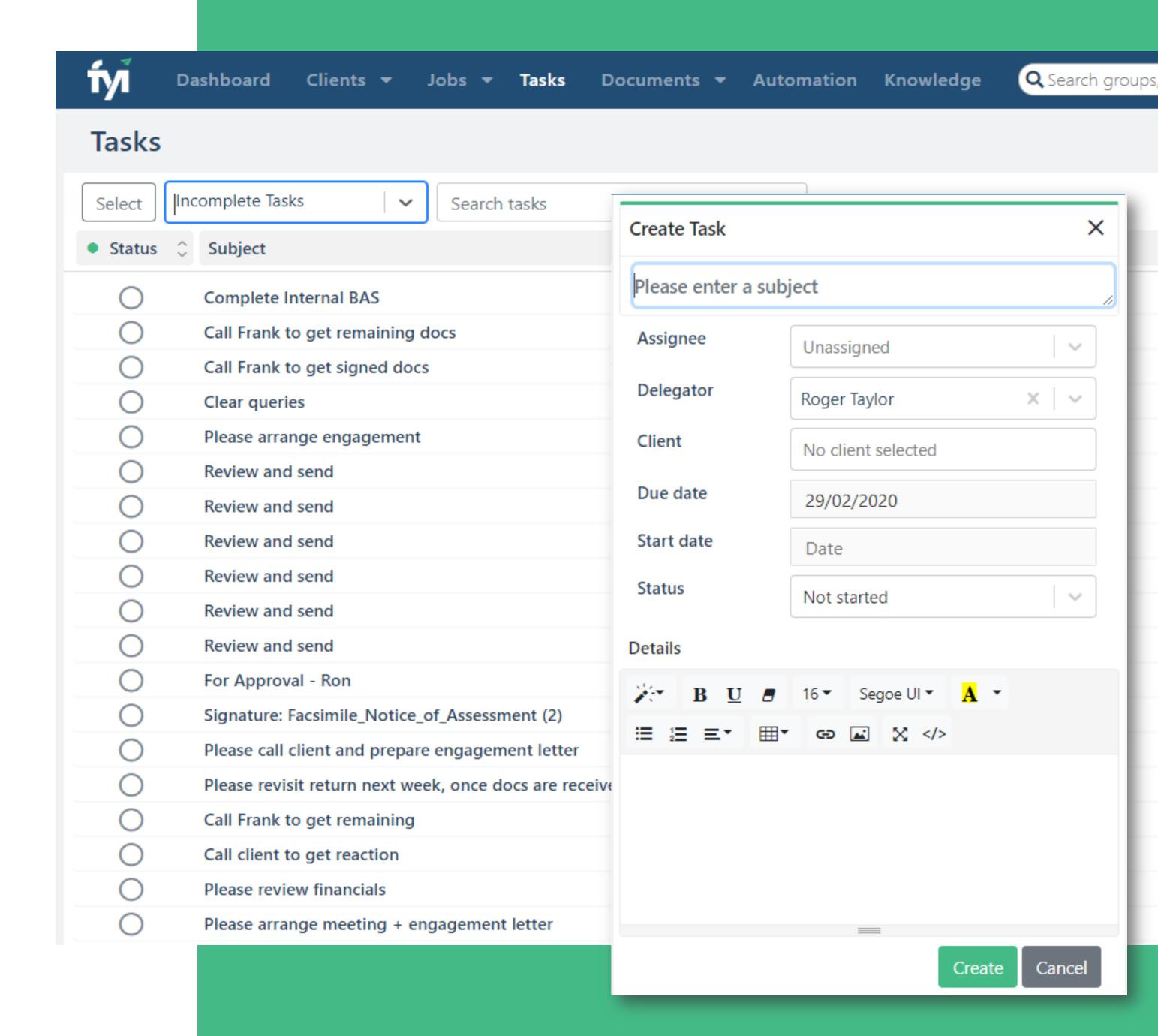




TASK MANAGEMENT

## PRACTICE-WIDE TASKS

- Add tasks to an email, document, phone call or meeting
- Assign tasks to a team member and monitor progress

