

The QB
'APPY HOUR
with Liz & Heather
www.qbappyhour.com

Open Mic Session with Jennifer Brazer of Complete Controller

With sponsor:



Always Designing
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Your Hosts



Liz Scott
Accounting Lifeline



Heather Satterley
Satterley Training & Consulting

Introducing...



Jennifer Brazer
Complete Controller, Inc.



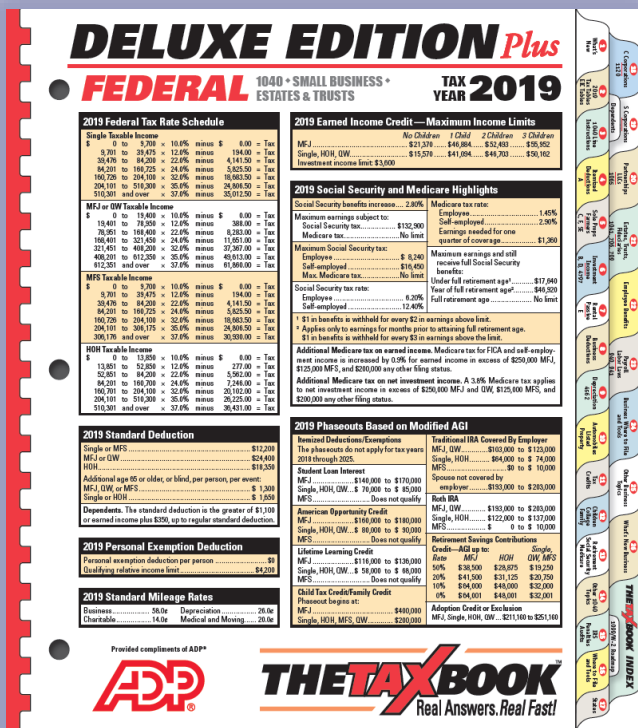
Rhonda Vollmuth
Godmother of Accountant
Connect, ADP, Inc.

Thank you to this month's sponsor!



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for People™**

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We'll be giving away **80 FREE** copies of *TheTaxBook Deluxe Edition Plus* in October compliments of our friends @ADP!

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@qbappyhour

@HSatterley

@LizScottQBO

Agenda

- 🍷 Welcome!
- 🍷 Year-end Best Practices with Jennifer Brazer
- 🍷 Let's raise a toast! This month's app sponsor:
- 🍷 Heather and Liz's coolest thing we did this month
- 🍷 Preview of our next episode!





QB 'Appy Hour Open Mic *with Jennifer Brazer*

Today's Guest



Jennifer Brazer

Founder / CEO

Complete Controller

#QueenofCAS



COMPLETE CONTROLLER
AMERICA'S BOOKKEEPING EXPERTS


How we get our clients ready

- ✓ Start before year end – *gather missing W9s and review 1099 vendors*
- ✓ Confirm Tax Preparer Contact Info – so we can be in touch
- ✓ Client Financial Review – let's talk numbers and make sure you have everything you need to succeed.
 - ✓ *Good time to make a switch?*
 - ✓ *Retirement benefits in place?*
 - ✓ *Impound account for estimated taxes?*



Year-end checklist

- ✓ Trial Balance check – *make sure it ties to last year's return*
- ✓ Equity Transactions – *make sure current year equity is resolved*
- ✓ Payroll – *reconciliation to tie out to gov filings*
- ✓ Internal Review – *make sure our T's are crossed by taking a second look*
- ✓ Close the books – *so the client can't make changes!*
- ✓ Notify Client's Tax Preparer – *when the books are ready for tax prep*



COMPLETE CONTROLLER

Annual Closing Checklist

Tax Preparer Contact: _____ Phone: _____ Client Company Name: _____
E-mail: _____

Confirm Bookkeeper Tasks Completed

- 1099 preferences have been received.
- Final supporting documents for the year have been received or date to receive is passed.
- Confirm that all e-mails for the year have been processed and filed properly. E-mails dated prior to year end 2yrs back are deleted.

