



K2's Options To Automate Your Tax Preparation Workflow

Major Topics

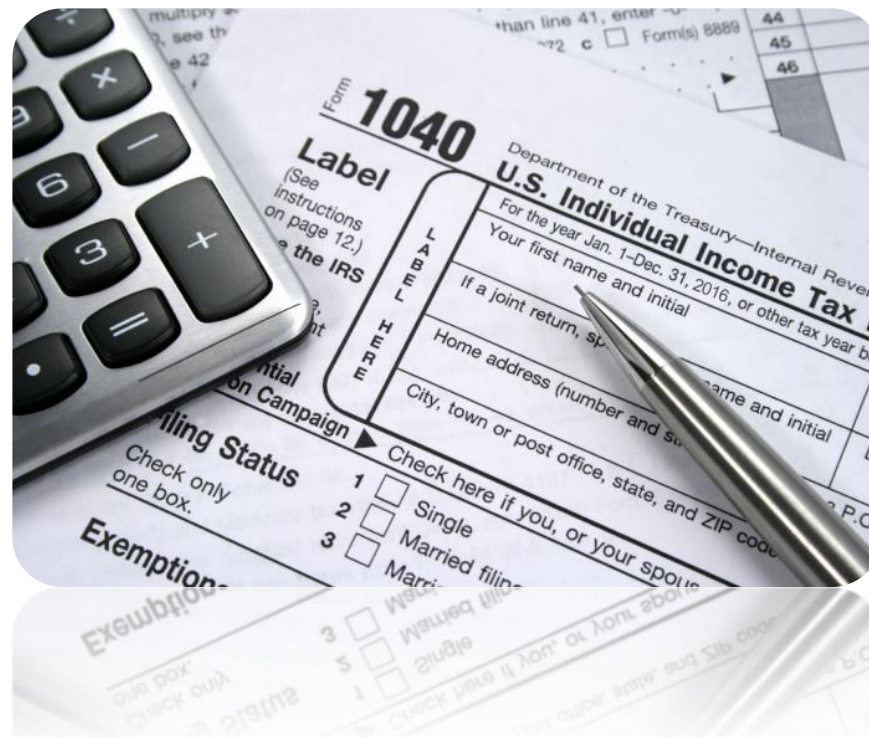


- Structuring the Practice
 - Pre-season Planning
 - Outsourcing Options
- Workflow
 - Scanning
 - Give away scanner used
 - Personal Tax Workpaper Automation Solutions
 - Review options
- Collaboration with Clients
 - Liscio
 - Suralink
- Ease of Delivery and Completion
 - eSignature
 - RPA for eFiling
- Higher Value Services
 - Tax Advisory and Planning
 - Value Pricing
- Tax Technology Tool Options

Learning Objectives



- Identify key tax return preparation processes that have technology automation solutions
- Differentiate between vendor options for key tax return preparation processes
- List examples of how preparers can use RPA to automate tax processing



STRUCTURING THE PRACTICE

What Are Your Objectives?



For The Firm

- Better control
- More profitable
- More responsive clients
- Balanced workload

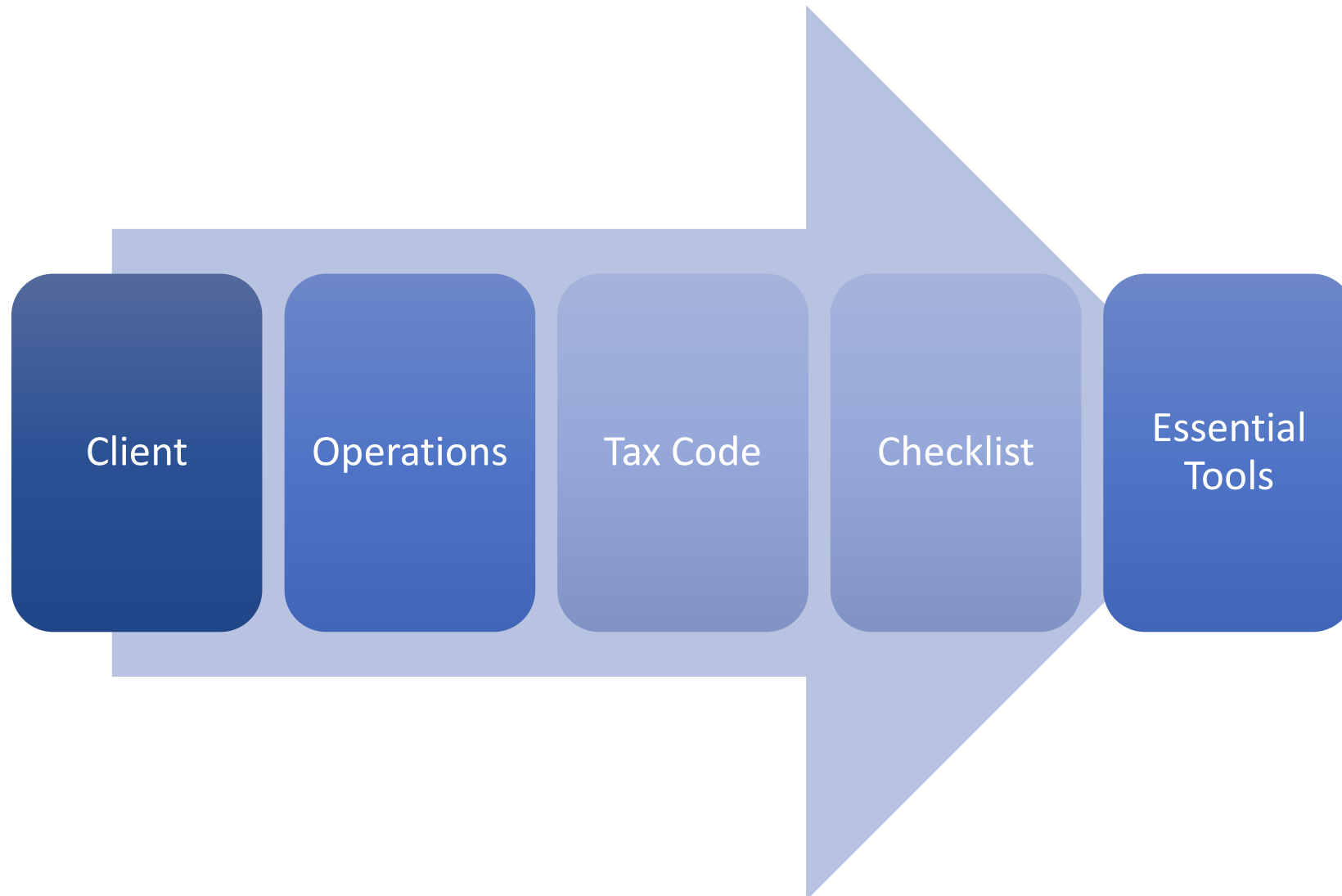
For You

- Less hours
- Lower stress
- More interesting work
- Less repetition



PRE-SEASON PLANNING

Pre-Season Planning Considerations



Client



- Setting Expectations
- Integrations
- Secure and proactive systems

Being proactive is the only way to exercise control over this workflow.

There are many solutions to help with this, but most of this is operational

Operations



- Cloud centric
- Documents
- Centralized library
- Tax prep software
- Tracking tax returns
- Communications
- Client collaboration
- PBC/Engagement letters
- Ease of payments

Don't forget to review all internal and external communication methods.

Tax Code



- Backup email and other IT resources
- Patch and update systems, including tax software
- Review Tax Code changes and communicating changes to staff and clients
- Notice handling
- Security plan compliance
- IRS Resources

Checklist



- Systems check
- Remove the cobwebs
- Fresh list/workflow update
- Review old and make new
- Resources and education
- Get your message out

The year-end list from your tax software will be closest to reality.

Checklist



- Roles
- Stock your shelves
- Capacity check
- Have a game plan



Tax Tools



- Compliance
- Controlling the work
- Client development and engagement
- [AccountingWeb Tax Season Survival Guide](#)

OUTSOURCING

Taxfyle
TOA
Analytix
Cloudstaff

ELECTRONIC PAYMENTS

CPA Charge
QuickFree
Kotapay
Veem
VeriCheck
PaySimple

DOCUMENT MANAGEMENT PORTAL

Doc-It
CCH Axxess Document
GoFileRoom
Filecenter
eFileCabinet
Smartvault
Tax
Joy
CCH Axxess Client Collaboration Portal
Sureprep TaxCaddy
Liscio Secure File



On-shore, Off-shore, Outsourced Employees, Contract Labor

OUTSOURCING OPTIONS

Staffing – Elephant In The Room



Sufficient Staff

- Reasonable work loads
- Flexibility
- Good retention
- Positive outlook
- Proactive
- Well organized

Short Staffed

- Bursts of excessive hours
- Tied to work
- Excessive turnover
- Low morale
- Reactive
- Disorganized and chaotic

Staffing Solutions



Remote Work

- Add staff from other locations
- Retain staff
- Higher caliber and capability
- Management load
- Flexibility
- Quality control
- Culture

Outsourcing

- Time shift workloads
- Scale staff
- Lower cost
- Delegation skills
- Unused capacity
- Variable skills
- May not use in client contact

Tax Workpapers



	Technology/Internal	Review/Internal	Outsource/Internal
Per Return	\$5-50	\$52-80	\$120-280
Staff Costs	\$15-25	\$50-200	\$200-800
Other factors	Simple/Complex/ABC	Staffing shortage	Skill set/capacity

Cost per hour (blend)	Number of returns	Pages/return	Hours/return	Projected cost
\$100	1000	55	2-8, assume 4	
Internal			\$400/return	\$400,000
Full Outsource		\$100/for an hour	\$280/return	\$380,000
Tech/external	\$50,000	\$100/for an hour	\$52,800 for verify	\$202,800

Full Outsourced Options

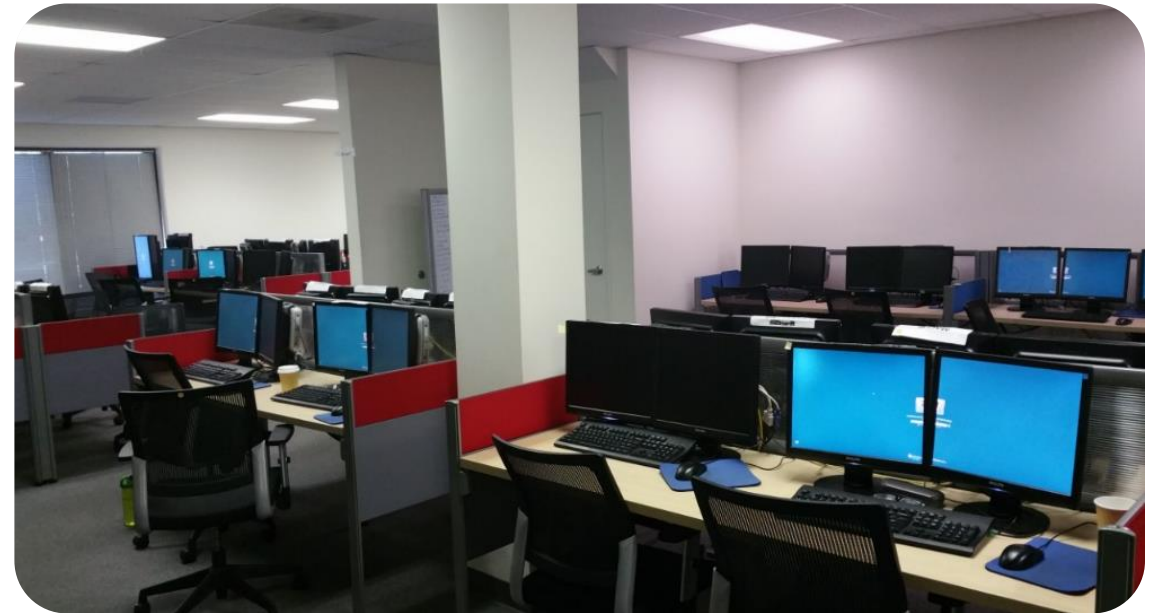


- Guidance
 - Consider labor shortages and expertise needed
 - Look at the costs for full outsource vs. partial outsource
 - You'll need workflow to control things
- Providers
 - SurePrep [Outsource](#)
 - [BooXkeeping](#)
 - Wolters Kluwer – [Xpitax](#)
 - [Taxfyle](#)
 - Aldrich and other private groups
 - Look for credible organizations specializing in CPA firms

SurePrep



- Technology – SPbinder, 1040SCAN ORGANIZE, 1040SCAN PRO
- On shore or offshore services
 - Verification
 - Full preparation
- Hybrid - 1040SCANverify
- Integration with all the top tax products
- Usually less expensive than interns and more accurate
- Provides scale to your tax practice



Why Choose BooXkeeping?



- Low Startup Investment
 - BooXkeeping franchise costs are significantly less than most franchises due to low initial staffing needs and the ability to operate your business from virtually anywhere
- Flexible For Your Lifestyle
 - Because you can start your business from anywhere, owning a BooXkeeping Franchise allows the freedom to grow as fast as you'd like and set your own pace
- Stand Out Brand
 - Unlike freelance bookkeepers, BooXkeeping franchisees have the advantage of being backed by a trusted brand, built-in processes, and 360-degree support

BooXkeeping Outsourcing



- Staffing Solution For Faster Growth
 - Franchisees can outsource the bookkeeping process to BooXkeeping trained professionals, allowing owners to focus more on acquiring customers and growing their business
- Turn-key Business Model
 - BooXkeeping's proprietary cloud-based system provides you with a complete business in a box that's easy to learn, secure and efficient. They also offer around-the-clock IT support and training resources.
- No Experience Necessary
 - You don't have to have bookkeeping experience or be a financial professional, as long as you have good people skills and can concentrate on business development
- Total Marketing System
 - BooXkeeping provides everything you need to market your business, including a local website, SEO, social media, content, email marketing, analytics, reputation management, CRM, and custom mobile apps for you and your clients

Professional Accountant CAS



- Take Your Practice To The Next Level
 - Bookkeeping services add additional revenue so you can scale faster
- Build A Valuable Business
 - CPAs, Accountants, and Bookkeepers know that providing great value builds lasting relationships, and Bookkeeping can help your business become stronger

Avg Billing Rate for Bookkeeping Services

	Per Hour
Client Accounting Services	\$ 120.00
Bookkeeping cost per employee	(25.00)
Less: 10% franchise royalty	<u>(12.00)</u>
Gross Margin per Bookkeeping Employee	<u>\$ 83.00</u>

69% Gross Margin

BooXkeeping White Label



BooXkeeping®
...bookkeeping redefined

Ready To Get Started?
Schedule Your Free Consultation Today.

**DOWNLOAD OUR FREE GUIDE
TO WHITE LABEL BOOKKEEPING**

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San Diego, CA 92128

info@BooXkeeping.com | www.BooXkeeping.com

(858) 483-2669

**WHITE LABEL
BOOKKEEPING**
for CPAs, CFOs, and Consultants

Boost Your Revenue With Our Impressive White Label Bookkeeping Services

BooXkeeping offers a complete White Label Bookkeeping Service for CPAs, CFO outfits, consulting services, and other bookkeeping companies.

- ✓ **Generate Additional Revenue**
We provide added value to your business by enabling capacity without the overhead, and stress of internal staff.
- ✓ **Increase Capacity**
Without the need to hire bookkeepers internally, you can offer better bookkeeping to more clients.
- ✓ **Dedicated Relationship Manager**
Your firm will have a dedicated Senior Accountant to ensure each client account is serviced at a level of expertise your own staff would provide.
- ✓ **Fully Branded For Your Business**
Our services are 100% white labeled for your brand with your logo and your level of service.



Don't Take Our Word For It



The BooXkeeping team has done a very good job supporting my client, who can be difficult to work with and unresponsive to information requests.

Les S.
CPA / Nashville, TN



I'm a CPA and run my own law practice. I know accounting, but I have no time to fix my bookkeepers' mistakes. I have had four bookkeepers before but never even had to think about my accounting since BooXkeeping took over. It's like a Swiss watch.

David K.
CPA / Attorney / San Diego, CA

Featured in
Entrepreneur Inc.



Typical CPA Firm **Increases Its Revenue By \$93,600** When Outsourcing to BooXkeeping.



Join Hundreds Of CPAs, CFO Outfits, And Consultants Who Count On Us To Handle Bookkeeping For Their Clients.

No matter how big or small your company is, having the right amount of support can make or break your business. By using our **White Label Bookkeeping Services**, you gain the capacity to take on more clients and grow your business, without the overhead costs and resource limitations that come with internal bookkeeping staff.

- ✓ **Save Time & Money**
Our bookkeeping experts handle all the back-office work. We save you time and money by handling all the menial tasks required to keep your client's books in order.

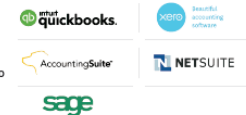


- ✓ **Create Stronger Relationships With Customers**

Our proven solution enables you to offer bookkeeping services to your customers, without the limitations of internal staff. By implementing it, you can deepen your relationship with clients, while increasing revenues.

We Support

We support and work with most major accounting and bookkeeping software platforms, making it easy to outsource to us and keeping you in control of your financial data.



Meet with one of our Chief BooXkeeping Officers to determine the best plan for your firm today.

Schedule a **Free Consultation Today!**

White Label Outsource

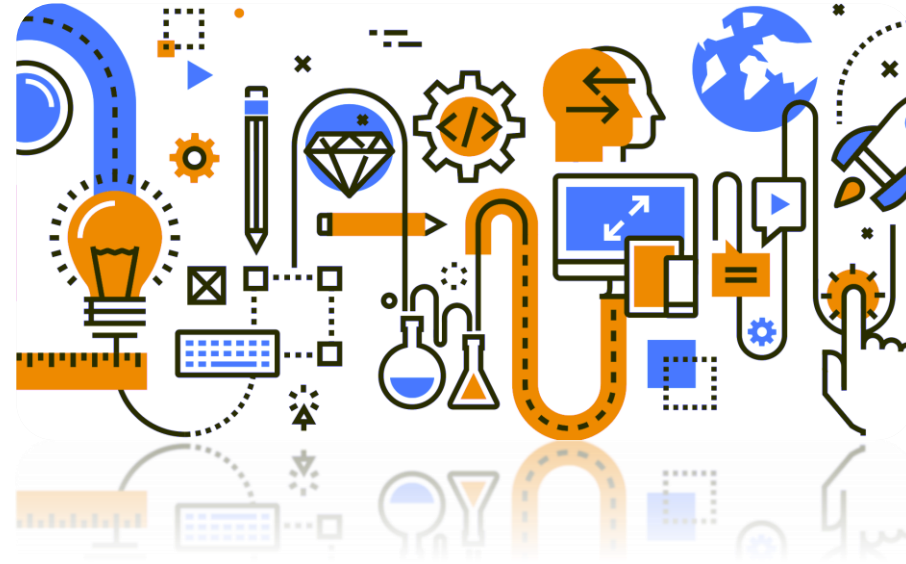


Alleviate your
**STAFFING
HEADACHES**

Avg Billing Rate for Bookkeeping Services

	Per Hour
Client Accounting Services	\$ 120.00
White Label cost per employee	(65.00)
No franchise royalty	<u>-</u>
Gross Margin per Booxkkeeping Employee	<u>\$ 55.00</u>

46% Gross Margin



WORKFLOW

Workflow



- Wikipedia defines workflow as "movement of documents or tasks through a work process"
- Properly done, leads to increased productivity, accountability, and client satisfaction
- Often integrated with document management

Obstacles To Process Change



- The task is believed to be "too complex" to be automated
- Internal politics make approval of even minor changes very difficult
- Overblown concerns about regulatory compliance, such as with Sarbanes Oxley, create organizational inertia
- The consistency of existing processes is comforting to staff facing an uncertain future

Obstacles To Process Change



- Previous process management technology failures have driven mid-level staff back to reliable but inefficient methods
- Outdated employee performance measures do not reward efficiency
- Organizational changes make it unclear who has the authority and responsibility to make processes more efficient

Workflow Management Systems



- Many portals and web sites that provide information on commercial transactions
 - Package delivery status
 - Technical support case tracking
 - Monitoring the status of routine tasks
 - Requesting documents or services

Workflow Management Systems



- Combination of
 - Item tracking
 - Workload tracking
 - Activity tracking
 - Due-Date Monitoring
- Can be used to create
 - Instant transparent status reporting
 - Summarized performance data
 - Simplified approval processes
 - Standardized processes
 - Business processes with fewer lost or delayed transactions

What Is Workflow Management?



- A sequence of connected steps
- A model to represent real work for further assessment
- A pattern of activity enabled by systematic organization and deployment of resources
- A work process that can be documented and learned
- The structure supporting process-oriented "human to human" and "human to machine" interaction

Workflow Methodology



- What is Workflow Management?
 - Is it just document tracking?
 - Is it simply process rules and procedures?
- Workflow is the movement of documents or tasks through a work process
 - How tasks are structured
 - Who performs them
 - What their relative order is
 - How they are synchronized
 - How information and document flows to support the tasks
 - How tasks are being tracked and their associated budget and time
 - Where are billings being tracked and captured

Source: Wikipedia

Industrialization Of Knowledge Work



Commoditization of Inputs and Processes Leads to Scalable Methods and Outputs

Process Tracking:
Know What is
Occurring

Automation:
Standardize,
Simplify, and
Specialize

Intelligence:
Track,
Understand,
and Manage
Quality

**Predictive
Analytics:**
Automate,
Maximize
Efficiency, and
Predict Future
Outcomes

As Work is Industrialized, More of It Can Be Performed By Less Knowledgeable Team Members at Lower Cost

Industrialization Of Knowledge Work



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Process Tracking:
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* Service has limited scope and is not specifically configured for general audit/tax engagements – ShareFile (does well at PBC lists, general approvals), Canopy Tax (tax controversy resolution)

Workflow



Products

- Wolters Kluwer or Thomson Reuters suite
- Clarity Practice Management
- [Empire RESOURCE](#)
- Jetpack Workflow
- [Liscio](#)
- TPS
- XCM

Critical Features

- Configurable, simple step
- Integration with practice management
- Approval
- Browser and mobile enabled
- Due date support
- Scheduling and talent

[Skip Workflow](#)

Effective Workflow Management?