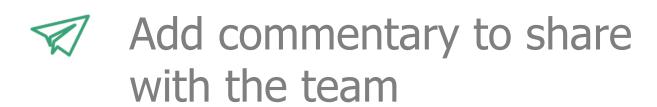


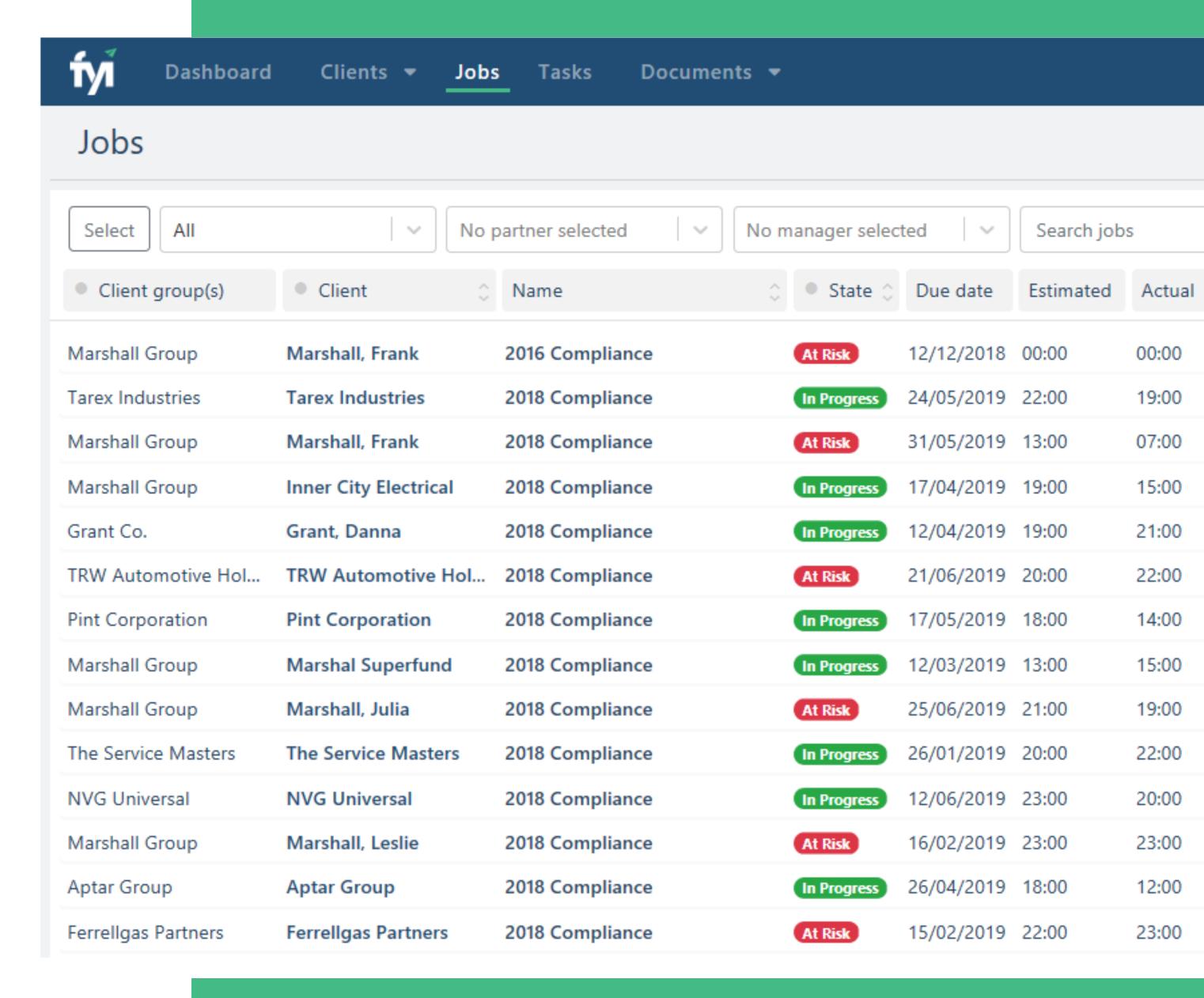


JOBS

# MANAGE WORKFLOW USING THE JOB BOARD







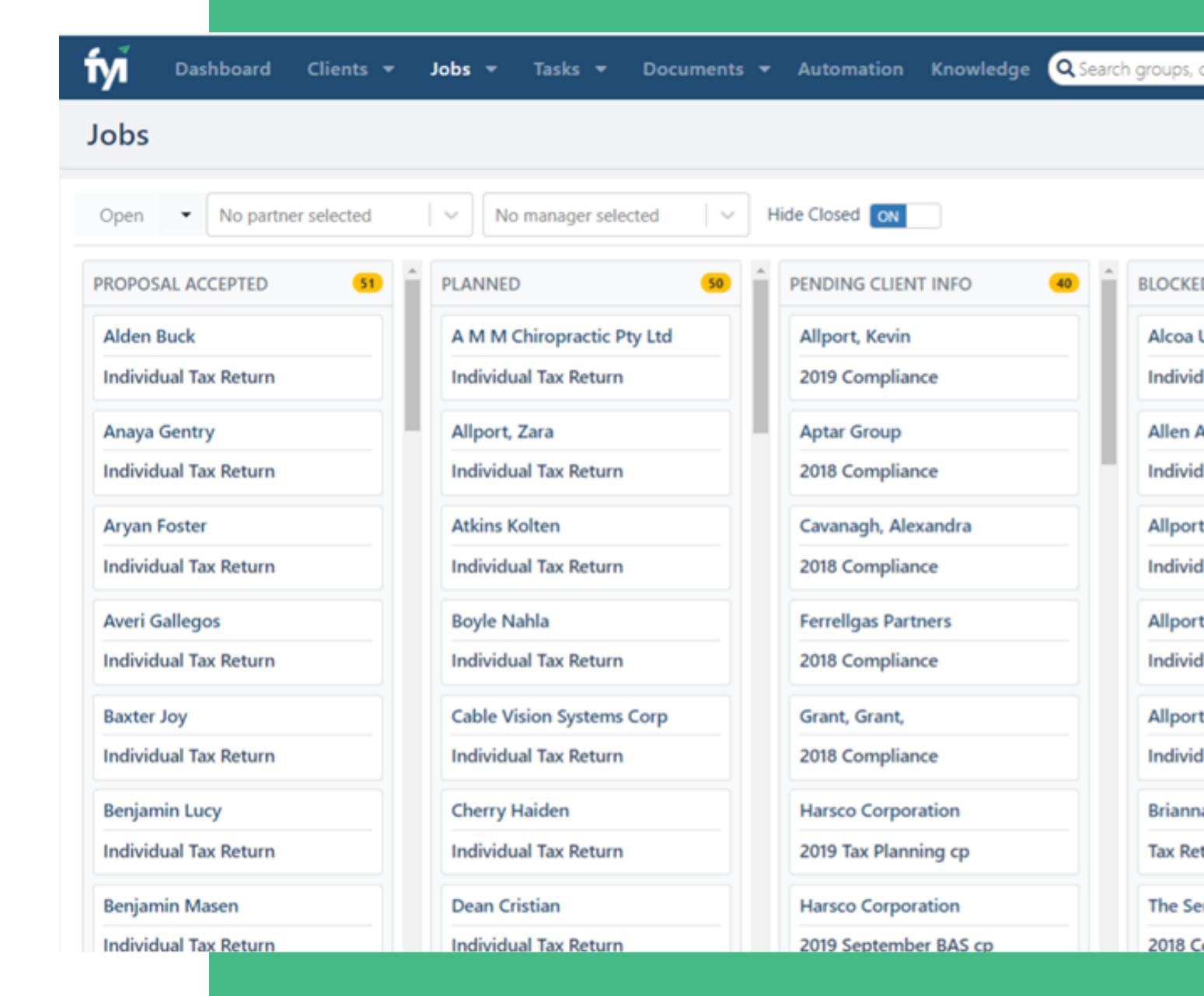


JOBS

# MANAGE WORKFLOW USING THE JOB BOARD

Kanban view helps visualise work

Drag and drop to update job states



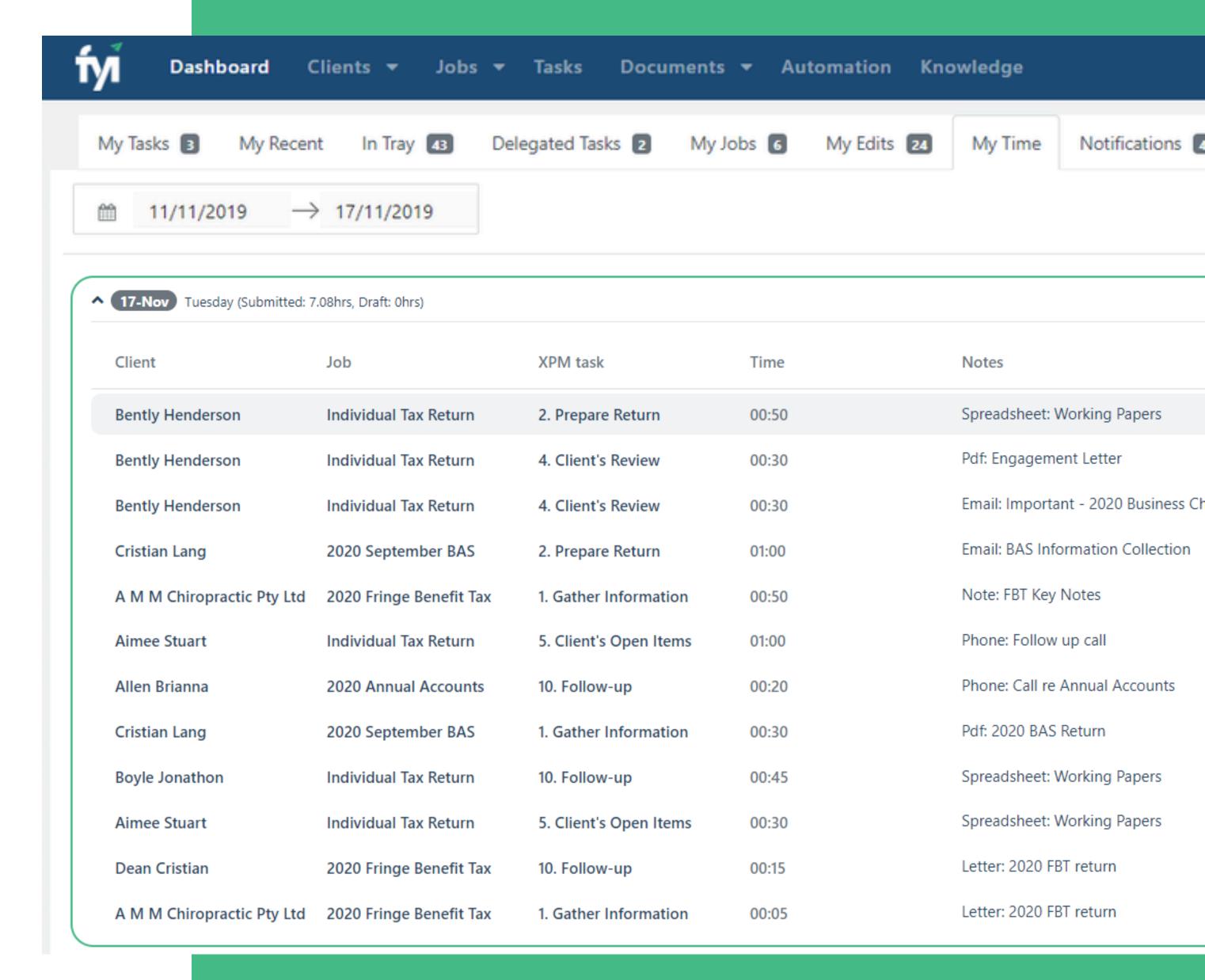