Controller Tasks to Tie Up Books

- Closing appointment for last month of the fiscal year is completed.
- Closing date has been set.
- If Petty Cash is used to clear cash withdrawals from the bank - post excess balance to reduce NP - Shareholder/Owner it exists
- If there is a NP - Shareholder/Owner - make sure it is repaid per CPA instructions taking remaining CY Distributions/Draws.
- Reconcile the year end payroll records to the books. Accrue previous year taxes due in current year if necessary.
- Verify that monthly ES have been made to split Shareholder Wages from the Payroll Wages & Burden.
- Use a single A/E to move any remaining AMC balance to CY Distributions/Draws
- Use a single A/E to zero out CY Shareholder equity accounts.
- Verify that any post-tax entries per Tax Preparer for year before were entered.
- Verify that any post-tax entries that effect accrual accounts or depreciation were reversed on the 1st day of the new year.

Review by Operations CPA

Special Notes on this account:

Distribute Reports to External Tax Preparer

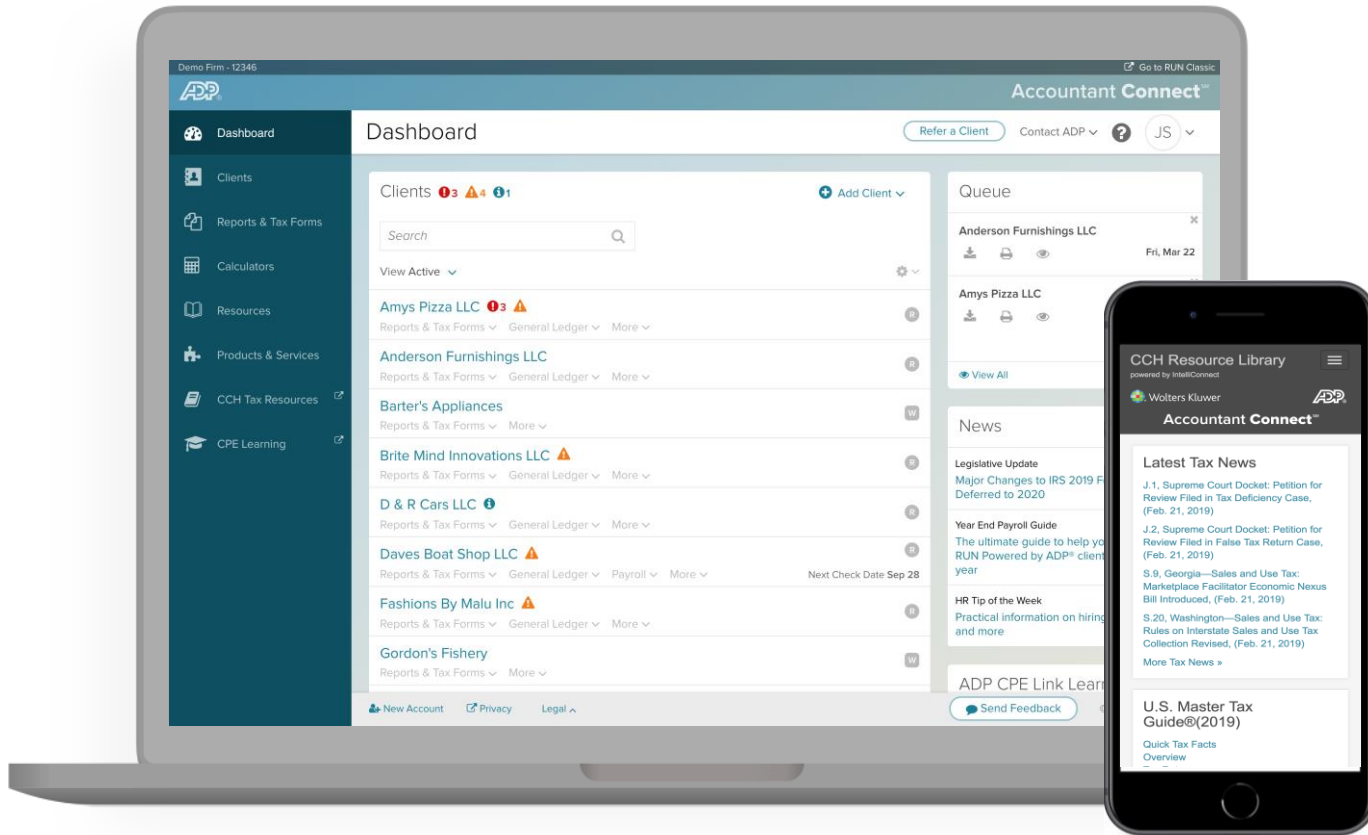
- e-mailed Reports to: _____
- Gave Tax/Prep access to: _____