- Putting the right people in the right place with the right resources at the right time
 - It is not software – although good software helps
 - It is not just managing people – although that is a big part
 - It involves combining clients, staff, software, and other resources to accomplish the common goal of creating an efficient and profitable practice
- You are the CEO, not a staff worker
 - Your job is not data entry
 - Hire – Train – Delegate
 - Spend your time on the tasks that drive client satisfaction
 - Apply your expertise to as many clients as possible

Project Workflows In Your Practice



- Individual income tax returns
- S corporation tax returns
- C corporation tax returns
- Partnership tax returns
- Financial statement preparation
- Sales tax returns
- Personal property tax returns
- Payroll
- Monthly bookkeeping
- IRS or state letters
- IRS collections
- Client onboarding
- The ever popular "other"

Breakdown Project Types Into Steps



Individual Tax Return Steps	
Workflow Step	Who's responsible
Waiting for documents from client	Client
Initial scanning	Firm
Initial preparation	Firm
Questions to client awaiting answers	Client
Second preparation	Firm
Review	Firm
Draft return	Client
Finalize return	Firm
Waiting on signed 8879	Client
Waiting on payment	Client
E-filed waiting on ACK	Firm
Complete	Firm

Winning The Tax Season Battle



- Minimize turnaround time
- The basic Lean Six Sigma for Service Equation
 - Turnaround Time = WIP / Capacity
- How do we maximize capacity?
 - Training
 - Get more productivity from your employees
 - Higher billing rates for existing staff
 - Allows more delegation from you
 - Assign tasks to the least expensive employees
 - Capacity planning
 - Get the right mix of permanent and seasonal staff
 - Capacity planning spreadsheet

**Delight
Clients
With
Better
Service!**

Tax Season Capacity Planning Steps



- Accumulate tax season statistics from prior years
 - Determine how many returns you are getting from each staff member
 - Determine how many returns you should be getting from full time and seasonal staff
- Forecast demand for the coming tax season
- Determine the number of full time and seasonal staff required
 - Keep in mind, you'll need non-tax season work for full time staff
 - In general, a person will accomplish as much after tax season as during tax season
 - Hire to hit your forecast demand

Tips For Managing Projects



- Commit to a full project review at least twice per week
- Focus on old projects and projects hung up in a status
 - You'll find projects that you believe are in the client's court, but your client believes are in your court
 - Projects don't age well
 - After two weeks, expect calls from clients with "What's the status of?" issues
 - Tax returns are not getting done when you're talking to clients about status
 - Drives up WIP and reduces Turnaround Time
 - Contact clients and staff about projects hung up at a workflow step
 - Preferably electronically
- Automate routine communications and follow-up

Winning The Tax Season



- First, improve workflow management?
 - Define project types
 - Define workflow steps for each project type
 - Define other project information to track
 - Accumulate data on projects in progress
 - Assign staff to projects (delegate, delegate, delegate)
 - Plan capacity to meet client demand
 - Manage project results as a CEO
- Then, stop working 14-hour days

**The Key Is
Better Workflow
Management**

Individual Tax Workflow



SKCPAS Management Centre | SKCPAS Management C | <https://skcpas.cpmonline.net/ProjectDetails.aspx?pid=23797>

Public Accountants & Business Advisors | Home / Project Details | 11.4.43696

Project Name: 2018 individual income tax returns | Client Name: Shark, Daddy and Mommy

Project Info | **Workflow Steps** | Q & A | Files from SKCPAS | Files from Client | Engagement Letter | Project Admin Tasks | Invoices | Review Notes | Checklist | Email History | Time Tracking

To Skip a step, please Unselect the box on the left

<input type="checkbox"/> Step	Status	Assigned To	Due Date	Completion Date	Estimated Hours	Email Notifications
<input checked="" type="checkbox"/> Client to upload documents	In Progress	Frank Stitely	12/6/2019	10/16/2019 1:37:00 PM	0.00	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Scanning	In Progress	admin user	12/7/2019	10/24/2019 10:23:00 AM	0.25	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Autoflow import	In Progress	admin user	12/8/2019	10/30/2019 1:23:00 PM	0.00	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Initial Preparation	In Progress	Bill Dolan	12/11/2019	11/8/2019 12:30:00 PM	1.50	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Draft Questions 1 ready for review	In Progress	Frank Stitely	12/12/2019	11/9/2019 12:54:00 PM	0.25	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Questions #1	Awaiting Answers	Bill Dolan	12/15/2019	Mark as Completed	0.25	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Received Questions #1	In Progress	Bill Dolan	12/16/2019	--	0.50	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Draft Questions 2 ready for review	In Progress	Frank Stitely	12/17/2019	--	0.25	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Questions #2	Awaiting Answers	Bill Dolan	12/20/2019	--	0.00	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Received Questions #2 - Self Review	In Progress	Bill Dolan	12/21/2019	--	0.50	<input type="checkbox"/> YES
<input checked="" type="checkbox"/> In Review With Manager	In Review	Christie Krouse	12/22/2019	--	0.50	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Manager Review Complete, Notes Need to be Addressed	In Review	Bill Dolan	12/24/2019	--	0.00	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> In Review with Partner	In Review	Frank Stitely	12/25/2019	--	0.00	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Partner Review Complete - Notes need to be addressed	In Review	Bill Dolan	12/26/2019	--	0.25	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Finalized, Ready to Post Draft	Finalizing	Frank Stitely	12/27/2019	--	0.25	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Draft sent to client	Finalizing	Frank Stitely	12/30/2019	--	0.25	<input type="checkbox"/> YES
<input checked="" type="checkbox"/> Print / Post to CC	Finalizing	admin user	12/31/2019	--	0.00	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Need E-file Papers	Need Authorization	admin user	1/3/2020	--	0.00	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Waiting on payment	Finalizing	admin user	1/4/2020	--	0.00	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> E-filed waiting on ACK	Done	admin user	1/5/2020	--	0.00	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> Completed & Archived	Done	admin user	1/6/2020	--	0.00	<input type="checkbox"/> YES

Reapply Latest Project Type Workflow Steps | Undo Last Workflow Step | Reset Workflow to Project Assigned Date | Save | Cancel

00:13:01
Stop Timer

Defining Workflows In Your Practice



The screenshot displays the SKCPAS Management Center interface. The browser address bar shows the URL: <https://skcpas.cpmonline.net/ProjectDetails.aspx?pid=23797>. The page header includes the logo for Karstetter, PLLC, Public Accountants & Business Advisors, and the user name Frank Stitely. The main content area is titled 'Project Details' and shows the following information:

- Project Name:** 2018 individual income tax returns
- Client Name:** Shark, Daddy and Mommy
- Project Type:** Personal Tax Preparation
- Person In Charge:** Frank Stitely
- Partner:** Frank Stitely
- Reviewer:** Christie Krouse
- Preparer:** Bill Dolan
- Priority:** High
- Status:** Awaiting Ans
- Project State:** Active
- Client Delivery Method:** Web
- Filing method:** eFile
- eFile Rejected:** No
- Status Date:** 11/22/2019
- Creation Date:** 10/16/2019
- Assigned Date:** 12/6/2019
- Project Due Date:** 4/15/2019
- Expected Delivery Date:** 4/1/2019

At the bottom of the page, there is a 'Project Notes' section with a timer showing 00:54:02 and a 'Stop Timer' button. The notes section includes options for 'Public Notes' and 'Internal Notes'.

Managing Project Workflow



SKCPAS Management C | https://skcpas.cpmonline.net/ProjectSearch.aspx

Bookmarks | Log Tools | Belmont HOA - Welc | GDIT TeamWorks Hor | New Tab | Getting Started

Projects | My Notifications | Reports | My Account | Administration | Timesheet | Logout

Project Summary | Active 83 | Not Started 9 | Completed 9449 | Extended 0 | On Hold 44 | Deleted 445

Project	Status	Priority	Workflow Step	Client	Project Type	Expected Del. Date	Project Due Date	Person In charge	Partner	Reviewer	Preparer
2013 amended return processing with the IRS	In Progress	High	Initial Preparation	Sutton, Michael and Amanda	Other	06/10/2019	06/10/2019	Frank ...	Frank ...	Frank ...	Frank ...
2014 C Corporation Tax Return	Awaiting Answers	Medium	Questions #1	Capitol Closet Design, Inc.	Business Tax Preparation - C Corporations	09/16/2019	09/16/2019	Frank ...	Frank ...	Frank ...	Albee ...
2014 Individual Income Tax Return	Awaiting Answers	NA	Questions #2	Faul, Michael	Personal Tax Preparation	12/11/2018	12/11/2018	Frank ...	Frank ...	Michae...	Joe Ol...
2014 individual income tax returns	Finalizing	High	Waiting on payment	Alley, Donald	Personal Tax Preparation	08/15/2019	08/15/2019	Frank ...	Frank ...	Christ...	Meliss...
2014 individual income tax returns	In Progress	Medium	Received Questions #1	Merritt (Weaver), Joy	Personal Tax Preparation	11/30/2019	11/30/2019	Frank ...	Frank ...	Michae...	Joe Ol...
2015 C Corporation Tax Return	In Progress	Medium	Client to upload documents	Capitol Closet Design, Inc.	Business Tax Preparation - C Corporations	09/15/2019	09/15/2019	Frank ...	Frank ...	Frank ...	Albee ...
2015 Individual Income Tax Return	In Progress	NA	Client to upload documents	Faul, Michael	Personal Tax Preparation	12/11/2018	12/11/2018	Frank ...			
2015 individual income tax returns	In Progress	Medium	Received Questions #1	Merritt (Weaver), Joy	Personal Tax Preparation	11/30/2019	11/30/2019	Frank ...	Frank ...	Michae...	Joe Ol...

Workflow And Scheduling



- XCM – leader, bought in 2020 by Wolters Kluwer/CCH
- CCH Axxess Workstream – growing
- CCH iFirm
- Empire Suite
- FirmFlow
- ATOM
- Clarity Practice Management
- Doc.It
- Karbon
- Office Tools Workspace
- Onvio Firm Management
- Practice CS
- QBO for Accountants

[Major Topics](#)

Who Is Doc.It?



- Provide document management, workflow and web portal solutions for accounting firms
- Established in 2001
- Headquartered in Canada. Representatives in California, Florida and Washington
- Product development comes from accountants (users) and industry experts
- Tax season – fluctuate license counts with seasonal staff
- Serving accountants and tax professionals only
- Represent 15,000 users and 500+ firms

Doc.It[®]
Suite

What Is Doc.It Suite?



- Complete Suite that consolidates up to seven applications with SaaS and Windows clients:
 - Document Management
 - Workflow
 - PDF Editor (can replace Acrobat)
 - Scan & Organize Tools with OCR
 - Web Portal with PBC and Encrypted Link Emails
 - E-signature
 - Mobile App (Doc.It GO)
- Integration
 - CaseWare & CCH Engagement
 - Create searchable documents, edit PDFs, manage due dates, etc.
 - Auto-filing from all tax and time and billing applications
 - Microsoft Office Suite
- Unlimited award-winning customer care, no charge for upgrades and no long-term contracts
- On-premise or hosted
- Cloud with MS Azure

Doc.It Interface



Doc.It Suite 4.6

Doc.It

Welcome: **Don Emery**

Main Menu

- Archive Explorer
- Binder Explorer
- Document Search
- Electronic Signature
- My Inbox
- Group Inbox
- Create Publications
- Universal Reporter
- Portal Manager
- Event Monitor

Launch

- Doc.It Scan
- Doc.It PDF Editor 4.6
- CaseWare Batch Print
- Engagement Batch Print

Setup

- Maintenance
- Change Password
- Help
- About

Recent Binders (1 of 18 Records Selected) - RECENT BINDERS

Client Name	Binder Name	Binder Type	Date Accessed	Time Accessed	Office Name
"Internal"	My Inbox (My Inbox (Don Emery))	Inbox	2021-02-08	17:21:40	
Boothe, Charles	2019 Personal Tax CDN	Work	2021-02-08	16:50:46	Dundas
Engal, Susan	Archive	Archive	2021-02-08	11:39:15	Ancaster
Engal, Susan	Portal	Portal	2021-02-08	11:39:08	Ancaster
Engal, Susan	2021228 Refinancing	Work	2021-02-08	11:35:30	Ancaster
Engal, Susan	2020 Personal Tax US	Work	2021-02-08	11:27:21	Ancaster
Engal, Susan	20210228 Review	External	2021-02-08	10:50:59	Ancaster
Engal, Susan	2021 Bookkeeping	Work	2021-02-08	09:55:16	Ancaster
Boothe, Charles	2019 Monthly Bookkeeping	Work	2021-02-05	20:17:44	Dundas
Boothe, Charles	Archive	Archive	2021-02-05	20:06:33	Dundas
"Internal"	Group Inbox	Inbox	2021-02-03	16:29:13	
Q_A Test Clients	2020 Personal Tax	Work	2021-02-02	15:05:47	
Engal, Susan	Client Inbox	Inbox	2021-01-28	09:41:58	Ancaster
"Internal"	YYYY Personal Tax US	Work	2020-01-13	16:43:02	
ABC Trust	Portal	Portal	2020-01-13	10:49:12	Ancaster
Emery, Don	Client Inbox	Inbox	2020-01-13	08:41:04	Ancaster
Frank, Jonathon	Portal	Portal	2018-09-21	11:27:28	Dundas
Q_A Test Clients	Archive	Archive	2017-05-03	15:39:01	Internal Accounting

Binders Assigned To Me (1 of 5 Records Selected) - BINDERS ASSIGNED TO ME

Client Name	Binder Name	Binder Stage	Stage Due	Binder Due	Office Name	Assigned To
Cotton, Ginny	2018 Entity Tax	Tax - File Preparation		2020-07-15	Ancaster	Don Emery
Dylan Bob	2016 Personal Tax	Tax - File Preparation		2018-02-28	Ancaster	Don Emery
Emery Family Trust	2015 1041 Return	Tax - File Preparation		2020-07-15	Ancaster	Don Emery
Frank, Jonathon	2018 Bookkeeping	Preparation		2020-07-15	Dundas	Don Emery
Western Traffic Co.	2019 Cash Flow ...	Tax - File Preparation		2020-07-15	Ancaster	Don Emery

Projects At Risk (1 of 28 Records Selected) - PROJECTS AT RISK

Client Name	Binder Name	Category Name	Bin
Charles, Albert	Archive	Audit	
Engal, Susan	2021228 Refinancing	Client Project	Plan
Engal, Susan	2021 Bookkeeping	Bookkeeping	Review
Boothe, Charles	2020 Self Assessment UK	Personal Tax	Not Started
Engal, Susan	2020 Personal Tax US	Personal Tax	Tax - File Review
Hayes, Chris	20191231 review	Review	Not Started
Boothe, Charles	20191130 Review	Review	Schedule engagem
Boothe, Charles	20190731 Refinancing	Advisory	In Progress
Jones, Johnny	2019 Personal Tax US	Personal Tax	Tax - Scan & AFR
Boothe, Charles	2019 Personal Tax CDN	Personal Tax	Tax - File Review
Arlsdale Railway	2019 Outsourced Accounting	Client Project	Phase I Execution
Boothe, Charles	2019 Monthly Bookkeeping	Monthly Bookkeeping	Prepare Monthly
Western Traffic Control Inc.	2019 Cash Flow Projection	Special Engagement	Tax - File Preparati
Frank, Jonathon	2018 Personal Tax US - MGA I	Personal Tax - MGA I	MGA - Data Reque
Jones, Johnny	2018 Personal Tax US	Personal Tax	Tax - Scan & AFR
Hayes, Chris	2018 Personal Tax	Personal Tax	Waiting on Client
Cotton, Ginny	2018 Entity Tax	1120	Tax - File Preparati
Q_A Test Clients	2018 Cash Flow Projection	Special Engagement	Tax - File Preparati

Projects Per Period

Binder Stage : Personal Tax - Not Started : Count(Monthly)
For Date Range of = 2020-01-01 - 2021-01-31

Month	Count
1/1/2020	7
2/1/2020	2
3/1/2020	1
4/1/2020	1
5/1/2020	1
6/1/2020	1
7/1/2020	1
8/1/2020	1

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Doc.It Cross Document Linking



Cross Document Linking -- just testing

New functionality has been added to allow references, via Links, to be added to a location on a document and to create a cross reference to another document in the same Binder or Inbox. The cross-referenced document will open when the link in the first document is selected. Once can create these links between from PDF, Excel and Word documents to other PDF, Word, Excel, Outlook documents.

Adding a cross document link to a PDF:

Click on a location on a PDF, right click and select Add Document Link. A mini browser will be presented. If the PDF was opened from an Inbox, the Inbox will appear in the browser, if opened from a Work Binder then the Work Binder will appear, and if opened from Windows one can select the Binder or Inbox that the line will associate with. Select the Folder and Document that you wish to add the link to and press Confirm.

Accessing the document linked to the PDF document

Click on the link in the PDF to access the associated document. Via right click one can select Open for Edit or Preview Document. Controls also exist to delete or rename a link.

Adding a cross document link to a Word or Excel document

In Word or Excel right click and select Doc.IT Link-Add Document Link. (In Excel use the cell to the right of where you wish to add the link.) If the Word or Excel document was opened from an Inbox, the Inbox will appear in the browser, if opened from a Work Binder then the Work Binder will appear, and if opened from Windows one can select the Binder or Inbox that the line will associate with. Select the Folder and Document that you wish to add the link to and press Confirm.

Accessing the document linked to the Word or Excel document

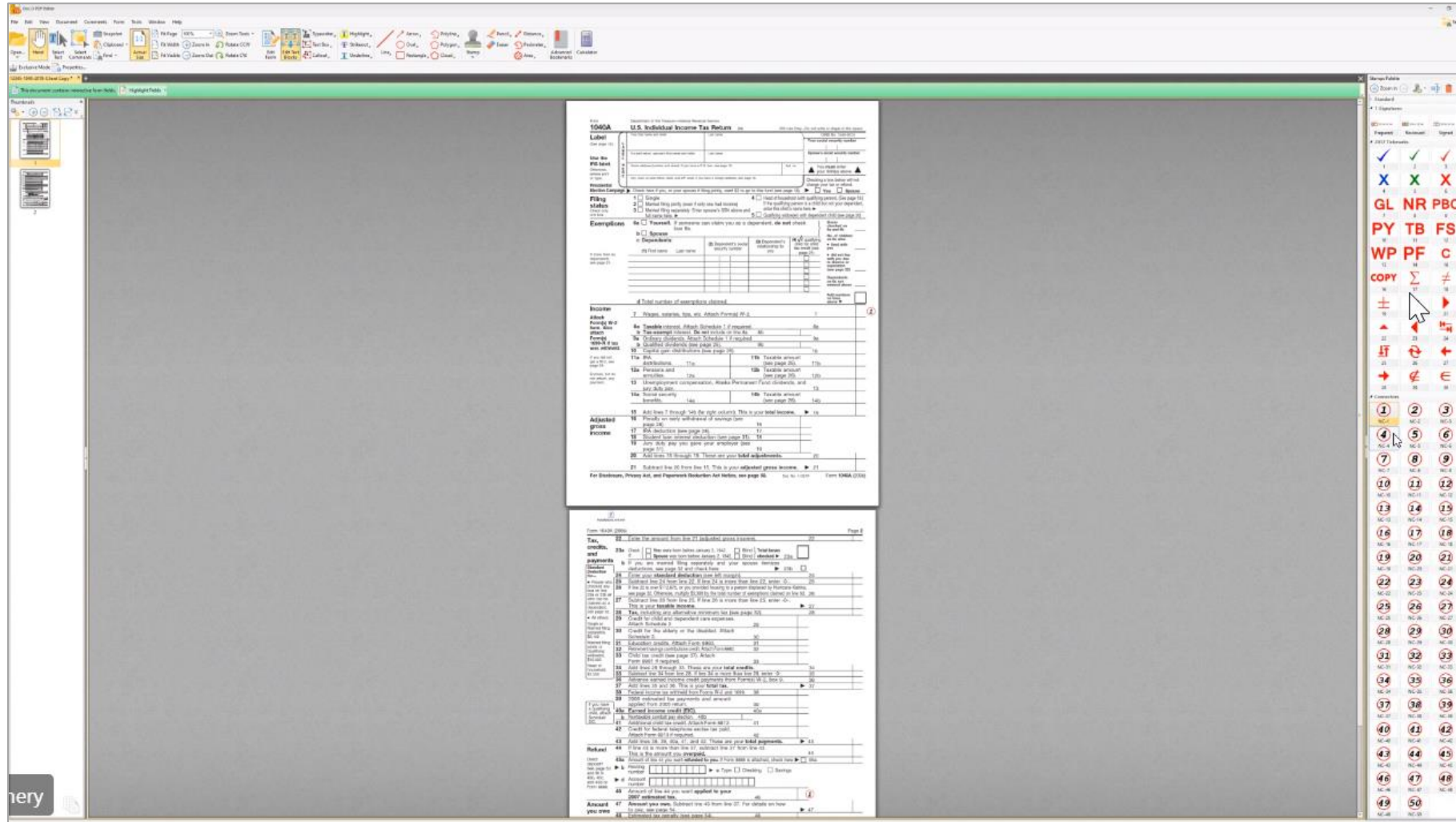
Use the right click and select Doc.It Open for Edit or Doc.It Preview Document to access the linked document.

Note: please do not use CTRL Enter on the link to access the cross-document link as it currently will not open the document but will give an error message.

Note: One can create a cross document link to an Outlook .MSG document but one cannot create a link from an Outlook .MSG to another document type.

Stage	Document Display Name	Type	In Use By	Notes	Roll Forward
	Cross Document Linking	docx			No
Prepa...	8-1040-2018	pdf	Don Emery		No

Document Connectors



Workflow Project Tracking



Doc.It® SUITE WORKFLOW IN YOUR FIRM

1. Instantly view status of all active projects.
 2. See the status of all engagements related to a client.
 3. Check the status of an engagement project.
- ✓ Open and view multiple Work Binders on multiple screens
 - ✓ View dates and history of activity
 - ✓ Search for documents

Binder Explorer

Binder Help Clients: Saved Searches: Work Binders (Default)

(27 Records)
<Find In Client Name>

Client Type	Client Name	Client #	Binder Name	Year	Notes	Binder State	Assigned User	State Due	Binder Due
Corporate	ABC Telecom	9	Entity Tax 2012	2012		Assembly			
Corporate	ABC Telecom	9	Entity Tax 2011	2011		Complete			
Corporate	ABC Telecom	9	Client Misc.	2012		Not Started			
Personal	Adams, Andrew	453	Personal Tax 2012	2012		Needs Sign Off	BSMITH	2013-02-26	
Personal	Adams, Andrew	453	Personal Tax 2011	2011		Complete			
Personal	Adams, Andrew	453	Client Misc.	2012		Not Started			
Corporate	Arlesdale Railway	69	Entity Tax 2012	2012		Not Started			
Corporate	Arlesdale Railway	69	Entity Tax 2011	2011		Complete			
Corporate	Arlesdale Railway	69	Client Misc.	2012		Not Started			
Personal	Edwards, Amelia	457	Personal Tax 2012	2012		File Preparation	BSMITH		
Personal	Edwards, Amelia	457	Personal Tax 2011	2011		Complete			
Personal	Edwards, Amelia	457	Client Misc.	2012		Not Started			
Personal	Hayes, Chris	401	Personal Tax 2012	2012		Needs Sign Off	BSMITH	2013-02-26	
Personal	Hayes, Chris	401	Personal Tax 2011	2011		Complete			
Personal	Hayes, Chris	401	Client Misc.	2012		Not Started			
Personal	Lewis, Angela	425	Personal Tax 2012	2012		Scan	BSMITH		
Personal	Lewis, Angela	425	Personal Tax 2011	2011		Complete			
Personal	Lewis, Angela	425	Client Misc.	2012		Not Started			
Personal	Smith, David	397	Personal Tax 2012	2012		Needs Sign Off	BSMITH	2013-02-26	
Personal	Smith, David	397	Personal Tax 2011	2011		Complete			
Personal	Smith, David	397	Client Misc.	2012		Not Started			
Corporate	Wallaby Airlines	13	Entity Tax 2012	2012		Not Started			
Corporate	Wallaby Airlines	13	Entity Tax 2011	2011		Complete			
Corporate	Wallaby Airlines	13	Client Misc.	2012		Not Started			
Corporate	Wayne Enterprises	5	Entity Tax 2012	2012		File Review			
Corporate	Wayne Enterprises	5	Entity Tax 2011	2011		Complete			

Monitor Projects At Risk



Doc.It Suite 4.5

Doc.It Welcome: [Admin](#)

Projects At Risk (1 of 7 Records Selected) - PROJECTS AT RISK

Client Name	Binder Name	Category Name	Binder Stage	Binder Year	Assigned To	Binder Start Date	Binder Due Date	Stage Start Date	Stage Due Date	Orig. Est. Time
Bush, George	2017 Personal Tax US	Personal Tax	Not Started	2015	BSMITH	2017-06-25	2018-06-30	2016-07-12 08:57:17		720
Emery, Don	2017 Personal Tax US	Personal Tax	Publish, Finalize & Rollforward	2017	Don	2017-06-01	2018-06-30	2017-10-18 14:15:06		2400
Frank, Jonathon	2017 Personal Tax US	Personal Tax	Not Started	2017		2017-06-15	2018-06-30	2017-07-20 10:23:36		900
Hayes, Chris	2017 Personal Tax	Personal Tax	Invoice Client	2017	MSTEVENSON	2017-06-15	2018-06-15	2017-08-09 14:08:00	2018-06-08	0
Frank, Jonathon	2017 Personal Tax	Personal Tax	Not Started	2017		2017-06-15	2018-06-30	2017-08-09 09:42:56		0
Bush, George	2016 Personal Tax US	Personal Tax	Tax - File Preparation	2016	Admin	2017-06-25	2018-06-30	2018-02-05 08:22:21		600
Frank, Jonathon	2015 Personal Tax US	Personal Tax	Completed	2015		2016-05-01	2017-05-30	2017-02-06 10:04:50		0

Properties for Projects at risk

*** Projects at risk definition:**

- Binder is due in: 7 days or less.
- OR Current Stage due in: 3 days or less.
- OR Binder started more than: 90 days ago.
- OR Current Stage started more than: 21 days ago.
- OR Stage [] started more than: 0 days ago.
- OR Actual time recorded is greater than: 90 % of Budget

Filter results by:

Partner: Admin Binder Category: Personal Tax
Manager: Office:

Apply Close

Assign Work And Set Deadlines



Doc.It Suite 4.5

Doc.It Welcome: [Admin](#)

Main Menu

- Archive Explorer
- Binder Explorer
- Document Search
- My Inbox
- Group Inbox
- Create Publications
- Universal Reporter
- Portal Manager

Launch

- Doc.It Scan
- Doc.It Email Converter
- Doc.It PDF Editor 4.5
- CaseWare Batch Print
- fxEngagement Batch Print

Setup

- Maintenance
- Change Password
- Help
- About

Assignments

Users (Filtered By: Year)

User	#	Current		Future (Started)		Future (Not Started)	
		#	Hours	#	Hours	#	Hours
Admin	10	6.02	18	14.56	44	5.96	
BSMITH	3	0	0	0	1	0	
MSTEV...	1	0	2	0.5	6	0	
JTHOM...	0	0	0	0	0	0	
RNOACK	1	0	1	0	6	0	
DEmery	2	3.45	3	-1.13	0	0	
Mr. Presi...	0	0	0	0	0	0	
Ms. Cont...	0	0	0	0	0	0	
Assist Co...	0	0	0	0	4	0	
Assist Co...	0	0	0	0	0	0	
Joe Offic...	0	0	0	0	1	0	

Assigned To

User	#	Current		Future (Started)		Future (Not Started)	
		#	Hours	#	Hours	#	Hours

Work for ADMIN

(28 Records)

Client	Binder	Year	Start Date	Sta
Boothe, Charles	2017 Refinancing	2017	2017-06-25	Acc
Bush, George	2016 Personal Tax US	2016	2017-06-25	Tax -
Engal, Susan	20171215 Estate Freeze	2017	2017-12-01	Clie
Brown Charlie	2016 Personal Tax US	2016	2018-02-05 08:2...	Tax -
Hogg Boss	2017 Personal Tax US	2017	2018-02-05 08:2...	Tax -
Engal, Susan	2017 Corp. Tax Return	2017	2018-05-10 15:3...	Tax -
Engal, Susan	2018 Personal Tax US	2018	2018-06-01 09:1...	Tax -
Frank, Jonathon	2015 Personal Tax US	2015	2016-05-01	Tax -
Frank, Jonathon	2017 Personal Tax	2017	2017-06-15	Tax -
Cotton, Ginny	2015 Audit	2015	2016-05-01	Plan
Boothe, Charles	20171231 Audit	2017	2017-08-30 11:5...	Plan

Work for

(0 Records)

Client	Binder	Year	Start Date	Stage	Stage Due	Hours Remaining	Office
There are no items to show.							