TIME

## RECORD TIME SHEETS

V

Record time from within FYI, synched back to XPM

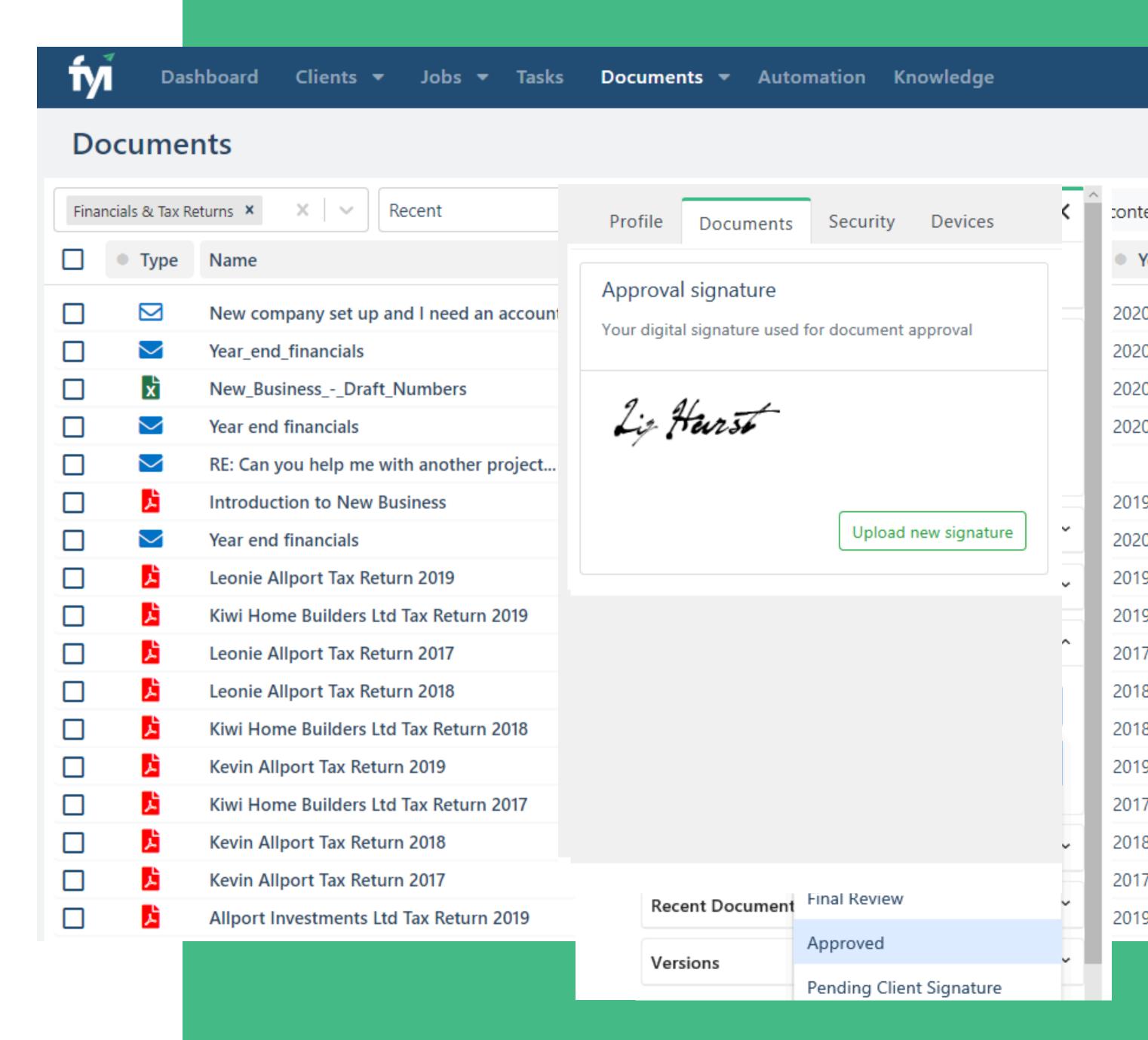




**DOCUMENT WORKFLOWS** 

# REVIEW AND APPROVE DOCUMENTS

- Assign authority to review and approve documents
- Auto-update the workflow status of documents
- Save time by applying digital signatures