Apps to help automate year-end

- ✓ QB Online Accountant – *establish Tax Preparer access*
- ✓ More Reporting – *birds eye view to see anomalies on the books*
- ✓ Tax1099.com – *prepare multiple 1099s for multiple companies*
- ✓ Hubspot – *communicate with Customers – Small Businesses & CPA / Experts*
- ✓ Payroll Companies – *pull down year end reports....Which APP is our favorite?*



How Accountant Connect helps with year-end

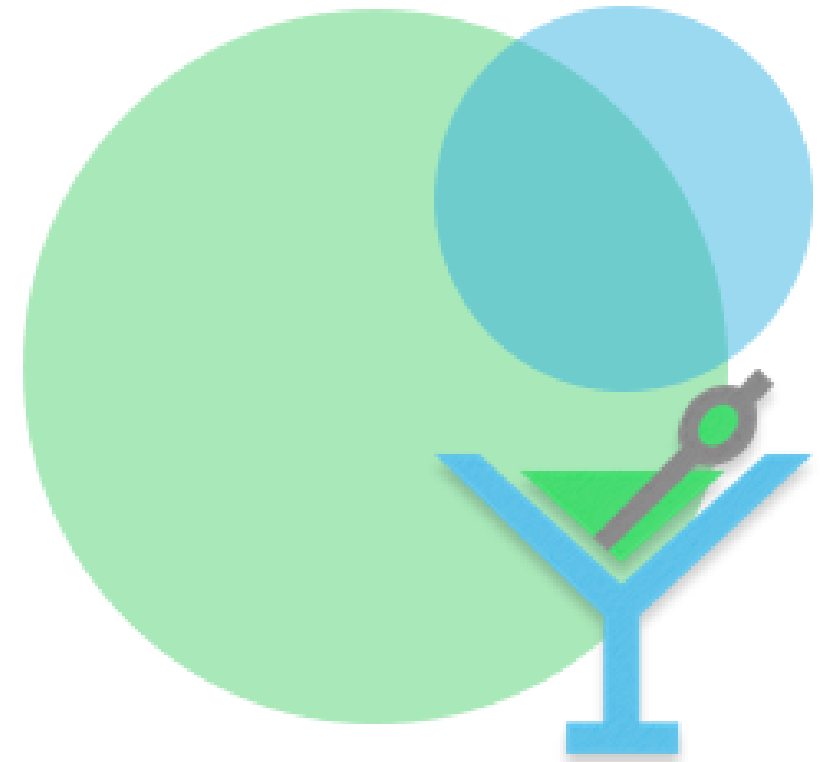


- ✓ Seamless GL Integration – easy mapping, fewer mistakes, less time
- ✓ Multiple Entity Report Download – easy for paperless record keeping
- ✓ Team Delegation – easy to add/move customers between teams
- ✓ Compensation Benchmark Data – help clients fine-tune comp strategies & determine annual comp for S Corp shareholder clients

Let's Raise a toast to:



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#WorkingFor the Weekend

Recipe

4 oz cold brew coffee

1 oz dark rum

2 oz creme de cacao

2 oz milk

Stir and pour over ice. Enjoy!



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Welcome Rhonda!



