



TAX TRANSFORMATION

S U M M I T

NOVEMBER 3-5, 2019

Reviewer Best Practices

Dea Jones – Director of National Account Success



Dea Jones

Dea Jones is the Director of National Account Success for SurePrep LLC, a leading provider of tax productivity solutions to U.S. public accounting firms. Dea manages a team of dedicated client success managers, devoted to providing consulting services to national firms, helping them integrate the SurePrep solution into their current workflow.

Prior to joining SurePrep, Dea worked in the tax software industry as Director of GoSystem Tax RS, the premier web-based tax preparation system for enterprise tax professionals, where she specialized in Estate and Trust taxation. Dea also has several years of accounting experience with the accounting firm Ernst & Young.

Dea earned a BS degree in Accounting from the University of Texas at Dallas.



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Agenda

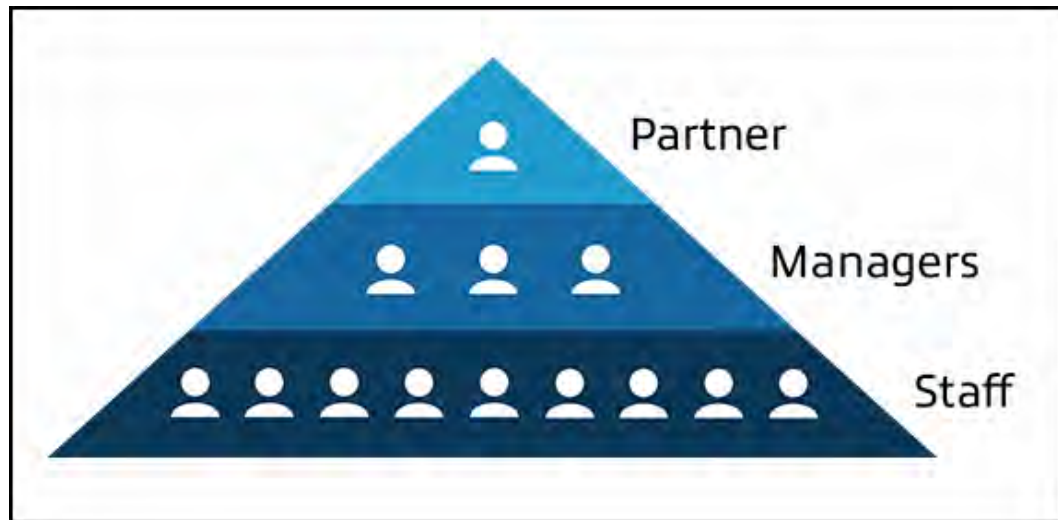
- Leveraging SPbinder Review Tools
 - Understanding how to bridge the gap between reviewing from PDF and reviewing in SPbinder
- Introduction to Leadsheets and Change Tracking
- Coming Soon for TY2019
 - Reviewer Dashboard





How Do You Currently Review a Tax Return?

Reducing Review Time is the Key to Maximizing Leverage and Profits

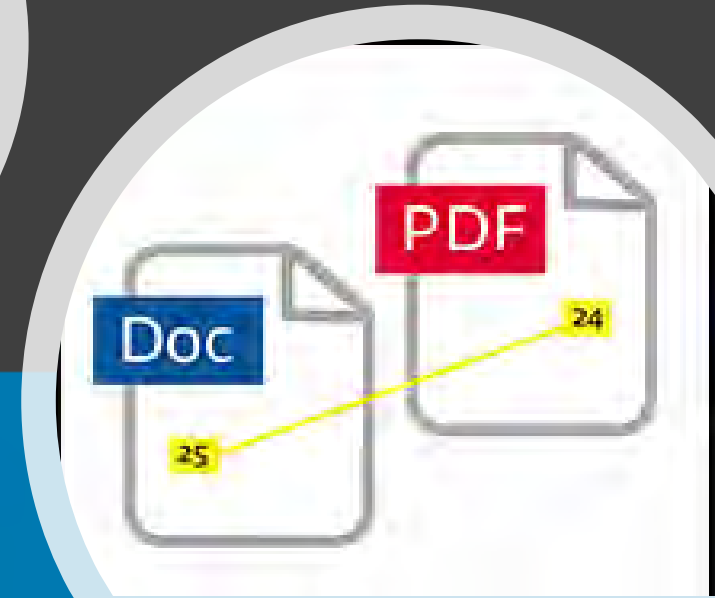


SPbinder can
reduce review time



What Enables a Fast and Efficient Review?