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PDF Editor With Mark-up



- Acrobat replacement
 - Tick-marks
 - Stamps
 - Calculator
 - Connectors
 - Create fillable forms
 - Split, merge, combine

The screenshot displays the DocIt PDF Editor 4.5 interface. The main window shows a PDF document with the following text:

Audit Away Corporation
2130 Any Street
Anywhere, NY, USA

Dear Mr. Smith

OBJECTIVE AND SCOPE OF THE AUDIT

The interface includes a menu bar (File, Edit, View, Document, Comments, Form, Tools, Window, Help), a toolbar with various tools like Hand, Select Text, Select Comments, Find, Zoom Tools, and a Stamps Palette on the right. The Stamps Palette contains various symbols and text stamps, including a 'DRAFT' stamp.

PDF EDITOR AT WORK IN YOUR FIRM

1. Markup and annotation tools.
2. Calculator tape can paste to document.
3. Thumbnail, bookmark and comment panes.
4. Quickly reorganize pages in a PDF file. When previewing a PDF file, simply click on a page in the left pane, then drag and drop it into the desired location in the PDF document.

☑ Doc.It® PDF Editor is Adobe-compliant

Doc.It Package Offerings



	Doc.It Suite	Doc.It Explore	Doc.It Connect
Main Focus	Full Featured Suite of tools	Simple Document Management	Client Communication Portal Tools
Main Features	<ul style="list-style-type: none"> • Explore + Connect and: • Scan & Organize • Workflow • Auto-filing • Secure Archive with retention management • Integration to CaseWare and fx Engagement 	<ul style="list-style-type: none"> • Engagement Workspace • PDF Editor • Scan Tools • Search • Reporting 	<ul style="list-style-type: none"> • Engagement Workspace • Integrated Web Portal • PBC Checklists • Encrypted Link Email • eSignature integration • Doc.It Go – Mobile app (optional) • Reporting
Price	\$27-\$37/user/month \$50-\$60 for cloud	\$22/user/month \$45 for cloud	\$17/user/month \$40 for cloud

SmartVault



- Online document storage
- Branded client portals
- Secure file sharing
- Integrations



[Skip Workflow](#)



SCANNING

Scanning Guidance



- Setup correctly
 - 300 DPI for most situations
 - 600 DPI for GruntWorx
- Configure software to optimize steps
- Pick major brands
 - Fujitsu
 - Canon
- Install clean-up software – PaperStream or Kofax VRS
- Clean scanners regularly
- Install maintenance kits yearly or when duty cycle is reached
- Use carrier sheets (scanner sleeves) for badly damaged documents

Scanning Workflow



- Big decision
 - Pre-sort by partner OR
 - Post scanning clean-up
- Scan on front end
 - Consider workpaper automation, OCR?
 - Use PDF bookmarks for major sections
- Clerical vs. professional
- Clerical post scan mapping
 - Experience/skills
 - Verification if OCR
- Electronic mark-up tools
 - PDFlyer
 - SPbinder
 - TicTie Calculate
 - Doc.It
- Optimization may take 1-2 years
- Could start with back-end scanning

Fujitsu ScanSnap ix1600



- 33% faster than the ix1500
- Touchscreen
- Wi-Fi or USB
- Links to cloud or mobile devices
- 40 ppm / 80 ipm, 600 dpi, 50 sheet ADF
- Duplex, up to 118" documents
- Embossed cards, multi-feed detection
- \$495 (\$399 street)

Fujitsu fi-8170 Deluxe



- Fast, double-sided scanning of up to 70 pages per minute
- 100-page ADF with enhanced handling
- Includes PaperStream Capture Pro Software with one-year maintenance
- Color LCD panel for easy operation from the front of the scanner
- Supports both USB 3.2 and ethernet wired network connections
- TWAIN and ISIS compatible - Works with hundreds of scanning software solutions
- \$1495 (\$1320 street)

Fujitsu Image Scanner fi-7300NX



Built on the #1 Selling Scanner Platform fi-7160

■ PaperStream NX Manager

- PC-Less
- Secure
- Multiple Authentications
- Job Buttons

■ PaperStream IP Net

- 2.4 or 5GHz Wi-Fi
- Ethernet
- TWAIN & ISIS
- USB

FUJITSU EXCLUSIVE!

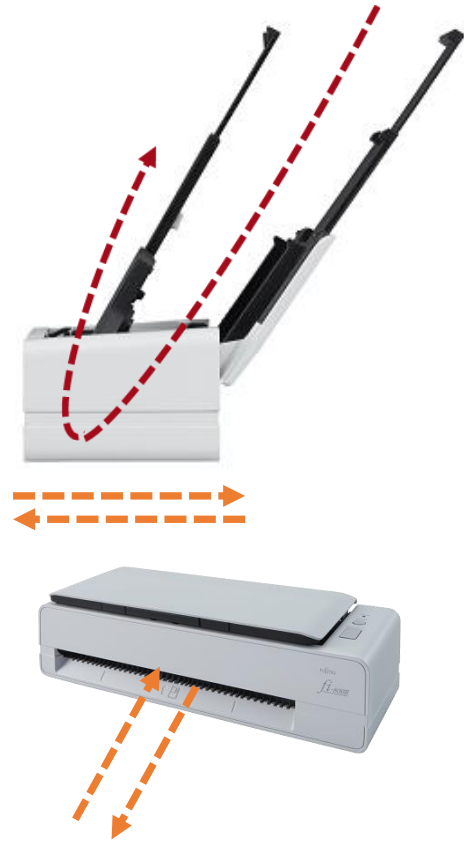
■ Hardware Specifications

- Color Touch Screen
- 60 ppm / 120 ipm
- Letter / Legal / Long Page
- 80 Sheet ADF
- Intelligent Multi-Feed
- Manual Feed Mode

fi-800R



An award-winning ultra-compact and versatile document scanner



- Small Footprint
- Dual-Feed System
- Unique Performance



PaperStream Image Quality



Dot matrix and purple ink with water mark

FUJITSU

Packing List DATE: 23/06/14

FROM: FUJITSU 1234 SCANNER LANE NEW VISTA, CA 94098
SHIP TO: MEDICAL CENTER 12345 GREENLAKE AVE SUNNYVALE, CA 95670

INVOICE#	P.O#	QUANTITY	DESCRIPTION
94847	MCD845734	2500	fi-5650C Color Duplex Scanner 57ppm/114ipm, duplex, bitonal color, VRS bundle includes 650i board and cable and VRS 4.0 Plus software PA03338-8535 SN: 998877
95857	MCD746309	150	Low Volume Scanner fi-5650C First In Warranty Program Includes NBO/2PM/Consumable/ Partes/Travel/Labor Cover : 1 Year
657489	MCD78237	250	LifeBook T4215, Intel Core3 Duo T7200, Vista Business, 1 Year, Dual-Layer Multi - format DVD writer, 1 GB (512MBx2), 100 GB (5400RPM) SATA HDD, Modem, Gigalan, Intel WLAN (ABG), Bluetooth, 12.1 XGA Indoor
94840	MCD76446	25	LifeBook P1610, Intel Solo Y1400, 8.9WXGA, XP PRO, 1 Year, 1GB, 80GB (4200RPM) PATA HDD, Modem, GIGBIT LAN, Atheros WLAN (ABG), Blue- tooth, US Keyboard, 3 Cell main battery

RECEIVED BY: _____ DATE: _____

PFU SD101 No35 X FUJITSU

Original Document

Packing List DATE: 23/06/14

FROM: FUJITSU 1234 SCANNER LANE NEW VISTA CA 94098
SHIP TO: MEDICAL CENTER 12345 GREENLAKE AVE SUNNYVALE CA 95670

INVOICE#	P.O#	QUANTITY	DESCRIPTION
94847	MCD845734	2500	fi-5650C Color Duplex Scanner 57ppm/114ipm duplex bitonal color, VRS bundle includes 650i board and cable and VRS 4.0 Plus software PA03338-8535 SN: 998877
95857	MCD746309	150	Low Volume Scanner fi-5650C First In Warranty Program Includes NBO/2PM/Consumable/ Partes/Travel/Labor Cover : 1 Year
657489	MCD78237	250	LifeBook T4215, Intel Core3 Duo T7200 Vista Business 1 Year Dual Layer Multi format DVD writer 1 GB (512MBx2) 100 GB (5400RPM) SATA HDD Modem Gigalan Intel WLAN (ABG) Bluetooth 12.1 XGA Indoor
94840	MCD76446	25	LifeBook P1610, Intel Solo Y1400 8.9WXGA XP PRO 1 Year, 1GB 80GB (4200RPM) PATA HDD Modem GIGBIT LAN Atheros WLAN (ABG) Blue tooth US Keyboard 3 Cell main battery

RECEIVED BY: _____ DATE: _____

PFU SD101 No35 FUJITSU

Fujitsu PaperStream IP
Setting: iDTC, Background Pattern Removal

Packing List DATE: 23/06/14

FROM: FUJITSU 1234 SCANNER LANE NEW VISTA, CA 94098
SHIP TO: MEDICAL CENTER 12345 GREENLAKE AVE SUNNYVALE, CA 95670

INVOICE#	P.O#	QUANTITY	DESCRIPTION
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657489	MCD78237	250	LifeBook T4215, Intel Core3 Duo T7200, Vista Business, 1 Year, Dual-Layer Multi - format DVD writer, 1 GB (512MBx2), 100 GB (5400RPM) SATA HDD, Modem, Gigalan, Intel WLAN (ABG), Bluetooth, 12.1 XGA Indoor
94840	MCD76446	25	LifeBook P1610, Intel Solo Y1400, 8.9WXGA, XP PRO, 1 Year, 1GB, 80GB (4200RPM) PATA HDD, Modem, GIGBIT LAN, Atheros WLAN (ABG), Blue- tooth, US Keyboard, 3 Cell main battery

RECEIVED BY: _____ DATE: _____

PFU SD101 No35 FUJITSU

Competition

Major Topics



PERSONAL TAX WORKPAPER AUTOMATION SOLUTIONS

Personal Tax Workpapers



- A form of tax workflow automation
- Processes must change to be successful
- Technology must be setup correctly
- Scan and Organize OR
- Scan, Organize, and Populate

Scan And Organize



- Sorts and bookmarks a PDF with supporting tax documents
- Leading players include [SurePrep](#), [ProSystem fx Scan](#), [GruntWorx Populate](#) and [UltraTax Source Document Processing](#)
- Others include
 - Doc.It
 - [ProSeries Tax Import](#)
 - [Lacerte Tax Import](#)

Scan, Organize, And Populate



- Available now and working moderately well
- Eliminates tedious task of keying W-2s, 1099s, 1098s, etc.
 - CCH Scan with Autoflow
 - GruntWorx Populate
 - SurePrep 1040Scan
 - Thomson Reuters Source Document Processing
- Articles
 - [Do You Have a Clear Vision for Tax Document Automation?](#)
 - [Do You Have a Clear Tax Vision?](#)



TAX RETURN REVIEW OPTIONS

How Do You Want To Review Work?



- Tax preparer does initial review – use workpaper automation
- Secondary reviewer/quality review for more complex returns
- Outsourced review
 - Offshore – your staff, commonly in Philippines or India
 - Offshore – contracted staff, commonly XpitaX, SurePrep
 - Onshore – contracted staff, commonly Taxfyle
 - Technology assisted – SurePrep 1040SCANverify
- Review from check calculations
- Partner high level review



COLLABORATION WITH CLIENTS

Think End To End – Portal/PBC



Core – Must Have

- Security
- Ease of use
- Client experience
- eSignature including KBA

Secondary – Better to Have

- Gather all engagement documents automatically
- Integration to PM/DMS/Tax
- Suite OR
 - Liscio
 - Suralink
 - TaxCaddy

Rethinking CPA To Client Data Flows



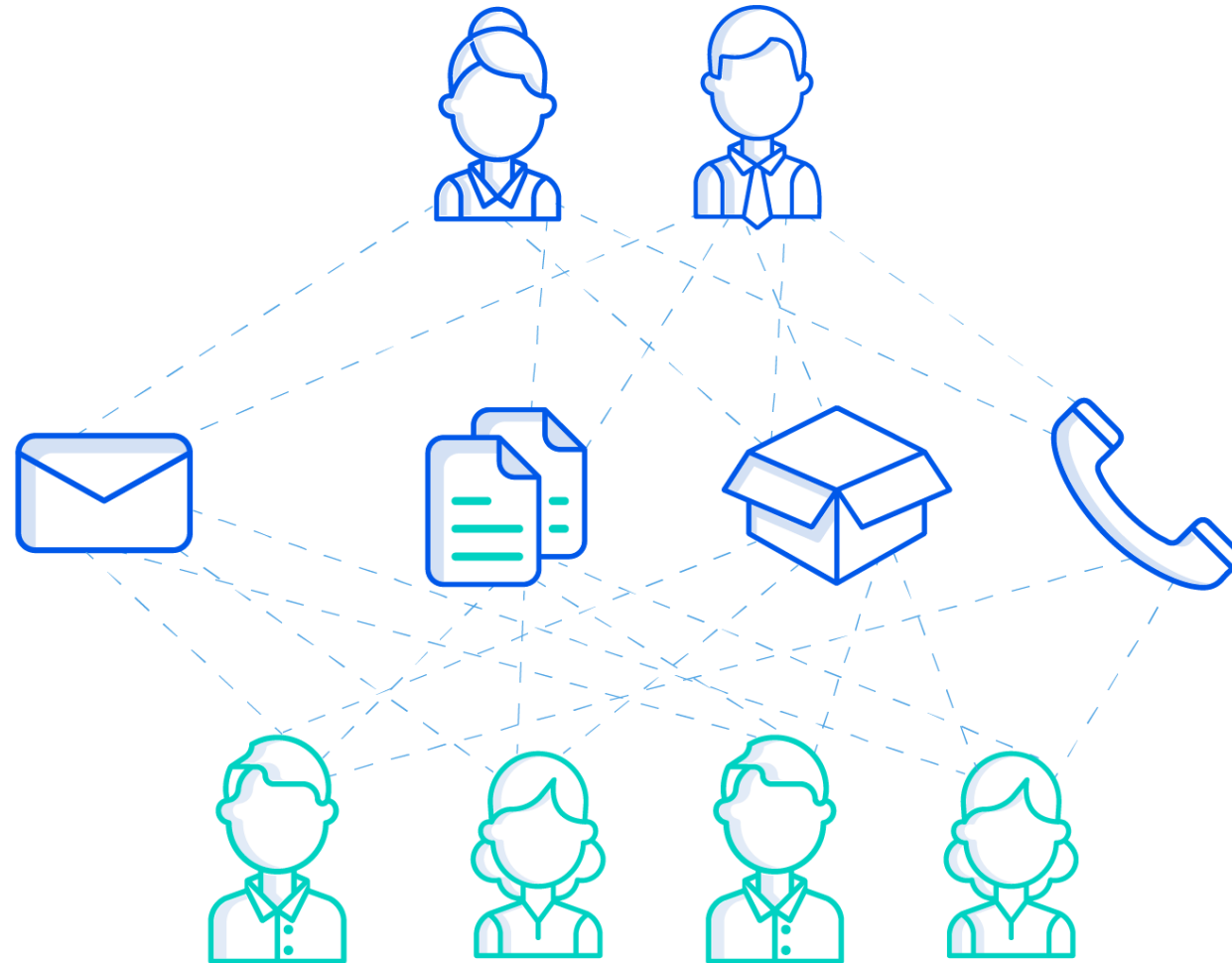
- Significant products should be reviewed for your tax workflow
 - Liscio
 - Suralink
 - cPaperless SafeSend Returns
 - SurePrep TaxCaddy
 - ShareFile PBC list tools
 - CCH My1040Data for Axxess
 - Pascal Workflow "Payment Protection"
 - Karbon Practice Management/CRM/Workflow
 - Canopy Tax

[Skip Collaboration Tools](#)

The Common Tax Process



Overwhelming
Communications
And Document
Exchange Issues



Problems and Frustrations



Inefficiency

For Clients

- Email documents individually or in small batches
- No way to track provided documents
- Can't easily delegate or track requests

For Firms

- Spreadsheets have to be manually updated
- Team & client status updates take forever
- Too much time spent organizing & chasing documents



Lack Of Visibility

- Unsure if they provided the right document
- No visibility into overall engagement progress
- No visibility into individual request timelines

- Request lists are constantly out of date
- Partners, managers, & CFOs have limited visibility into the process
- Unclear timeliness



Miscommunication

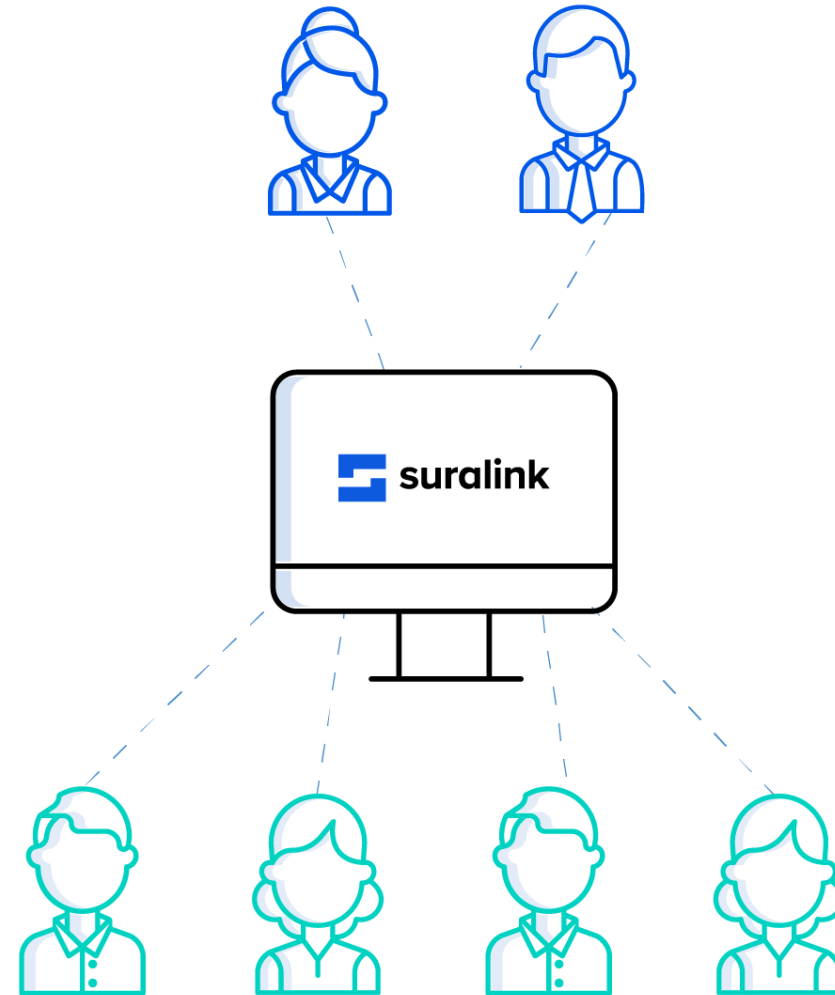
- Provide the same document multiple times
- No easy way to communicate about individual requests
- No way to organize documents

- Clients say everything is in the portal
- Clients say they gave it to someone else
- Firm makes duplicate document requests

The New Way



Request and Receive
Files with



Solutions and Benefits



Improved Efficiency

- Increased efficiency and realization
- Streamlined experience for clients
- Each request has a due date and audit trail



Increased Visibility

- Firm members and clients are looking at the same list, in real time
- Partners & managers have full visibility into the process



Improved Communication

- No confusion on what documents have been requested, provided, or are still outstanding
- Ability to communicate on per request basis

Security and Compliance



Security



Multi-factor authentication



SSL AES 256-bit encryption



Inactivity time-out



SSAE16 Type II SOC1, SOC2 compliant data centers



Encrypted third-party access



Recovery, backup, audit logs



Access restriction by role or engagement

Compliance



SOC2



GDPR



CCPA



Premium Plan Pricing



Multi-year and bulk-user discounts available



Standard	Premium
\$27 /mo Per Firm User	\$37 /mo Per Firm User
All Suralink features & functionality	All Suralink features & functionality
Request a Quote	Request a Quote
<ul style="list-style-type: none">☑ Unlimited storage and file size☑ Unlimited engagement and requests☑ Unlimited client users☑ Firm training and live support☑ No setup fees☑ Custom brandingAPI & SSOAdvanced automationIP restrictionDomain restrictionExport client page	<ul style="list-style-type: none">☑ Unlimited storage and file size☑ Unlimited engagement and requests☑ Unlimited client users☑ Firm training and live support☑ No setup fees☑ Custom branding☑ API & SSO☑ Advanced automation☑ IP restriction☑ Domain restriction☑ Export client page

Client Experience



What Has It Been?

- Disconnected
- Multiple channels
 - Email
 - Text
 - Portal
- Scan and email files

What Should It Be?