Rhonda Vollmuth

Senior Director, Product Management

ADP

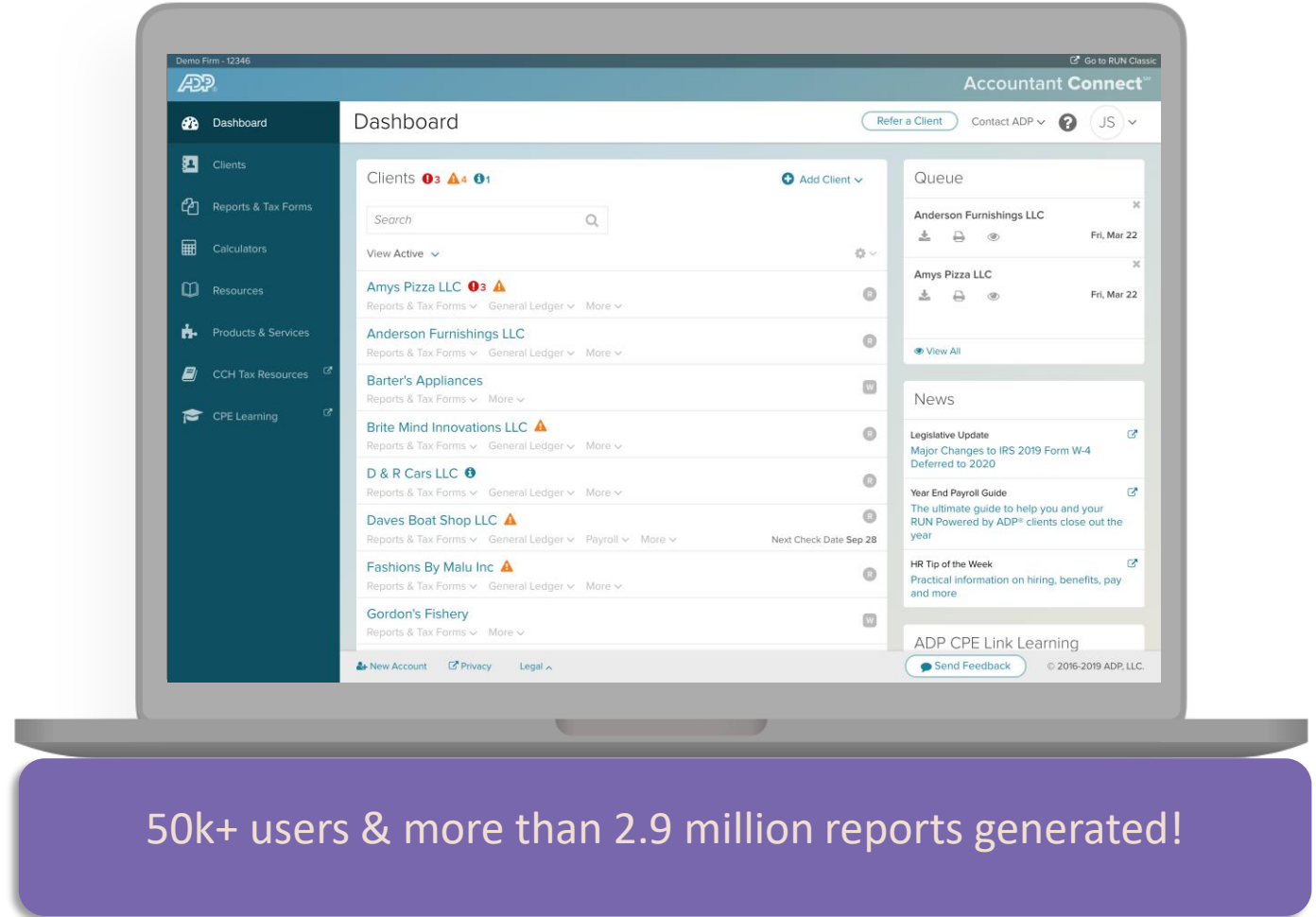
Accountant ConnectSM

Accountant ConnectSM is a cloud-based portal providing simple access* to view your ADP clients' payroll data, process payroll, and much more!

Oh, and it's completely free.

adp.com/AccountantConnect

accountingTODAY



*Access is based on your clients' consent.

Introducing Analysis Tools



Client Insights

See the services a client is receiving at a glance, plus data-driven tips and emerging trends you can use to add more value to your client interactions.



Compensation Benchmarking

Leverage compensation benchmarking to advise clients on attracting and retaining talent as well as efficiently managing labor costs.



Industry Reports

Access in-depth industry profile reports from IBISWorld® on hundreds of industries to help better understand client-specific verticals.

