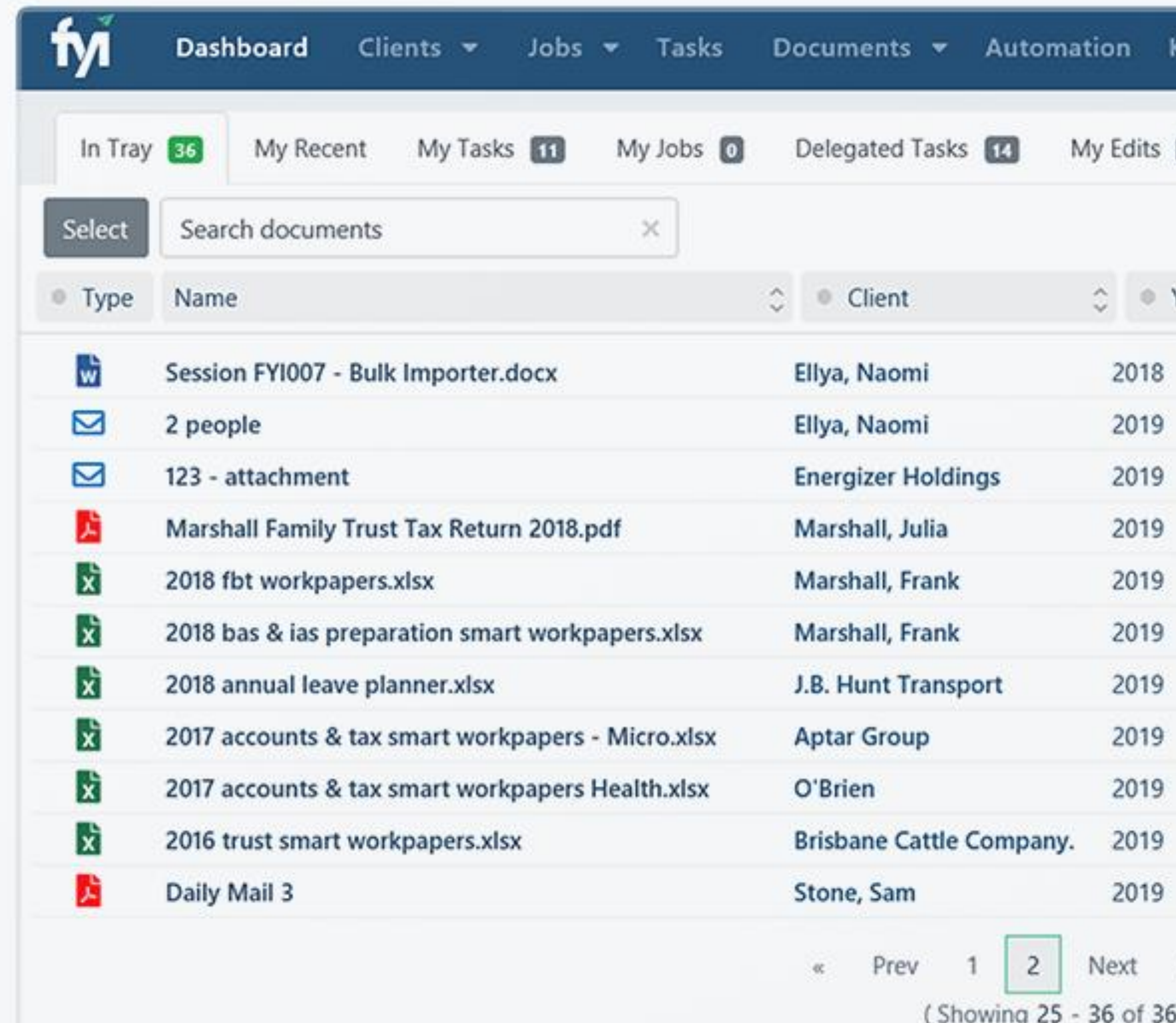




THE WORLD'S  
MOST AUTOMATED  
**DOCUMENT MANAGEMENT  
PLATFORM**

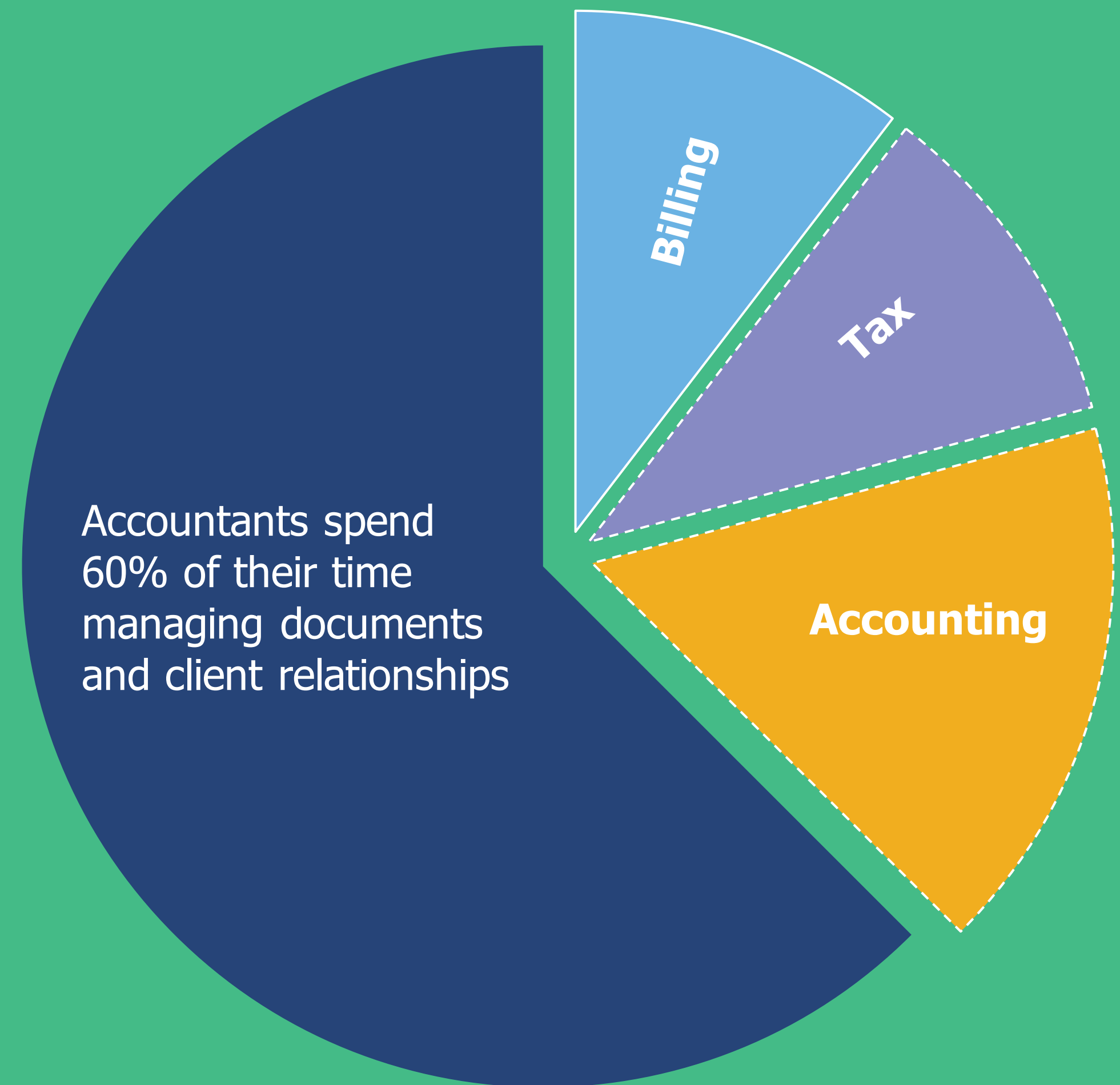


FYI is an online document management and automation engine, purpose-built for accountants.