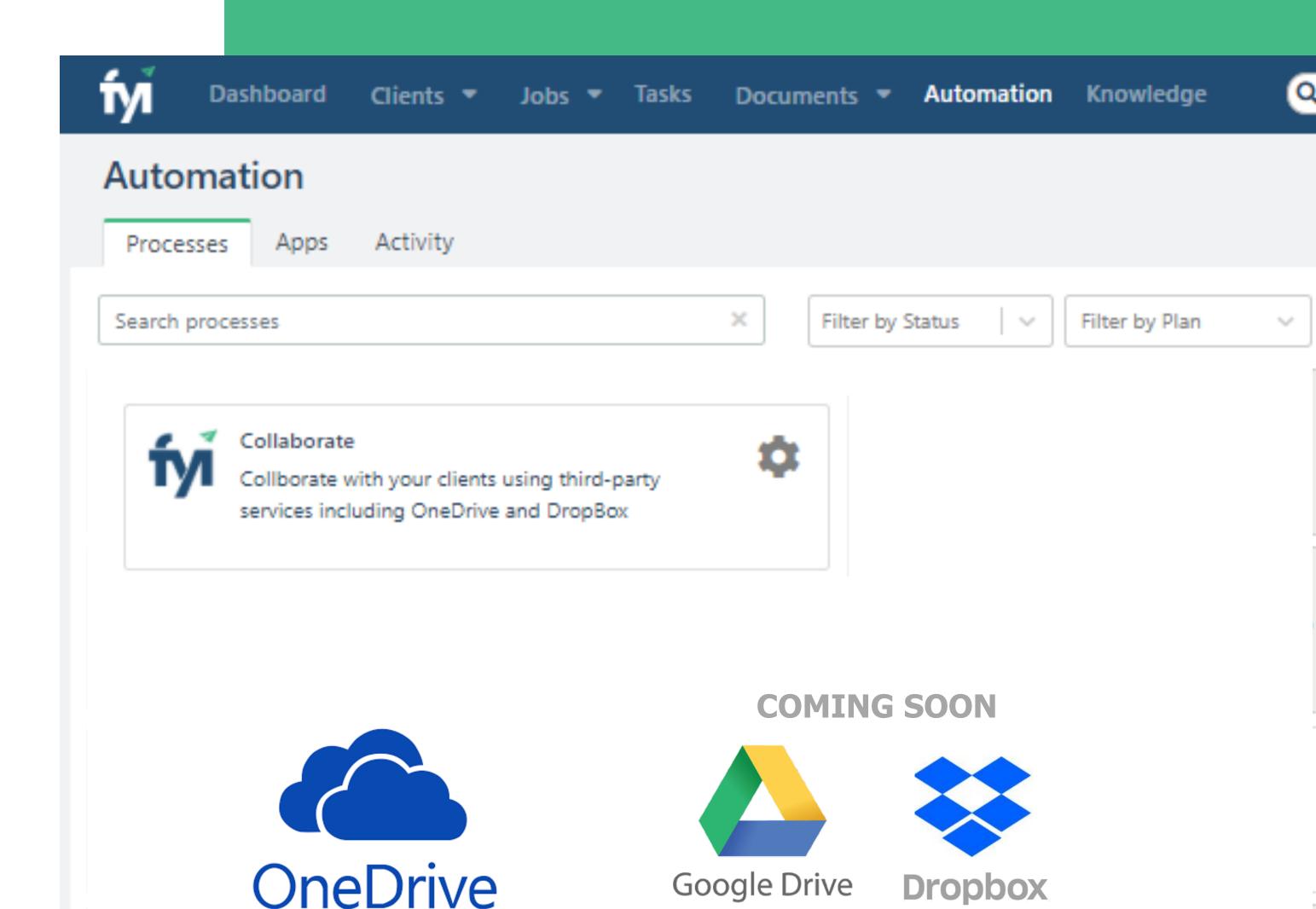




CLIENT COLLABORATION

# SEND DOCUMENTS TO CLIENTS SECURELY

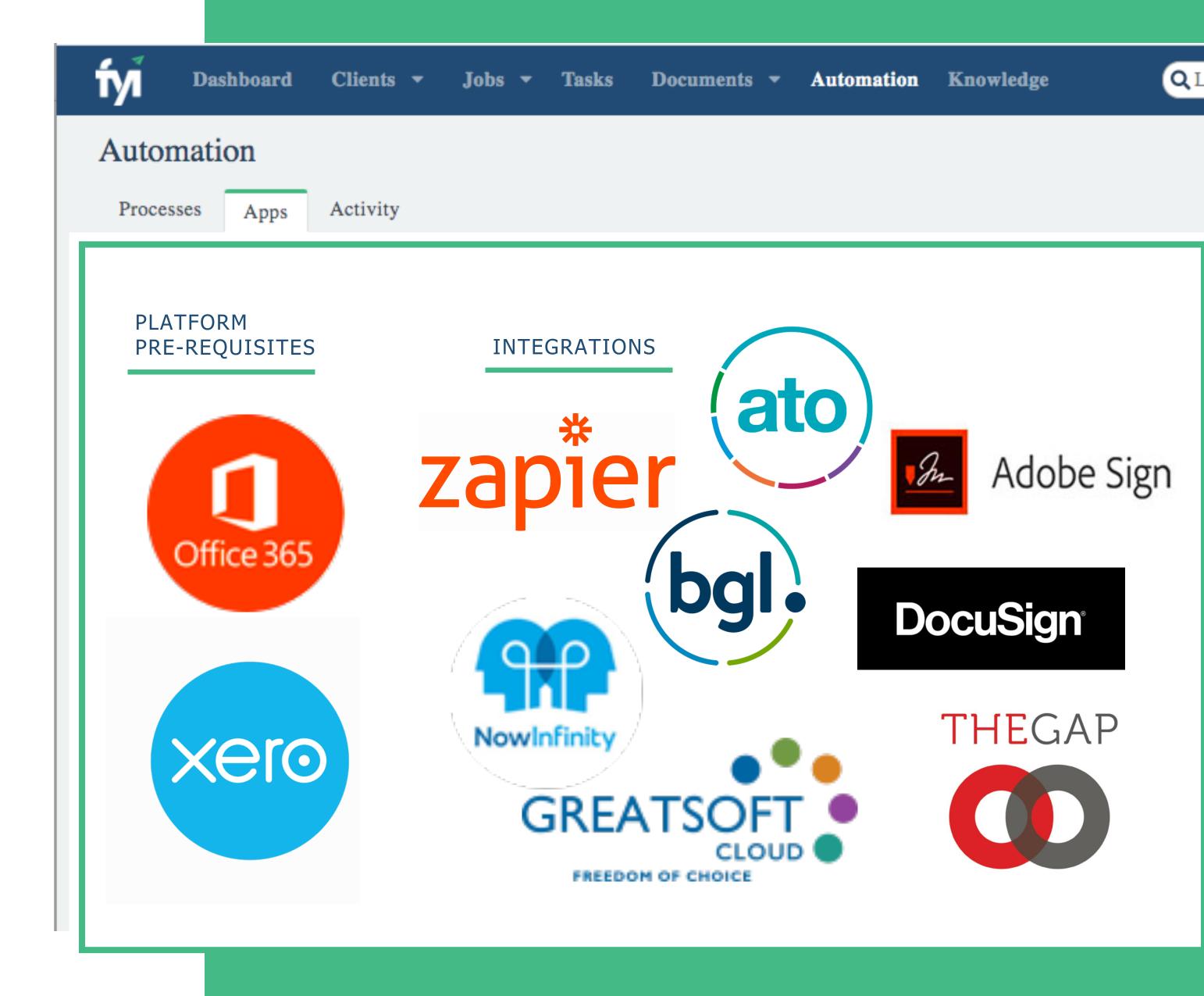
- Collaborate with your clients based on their preference
- Leverage sophisticated cloud platforms built for the purpose of collaboration