Analysis Tools

Client Insights

Easily **identify emerging trends** with clients, from expansion into new states to changes in employee headcount.

Quickly view **ADP products by client**, along with smart recommendations for additional services based on client specific data.

Payroll Product
Last 30 Days

- RUN Powered by ADP®
Active 3 clients ↑ 2 ↓ 1
- Workforce Now®
Active 3 clients ↑ 2 ↓ 3
- ADP TotalSource®
Active 4 clients ↑ 1

New Jurisdictions
Last 30 Days

- McKeever's Sahara NY
- Gordon's Fishery PA
- Vollmuth Consulting LLC NJ, PA
- Petite & Patel PC Support... NJ
- Bright Minds Innovations... CA, CT, NC +2
- Amys Pizza LLC AL, AK, AZ

Employee Trends
Last 30 Days

- Amys Pizza LLC 20 employees ↑ 7 ↓ 1
- Barter's Appliances 12 employees ↑ 2 ↓ 2
- Bright Minds Innovat... 11 employees ↑ 5 ↓ 1
- D&R Cars 8 employees ↑ 2

ADP Products by Client 3 1 1

Client	Payroll	Human Resources	Time	Workers' Compensation	Health & Benefits	Retirement Services
Amys Pizza LLC 20 employees	R	✓	✓	✓	✓	
Anderson Furnishings LLC 24 employees	R			✓	⚡	✓
Barter's Appliances 12 employees	R					✓
Bright Minds Innovations LLC 11 employees	R		⚡	✓		✓
D&R Cars LLC 3 1 1 12 employees	R		✓			
Daves Boat Shop LLC 1 14 employees	W	⚡		✓	✓	✓
Fashions By Malu Inc						