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



Source: FYI Compliance  
Time and Motion Study 2018





# A NEW BREED OF AUTOMATED DOCUMENT MANAGEMENT



Automatic filing of client emails



Embedded task management



Document management



XPM Job management



Powerful search and retrieval



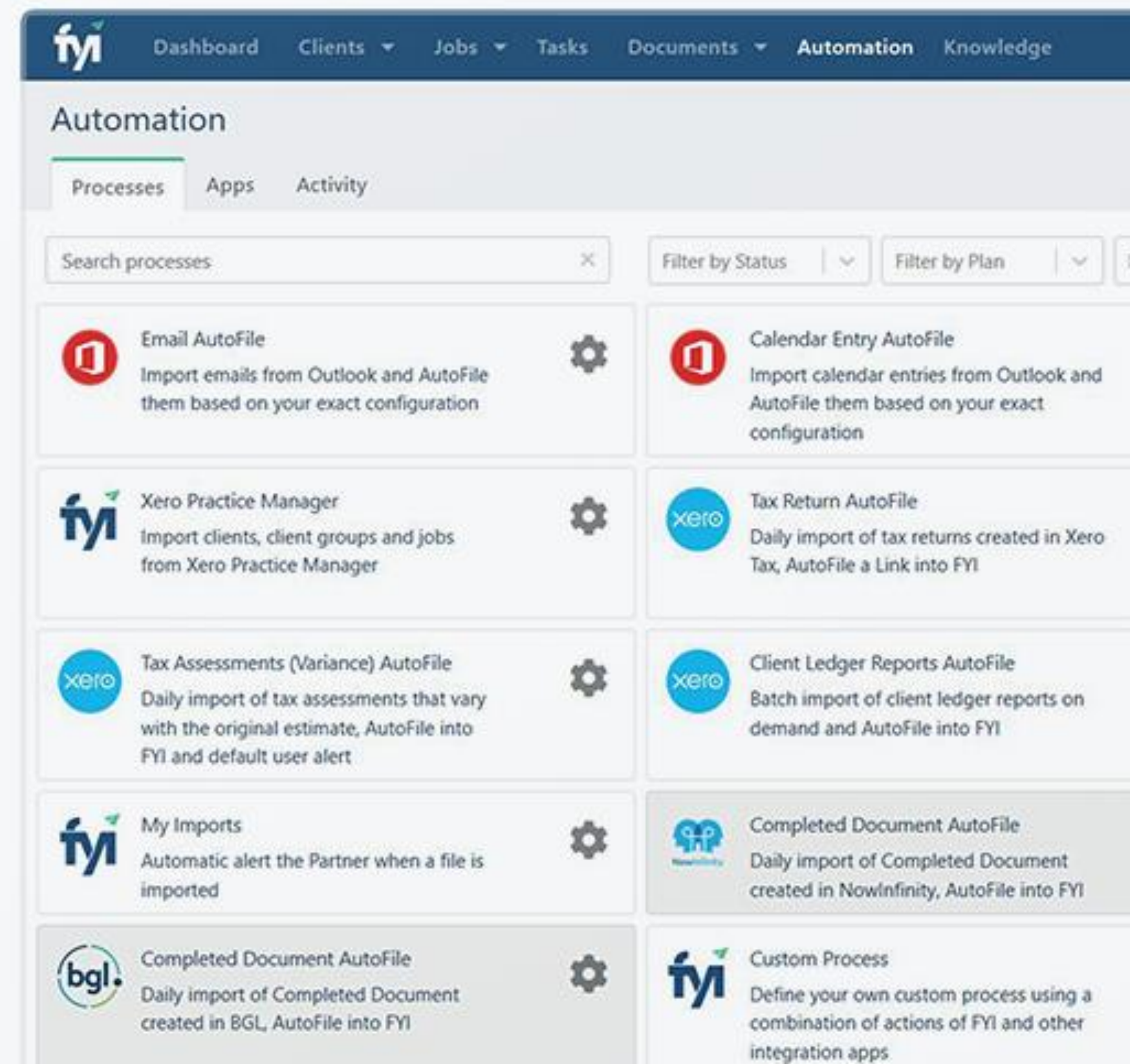
Configurable process automation



Client relationship management



Collaboration and approval workflows





## Very excited re NZ launch

- Support hours
- Recruiting for country head
- Integrations



THEGAP





**BUILT FOR ACCOUNTANTS  
AND DEEPLY INTEGRATED TO  
YOUR PRACTICE SUITE**



# BEST OF BREED INTEGRATIONS



## Office 365

Edit Word, Excel, PowerPoint  
and PDF documents using the  
richness of Microsoft Office