- Collaborative
- Single method to handle
 - Email
 - Text
 - Client Interactions
- Attach files in mobile app or browser

Client Collaboration Is Chaotic



Email



Paper Mail



E-Sign



The State of Client Collaboration



Portals



In Person

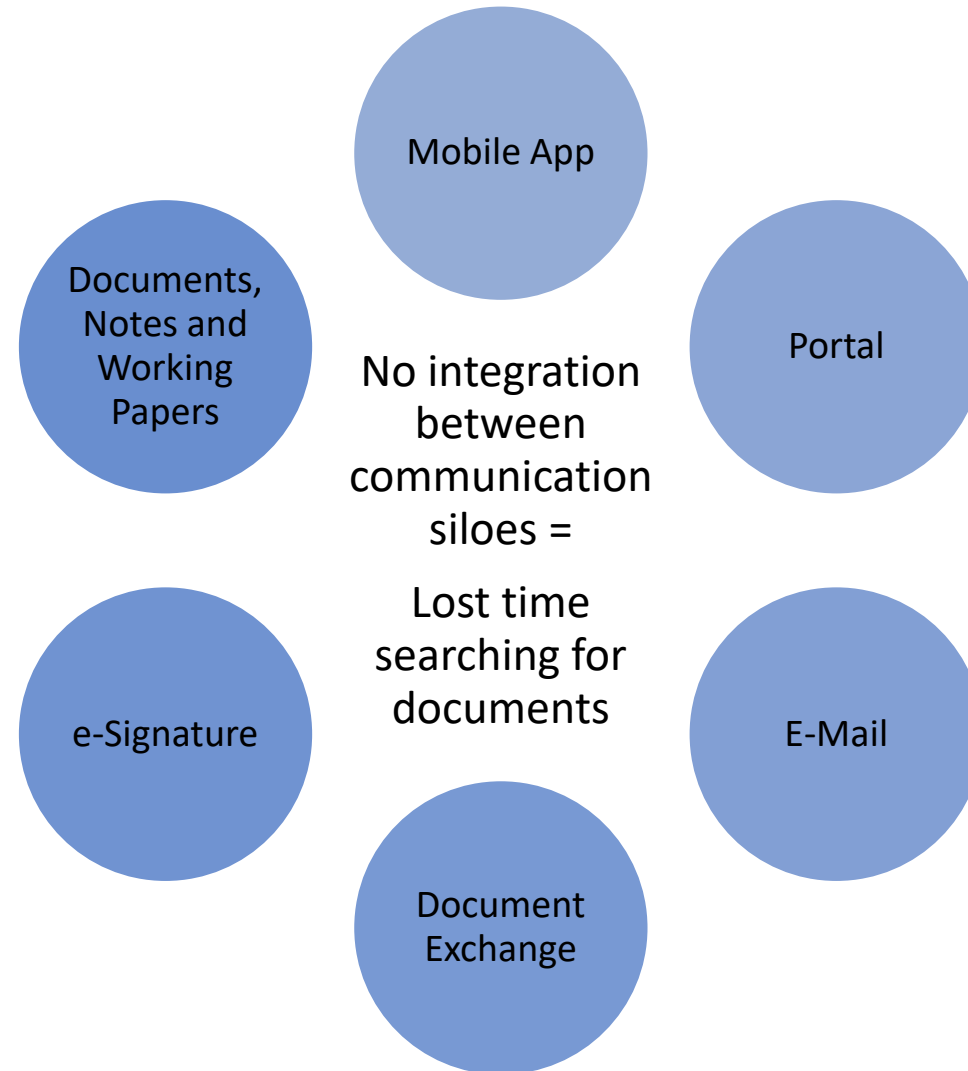


Secure File Transfer

The Communication Octopus



Multiple Siloed
Client-Facing
Communication
Channels



Client Experience



Old Way

- Scan and email files
- Documents scattered
- Structured by folder
- Located by search
- Names somewhat random
- Disjoint
- Difficult

New Way

- Take picture and convert to PDF
- Documents gathered
- Structured by client
- Located by classification or name
- Tags used to classify documents
- Integrated
- Easy

Tame The Communications Octopus



While Breaking
Down Barriers For
Each Silo With
Liscio

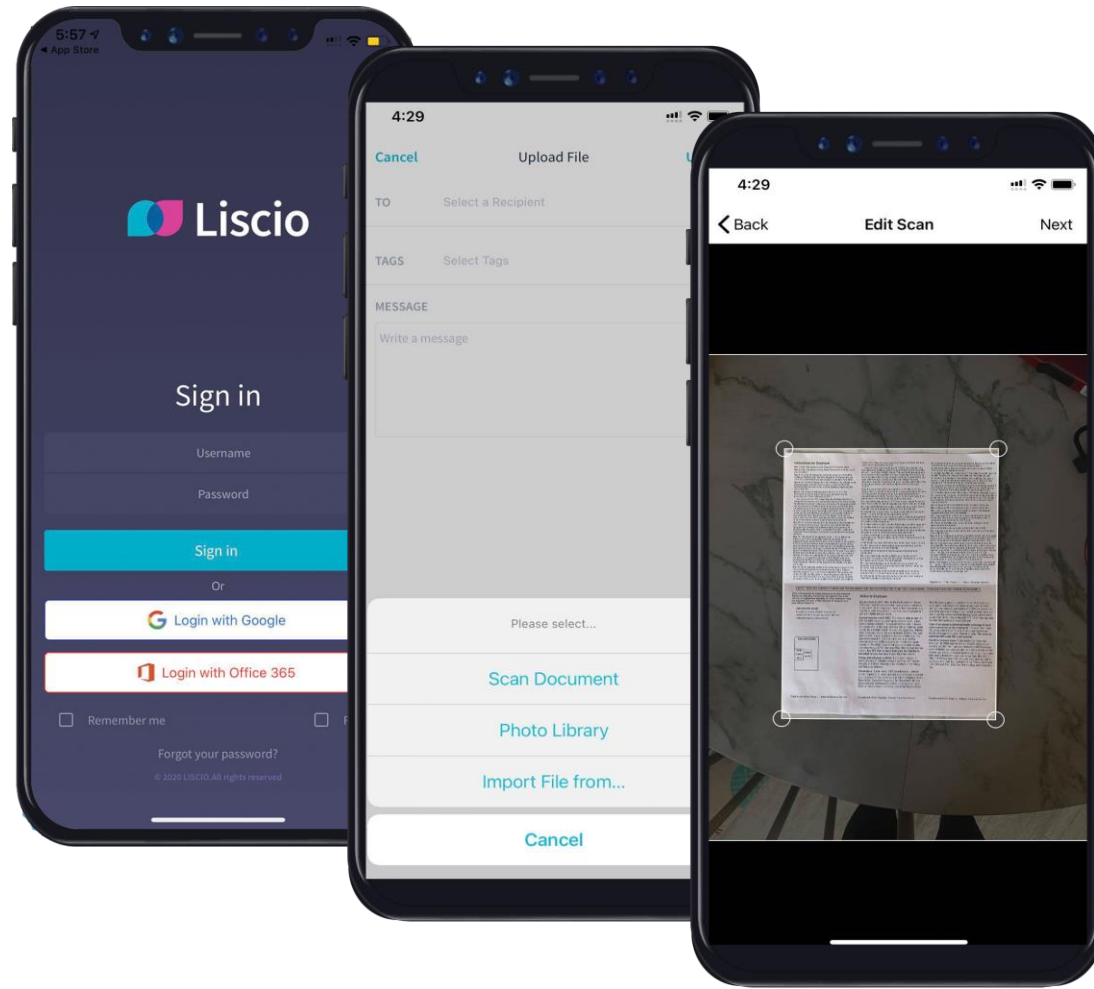


[Skip Collaboration Tools](#)

Liscio Scanning Capability



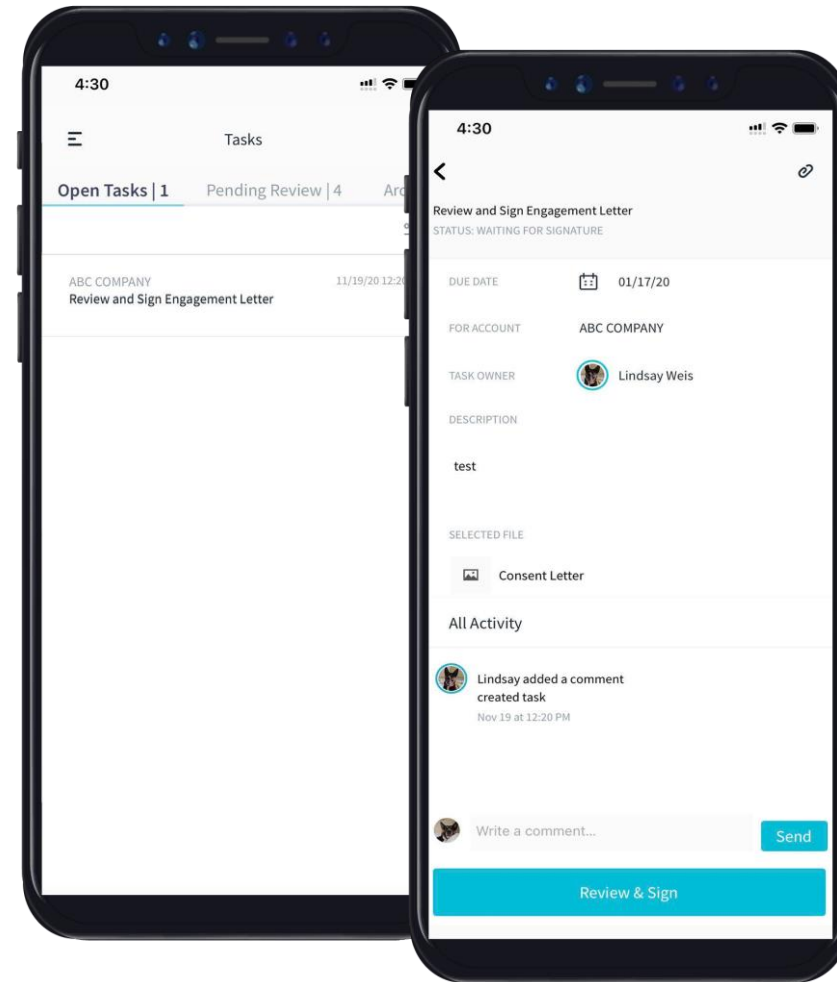
- Converts pictures from cell phones to PDF
- One Step for clients
- Ready to use PDF for team members



Liscio To Do List



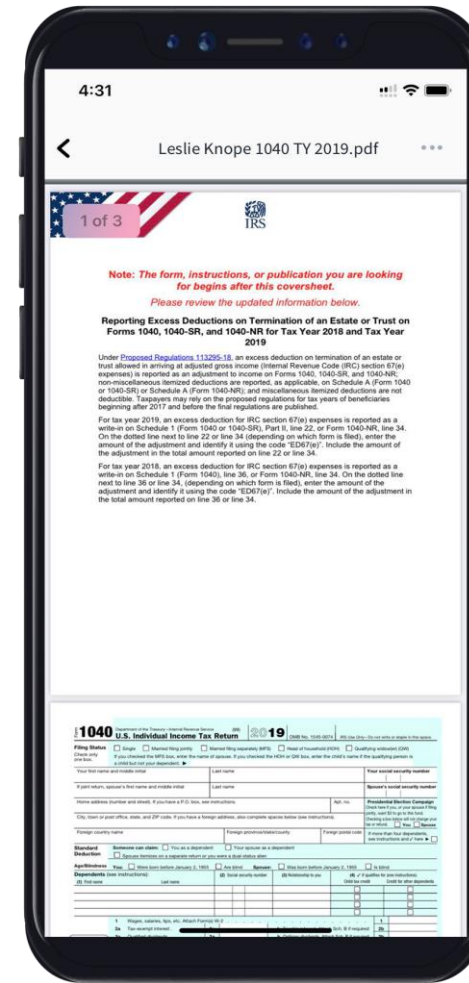
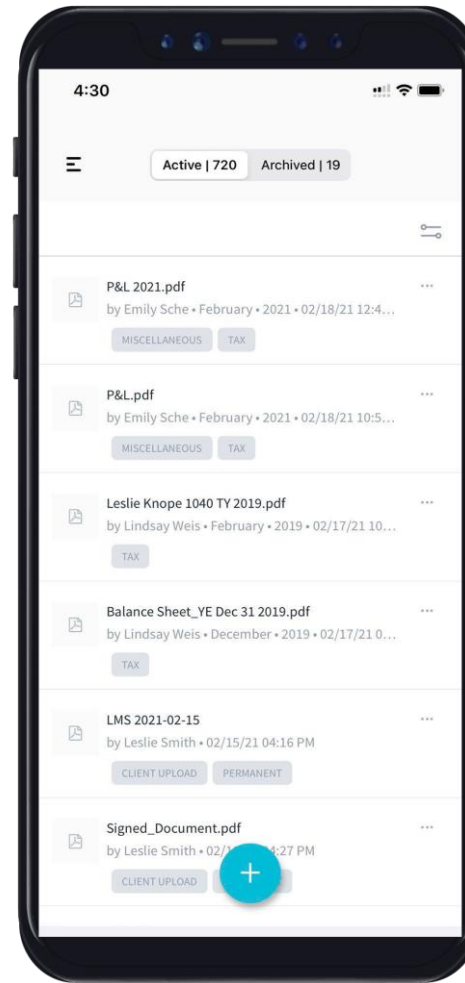
- Shows open items to client
- Visibility by all team members
- Notifications to client and team



Liscio Files



- Completed engagements
- No charge for storage
- No charge by client



Liscio Dispatch



- Integrated
- If you can print, you can use Dispatch

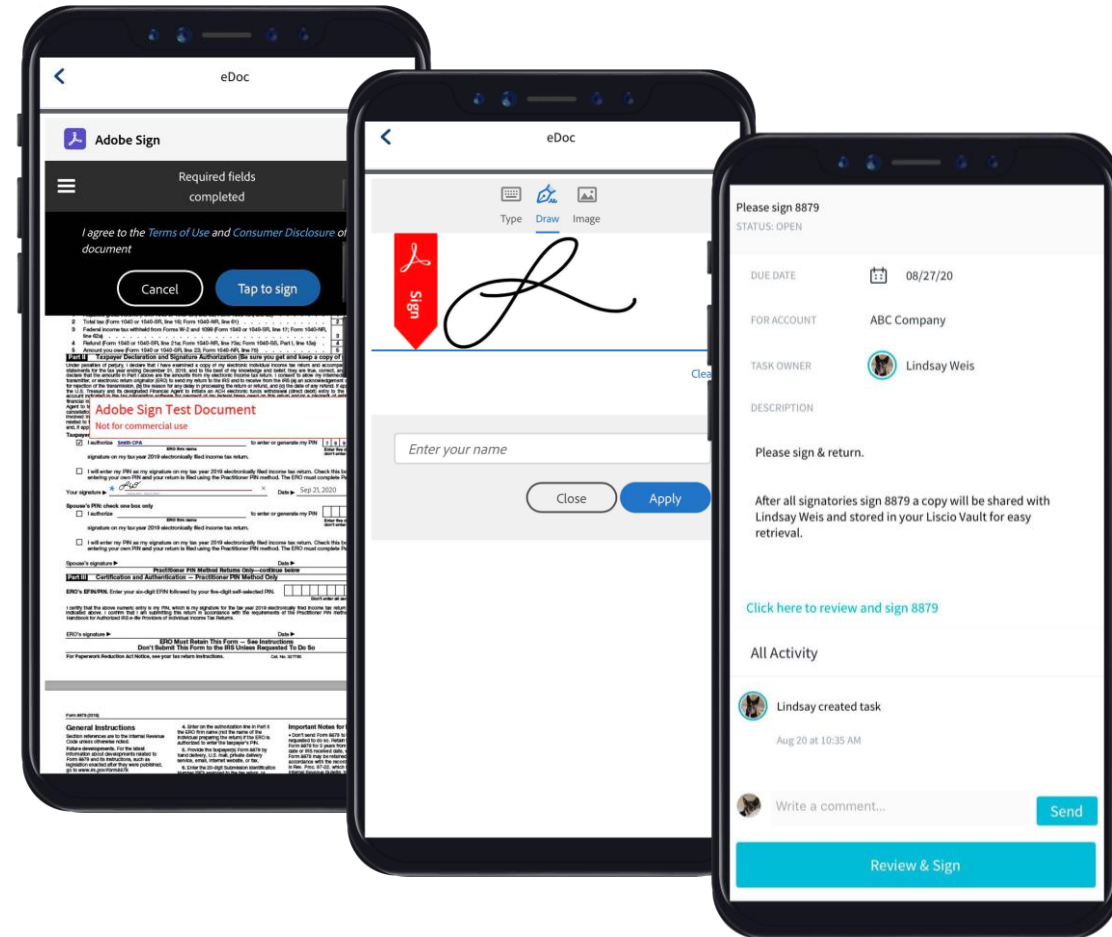
Print a file from **ANY** software directly to Liscio



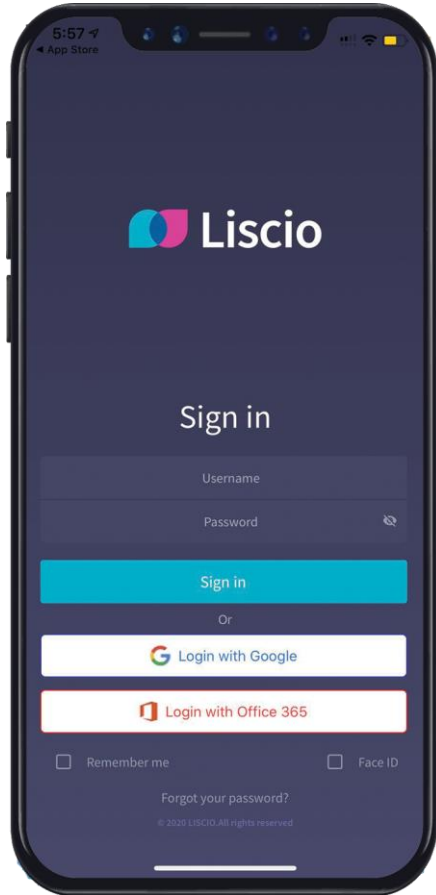
Liscio eSignature



- Works on any device
- Knowledge-based authentication



Liscio Client Experience 2.0



Inbox 1					
SENDERS	MESSAGE DETAILS	LAST ACTIVITY AT			
Lindsay Firm, me	Welcome to Liscio! Message from Randy	01/26/21 12:11 pm	SEE ALL INBOX MESSAGES →		

My Tasks 1						
TASK NAME	ASSIGNED TO	ACCOUNT	OWNER	DUE DATE	LAST ACTIVITY AT ↓	
Get a Signature Review and Sign Engagement Letter 	Randy Client	Randy Client, LLC	Chris Farrell	02/02/21	01/26/21 09:17 pm	SEE ALL OPEN TASKS →

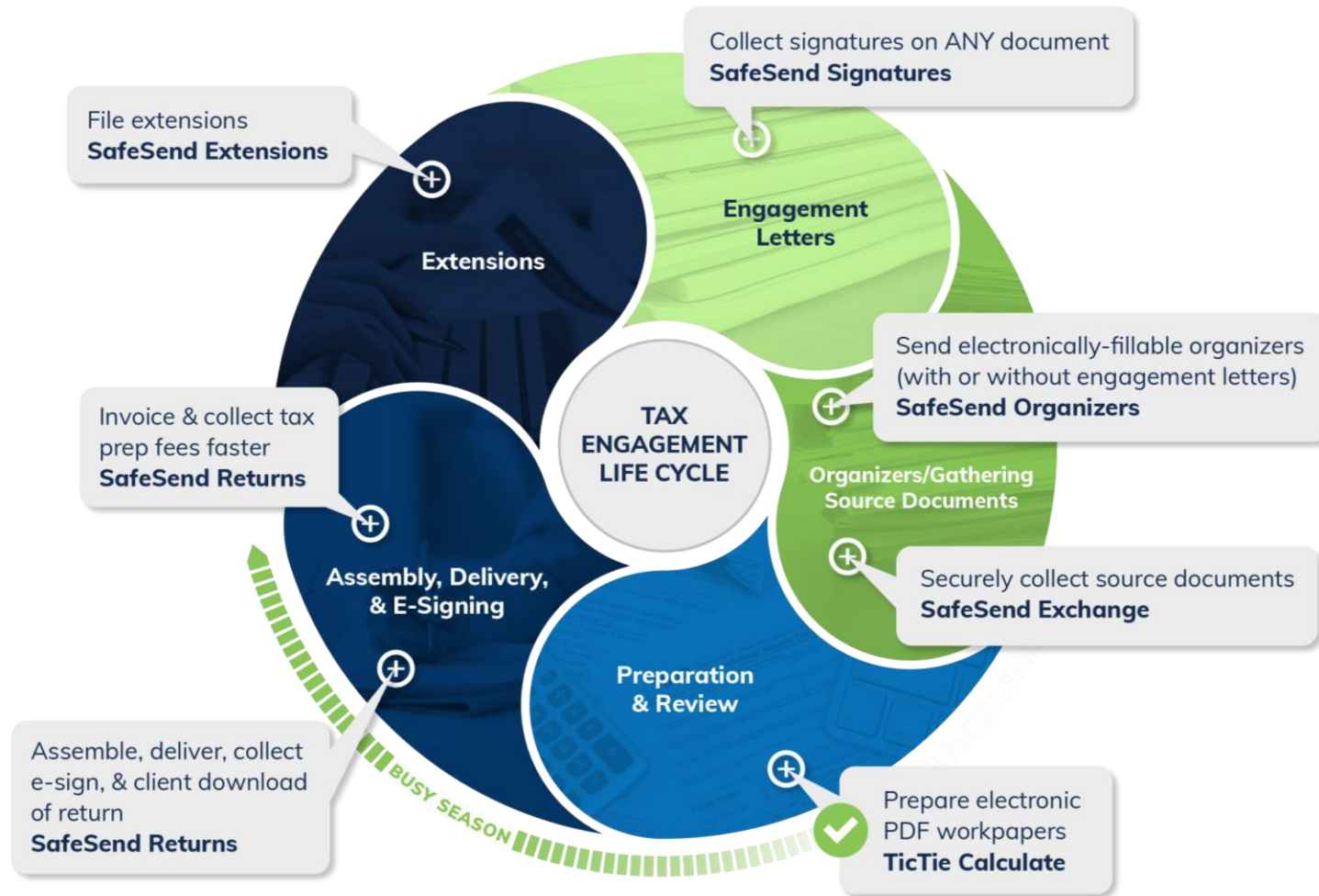
[Skip Collaboration Tools](#)

Why Choose The SafeSend Suite?



- Designed specifically for the tax and accounting profession, SafeSend automates manual tasks across the entire tax engagement
- Makes every tedious, manual task during the tax engagement easy and fast
- Firms and clients love the intuitive, guided interface
- Secure, yet easy to access – no username or password for clients to remember
- Web-based so there's nothing to install or maintain
- Only 3-4 hours to implement and train staff
- SafeSend Returns is a multi-year Technology Innovation Award winner

SafeSend Fits Your Tax Workflow



Address client needs all year long!