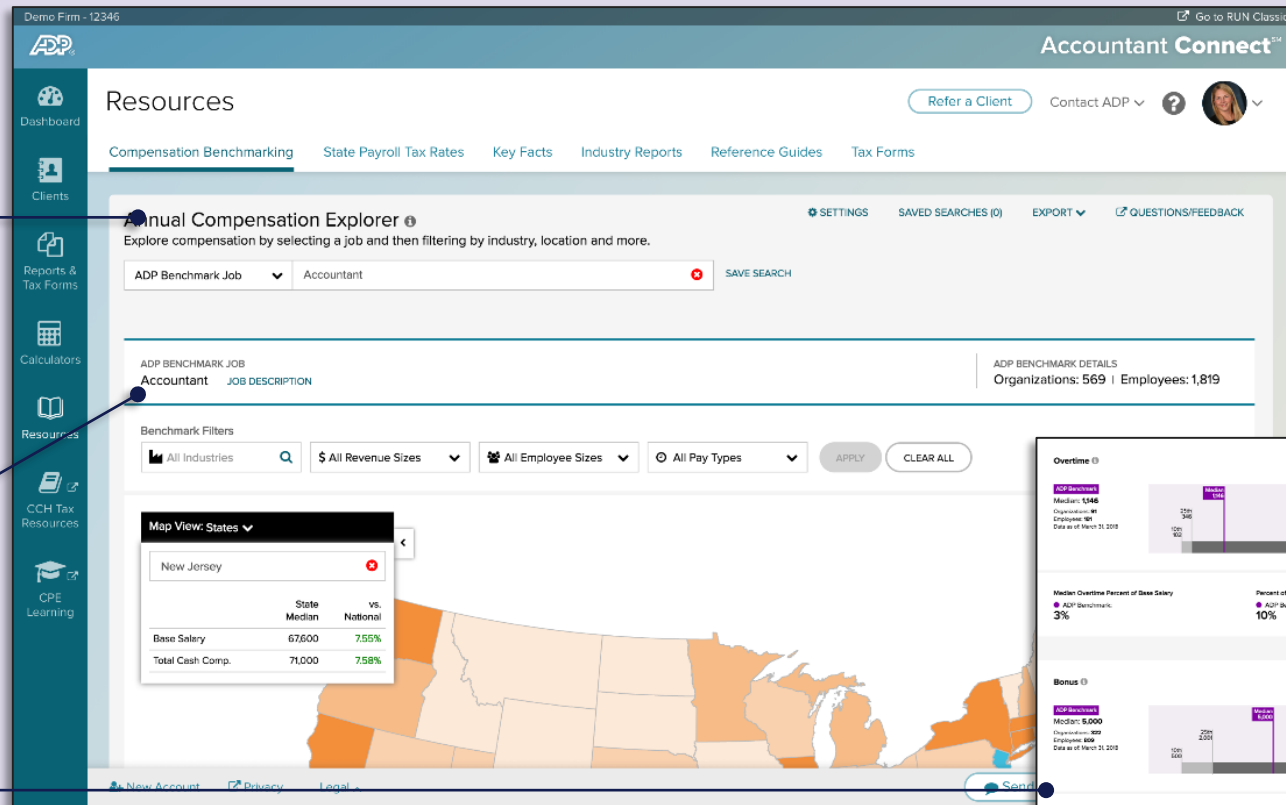
Analysis Tools

Compensation Benchmarking

Easily search for **up-to-date salary and total cash compensation benchmark data** delivered across more than 1,500 different job functions.

Search results can be broken down further by **location, industry, employee or revenue size, experience level and hourly vs. salaried workers.**

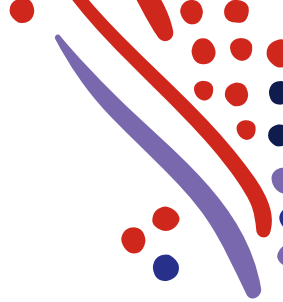
Bonus and overtime amounts are also available.



Compensation Benchmarking from ADP DataCloud provides real, up-to-date insight into market pay for jobs in the U.S. based on aggregated and anonymized payroll data from ADP's vast payroll base of nearly 30 million people, and is updated quarterly.

Analysis Tools

Industry Reports



Select from several **industry profile reports from IBISWorld**, accessed right from your Accountant Connect dashboard.

Detailed industry reports help you better understand specific KPI's and trends by client industry type, helping you bring additional value as a trusted advisor.

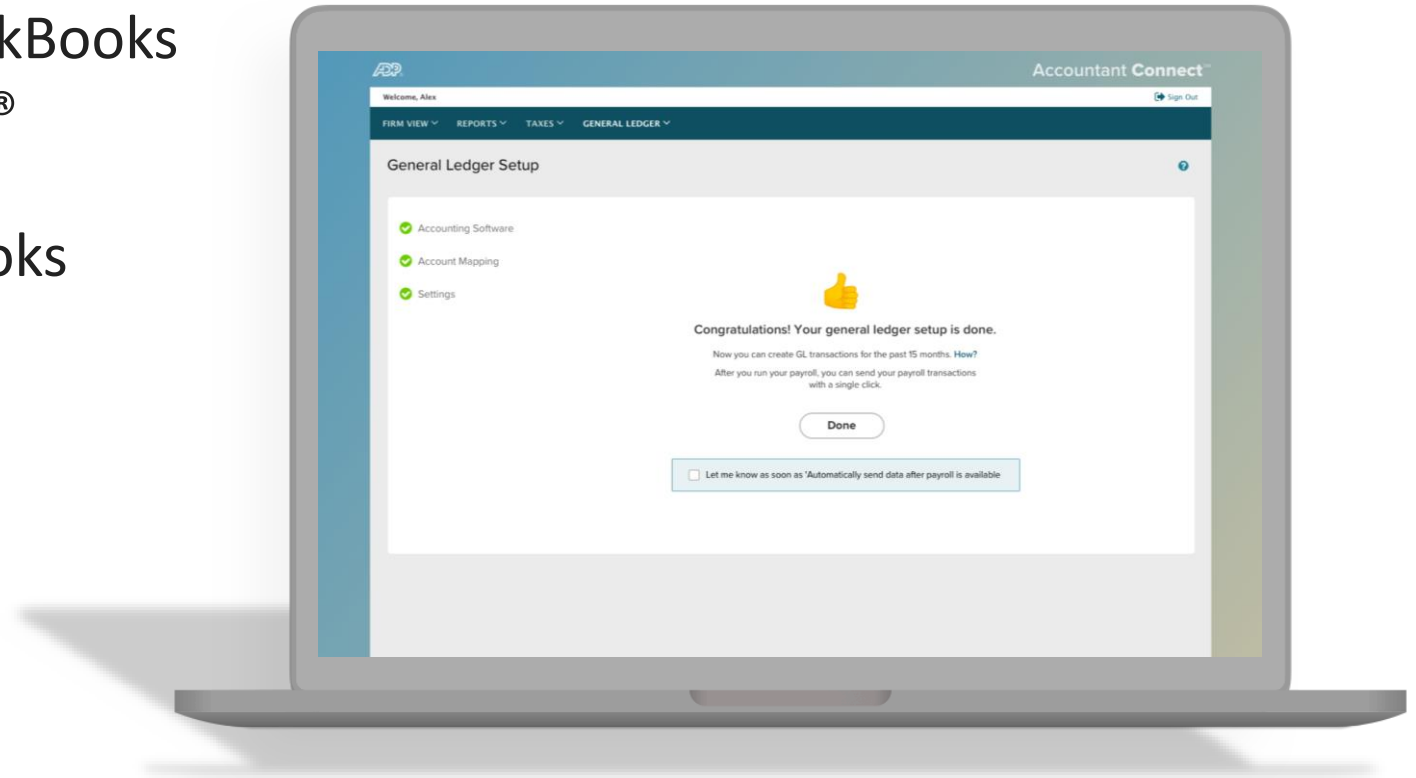
The screenshot shows the 'Resources' page with the following navigation menu: Compensation Benchmarking, State Payroll Tax Rates, **Industry Reports**, Key Facts, Reference Guides, Tax Forms. A 'Refer a Client' button and 'Contact ADP' dropdown are also visible. The 'Industry Reports' list includes Accounting, Carpenters, **Dentists**, Engineering Services, IT Consulting, Landscaping Services, Law Firms, Management Consulting, Primary Care Doctors, and Restaurants. The 'Dentists' report modal displays the following data:

December 2018		62121 – Dentists in the US		IBISWorld WHERE KNOWLEDGE IS POWER iExpert	
Revenue	\$131.7bn	Annual Growth 13-18	2.1%	Annual Growth 18-23	2.8%
Profit	\$18.4bn	Wages	\$50.9bn	Businesses	174,290

Additional report details include: Market Share (no major players), Revenue vs. employment growth chart, and Number of people with private health insurance chart.

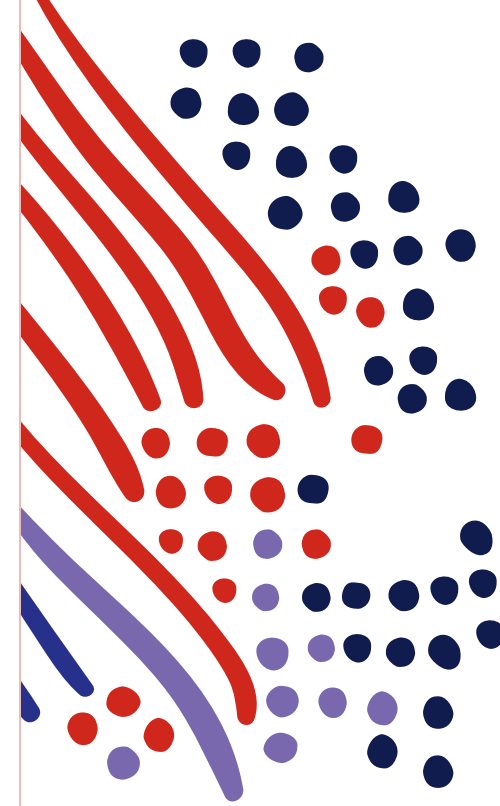
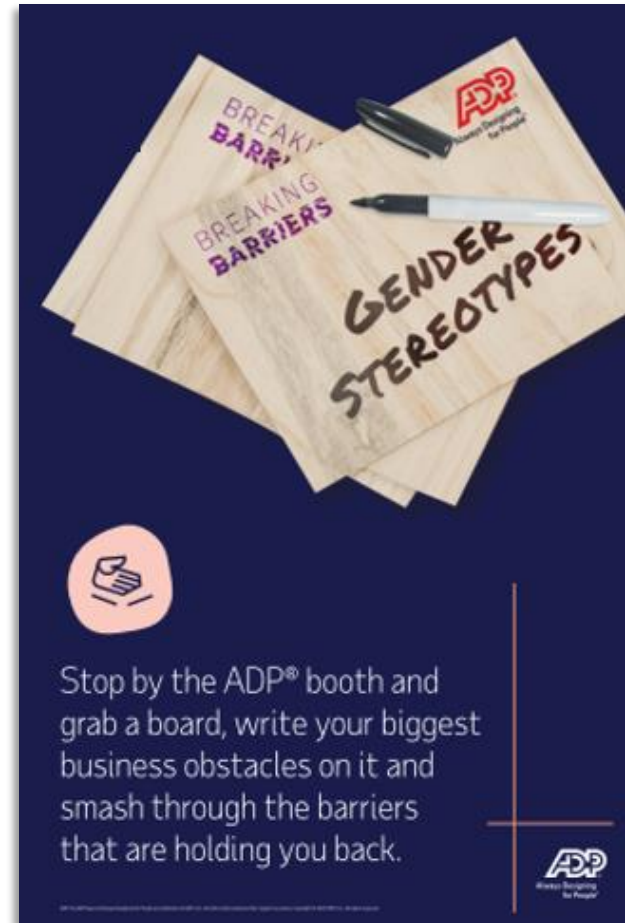
More GL Enhancements with QuickBooks® Coming Soon