# BEST OF BREED INTEGRATIONS

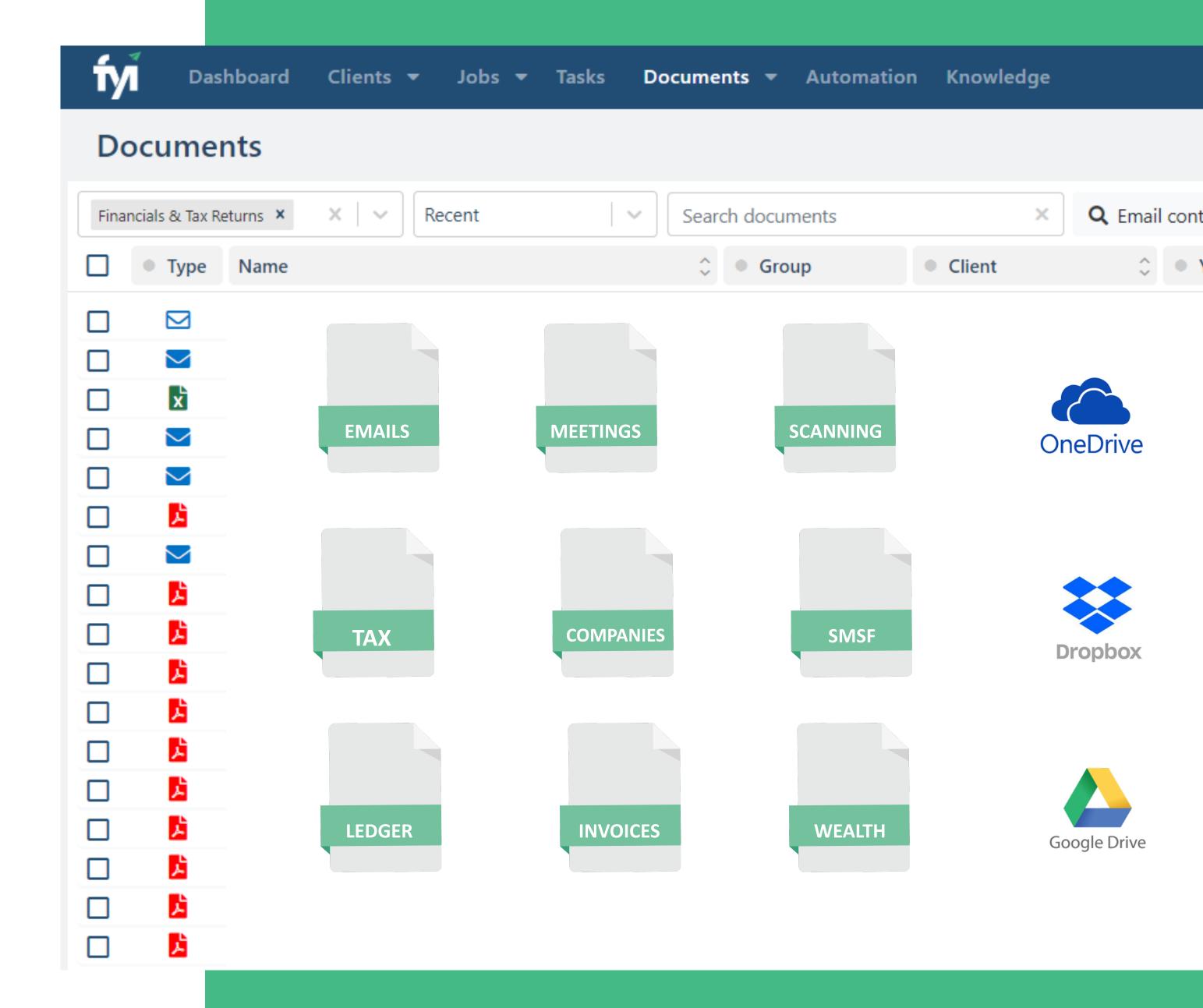
- FYI is deeply integrated with Office 365 to deliver document and email automation
- Synch your clients, client groups, and jobs from **Xero Practice Manager**
- Integrate with a growing number of industry-leading apps to deliver powerful process automations.