Automatically capture and  
file client emails in Outlook



# BEST OF BREED INTEGRATIONS



## Xero Practice Manager

Synch clients, client groups  
and jobs from XPM

Add something about deep  
xero integration





# BEST OF BREED INTEGRATIONS



THEGAP



zapier



DocuSign®



With a growing number of partners across the  
practice ecosystem



**SECURITY AND TRUST**



**PROVEN RETURN ON  
INVESTMENT**



**EASY ONBOARDING**



**PROTECT YOUR  
DOCUMENTS**  
WITH THE HIGHEST SECURITY



## SECURITY AND TRUST

## PROTECT YOUR DOCUMENTS IN THE CLOUD



Highest levels of data encryption



AWS Well-Architected Framework



Microsoft Windows authentication



24/7 data protection



ISO27001:2019 Certified



Tier 1 Hosting - Australia



oWASP Security Level



Regular load and penetration testing



**PROVEN**  
RETURN ON INVESTMENT





# WHERE DOES THE TIME GO?

6%

## Planning and workflow

Job scoping, capacity planning, reviewing milestone progress

23%

## Gathering, filing and sharing data

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

27%

## Preparing workpapers

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

9%

## Review and Supervision

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

18%

## Client collaboration

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

9%

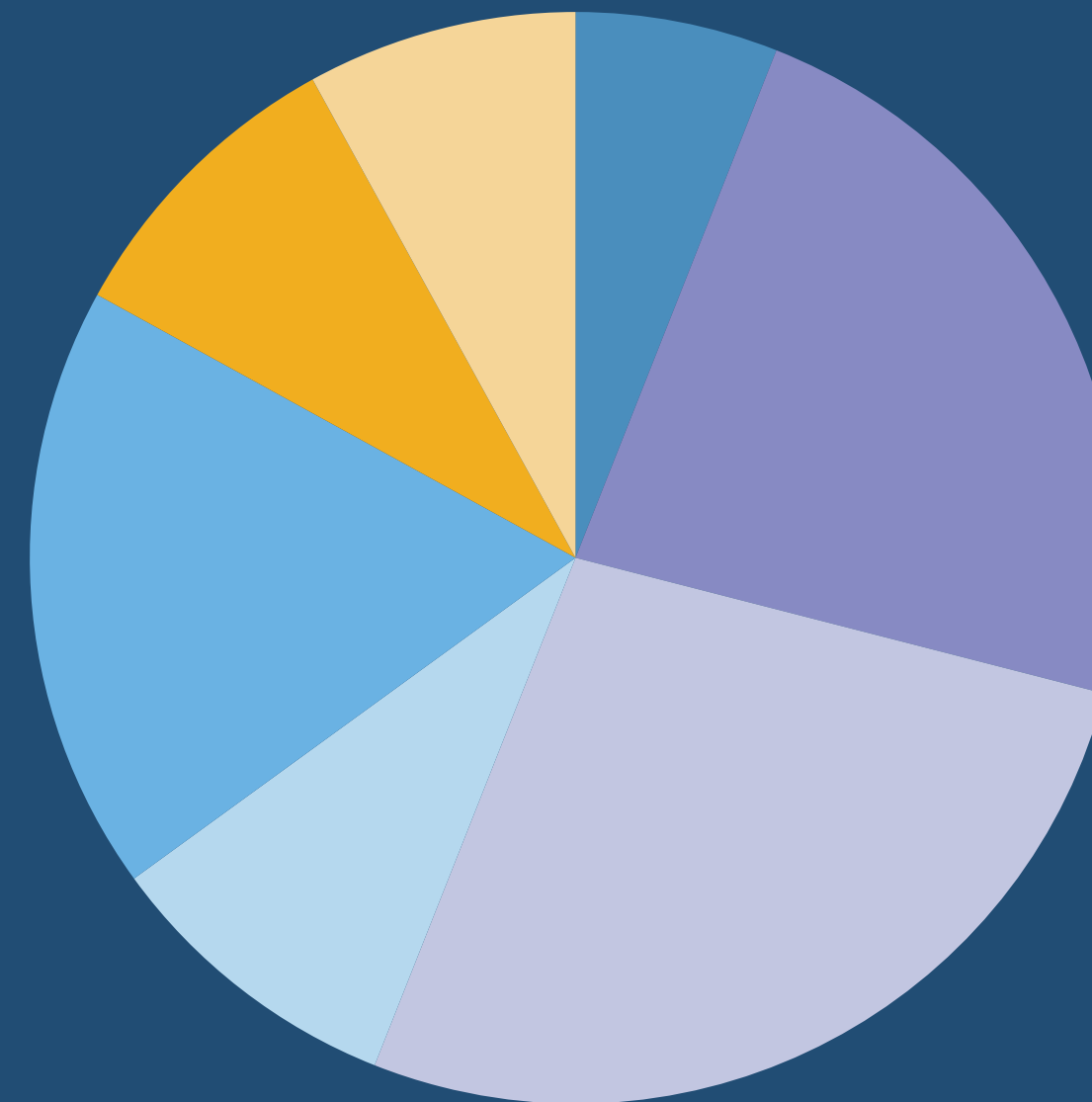
## Completion and lodgement

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

8%

## Administration

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



Source: FYI Compliance  
Time and Motion Study 2018



# COMPLETE PAPERLESS OFFICE IN THE CLOUD

- | Documents  |      |  |                         |                      |
|--|------|--|-------------------------|----------------------|
| <div> <div>Financials &amp; Tax Returns</div> <div>Recent</div> <div>Search documents</div> </div> |      |  |                         |                      |
| <input type="checkbox"/>   | Type | Name   | Group                   | Client               |
| <input type="checkbox"/>   |      | New company set up and I need an accountant... |                         | Abigail Michael      |
| <input type="checkbox"/>   |      | Year_end_financials                            | Nile Construction       | Reed, Hank           |
| <input type="checkbox"/>   |      | New_Business_-_Draft_Numbers                   | Nile Construction       | Reed, Hank           |
| <input type="checkbox"/>   |      | Year end financials                            | Nile Construction       | Reed, Hank           |
| <input type="checkbox"/>   |      | RE: Can you help me with another project...    | Marshall Group          | Marshall, Frank      |
| <input type="checkbox"/>   |      | Introduction to New Business                   | Kiwi Home Builders      | Allport, Kevin       |
| <input type="checkbox"/>   |      | Year end financials                            | Nile Construction       | Reed, Hank           |
| <input type="checkbox"/>   |      | Leonie Allport Tax Return 2019                 | Kiwi Home Builders      | Allport, Leonie      |
| <input type="checkbox"/>   |      | Kiwi Home Builders Ltd Tax Return 2019         | Kiwi Home Builders      | Kiwi Home Builders   |
| <input type="checkbox"/>   |      | Leonie Allport Tax Return 2017                 | Kiwi Home Builders      | Allport, Leonie      |
| <input type="checkbox"/>   |      | Leonie Allport Tax Return 2018                 | Kiwi Home Builders      | Allport, Leonie      |
| <input type="checkbox"/>   |      | Kiwi Home Builders Ltd Tax Return 2018         | Kiwi Home Builders      | Kiwi Home Builders   |
| <input type="checkbox"/>   |      | Kevin Allport Tax Return 2019                  | Kiwi Home Builders      | Allport, Kevin       |
| <input type="checkbox"/>   |      | Kiwi Home Builders Ltd Tax Return 2017         | Kiwi Home Builders      | Kiwi Home Builders   |
| <input type="checkbox"/>   |      | Kevin Allport Tax Return 2018                  | Kiwi Home Builders      | Allport, Kevin       |
| <input type="checkbox"/>   |      | Kevin Allport Tax Return 2017                  | Kiwi Home Builders      | Allport, Kevin       |
| <input type="checkbox"/>   |      | Allport Investments Ltd Tax Return 2019        | Kiwi Home Builders      | Allport Investments  |
| <input type="checkbox"/>   |      | Allport Investments Ltd Tax Return 2018        | Kiwi Home Builders      | Allport Investments  |
| <input type="checkbox"/>   |      | Allport Investments Ltd Tax Return 2017        | Kiwi Home Builders      | Allport Investments  |
| <input type="checkbox"/>   |      | Allport Family Trust Tax Return 2019           | Continental Airlines... | Allport Family Trust |