SafeSend Returns

- ✓ Enjoy 7 years of tax return storage
- ✓ Fill client copy requests in one click (no password needed)
- ✓ Distribute K-1s securely
- ✓ Send voucher & estimate payment reminders
- ✓ Receive e-signed 8879 quickly from clients

SafeSend Exchange

- ✓ Send encrypted tax documents to banks and more via email
- ✓ Share large files through a client portal
- ✓ Eliminate the chore of remembering user names and passwords

SafeSend Suite



- Send one-off and batches of documents that require e-signatures (engagement letters, POAs, 990s, etc.)
- Know where the client is in the process with live tracking and reporting
- Automate reminders to follow up with clients

SafeSend Suite



- Automatically reads and converts your static client organizer PDF from your tax software (CCH Axcess, ProSystem fx, GoSystem Tax RS, Lacerte, UltraTax CS) to a digital fillable form with custom questions
- Gather source documents
- Request e-signatures on engagement letters or POAs

SafeSend Suite



- Automate the assembly and delivery of tax returns for individual, business, and trust returns
- Standardizes your firm's internal process regardless of return type and streamlines your clients' experiences
- Know where clients are in the process using live tracking and reporting with automated signing and payment reminders
- Simplify secure electronic K-1 distribution to partners and shareholders
- Send multiple returns to one client in one communication using the Grouped Returns feature
- Invoicing and online payment services are part of the process

SafeSend Suite



SafeSend Extensions



- Automate the signature block placement on forms
- Easily manage voucher and estimate payments
- Automate reminders to follow-up with clients

Technical Support and Training



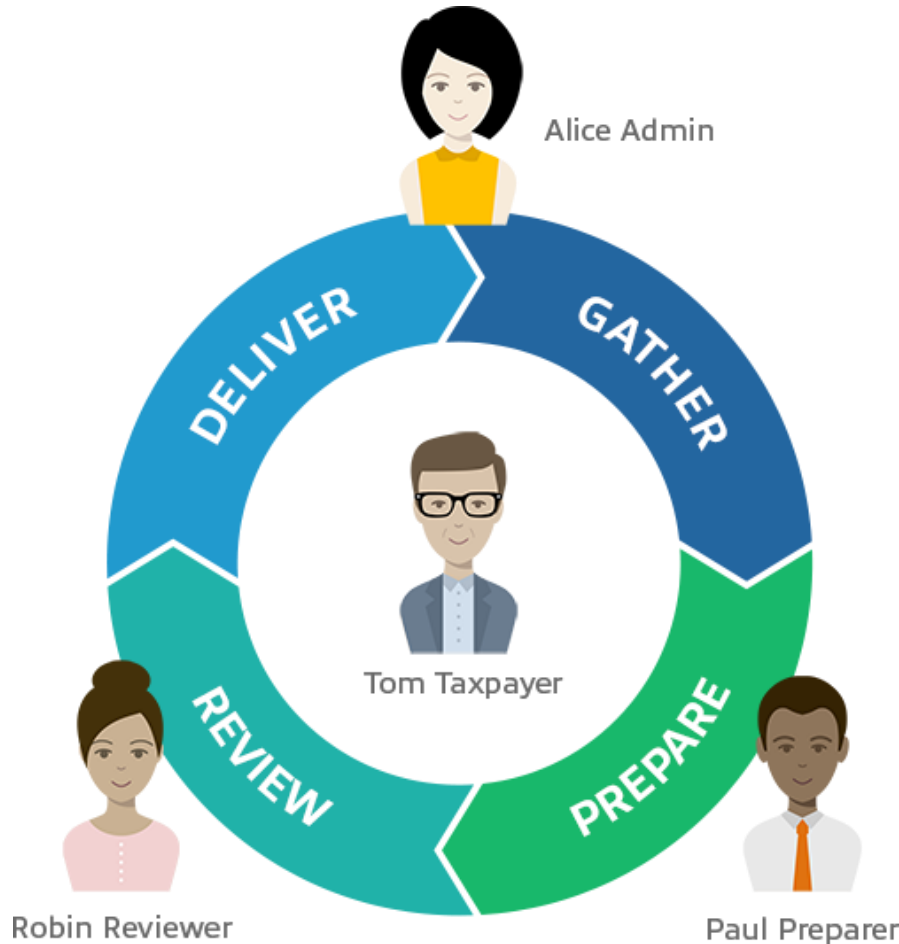
- Industry Expertise – SafeSend brings only the most talented professionals to their team with expertise in tax and accounting, and software engineering and development
- Live support team is US-based, located just outside Boise, ID

Simple and Transparent Pricing



- Purchase a package of returns within one of the pricing tiers and receive unlimited use of other products in that tier
- Receive volume discounts – the more returns you purchase, the more you save
- Unused returns roll over from year to year
- Unlimited support and free on-going training sessions
- Simple pricing makes it easy for firms to budget

Challenges Facing The Profession



- Finding and retaining qualified staff
- Workload compression
- Standardized workflow
- Increased productivity and profitability

1040 Workflow Process



Requested Items (9) Uploaded Documents (11)

To Sign (1)

Document Name

Engagement Letter Signature

Documents Requested (8)

Document Name

US Bank National W-2 (Wages)

Charles Schwab 1099s (Banks and Brokerages)

MetLife 1099s (Banks and Brokerages)

Gather

- Proforma Document Checklist
- Custom Questionnaires

1099 Consolidated

Schedule C Business Income

JILL'S CRAFT SHOP

JILL'S CRAFT SHOP

Office Expenses

Office Lease

My Tax Documents

1099-R Distributions From

Prepare

- Standardized Workpapers
- 4-7x More Documents Automated

Easier, faster review

Sign-off Option L1 ✓ L2 ✓ L3

W-2 and EARNINGS SUMMARY

Review

- Bespoke Tax Workpapers
- Up to 4 Levels of Sign-Off

Amount Due \$500.00 Due Date 04/15/2021

Invoice Name 1040 Tax Prep.pdf Date Issued 11/04/2020

Select Payment Method

Credit Card

Apple Pay

View Tax Returns

Filing Instructions

Document Name

Instructions

Federal Tax Return

Document Name

Form 1040

State Tax Return

Document Name

State of California Franchise Tax Board

2020 Tax Payments

Wednesday, April 15, 2021

IRS Fed-1040 ES \$1,000.00

Tuesday, September 15, 2021

Franchise Tax Board Form 540-ES - California State Income Tax \$500.00

Deliver

- Quick 8879 E-signature
- Automatic Split of Deliverables



GATHER



The screenshot displays a user interface for document management. At the top, there are two tabs: 'Requested Items (9)' and 'Uploaded Documents (11)'. Below these, there are three main sections:

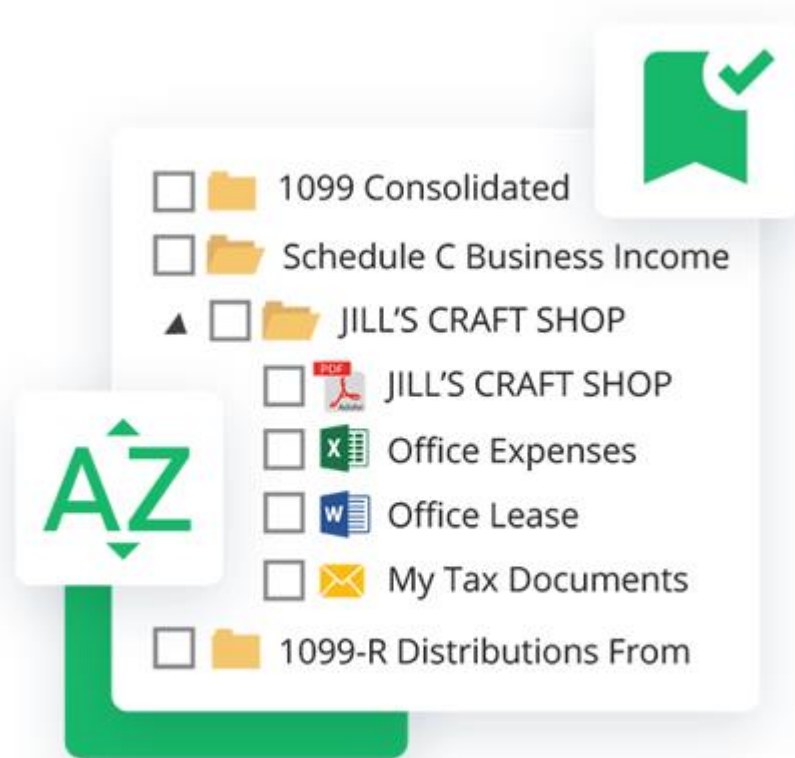
- To Sign (1)**: A section with a sub-header 'Document Name'. It contains one item: 'Engagement Letter Signature' with a document icon.
- Documents Requested (8)**: A section with a sub-header 'Document Name'. It contains three items:
 - 'US Bank National W-2 (Wages)' with a document icon.
 - 'Charles Schwab 1099s (Banks and Brokerages)' with a document icon.
 - 'MetLife 1099s (Banks and Brokerages)' with a document icon.

Eliminate chasing documents, signatures, and other to-dos from your clients by fully automating the gathering process.

This reduces both cost and tax season compression!



PREPARE



- Automate the painstaking assembly of tax workpapers and reduce or eliminate data entry
- Minimize OCR verification with patented auto-verify technology or let trained SurePrep



PREPARE



Max Doc Coverage



Auto-Verification of Native PDFs



Optional Verification Service

1040SCAN PRO

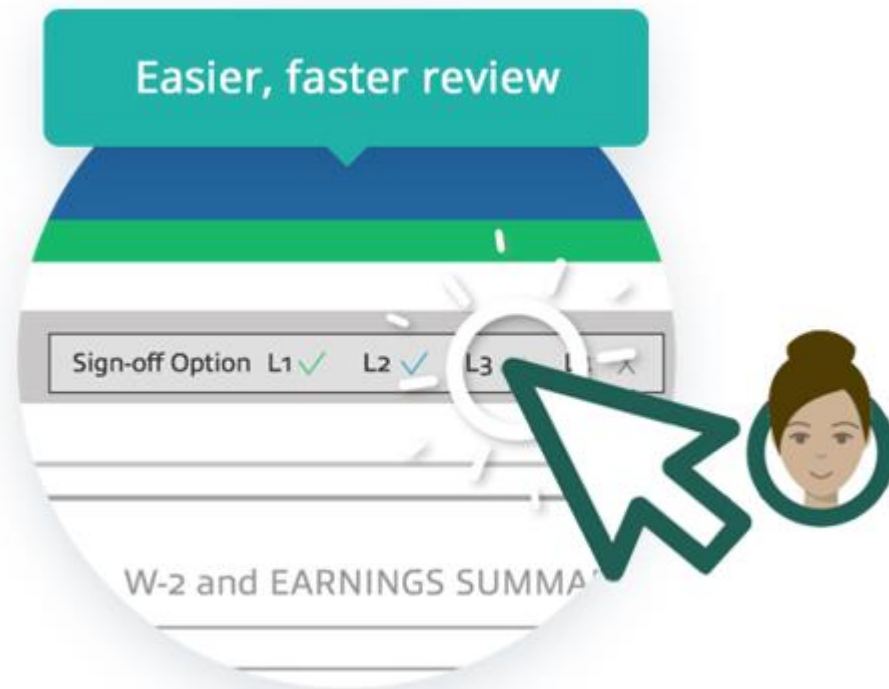
- Recruit staff
- Recurring training
- Larger learning curve

VS

1040SCANverify

- Consistent Turn Time
- Improved Quality
- Simple Workflow

REVIEW



Save cost and review time by increasing staff leverage with the most productive tax workpaper system available.



DELIVER



The screenshot displays three overlapping mobile app screens. The top-left screen, titled "View Tax Returns", lists tax documents under three categories: "Filing Instructions" (with a PDF icon and "Instructions" document), "Federal Tax Return" (with a PDF icon and "Form 1040" document), and "State Tax Return" (with a PDF icon and "State of California Franchis" document). The top-right screen, titled "Invoice Payment", shows a "Cancel" button and details for a \$500.00 invoice due on 04/15/2021, issued on 11/04/2020. It offers "Credit Card" and "Apple Pay" as payment methods. The bottom screen, titled "2020 Tax Payments", shows a calendar view for 2020 with a search icon. It lists payments for "Wednesday, April 15, 2021" (IRS Fed-1040 ES for \$1,000.00) and "Tuesday, September 15, 2021" (two Franchise Tax Board payments for \$500.00 each).

Simplify delivery with an award-winning client collaboration platform, available on desktop, tablet, and mobile with iOS and Android apps.



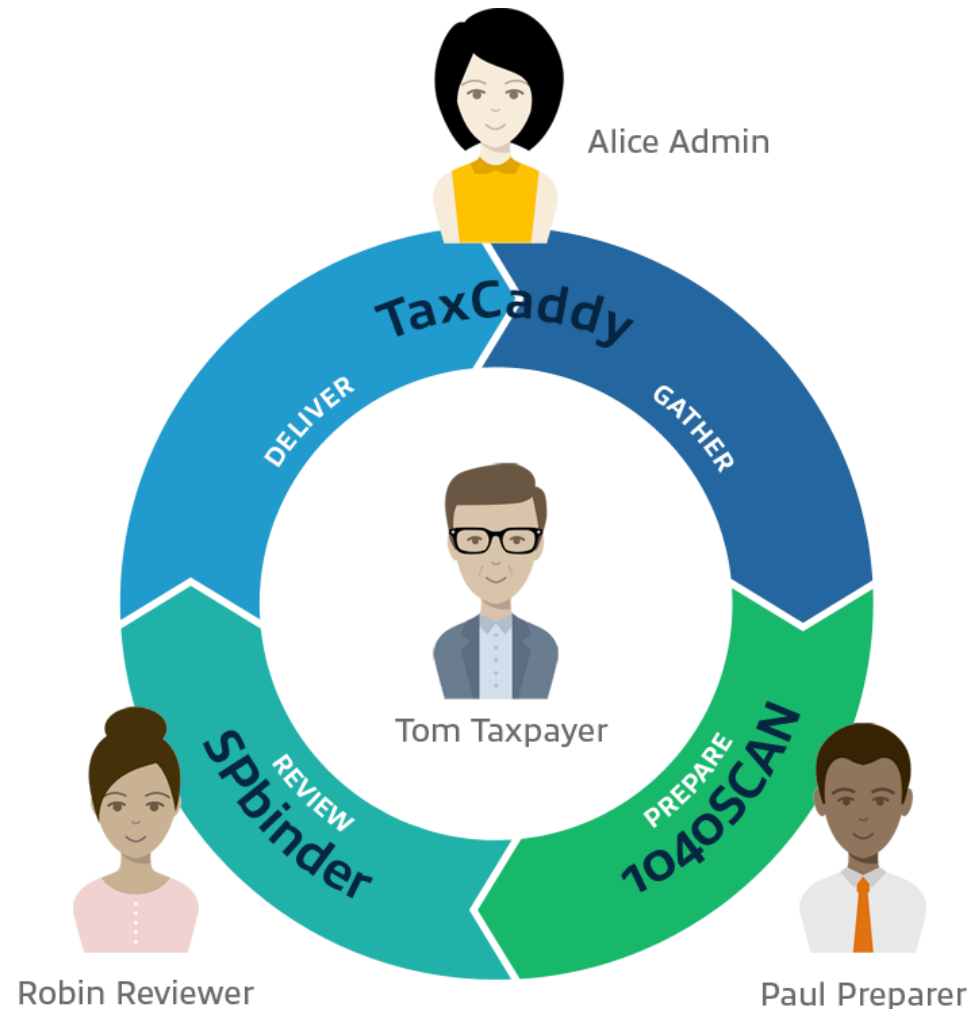
SurePrep TaxCaddy



- Rethinking and digitization of many routine CPA-client ministerial interactions for seamless data transfer
- Creates a digital organizer that uploads data directly into tax software after it is filled out on a mobile device or PC
- Answers are imported into several supported tax applications, including solutions from CCH, Thomson Reuters, and Intuit
- Documents can be automatically retrieved as PDF or CSV files from the client's brokerage account and placed in TaxCaddy with no client or staff intervention required
- E-Signature integrated for engagement letters and Form 8879, etc.
- Final "as filed" returns are delivered to client or stored permanently using TaxCaddy
- Data feeds into SurePrep 1040 Scan automatically, and can also be used with SurePrep outsourcing services

[Skip Collaboration Tools](#)

Introducing The SurePrep Tax Process

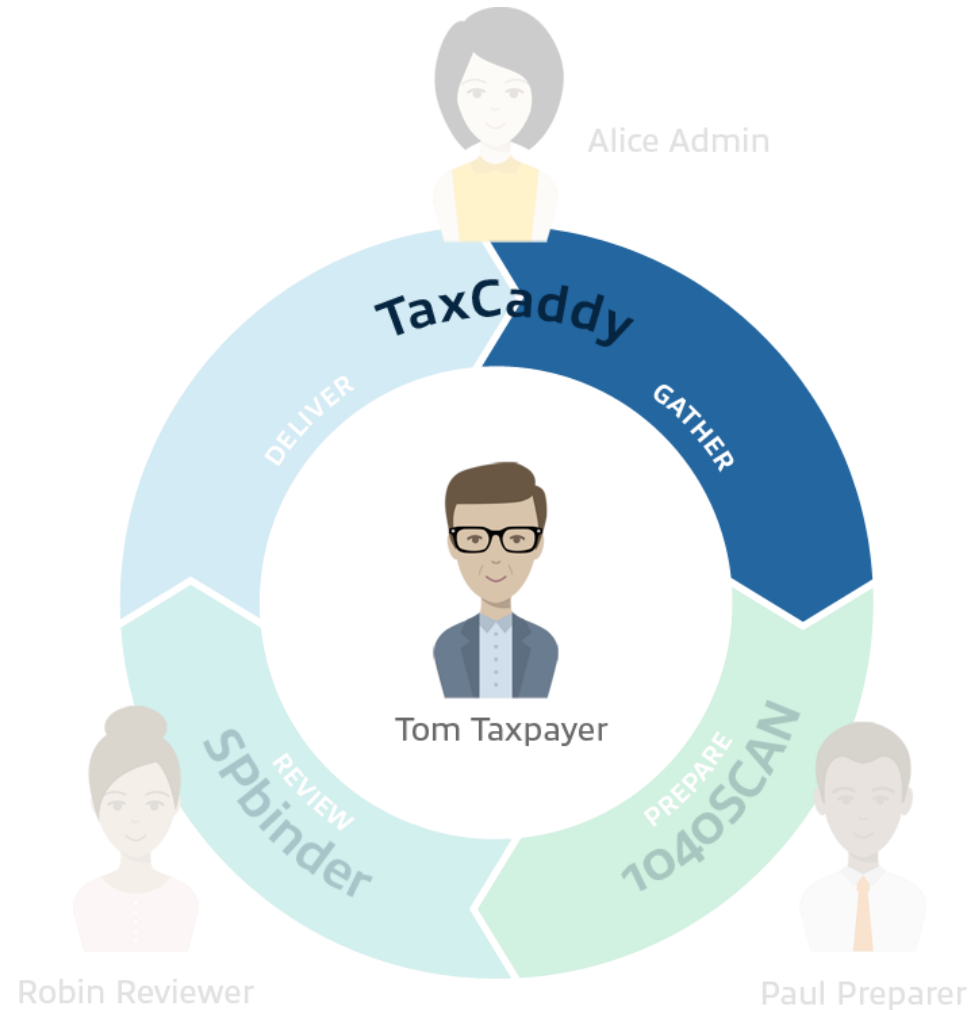


SurePrep makes your tax practice more productive and profitable

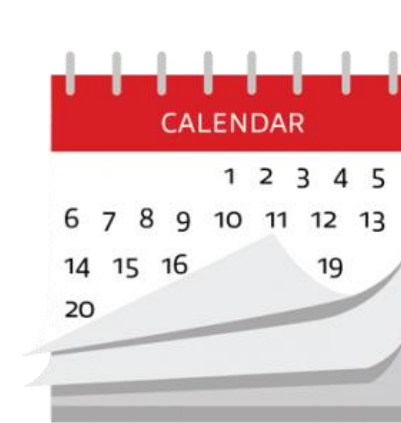
As the leader in tax automation for CPA firms, automation is the primary focus of SurePrep solutions

That's why SurePrep automates the processing of three times as many documents as competitors and streamlines the collection of those documents with software your clients will use and love

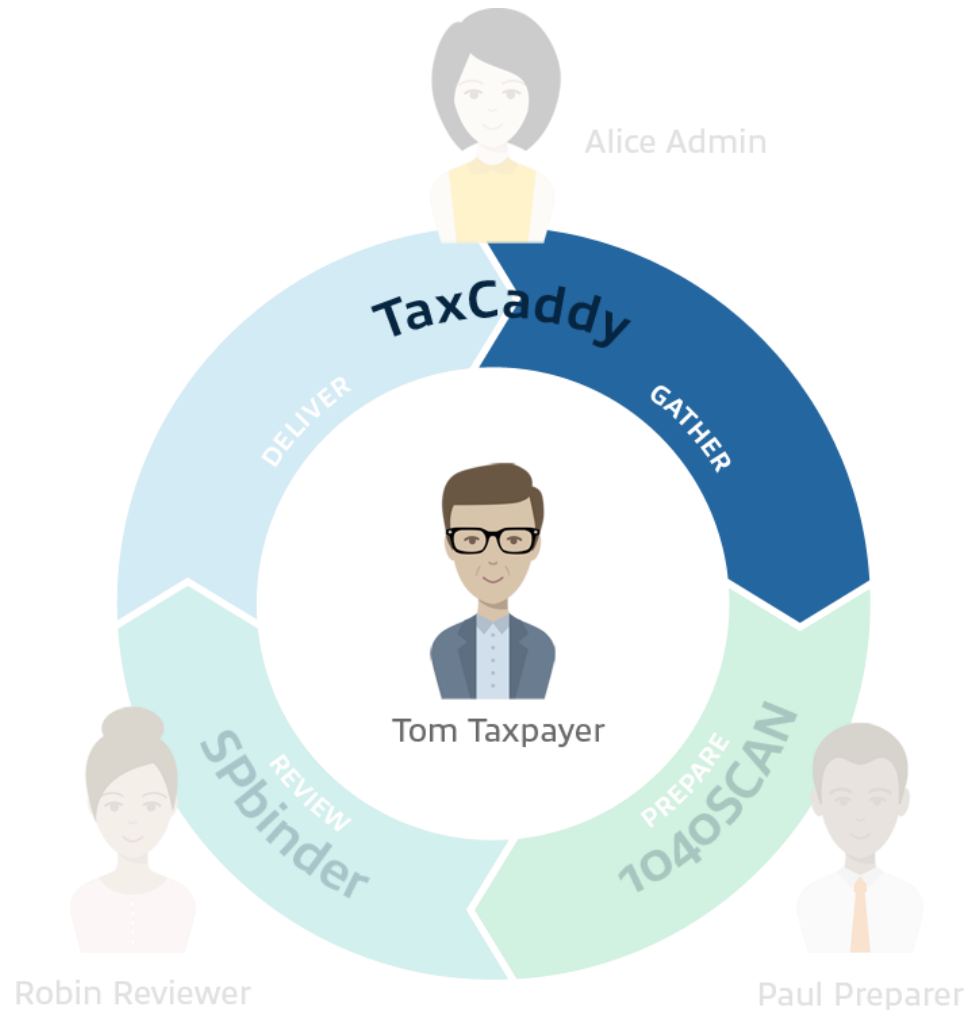
Gather With TaxCaddy



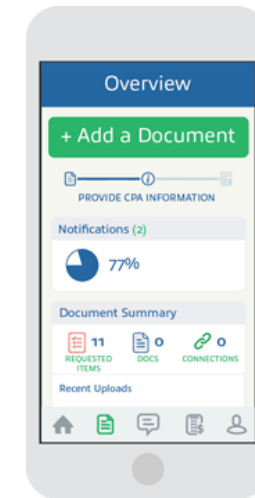
TaxCaddy helps Tom Taxpayer gather tax documents year-round



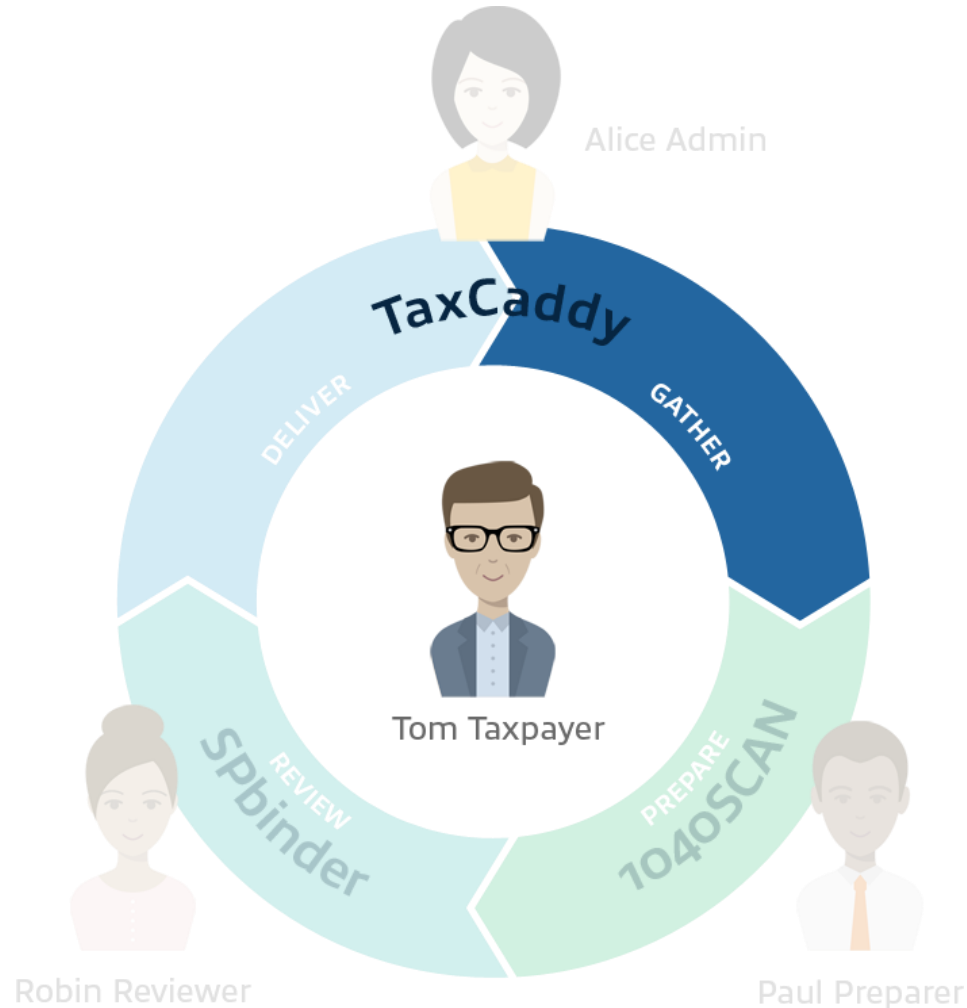
Gather With TaxCaddy



When tax time comes, Tom and his CPA are freed from the hassles of an old-fashioned organizer. Everything Tom's CPA needs is conveniently listed in TaxCaddy