### AUTOMATIC DOCUMENT IMPORTS

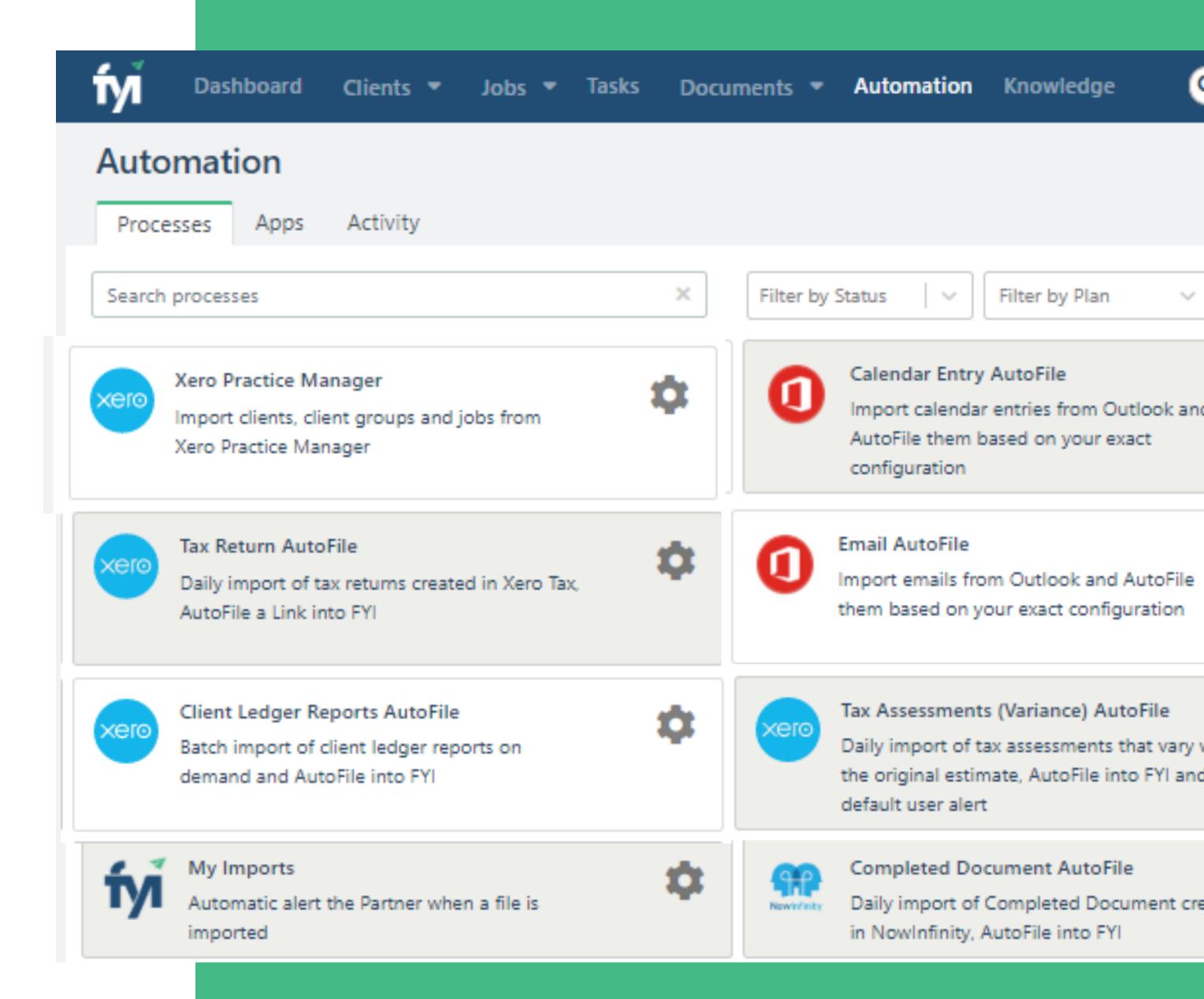
Automatically capture and file source documents from BGL, OneDrive, and in the near future, from DropBox and Drive.





## DEEP INTEGRATION WITH XERO

- Import **tax returns** from Xero Tax daily, auto-filing a link in FYI
- Batch-create, import and auto-file consistently named sets of reports from your **Client's Xero Ledger** with a single click

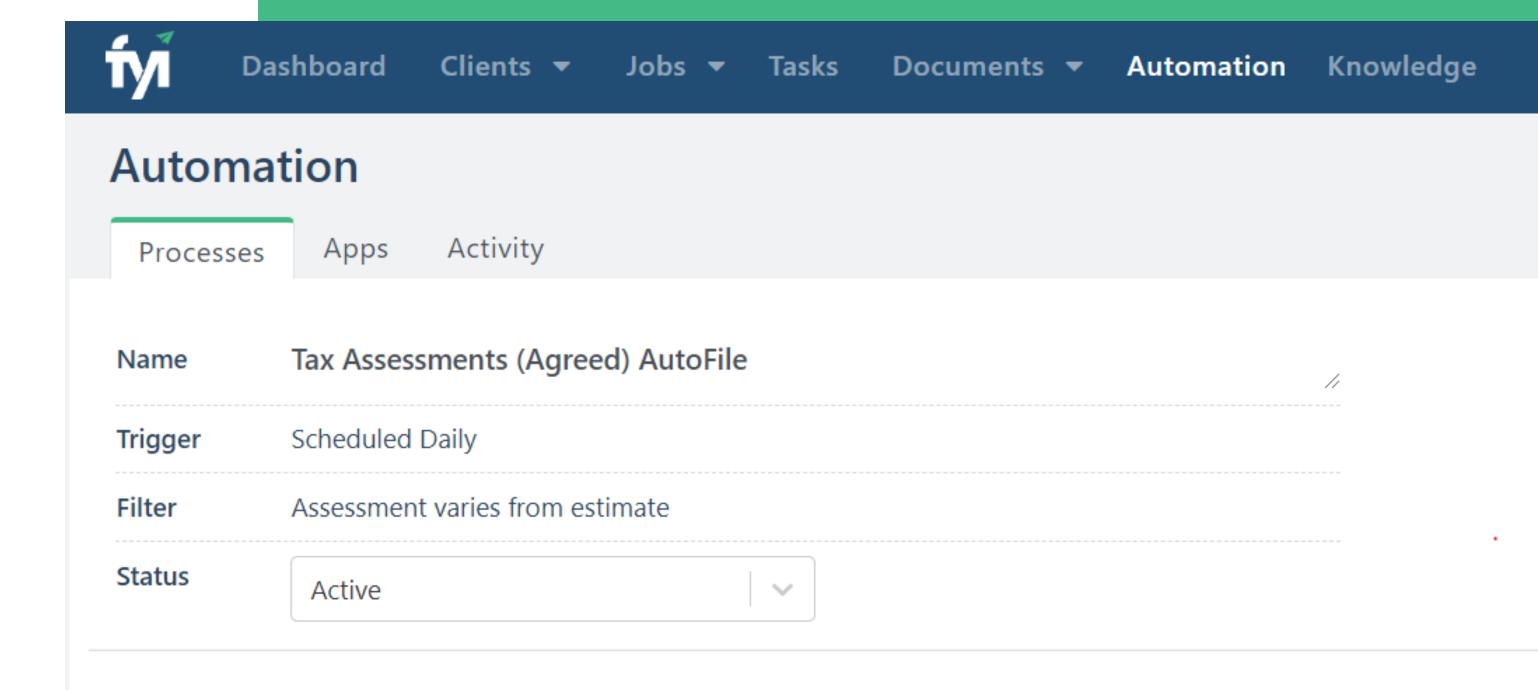




## TAX ASSESSMENTS



Daily import tax assessments from the ATO, with automatic cross-check with Xero Tax, filing and generation of client email correspondence.