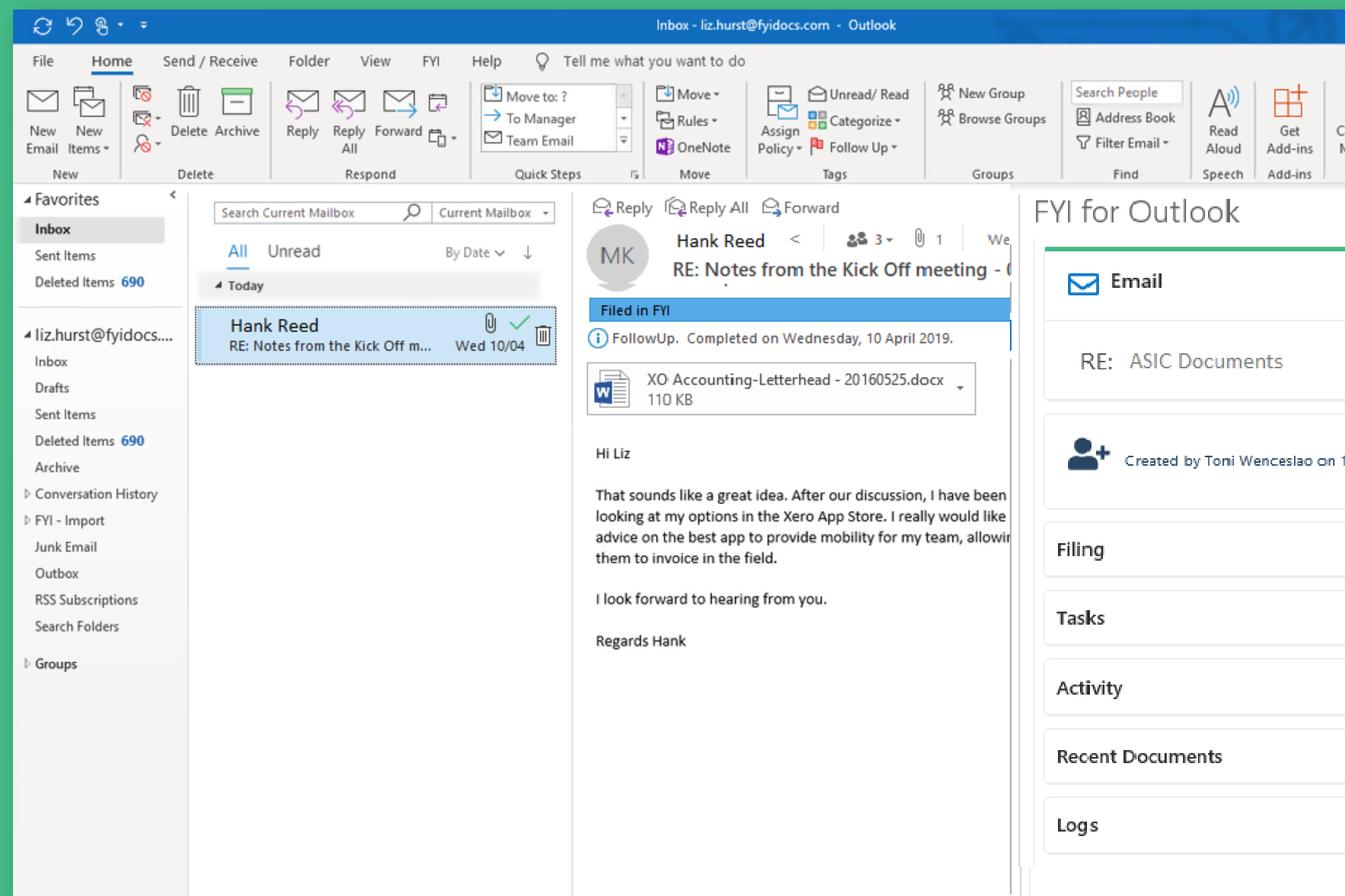


## Gathering, filing and sharing data

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

# AUTOMATED EMAIL FILING

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





# PRACTICAL TASK MANAGEMENT

- fy

Dashboard

Clients

Jobs

Tasks

Documents

Tasks

Select

Search tasks

Status

Subject

Signature: Engagement\_Letter

Signature: Engagement\_Letter

Call client to get their response

Signature: Engagement\_Letter

Create engagement

Chase Frank to get signed doc

Signature: Engagement\_Letter

Possible negative client email ale

Create engagement

Signature: Engagement\_Letter

Signature: Engagement\_Letter

Create engagement letter

Marshall, Frank

Marshall, Frank

Create Task

Call client for follow up

Delegator

Roger Taylor

Client

Marshall, Frank

Assignee

Troy Steele

Due date

17/04/2019

Status

Not started

Details

B

Normal

16

Create

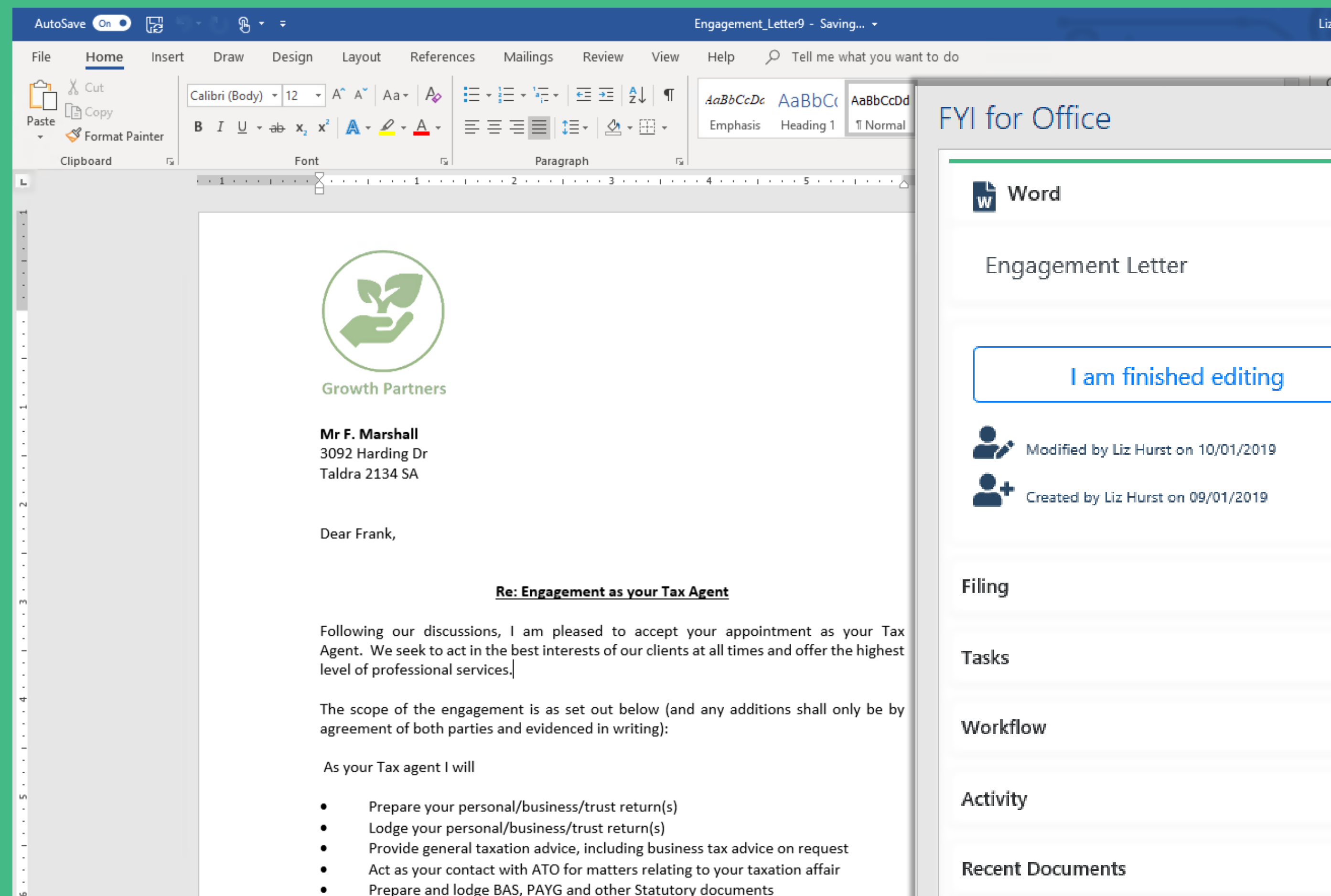


## Preparing workpapers

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

# DOCUMENT AUTOMATION

- › Create and edit documents natively using the richness of Microsoft's desktop apps
- › Access templates, file documents, assign tasks and more without leaving the document you're working in Word, Excel or Powerpoint



- Auto-create documents and emails from practice templates with merge fields.
- Consistent naming and filing.
- Cross links.
- Powerful search and retrieval.