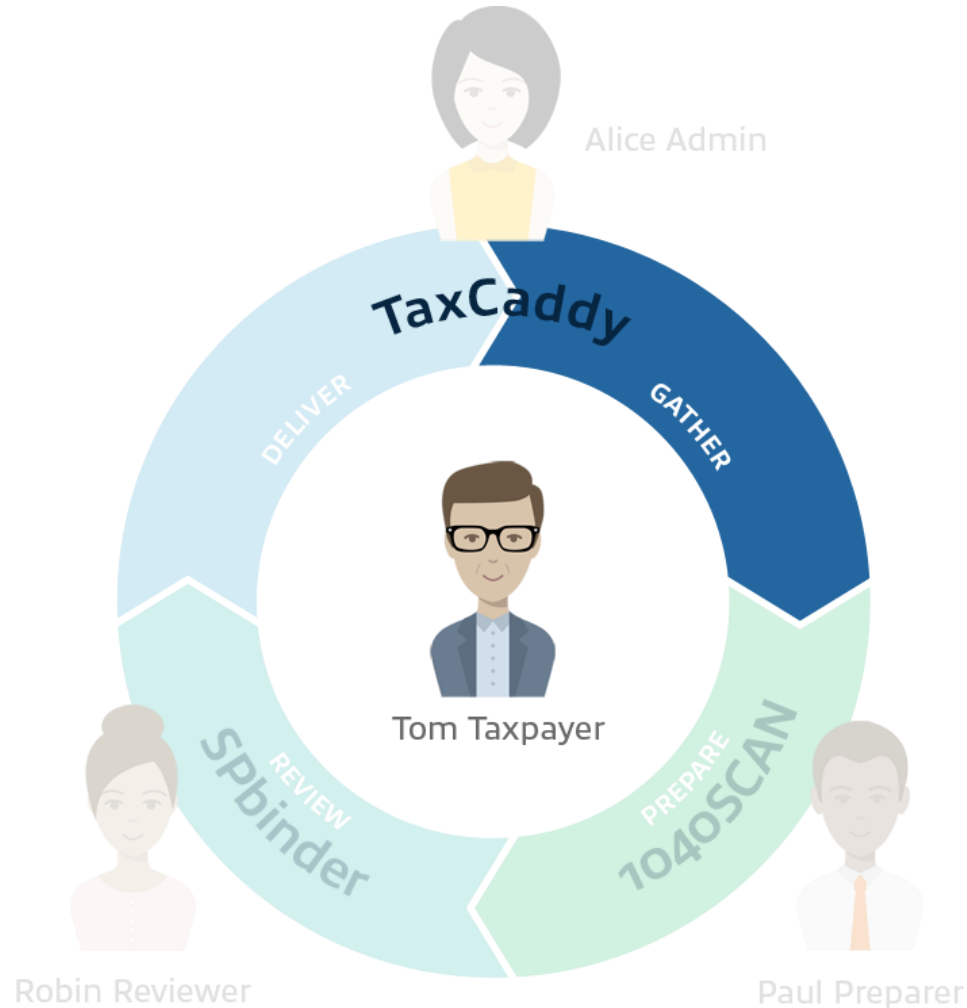
Gather With TaxCaddy



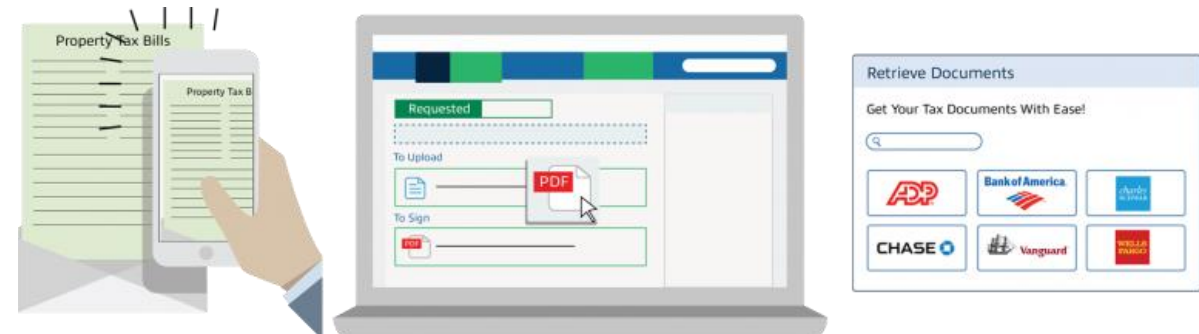
Engagement letters can be signed with a few taps, questionnaires can be completed on the go, and requested documents can be provided in several convenient and automated ways



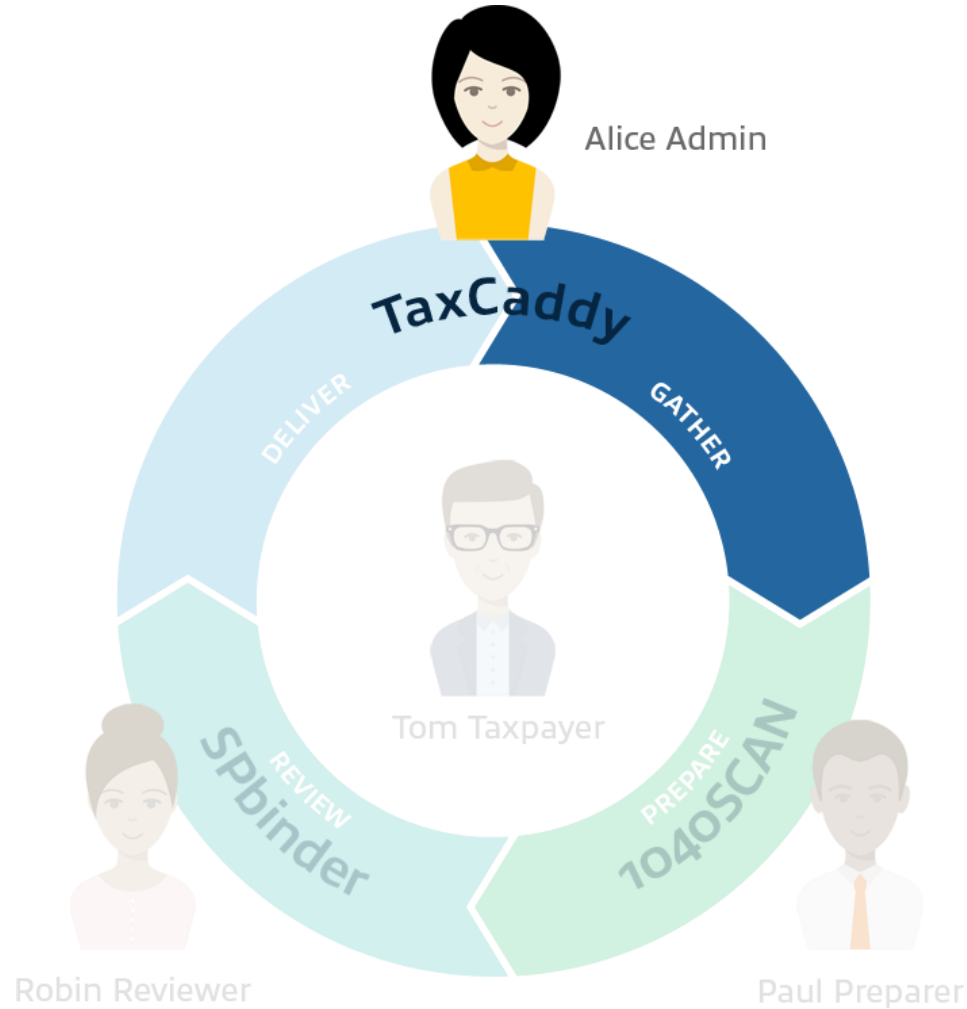
Gather With TaxCaddy



Tom can photo-scan documents with the TaxCaddy mobile app. Tom can upload documents from his PC or Mac. Tom can even set TaxCaddy to automatically retrieve his W-2s, 1099s and 1098s from over 300 banks, brokerages and payroll service providers



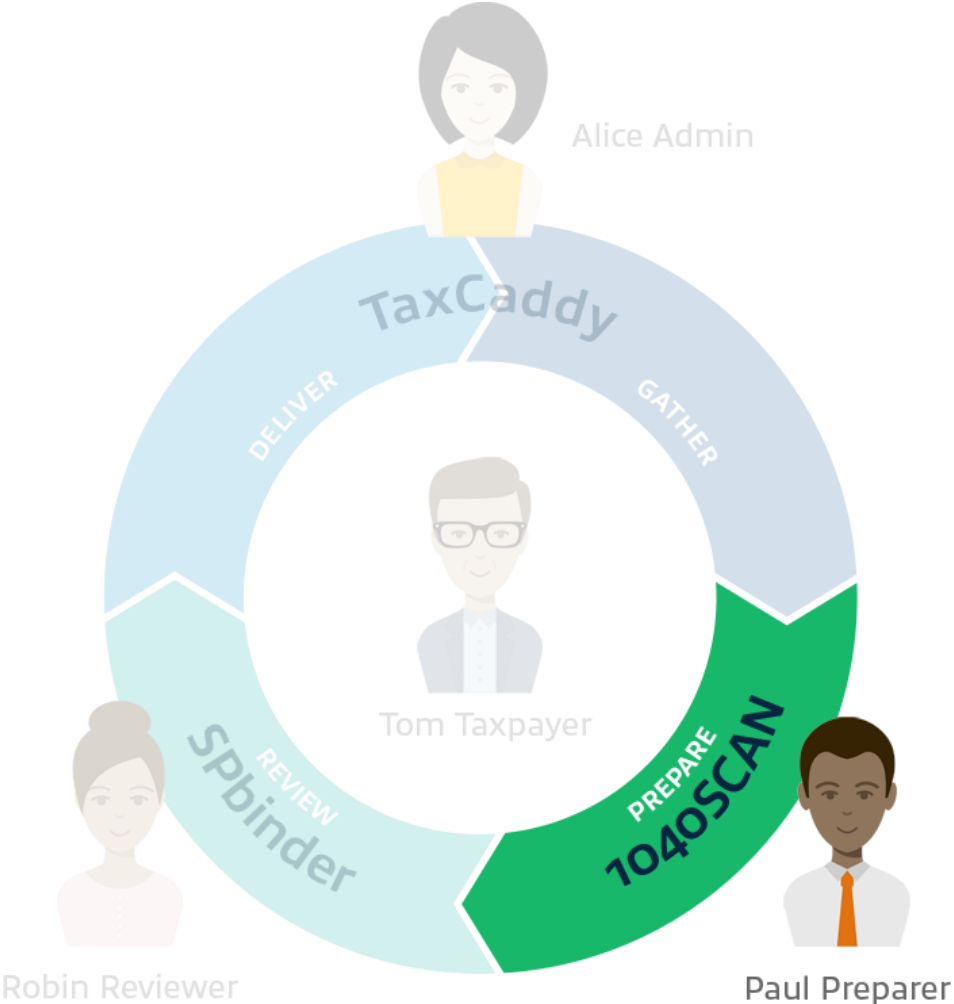
Gather With TaxCaddy



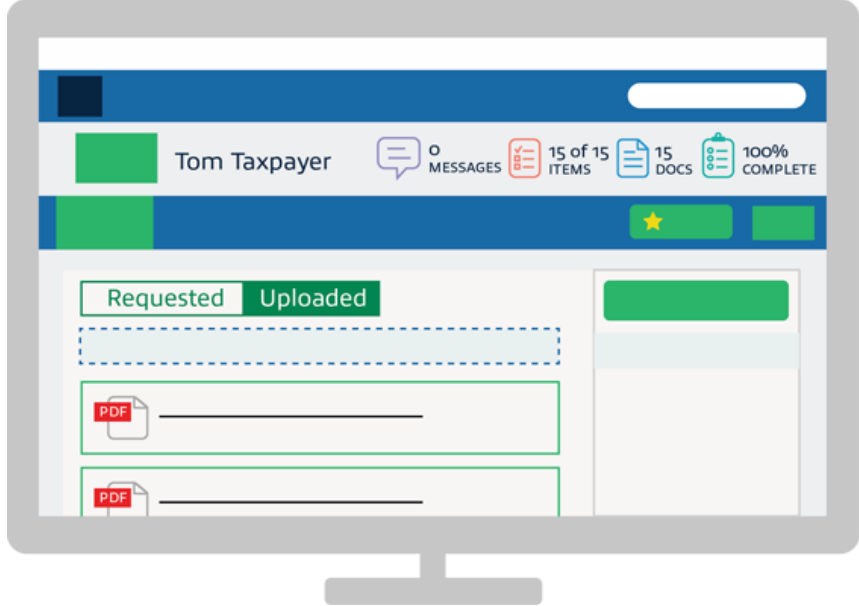
TaxCaddy saves Alice Admin time, too. She no longer needs to print and mail organizers or receive and scan source documents. Everything is requested and delivered through TaxCaddy



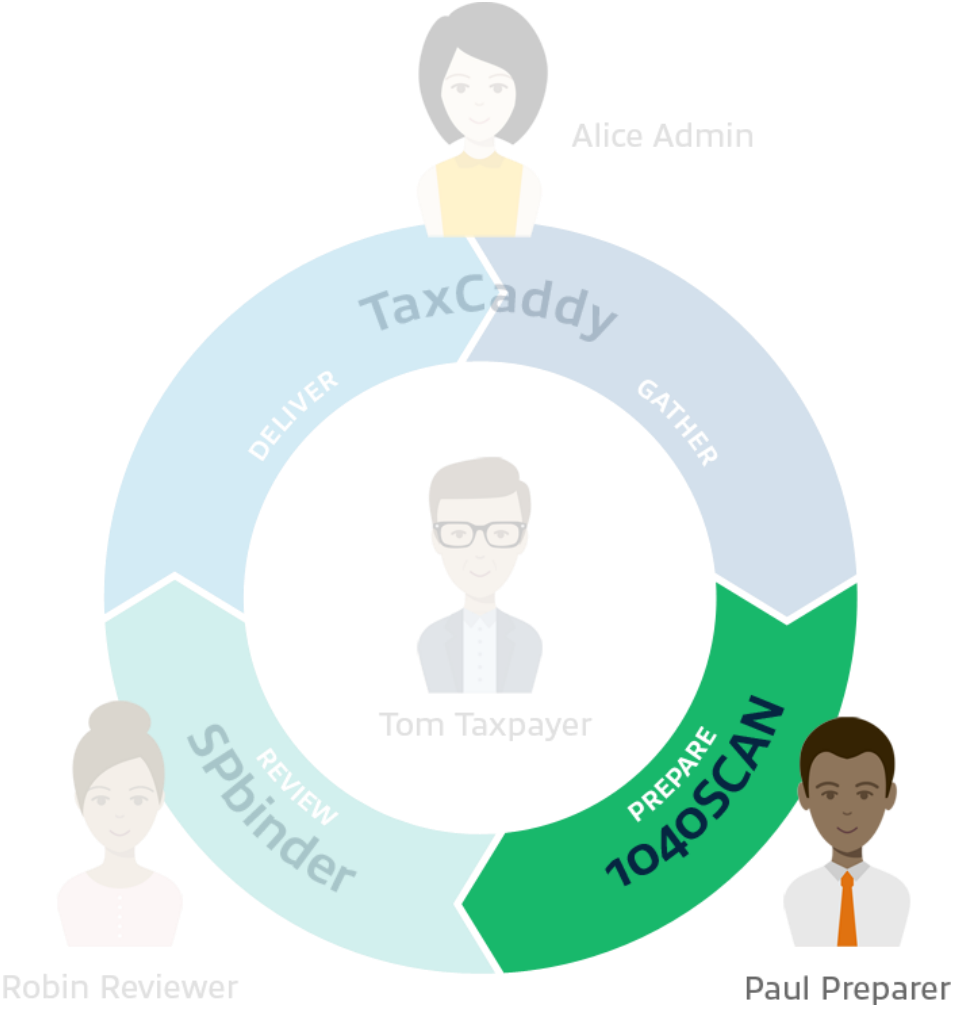
Automate Prep With 1040SCAN



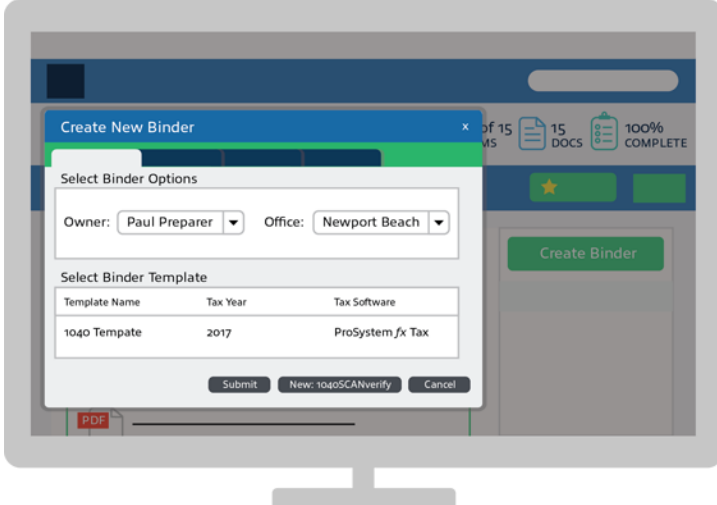
Paul Preparer gets access to Tom's documents as soon as they're uploaded or retrieved so he can start the return sooner, reducing his tax season workload compression



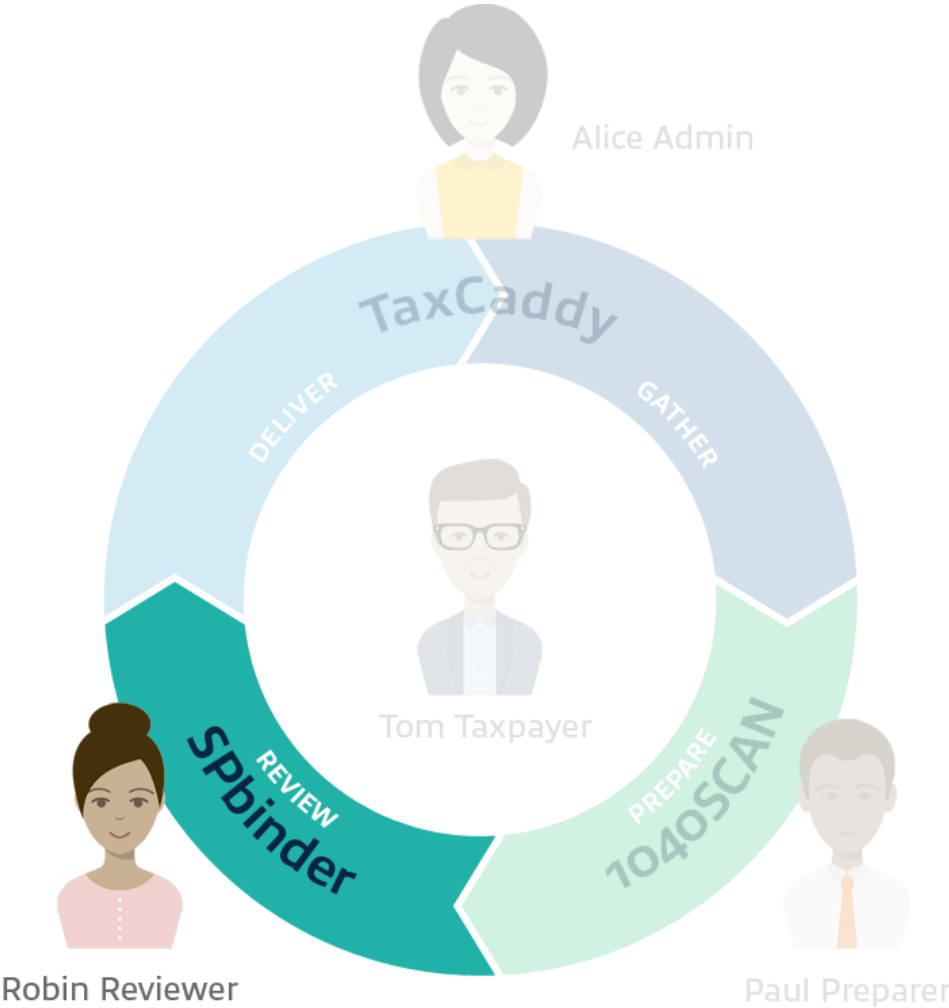
Automate Prep With 1040SCAN



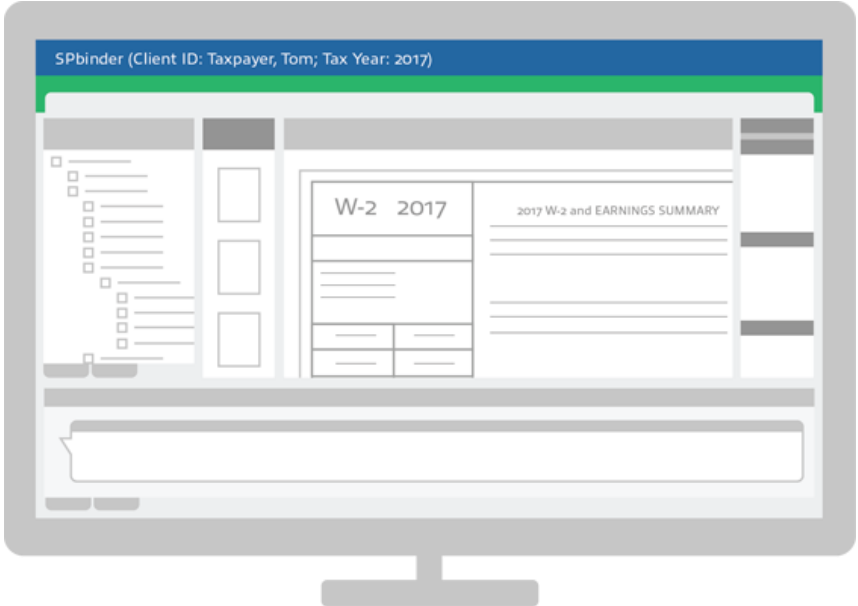
Since Paul uses 1040SCAN, he finishes the return faster as well. 1040SCAN automates three times as many tax documents as its competitors