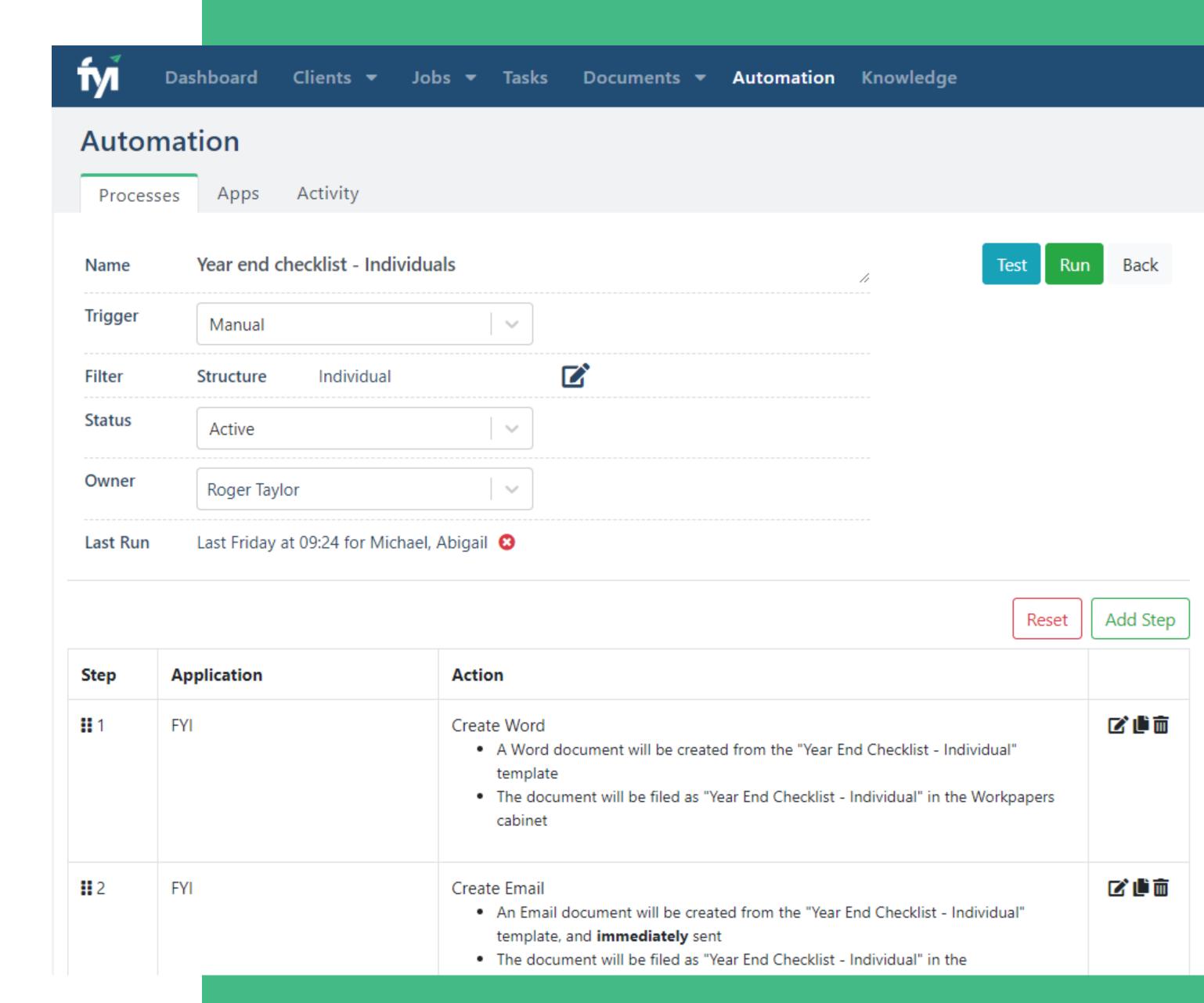
	Step	Application	Action
	1	Xero Tax	Import & file assessment  • Document will be custom filed
	2	FYI	Oreate Email     Document will be custom filed     A task will be created with a subject Notice of assessment ready for revenue.



### CUSTOM PROCESSES

Design your own automated processes across client service, marketing, practice admin, HR and more

Limited only by your imagination to automate any repetitive tasks across the practice







### PROVEN IMPLEMENTATION PROCESS

- **Discovery**
- **Configure FYI for your practice**
- Migrate historical documents
- Training and change management



We have successfully migrated data from a growing number of platforms....