## Review and Supervision

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

# DOCUMENT WORKFLOWS

- › Individual approval authorisations
- › Document workflow status
- › Document approvals
- › Scanned signatures

The screenshot displays the 'Automation' section of the FYI software. At the top, a dark blue navigation bar contains the FYI logo and menu items: Dashboard, Clients, Jobs, Tasks, Documents, Automation, and Knowledge. Below this, the 'Automation' header is followed by tabs for Processes, Apps, and Activity. A search bar labeled 'Search processes' and two filter buttons, 'Filter by Status' and 'Filter by Plan', are positioned above a grid of automation processes. Each process card includes a logo, a title, a description, and a settings gear icon. The processes listed are:

- Email AutoFile**: Import emails from Outlook and AutoFile them based on your exact configuration.
- Calendar Entry AutoFile**: Import calendar entries from Outlook and AutoFile them based on your exact configuration.
- Xero Practice Manager**: Import clients, client groups and jobs from Xero Practice Manager.
- Tax Return AutoFile**: Daily import of tax returns created in Xero, AutoFile a Link into FYI.
- Tax Assessments (Variance) AutoFile**: Daily import of tax assessments that vary with the original estimate, AutoFile into FYI and default user alert.
- Client Ledger Reports AutoFile**: Batch import of client ledger reports, demand and AutoFile into FYI.
- My Imports**: Automatic alert the Partner when a file is imported.
- Completed Document AutoFile**: Daily import of Completed Documents created in NowInfinity, AutoFile into FYI.
- Completed Document AutoFile**: Daily import of Completed Documents created in BGL, AutoFile into FYI.
- Custom Process**: Define your own custom process, a combination of actions of FYI and integration apps.



## Preparing workpapers

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

# POWERFUL SEARCH AND RETRIEVAL

- › Access information in seconds using metadata, text searching and tags rather than folders

fyi

Dashboard

Clients ▾

Jobs

Tasks

Documents ▾

Documents

Select

Business Services x ▾

Recent Documents ▾

Engagement Letter

Type

Name

Client

Year

	PAYG Annual Notice	Marshall, Frank	2017	C
	ATO - RBA	Inner City Electri...	2017	C
	Copy of last 3 years tax returns	Marshall, Frank	2017	C
	Sale of NZ business (AF003)	Marshall, Frank	2017	C
	IAS Letter - Blank - PAYG WH	Marshall, Frank	2017	C
	Sale of NZ business (AF001)	Marshall, Frank	2017	C
	Year End Tax Return Letter for Client Group	Marshall, Julia	2017	C
	Test	Marshall, Frank	2017	C
	Letter Requesting Year End Information	Marshall, Julia	2017	C
	Engagement Letter	Marshall, Julia	2017	C
	Year End Tax Return Letter for Client Group	Marshall, Leslie	2017	C
	Demo - NOA	Marshall, Frank	2017	C
	Year end pack	Marshall, Frank	2017	C
	Late lodgements	Marshall, Frank	2019	C
	Elders statement 30062018	Marshall, Frank	2018	C





Marshall, Frank



Marshall Group



Summary

Detail

Jobs

Tasks

Documents

Tax

Corporate Affairs

Apps

Processes

Activity

Contact Details



Name Marshall, Frank

Contact Mr F. Marshall

Email client.frank.marshall@outlook.com

Phone number (08) 9867-5548

Mobile number 0433 830 454

Date of birth

Export Code 10102

Client Code

Partner Liz Hurst

Manager Roger Taylor

Tax & Company



Physical Address



Postal Address



Group Members



Phone call



File note



Meeting

Subject

Enter the subject



**B**

U



15

Segoe UI

**A**



Please enter description ...

Phone

(08) 9867-5548

Date

02/09/2019

Time

11:15:44

Create

Clear

Documents

Type

Name

Modified By

Modified On



[DEMO USE ONLY] Fiona\_Reed-Tax-return

System

02/09/2019



AdobeSign: Fiona\_Reed-Tax-return

Roger Taylor

02/09/2019



AdobeSign: Engagement\_Letter

Roger Taylor

02/09/2019





# JOB MANAGEMENT

- | Jobs  |                       |                 |             |
|---|-----------------------|-----------------|-------------|
| <div> <div>Select</div> <div>All</div> <div>No partner selected</div> <div>No manager selected</div> </div> |                       |                 |             |
| Client group(s)   | Client                | Name            | State       |
| Marshall Group  | Marshall, Frank       | 2016 Compliance | At Risk     |
| Tarex Industries  | Tarex Industries      | 2018 Compliance | In Progress |
| Marshall Group  | Marshall, Frank       | 2018 Compliance | At Risk     |
| Marshall Group  | Inner City Electrical | 2018 Compliance | In Progress |
| Grant Co.   | Grant, Danna          | 2018 Compliance | In Progress |
| TRW Automotive Hol...   | TRW Automotive Hol... | 2018 Compliance | At Risk     |
| Pint Corporation  | Pint Corporation      | 2018 Compliance | In Progress |
| Marshall Group  | Marshall Superfund    | 2018 Compliance | In Progress |
| Marshall Group  | Marshall, Julia       | 2018 Compliance | At Risk     |
| The Service Masters   | The Service Masters   | 2018 Compliance | In Progress |
| NVG Universal   | NVG Universal         | 2018 Compliance | In Progress |
| Marshall Group  | Marshall, Leslie      | 2018 Compliance | At Risk     |





## Client collaboration

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

# COLLABORATE WITH YOUR CLIENTS



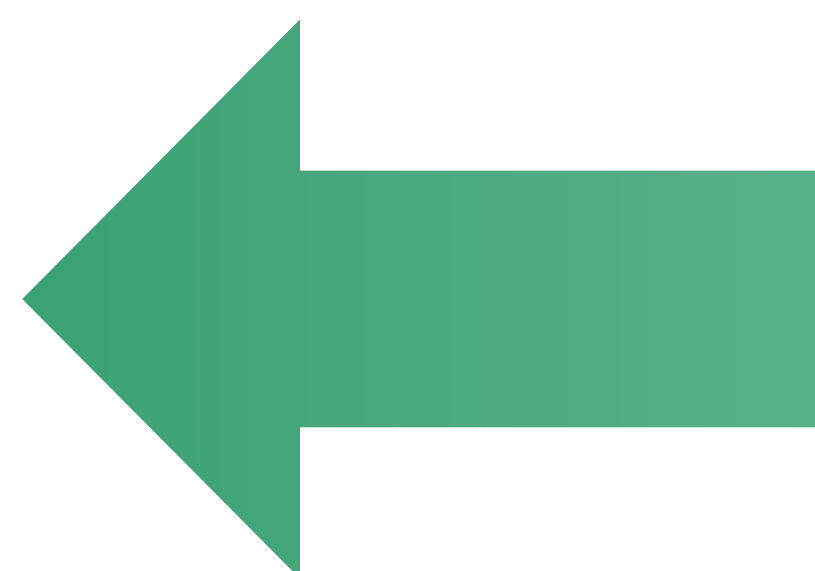
COMING SOON



Google Drive



Dropbox



fyi

Dashboard

Clients ▾

Jobs

Tasks

Documents ▾

Documents

Select

Business Services x ▾

Recent Documents ▾

Engagement Letter

Type

Name

Client

Year

	PAYG Annual Notice	Marshall, Frank	2017	C
	ATO - RBA	Inner City Electri...	2017	C
	Copy of last 3 years tax returns	Marshall, Frank	2017	C
	Sale of NZ business (AF003)	Marshall, Frank	2017	C
	IAS Letter - Blank - PAYG WH	Marshall, Frank	2017	C
	Sale of NZ business (AF001)	Marshall, Frank	2017	C
	Year End Tax Return Letter for Client Group	Marshall, Julia	2017	C
	Test	Marshall, Frank	2017	C
	Letter Requesting Year End Information	Marshall, Julia	2017	C
	Engagement Letter	Marshall, Julia	2017	C
	Year End Tax Return Letter for Client Group	Marshall, Leslie	2017	C
	Demo - NOA	Marshall, Frank	2017	C
	Year end pack	Marshall, Frank	2017	C
	Late lodgements	Marshall, Frank	2019	C
	Elders statement 30062018	Marshall, Frank	2018	C