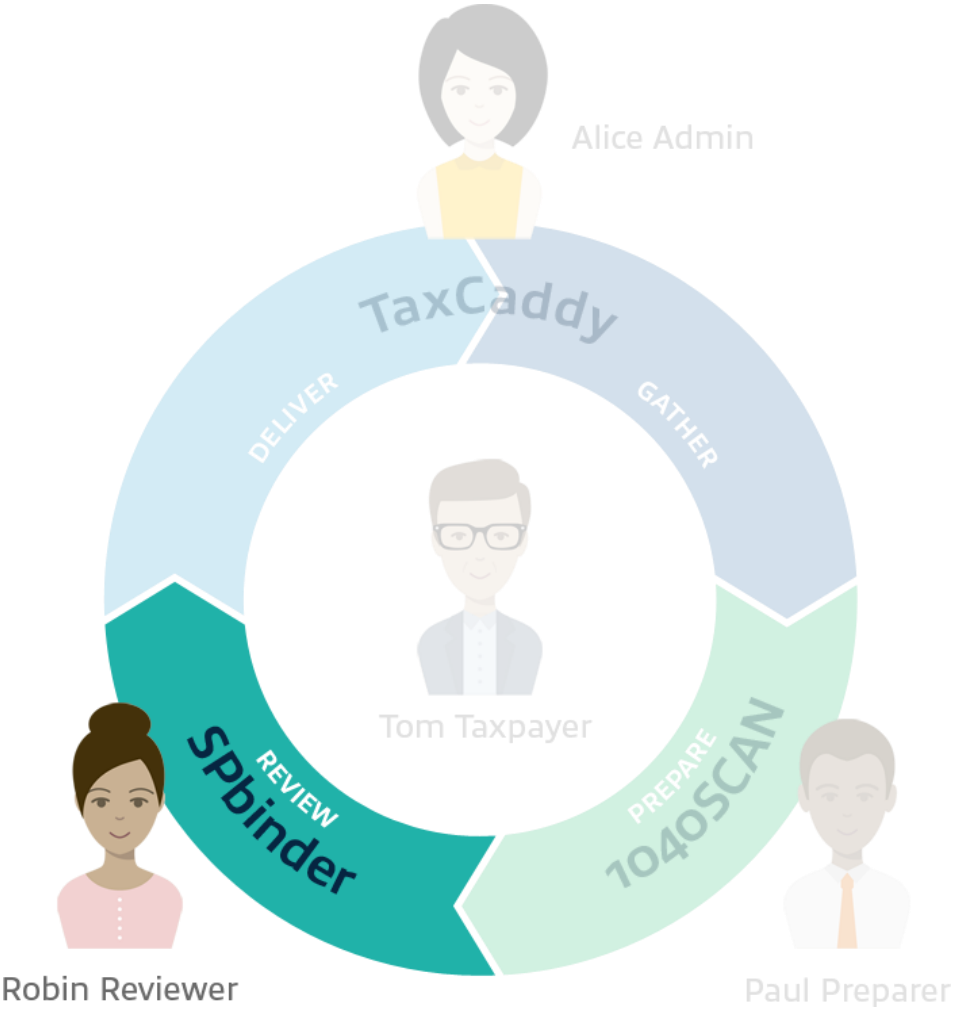
Streamline Review With SPbinder



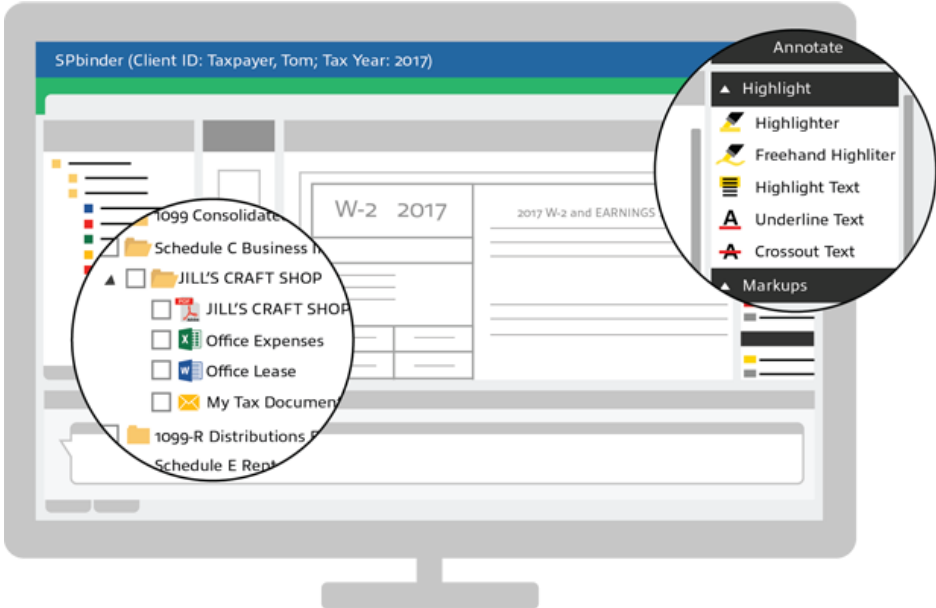
Robin Reviewer loves the time saved by SPbinder's easy-to-review workpapers



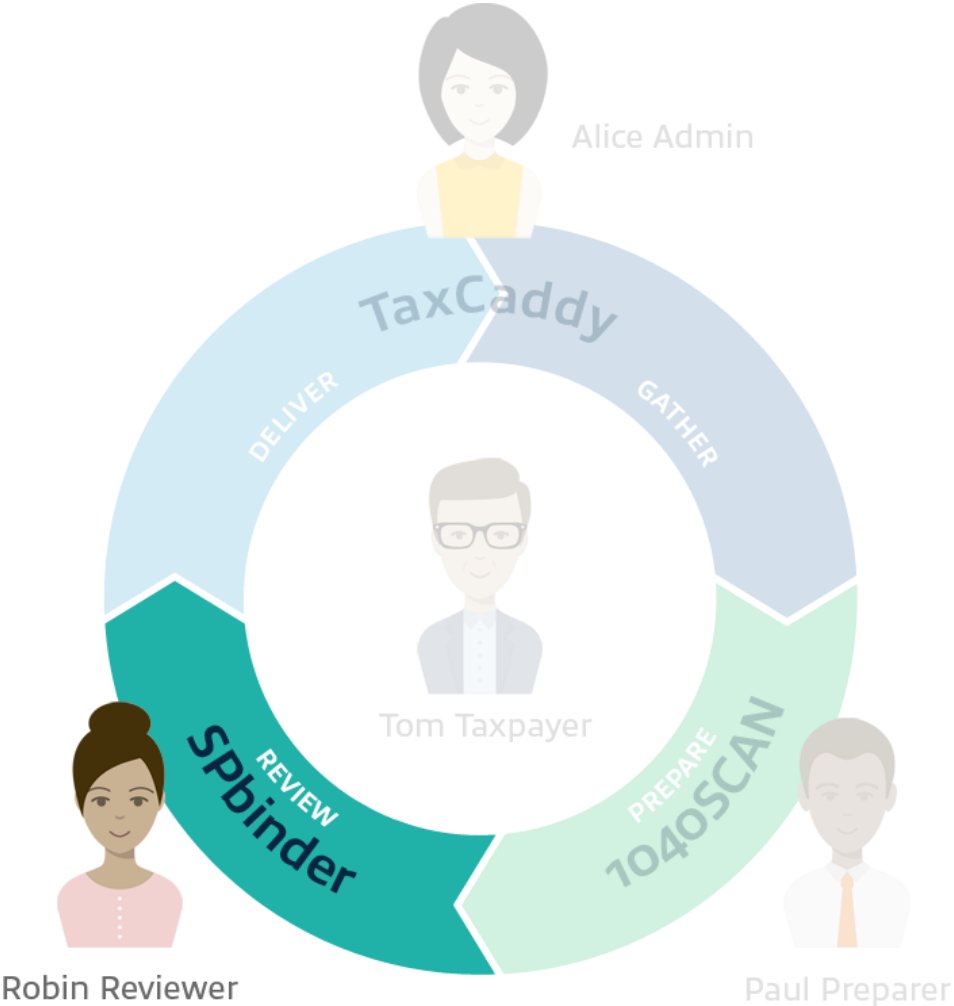
Streamline Review With SPbinder



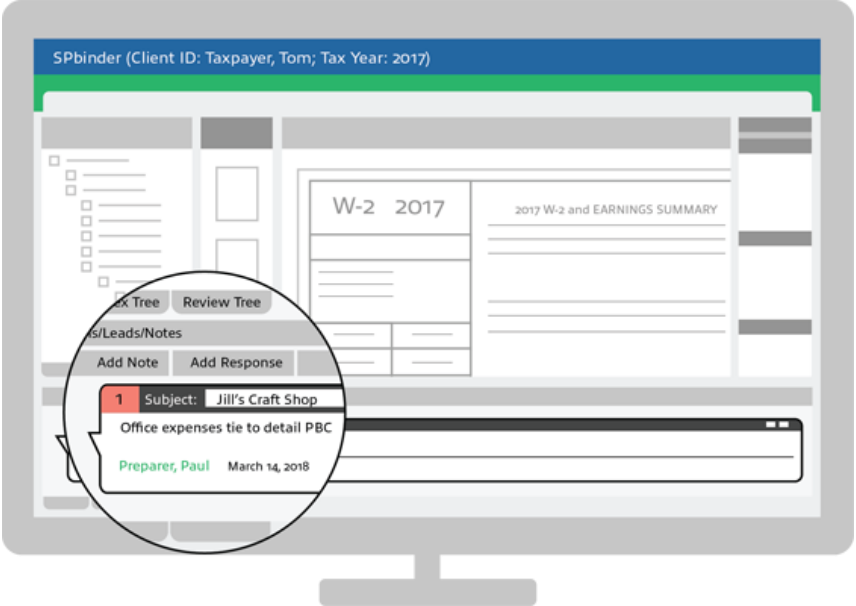
Standardized workpaper organization and tickmarking tools speeds up review



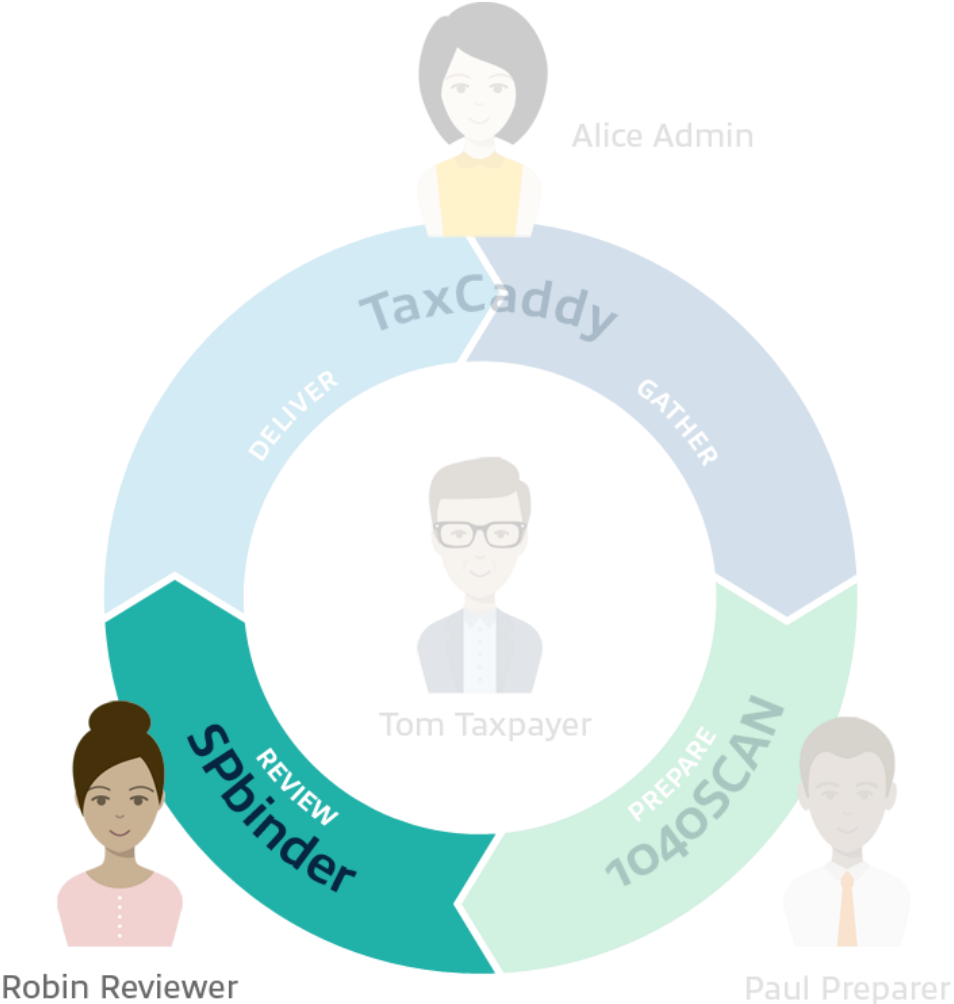
Streamline Review With SPbinder



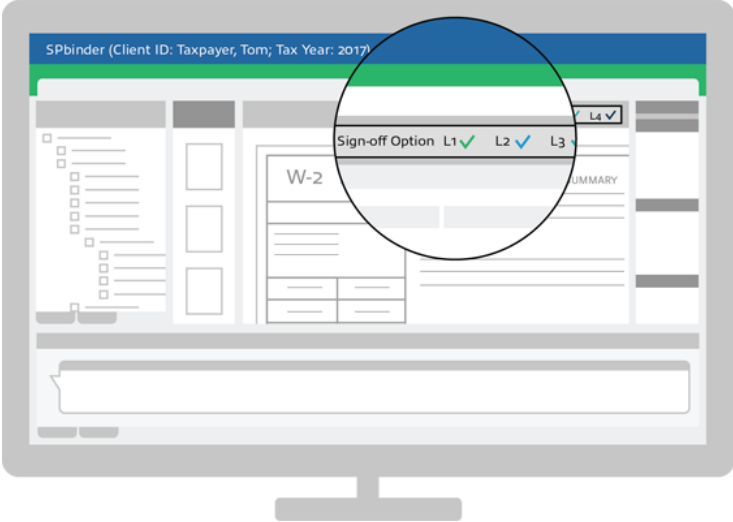
Open items and review notes facilitate collaboration between the engagement team



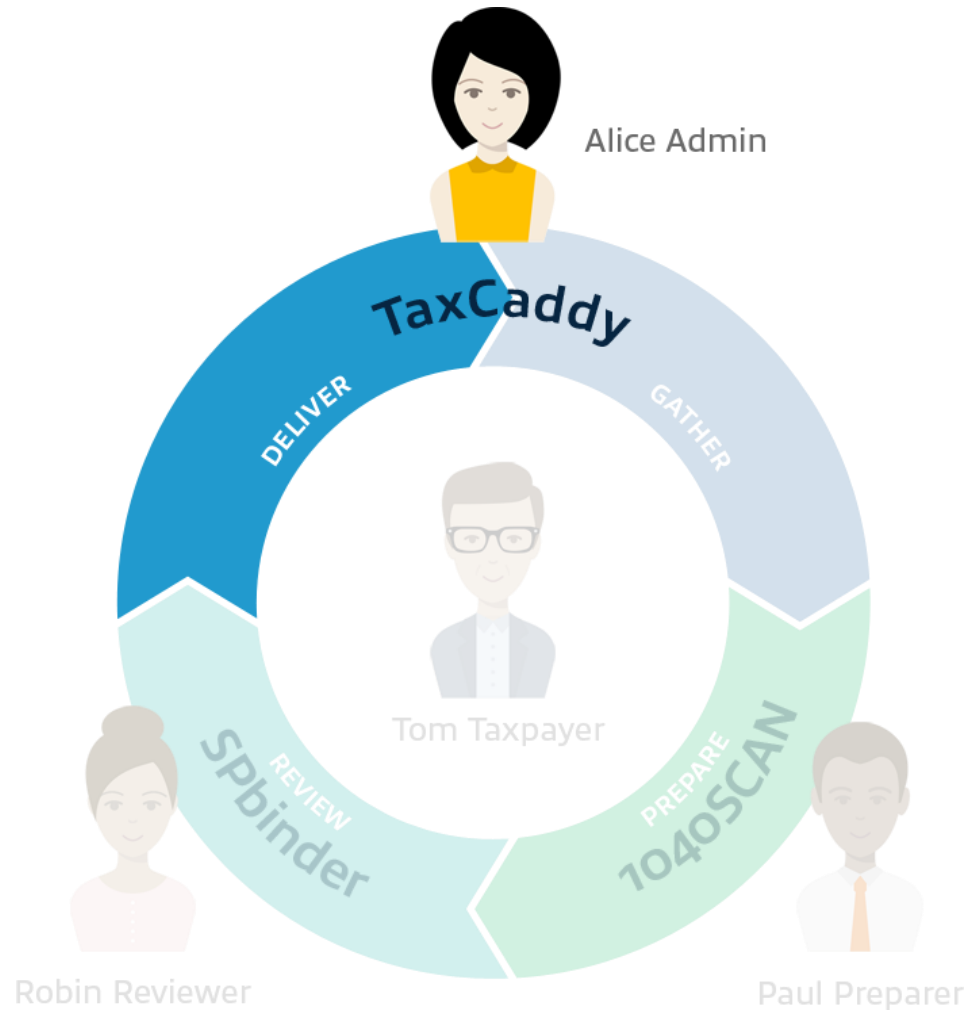
Streamline Review With SPbinder



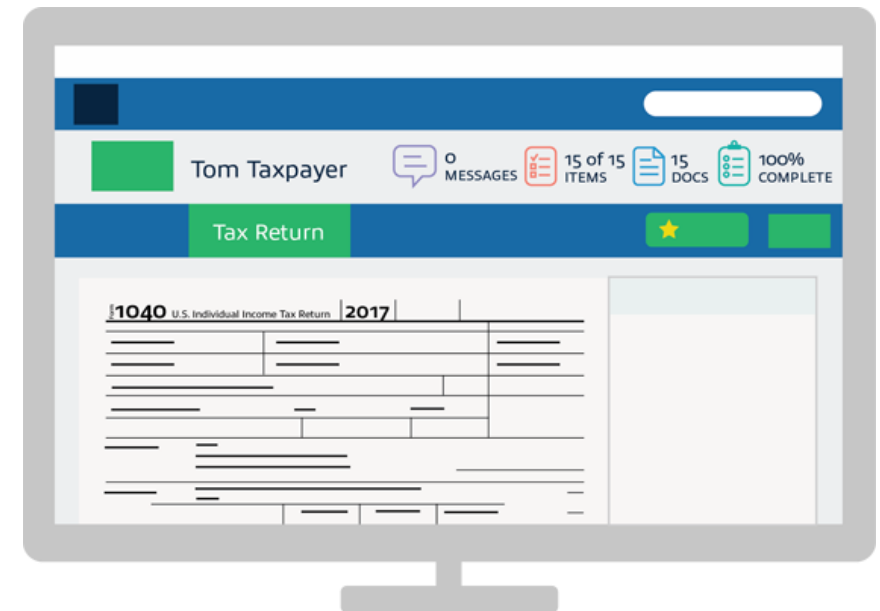
Up to four levels of workpaper sign-offs across all file types (PDF, Excel, Word & Email workpapers) make it easy to know where you left off or what's changed since your last review



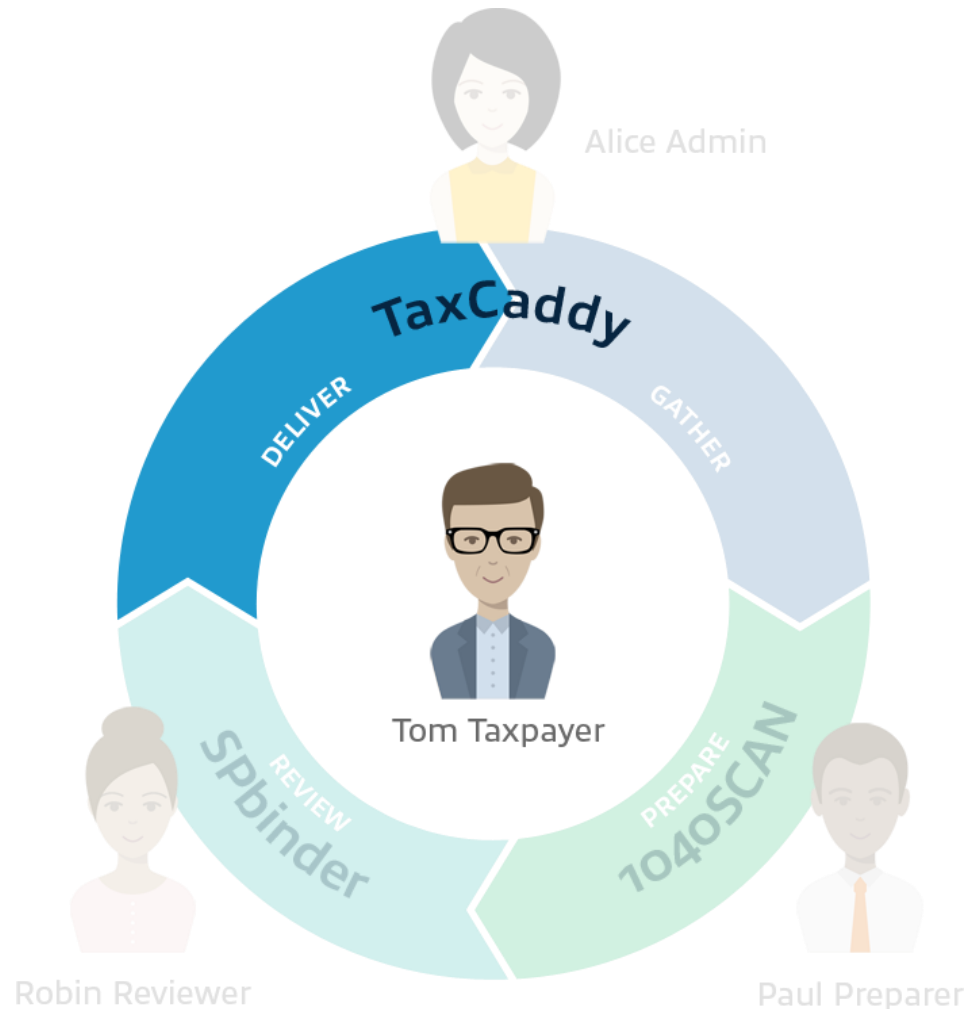
Deliver With TaxCaddy



When the return is done, Alice simply uploads PDFs of the tax return and 8879 to TaxCaddy



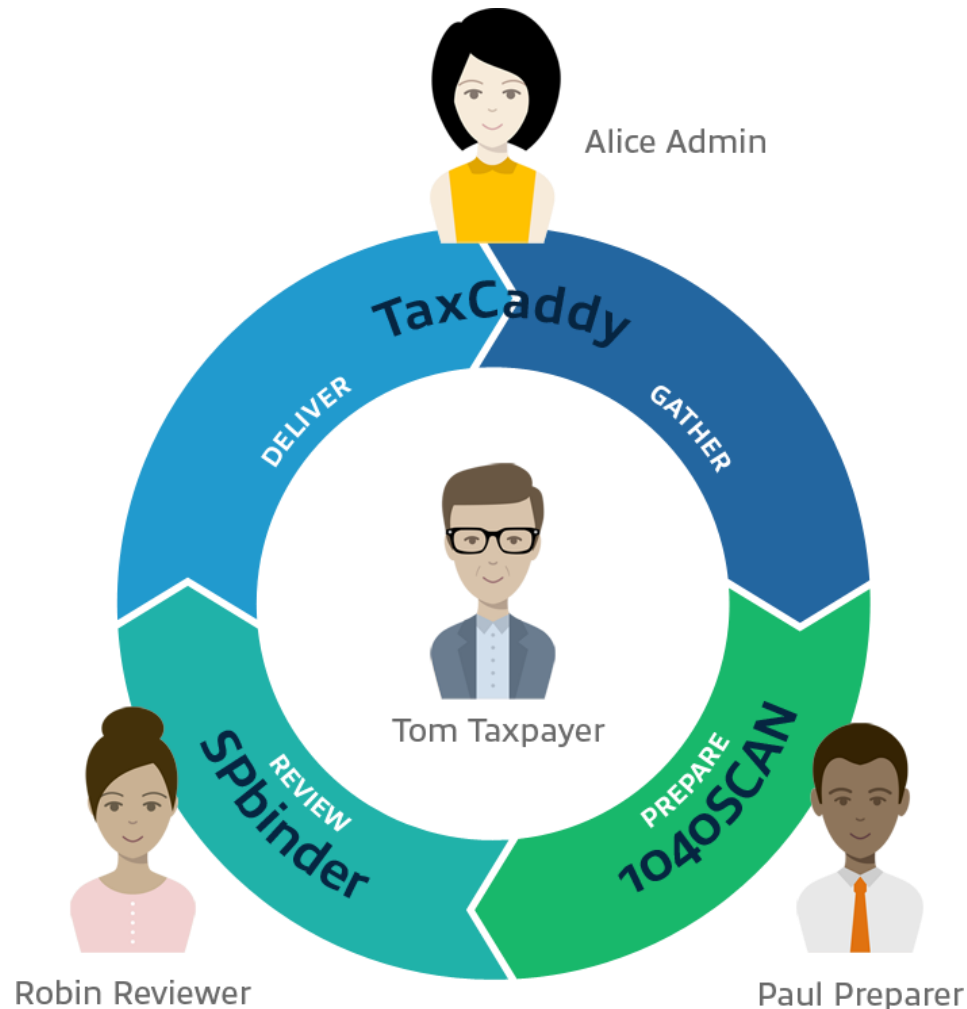
Deliver With TaxCaddy



Tom reviews his return and signs the 8879 electronically with ease and convenience. Tom loves how TaxCaddy simplifies tax time



The SurePrep Tax Process



CPA firms that use a combination of TaxCaddy, 1040SCAN and SPbinder benefit at each phase of the tax return process.