- Import chart of accounts from QuickBooks Desktop into RUN Powered by ADP®
- Two-way integration from QuickBooks Online to ADP Workforce Now®



BREAKING BARRIERS

Come *break* some
boards with us!



See you at QuickBooks Connect!

liz and Heather's Coolest thing - Workona for Chrome



Find and create...



OPEN WORKSPACES (8 TABS)

ALL WORKSPACES

QB 'Appy Hour – 1 hidden

STC Internal – 6 open

STC Internal



My Drive
Google Drive



Satterley Training & Consulting, LLC - Calendar - Week of September 22, 2019
Google Calendar



Inbox (8) - Mail
Pipedrive



Practice Ignition | Client Engagement, Proposals & Payments Software
Webpage



Today / Me
Webpage



Acuity Scheduling
Webpage



TSheets :: Time Clock
Webpage



TSheets :: Online Timesheet - Satterley Training & Consulting, LLC
Webpage





Find and create...



Pipedrive

Search All...



New Contact

New Organization

New Deal

New Email

New Activity

All

Contacts

Organizations

Deals



Pipedrive Deal



Pipedrive Deal



Pipedrive Deal



Tom Maxwell
Pipedrive Contact



tonya
Pipedrive Contact



Karine
Pipedrive Contact



Pipedrive Deal



Pipedrive Deal



Calendar - Week of September 22, 2019

Proposals & Payments Software

Training & Consulting, LLC

workona

Find and create...

box

Canva

in

E

31

STC Internal

SHARE

OPEN WORKSPACES (7 TABS)

Calendar - Week of September 22, 2019

Proposals & Payments Software

Training & Consulting, LLC

Airtable

Search Bases...

New Base

Bases

- QB 'APPY HOUR EPISODE TRACKER
Airtable Base
- New Client Questionnaire
Airtable Base



Liz Scott
Accounting Lifeline

The QB
'APPY HOUR
with Liz & Heather



Heather Satterley
Satterley Training &
Consulting

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- 🍷 Join The QB 'Appy Hour Lounge Facebook Group
<https://www.facebook.com/groups/qbappyhour/>
- 🍷 Register for Zoom so you can join the fun!



Upcoming Episodes

Why Bookkeepers Rock, with Sponsor:



bento
for business

October 22, 2019 4:00 PM EST



10/22/2019 - Why Bookkeepers Rock with Bento for Business

11/04/2019 - A/R Collect Deep Dive Session

11/05/2019 - QuickBooks Connect Pre-Conference Episode Live from San Jose

11/12/2019 - Kelly Bistriceanu from CollBox

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