## Preparing workpapers

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











# PROCESS AUTOMATIONS

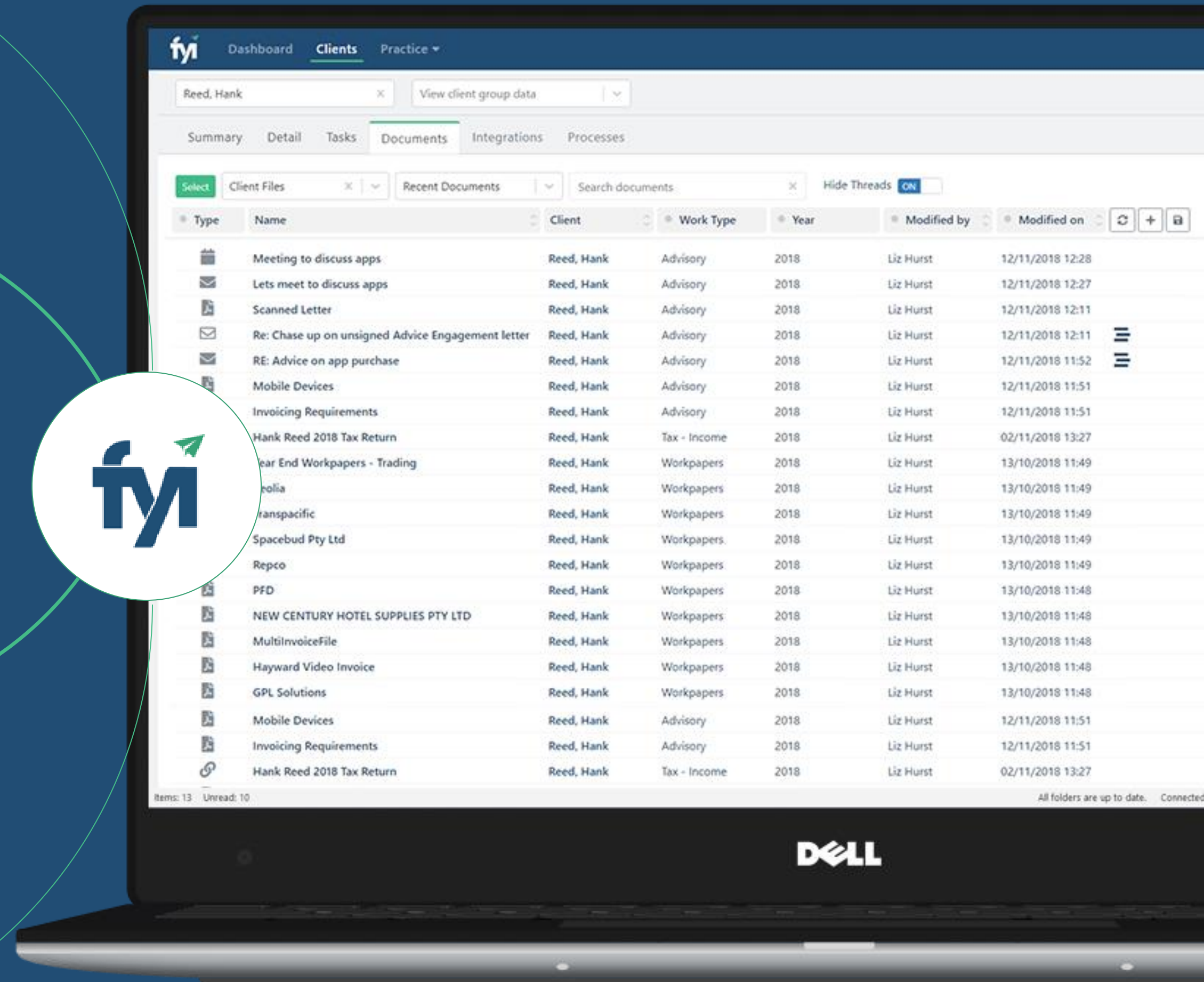
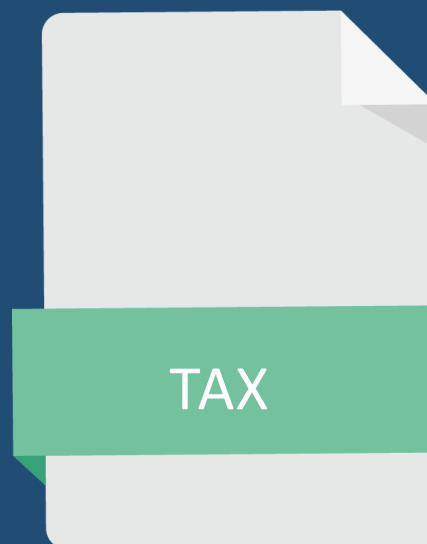
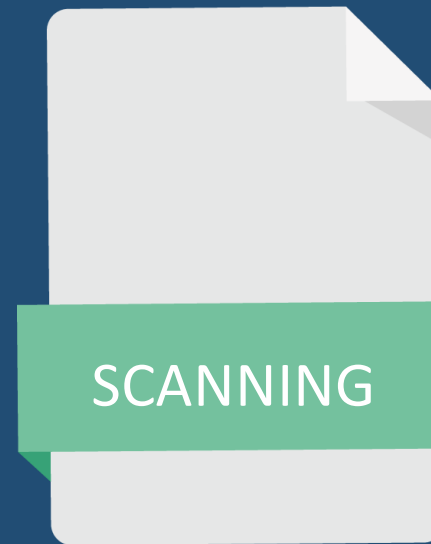
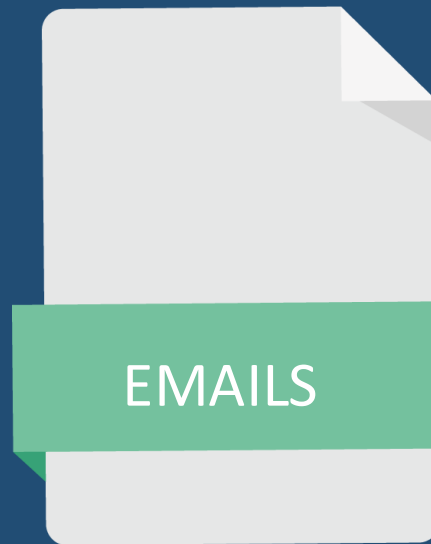
- › Automatically capture and file client documents from BGL, OneDrive, and in the near future, from DropBox and Drive
- › Batch-create, import and auto-file consistently named sets of reports from your **Client's Xero Ledger** with a single click