- Administrative costs are reduced
- Workpaper preparation is automated
- Review efficiency is maximized
- Client service is improved

SurePrep delivers seamless integration with your existing tax software to automate and streamline the entire 1040 process for the taxpayer and the CPA

ShareFile PBC List Tool



- Available to all customers on request at no additional charge
- Can create a PBC list in Excel, upload into ShareFile
- Immediately track the status of requests; multi-file uploads are permitted
- ShareFile will track, organize by who is responsible, due date, and request category (investments, A/R, inventory)
- You can be alerted when documents arrive
- All docs in the list can be downloaded in a single zip file organized by category so staff can get started
- Reminder tools are embedded in the application



DOCUMENT DELIVERY AND COMPLETION

Ease Interaction With eSignature

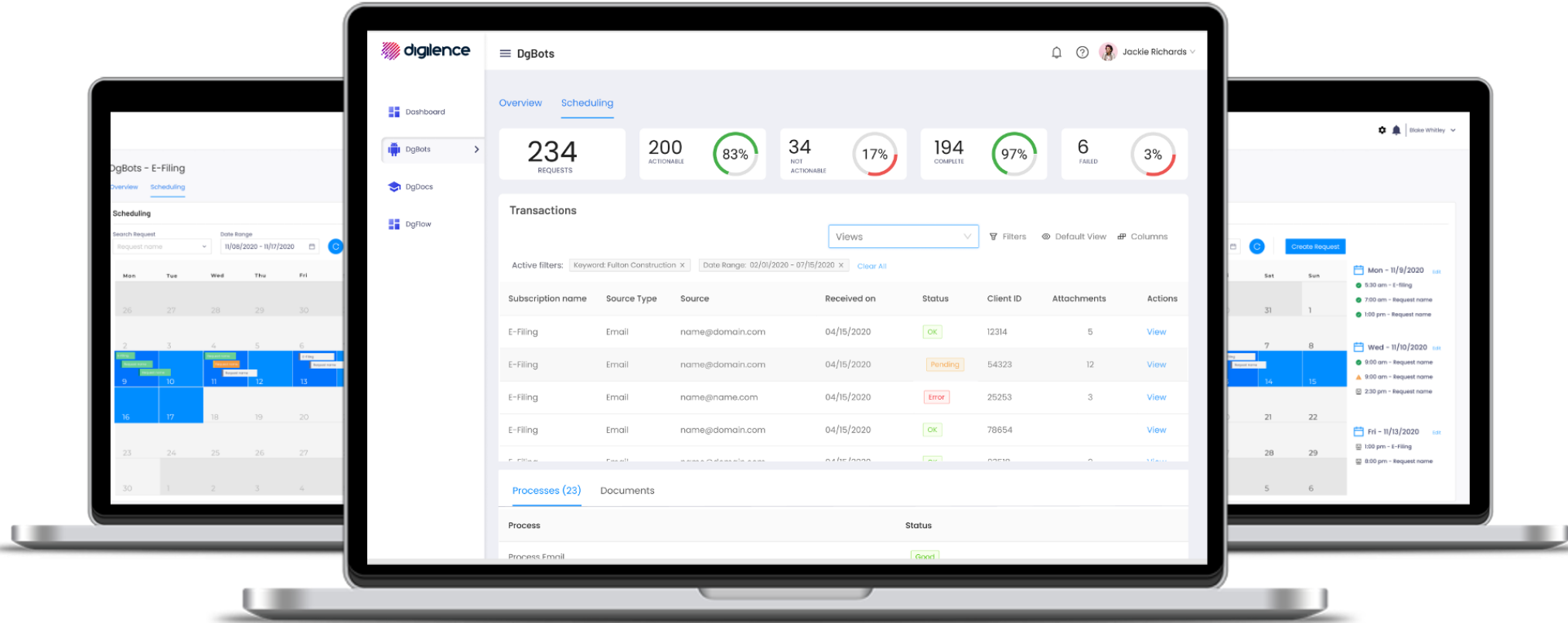


- Adobe Sign
- DocuSign
- CCH (OEM-Assure Sign)
- Doc.It (OEM DocuSign)
- cPaperless SafeSend Suite>Returns/Exchange/Signatures (OEM Adobe Sign)
- Liscio (OEM Adobe Sign)
- Right Signature (Citrix ShareFile)
- Thompson (OEM Adobe Sign)
- Zoho Sign (cannot use with 8879)
- Hello Sign (cannot use with 8879)

Diligence



Diligence
Accounting
Experience
Platform
(AXP)



Diligence AXP Automations



Core Automations		Automation Summary
	Workflow Queue Management	<ul style="list-style-type: none">• Diligence has bots that continually monitor sources and queues to trigger action• This could be a (centralized) email inbox, SharePoint folder, or other requests• Based on intelligent rules, Diligence can categorize and validate all inbound requests, and route the work / workflow to trigger downstream automations
	AI Document Scanning	<ul style="list-style-type: none">• Diligence intelligent document processing engine automatically scans & scrapes data from any document source (PDF, Image / picture files, word, excel, etc.)• Automation manual client data collection, categorization, and validation
	Workflow Automation	<ul style="list-style-type: none">• For any supported use case, Diligence bots are trained to interact with your PM/Workstream system to make all status and workflow updates with 100% accuracy and consistency• Updating workflow status across T&B, portal, document, client, etc.• Works with CCH Workstream, Practice Engine, Star, XCM, FirmFlow, and others
	Document Management Automation	<ul style="list-style-type: none">• Diligence bots automate the upload and management of any document into document systems• Eliminate the pain of moving and managing documents in multiple locations• Automatically receive, validate, upload, and save documents with intelligent rules
	Communication	<ul style="list-style-type: none">• Diligence has standard communications services to update all parties in real time• Automation notifications via email, text, portals, etc.



Tax Planning And Advisory

HIGHER VALUE SERVICES

Corvee Customer and User Counts



50,000 Businesses &
Individual **Users**

Taxpayers

(Businesses and Individuals)

Large Business (100+)

Medium Business (10-100)

Small Business (1-10)

Self Employed (0)

Individuals

Planning

Implementation



Taxpayer

Individual taxpayer and
business owner

ANNUAL TAX CYCLE

Preparation

Quarterlies

700+ Firms **Customers**
2,000+ Firm **Users**

Tax Advisors

(Tax & Accounting Firms, Financial Advisors, Tax Attorneys)

X-Large Firm (101+)

Large Firm (51-100)

Medium Firm (11-50)

Small Firm (2-10)

Sole Practitioner (1)

corvee

Common Taxpayer Journey



"Am I overpaying in taxes"
"Can I save money on taxes"



Trigger

A life or business event **triggers** a tax question.



Search

Search for answers to tax questions
Investigate or call an accountant.



Savings calculation

Get an estimated savings calculation.



Plan

Make a **plan** to pay (less) taxes.



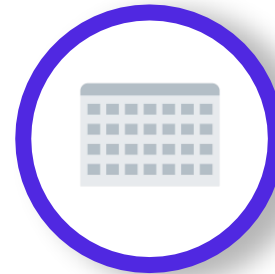
Decide

Decide which tax strategies to implement.



Implement

Implement tax strategies and document.



File quarterly

File **quarterly** tax return.



File tax return

File **tax return**.

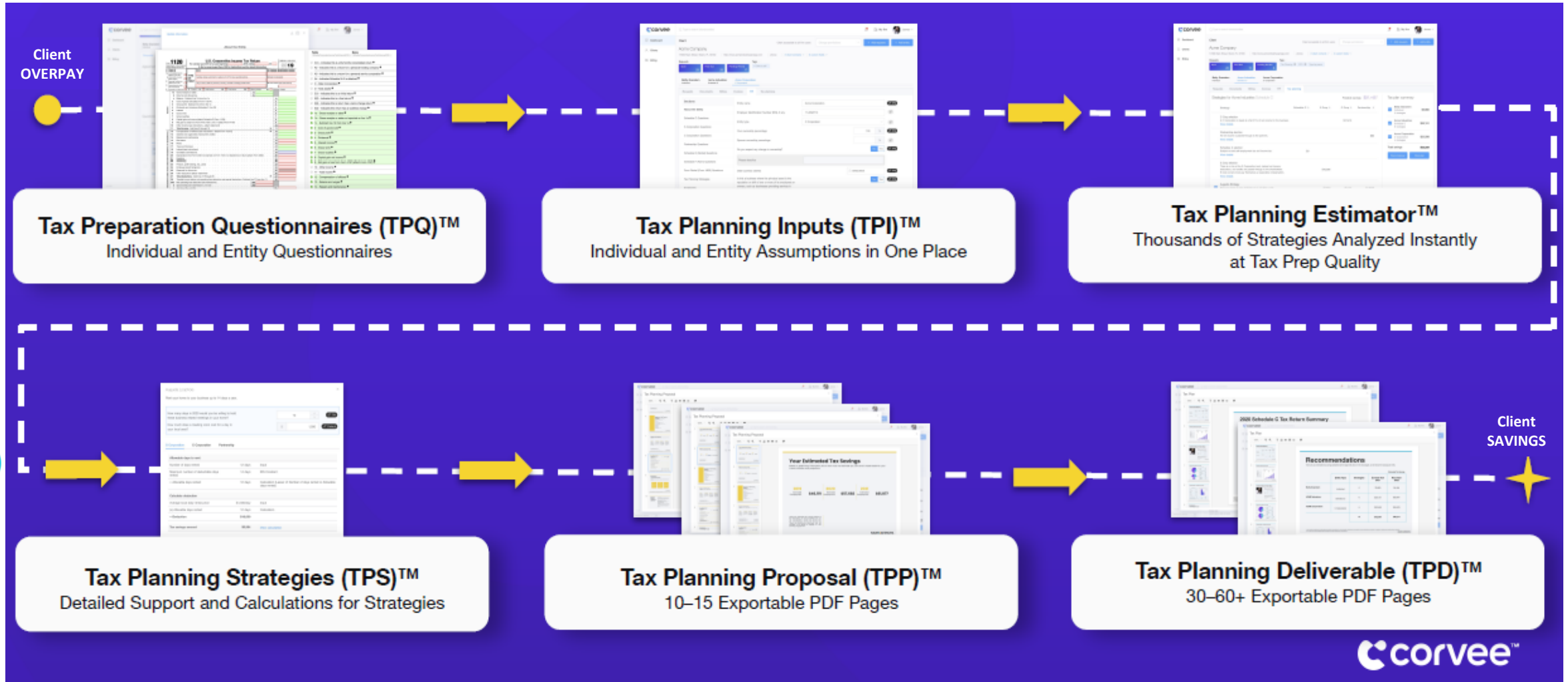


"I just saved \$____ in taxes"

Tax Planning for 2022



corvee



State and Local Tax Planning



Strategy Augusta Rule

Step 1: Allowable days to rent

- Number of days rented: 14 days
- Maximum number of deductible days rented: 14 days
- Allowable days rented: 14 days

Step 2: Calculate deduction

- Average local daily rental price: \$1,000/day
- Allowable days rented: 14 days
- Augusta Rule deduction: \$14,000

Reduction in federal income: \$14,000

State adjustment: \$14,000

State reduction in income: \$14,000

North Carolina effective marginal tax rate: 4.75%

North Carolina estimated tax savings amount: \$6,650

Strategy Augusta Rule

Description

A taxpayer that rents out his residence for fewer than 15 days is eligible for an income exclusion of the rents received. If the taxpayer rents the residence to his or her business, say for business meetings (such as a board meeting, annual meeting, planning sessions, or even company parties), they can enjoy a double benefit – in addition to the income exclusion at the individual level, the business will be eligible to deduct the amounts paid for the rental.

The rental price must be reasonable and comply with a lease agreement, and the price should be a market rate.

The deduction is limited 'per dwelling' and not days each (28 total) and still exclude the income to the business for 14 days and exclude the income to the individual for 14 days.

Requirements

The daily rental rate does not include the cost of home to their business or for business purpose supporting documentation for the rental price. CANNOT be a Schedule C, UNLESS the entity is a partnership.

References

I.R.C. §179A(g)
 N.C. Gen. Stat. §105-183.3
 N.C. Gen. Stat. §105-183.1
 N.C. Gen. Stat. §105-183.2
 N.C. Gen. Stat. §105-183.5

Tax Savings Recommendations

Here are your estimated tax savings presented at the legal entity level. In the next pages, we will show the savings per entity.

Entity Type	Jurisdiction	Strategies	Estimated Tax Savings	
			Current Year 2021	Next Year 2022
Sarah Jones	Federal	2	\$7,215	\$7,648
	States		\$1,515	\$1,606
Rocks Beach, Inc	Federal	3	\$3,265	\$3,821
	States		\$228	\$344
Ocean Club	Federal	4	\$22,251	\$26,192
	States		\$7,788	\$9,429
Marginal Adjustment*			\$3,042	\$3,388
Total Estimated Tax Savings			\$39,220	\$45,652

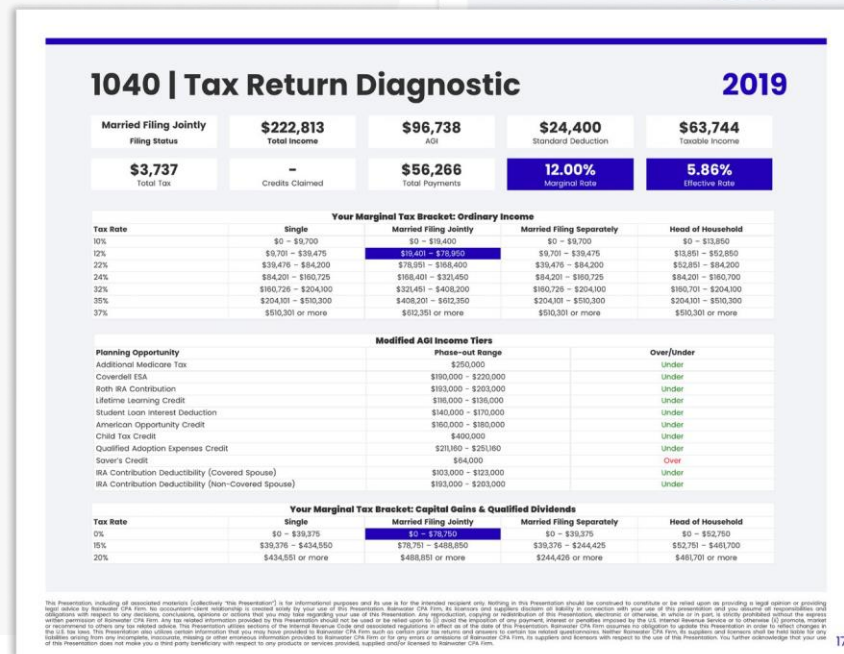
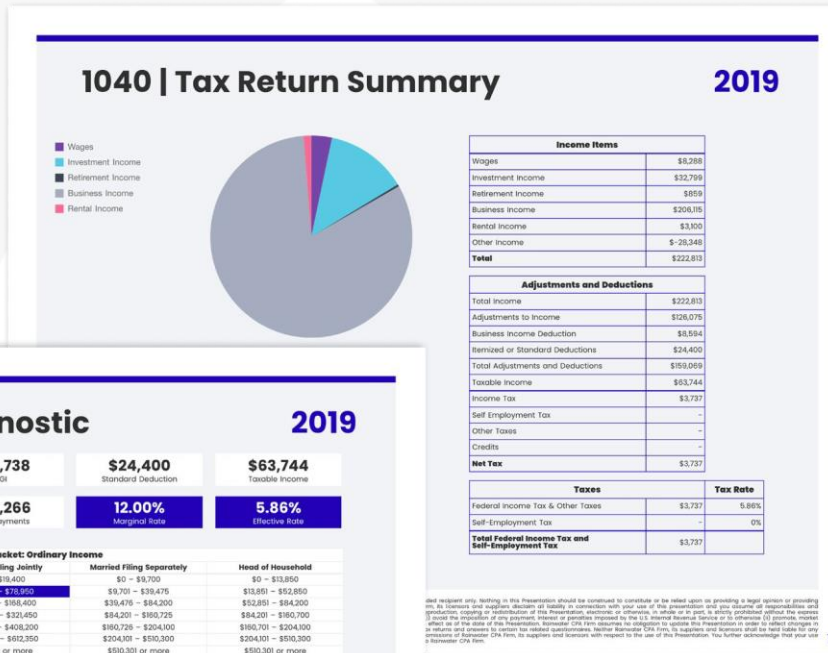
*Marginal adjustment is the effect on tax savings when accounting for the combination of all listed strategies.

- Multi-entity tax savings by jurisdiction
- Entity tax savings by jurisdiction
- Strategy tax savings by jurisdiction
- Strategy supporting documentation to show the client
- Strategy calculation to show the client as your work

Tax Return Summaries



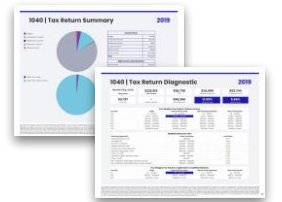
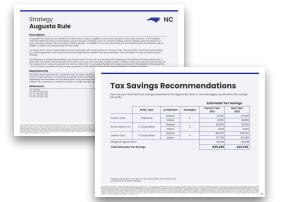
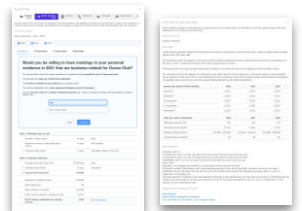
- Client historical tax returns in graphical format:
- 1120
- 1120S
- 1065
- 1040
- Schedule C
- Schedule E
- Schedule F
- Form 4835
- Form 8829
- Form 8995



Corvee Tax Planning



What's Included in Corvee Tax Planning Software?	Starter	Experienced
Accurately Calculate How Much Tax Clients Will Owe		
Federal Tax Planning with 66 Supported Forms (headed to 1,000)	✓	✓
Multi-Entity, Multi-Year Planning, Updated in Real-Time	✓	✓
State Tax Calculation 50 U.S. States + D.C. with 169 Supported Forms (headed to 5,000)		✓
Save Money on Taxes with the Knowledge of Tax Planning Strategies		
Federal Tax Planning With 60+ Strategies, including CARES, Covid Relief, ARP	✓	✓
Entity and Compensation Optimization	✓	✓
1,350 State and Local Planning Strategies for More Savings		✓
Prepare Tax Plans in the Fewest Number of Clicks & Keystrokes		
Interactive Tax Planning Questionnaires Reducing Client Time to Fill by 80%	✓	✓
Easy Tax Planning Inputs Screen for Staff, Managers, Sales Representatives	✓	✓
Client Collaboration Makes Requests Easy (Agreements, Engagement Letters, Files, Client Portal, Payments, Reminders)	✓	✓
Beautiful Reports to Show Clients the Value of Tax Planning		
Professional Proposals and Deliverables To Show Clients Value	✓	✓
State Tax Summaries with State Level Strategy and Savings Deliverables		✓
Enhanced Tax Return Scanning Diagnostics for 2019, 2020		✓
Get the Support You Need to Feel Confident in Tax Planning		
User Licenses to Enable Your Entire Firm to Adopt Planning	Collaboration: Unlimited Planning: 1 User	Collaboration: Unlimited Planning: 5 Users
Daily Q&A with Tax Experts to Answer Your Most Complex Questions	✓	✓
Client Success Manager, Knowledgebase, Live Chat, Email & Phone Support	✓	✓



Tax Advisory Services



- Means that you, as a Tax Advisor, do all or most of the tax tasks for your clients
- This service is performed throughout the year on an annual recurring (ARR), quarterly (QRR) or monthly basis (MRR)
 - Tax planning
 - Decisions on tax positions
 - Implementation of tax strategies
 - Estimating taxes owed
 - Making quarterly payments
 - Filing annual tax returns

[Major Topics](#)



VALUE PRICING

Average Fees For Tax Preparation



\$400



1040 with a Schedule C

\$302



Itemized 1040 and state return

\$221

Non-itemized 1040 and state return

\$755



1120

\$721



1120S

\$682



1065

accountingtoday.com/news/big-jumps-seen-in-tax-prep-fees-survey

Tax Advisory Services



Planning
\$2,500–\$9,800

Implementation
\$1,000–\$10,000+

Preparation
\$2,000+ Biz, \$1,000 Indiv

\$25,000

Estimated
tax savings

\$8,250

30% of estimated
tax savings

\$2,000

Implement a few
planning strategies

\$3,000

Business and
individual preparation

We estimate we can save the client **\$25,000 in taxes**, and we just charged **\$8,250 for Tax Planning**, **\$2,000 for Implementation**, **\$2,000 for the Business Return** and **\$1,000 for the Personal Return**.

**This is an illustration and will not work on every client. Each client needs to be assessed based on their facts and circumstances.*

Recommended Tax Billing Options



Option 1

Preparation Only

\$0 one-time
\$650 recurring
revenue



Option 2

Planning Only

\$8,250 one-time
\$0 recurring revenue



Option 3

Planning + Prep

\$10,250 one-time
\$3,000 recurring
revenue



Option 4

**TAS: Planning + Prep
+ Implementation
+ Quarterly**

\$2,500/QTR TRR



Why Tax Pros Have No Time!



\$300
Stand-Alone
1040

50:1

\$15,000
Tax Planning,
Implementation,
Prep, Quarterlies



TAX TECHNOLOGY TOOL OPTIONS

Tax Preparation Software



Legacy System

- GoSystem RS
- ProSystem fx Tax
- Lacerte Tax
- UltraTax CS
- ProSeries
- Drake Tax
- TaxAct

Anticipated Future SaaS System

- ONVIO Tax
- Axxcess Tax
- ProConnect Tax
- ONVIO Tax
- ProConnect Tax
- Drake Tax
- TaxAct

More Choices In Canada



Suite

- Wolters Kluwer CCH iFirm - Practice, Tax, Engagement, Document, Workstream, more
- Thomson Reuters Onvio – Firm Management, Tax, Workpapers, Accounting, more
- CaseWare International – Working Papers, Cloud, and ReviewCompTax (RCT)

Best Of Breed

- Intuit [Profile](#), Online Pro Tax T1, T2 Pro Tax FAQs (intuit.com)
- [TaxCycle](#) built in e-signature with DocuSign (Canada data centre)
- [Signatory](#) - an all-Canadian e-signature solution
- TPS Cloud Axis, Doc.It Suite

Tax Resolution Software



Key Features to Consider

- Handles a variety of cases – collections, penalties, spousal
- Client Communications
 - Letter generator
 - Client requests
 - Client Financial questionnaire
- Collections outcomes analytics

Competitors

- [Canopy Tax Resolution](#)
- [CommunityTax](#)
- [IRS Solutions](#)
- [PitBull Tax](#)
- [TaxAct Protection Plus](#)

Tax Technology Changes



- Tax Planning - Corvee
- Much better client experience
 - PBC (Suralink, Liscio)
 - Deliverables (SafeSend Returns)
 - eSignature
 - Trial Balance (Tallyfor)
- More SaaS (ignore the Sept 15 GoSystem RS outage)
- Robotic Process Automation for your firm (in general) and eFiling Diligence
- Variety of pre-accounting tools to drive CAS, business returns
- Digital plumbing to connect the systems
- Cryptocurrency

Tallyfor Tax Trial Balance



Automated Tax Trial Balance

Streamline and save time with systematic data flows.

Xero

QuickBooks
Online & Desktop

Sage Intacct

Excel



Tallyfor

Engagement

ProSystem fx

CCH Axcess

Drake

Lacerte

UltraTax

Connect → Adjust → File

Products For Tax Practice



Corvee

Digilence

Ledgible

Liscio

Suralink

Tallyfor

- Main vendors are upgrading their products – WK, TR, Intuit
- Portals are changing
- 1040 Workpaper accuracy is improving
- More business trial balances are flowing through CAS practices

Take Aways



- Scanning is easier and faster than ever before
- Outsourcing options have more choice
- 1040 workpaper solutions have increased in accuracy
- Technology tools help in collaboration with clients
 - Liscio
 - Suralink
 - Axcoss Workflow
 - eSignature
 - Digilence RPA for eFiling



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QUESTIONS?