### SuiteFiles













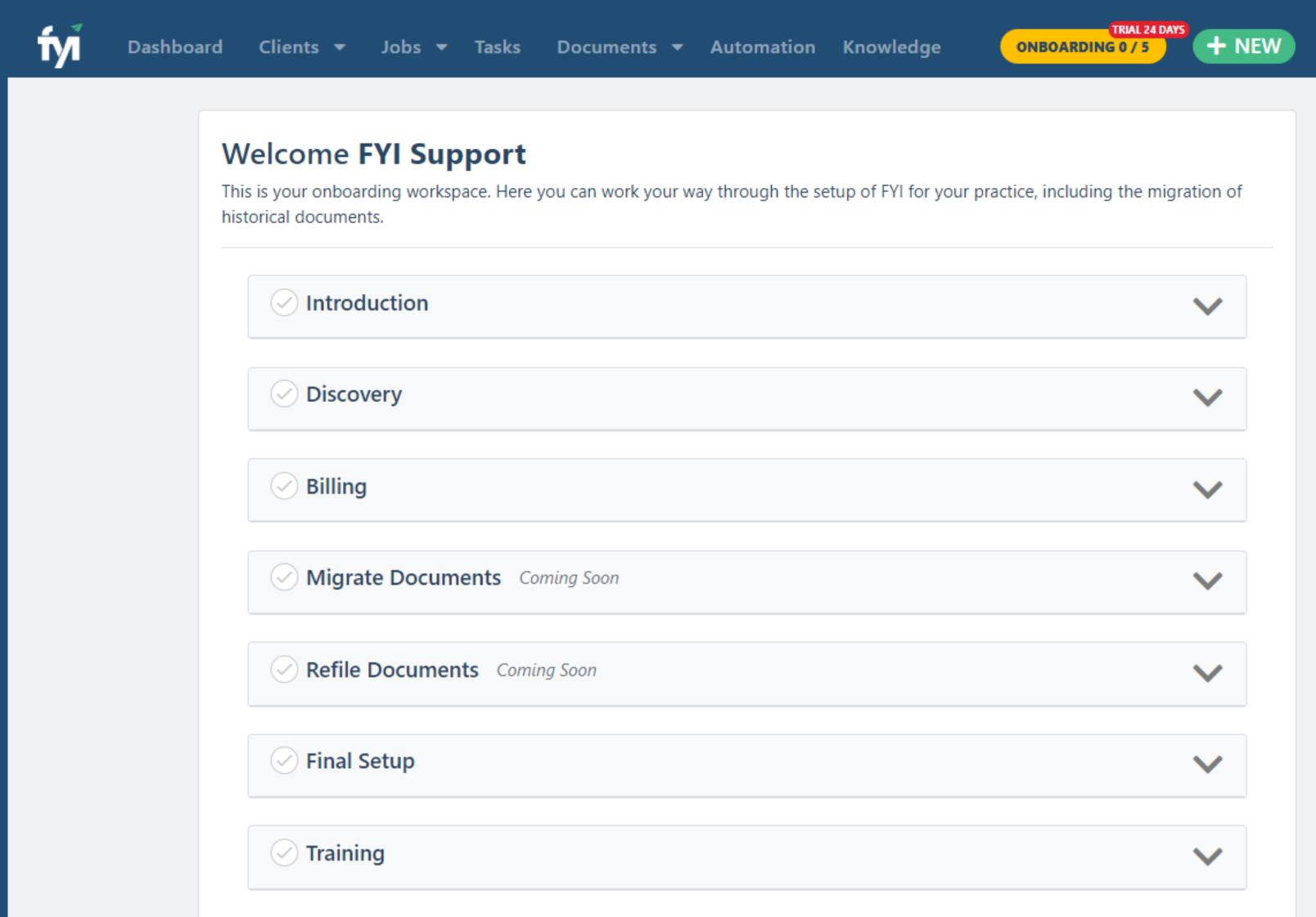








- Be guided through the onboarding process in-product.
- Take your practice from trial to live, with links and guides to setup key features and arrange document migration.





### **DISCOVERY**

- Book a Discovery Meeting
- Accept assisted onboarding proposal or proceed with self-implementation

### CONFIGURATION

- Configure FYI for your practice
- Choose the plan that's right for you

Today

• 1-2 Weeks

2-3 Weeks

3-4 Weeks

• GO LIVE

### BEGIN FREE TRIAL

- Learn how to navigate FYI
- Key concepts
- Master the essentials

### **| MIGRATION**

Migrate historical documents

### **TRAINING**

- Administrators
- Users



The transition from MYOB AE to FYI was seamless. The FYI team walked us through every step. No question asked was too hard. We have been using FYI for a week and the time saved already outweighs initial costs.

Rebecca Raeburn



This has been the most simple transition that I have ever experienced in moving systems. You have done a great job in getting us prepared. The onboarding went really well with minimal issues after migration, and you have great fixes for those. Our staff are now using the system and really love it.

**Jos Pemberton** 

























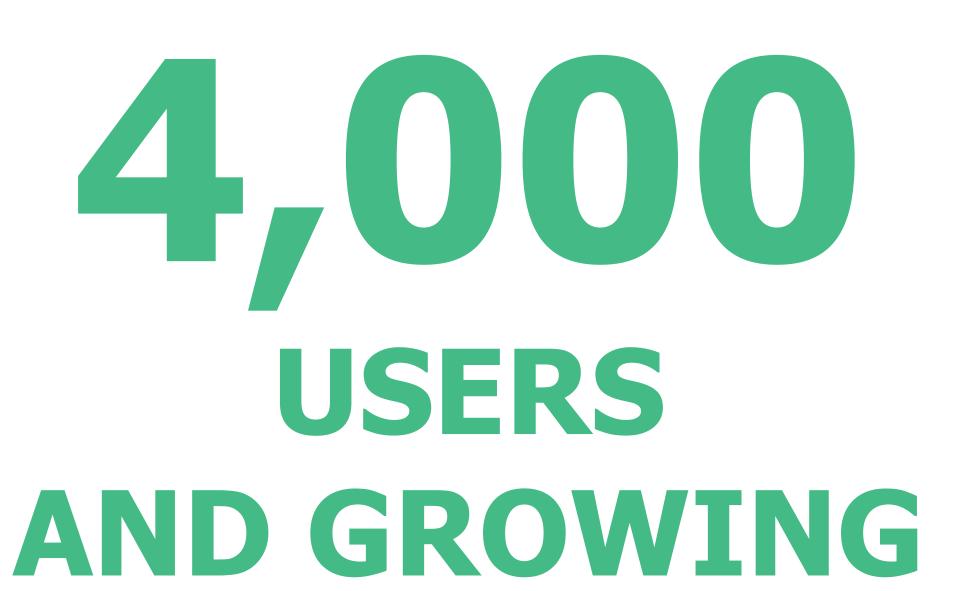






















































Changing document management systems was a huge call for our practice. It wasn't until we came across FYI that we were able to find the best fit for our needs.

The migration of documents and implementation was efficient and effective.

Our team jumped on it from day one and we wouldn't go back!

Sam Horsman, Principal PJS Financial

We've been a client of FYI since January 2019, and are delighted with the product and its evolving road map.

The level of client service and responsiveness to enhancements has been impressive.

FYI is certainly an industry leader and best practice solution.

Robert Moore, Director
Invigor8 Accountants and Advisors



FYI blew me away. It's more than a document management solution .....

It's a way of re-casting all of your processes internally and automating them.

And it's an absolute game-changer.



God, I love this program!

Jeremy Coverdale, Partner Coverdale Busness Solutions



START YOUR

30-DAY FREE TRIAL

TODAY

FYIDOCS.COM



FYIDOCS.COM