**Automation**

Processes Apps Activity

Search processes × Filter by Status ▼ Filter by Plan ▼

 <b>Email AutoFile</b> Import emails from Outlook and AutoFile them based on your exact configuration	 <b>Calendar Entry AutoFile</b> Import calendar entries from Outlook and AutoFile them based on your exact configuration
 <b>Xero Practice Manager</b> Import clients, client groups and jobs from Xero Practice Manager	 <b>Tax Return AutoFile</b> Daily import of tax returns created in Xero, AutoFile a Link into FYI
 <b>Tax Assessments (Variance) AutoFile</b> Daily import of tax assessments that vary with the original estimate, AutoFile into FYI and default user alert	 <b>Client Ledger Reports AutoFile</b> Batch import of client ledger reports, demand and AutoFile into FYI
 <b>My Imports</b> Automatic alert the Partner when a file is imported	 <b>Completed Document AutoFile</b> Daily import of Completed Documents created in NowInfinity, AutoFile into FYI
 <b>Completed Document AutoFile</b> Daily import of Completed Documents created in BGL, AutoFile into FYI	 <b>Custom Process</b> Define your own custom process, combination of actions of FYI and integration apps



Type	Name	Client	Work Type	Year	Modified by	Modified on
	Meeting to discuss apps	Reed, Hank	Advisory	2018	Liz Hurst	12/11/2018 12:28
	Lets meet to discuss apps	Reed, Hank	Advisory	2018	Liz Hurst	12/11/2018 12:27
	Scanned Letter	Reed, Hank	Advisory	2018	Liz Hurst	12/11/2018 12:11
	Re: Chase up on unsigned Advice Engagement letter	Reed, Hank	Advisory	2018	Liz Hurst	12/11/2018 12:11
	RE: Advice on app purchase	Reed, Hank	Advisory	2018	Liz Hurst	12/11/2018 11:52
	Mobile Devices	Reed, Hank	Advisory	2018	Liz Hurst	12/11/2018 11:51
	Invoicing Requirements	Reed, Hank	Advisory	2018	Liz Hurst	12/11/2018 11:51
	Hank Reed 2018 Tax Return	Reed, Hank	Tax - Income	2018	Liz Hurst	02/11/2018 13:27
	Year End Workpapers - Trading	Reed, Hank	Workpapers	2018	Liz Hurst	13/10/2018 11:49
	Polia	Reed, Hank	Workpapers	2018	Liz Hurst	13/10/2018 11:49
	Transpacific	Reed, Hank	Workpapers	2018	Liz Hurst	13/10/2018 11:49
	Spacebud Pty Ltd	Reed, Hank	Workpapers	2018	Liz Hurst	13/10/2018 11:49
	Repco	Reed, Hank	Workpapers	2018	Liz Hurst	13/10/2018 11:49
	PFD	Reed, Hank	Workpapers	2018	Liz Hurst	13/10/2018 11:48
	NEW CENTURY HOTEL SUPPLIES PTY LTD	Reed, Hank	Workpapers	2018	Liz Hurst	13/10/2018 11:48
	MultInvoiceFile	Reed, Hank	Workpapers	2018	Liz Hurst	13/10/2018 11:48
	Hayward Video Invoice	Reed, Hank	Workpapers	2018	Liz Hurst	13/10/2018 11:48
	GPL Solutions	Reed, Hank	Workpapers	2018	Liz Hurst	13/10/2018 11:48
	Mobile Devices	Reed, Hank	Advisory	2018	Liz Hurst	12/11/2018 11:51
	Invoicing Requirements	Reed, Hank	Advisory	2018	Liz Hurst	12/11/2018 11:51
	Hank Reed 2018 Tax Return	Reed, Hank	Tax - Income	2018	Liz Hurst	02/11/2018 13:27



[Dashboard](#)[Clients](#) ▾[Jobs](#) ▾[Tasks](#)[Documents](#) ▾[Automation](#)[Knowledge](#)[+ NEW](#)

## Automation

[Processes](#)[Apps](#)[Activity](#)

Filter by Status



Filter by Plan



Filter by App

[List View](#)

### Email AutoFile

Import emails from Outlook and AutoFile them based on your exact configuration



### Calendar Entry AutoFile

Import calendar entries from Outlook and AutoFile them based on your exact configuration



### Collaborate

Collaborate with your clients using third-party services including OneDrive and DropBox



### Xero Practice Manager

Import clients, client groups and jobs from Xero Practice Manager



### Tax Return AutoFile

Daily import of tax returns created in Xero Tax, AutoFile a Link into FYI



### Tax Assessments (Agreed) AutoFile

Daily import of tax assessments that agree with the original estimate, AutoFile into FYI and corresponding client email



### Tax Assessments (Variance) AutoFile

Daily import of tax assessments that vary with the original estimate, AutoFile into FYI and default user alert



### Client Ledger Reports AutoFile

Batch import of client ledger reports on demand and AutoFile into FYI



### Negative Email Alert

Automatic alert when a negative email is received from a client to a designated default user



### My Imports

Automatic alert the Partner when a file is imported



### Completed Document AutoFile

Daily import of Completed Document created in NowInfinity, AutoFile into FYI



### Annual Statement AutoFile

Daily import of Annual Statements created in NowInfinity, AutoFile into FYI



### Completed Document AutoFile

Daily import of Completed Document created in BGL, AutoFile into FYI



### Custom Process

Define your own custom process using a combination of actions of FYI and other integration apps

[Add](#)

### Custom Process

Define your own custom process using a combination of actions of FYI and other integration apps





**EASY**  
ONBOARDING





## EASY ONBOARDING

## TRANSITION TO THE CLOUD WITH OUR PROVEN IMPLEMENTATION PROCESS

- Up and running within 4 weeks
- Import historical documents
- Assisted onboarding
- Self-guided implementation resources



# SPECIAL OFFER TO THE GAP CLIENTS

ACCEPT ONBOARDING PROPOSAL BY 31 MARCH  
½ PRICE PRO FOR 6 MONTHS

## STARTER

Email & Task  
Management

**\$5**

Per user/month

## INTERMEDIATE

Document  
Management

**\$25**

Per user/month

## PRO

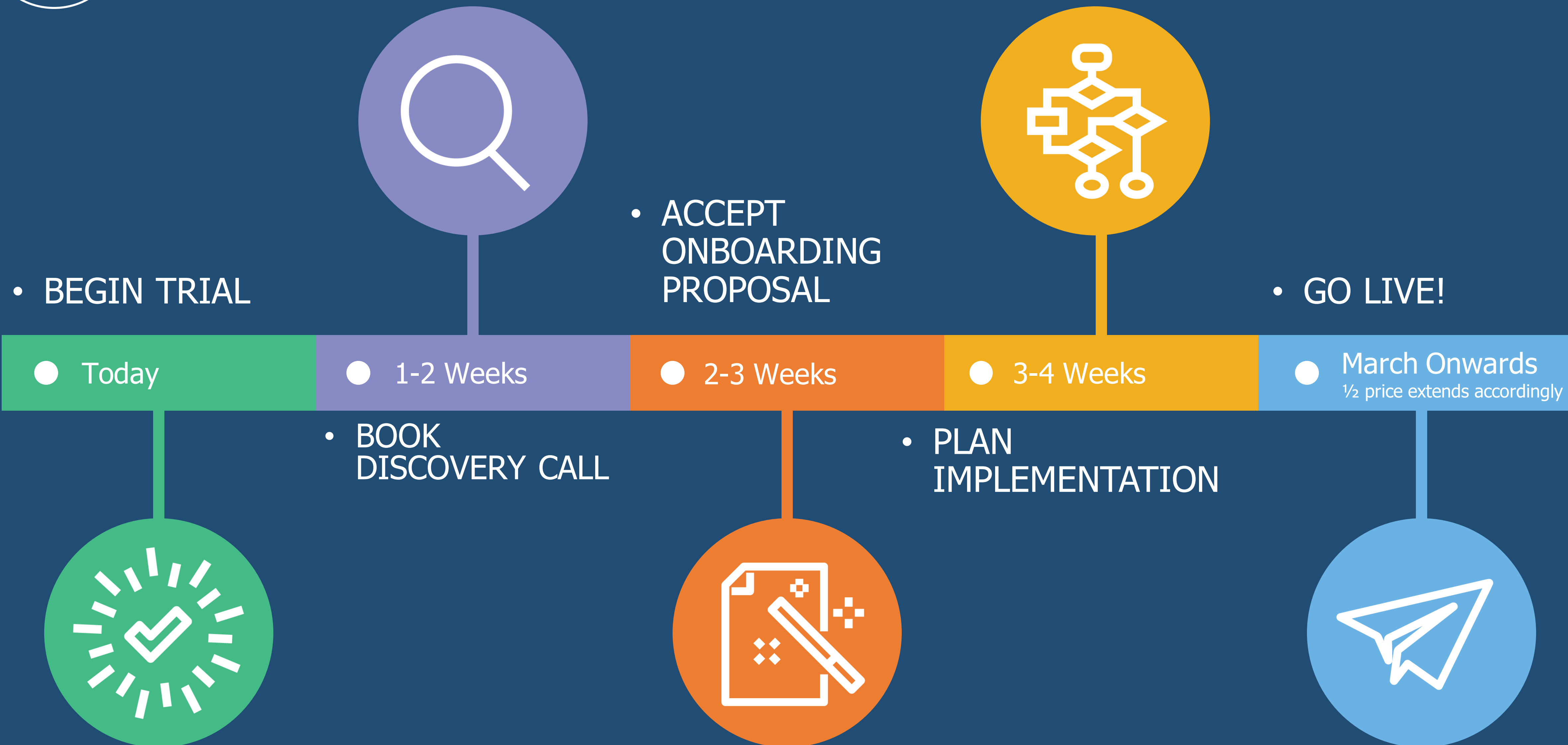
Process  
Automation

**\$50**

Per user/month



# ONBOARDING TIMELINE





## Easy Onboarding

Work your way through the setup of FYI for your practice without leaving your browser.

# ONBOARDING WORKSPACE

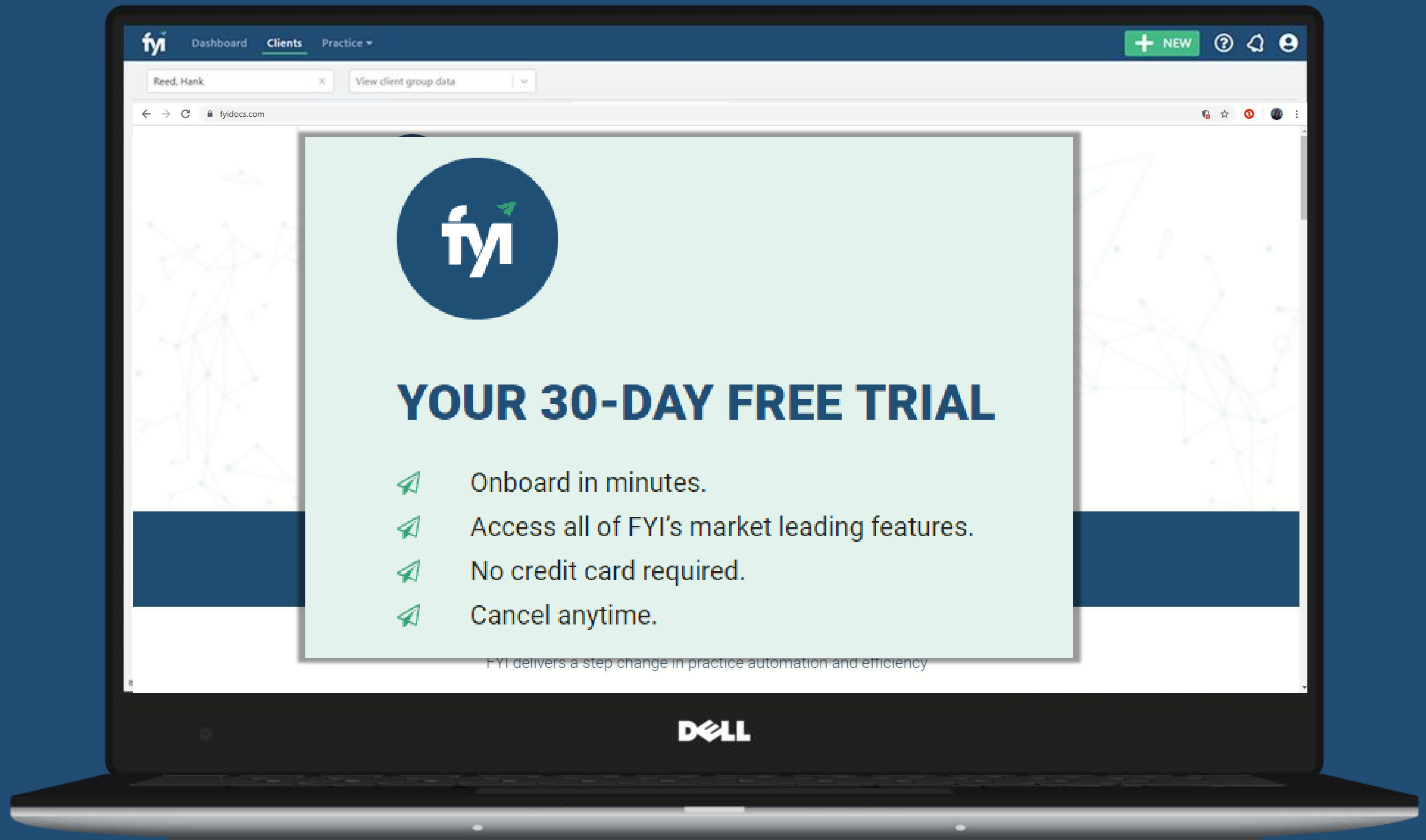
- › Be guided through the onboarding process in-product.
- › Take your practice from trial to live, with links and guides to setup key features and arrange document migration.

The screenshot shows the FYI Onboarding Workspace interface. At the top is a dark blue navigation bar with the FYI logo and menu items: Dashboard, Clients, Jobs, Tasks, Documents, Automation, and Knowledge. On the right side of the bar are two buttons: a yellow button labeled 'ONBOARDING 0 / 5' and a green button labeled '+ NEW'. Below the navigation bar is a white content area. The main heading is 'Welcome FYI Support'. Below this is a paragraph: 'This is your onboarding workspace. Here you can work your way through the setup of FYI for your practice, including the migration of historical documents.' Below the paragraph is a list of onboarding steps, each in a light gray box with a checkmark icon on the left and a dropdown arrow on the right:

- Introduction
- Discovery
- Billing
- Migrate Documents *Coming Soon*
- Refile Documents *Coming Soon*
- Final Setup
- Training



START YOUR  
**30-DAY FREE TRIAL**  
TODAY  
[FYIDOCs.COM](https://FYIDOCs.COM)



Visit [FYIDOCES.COM](https://fyidocs.com)





Visit [WWW.FYIDOCs.COM](http://WWW.FYIDOCs.COM)