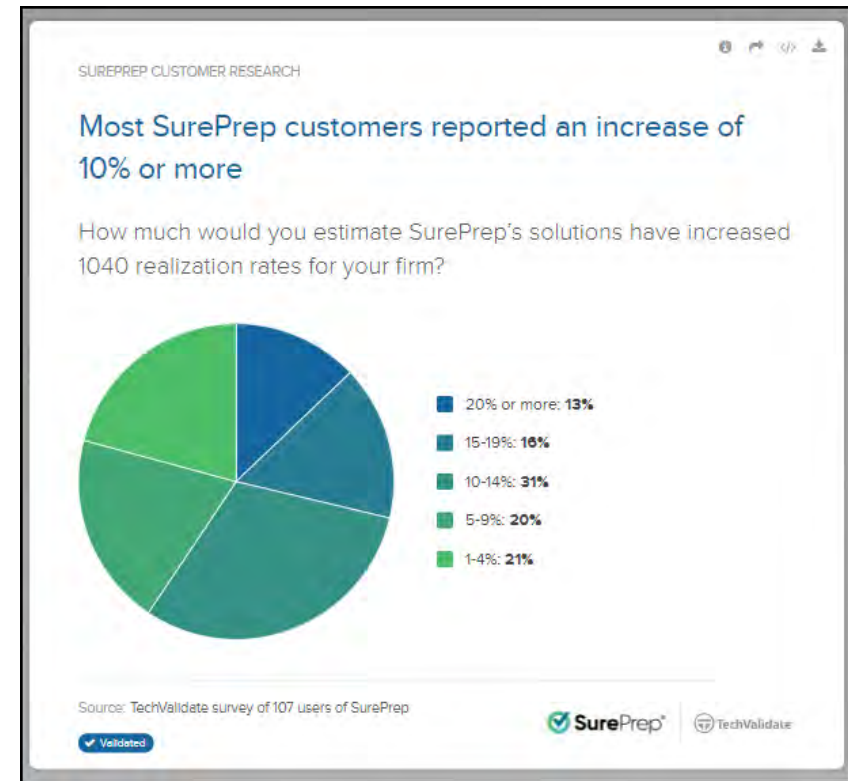
- Standard Organization
- Role Based Sign-Offs
- Tickmarks
- Cross References
- Calculator Tapes
- Interactive and Linked Notes



What are SurePrep Clients Saying?

“ The biggest benefit was the large decrease in file review time.

“ SurePrep makes the preparing and review of tax returns much more efficient.



How is SPbinder
different from Adobe
Acrobat?



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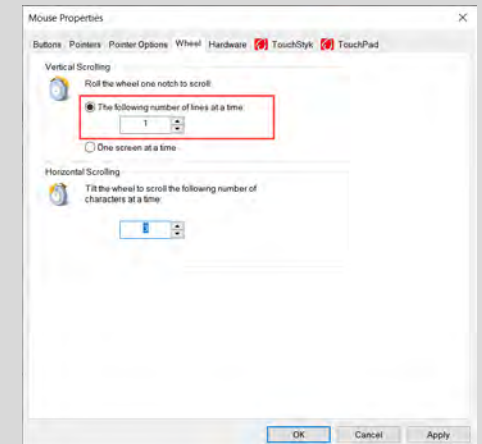
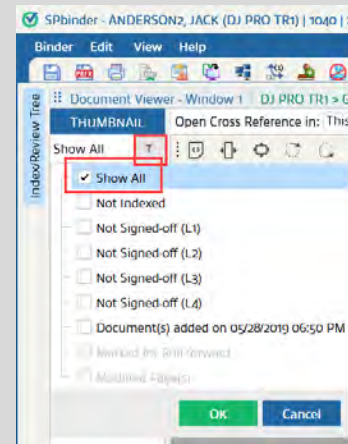
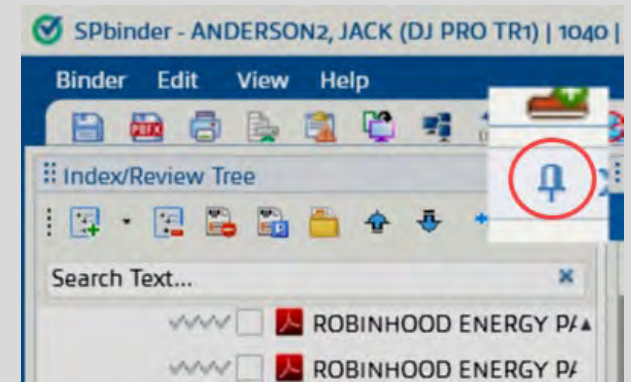
SPbinder Demonstration

- Navigation
- Role Based Sign-Offs
- Hyperlinked Cross References
- OCR-Enabled Calculator
- Interactive and Linked Notes
- Leadsheet
- Reviewer Dashboard



Navigating SPbinder

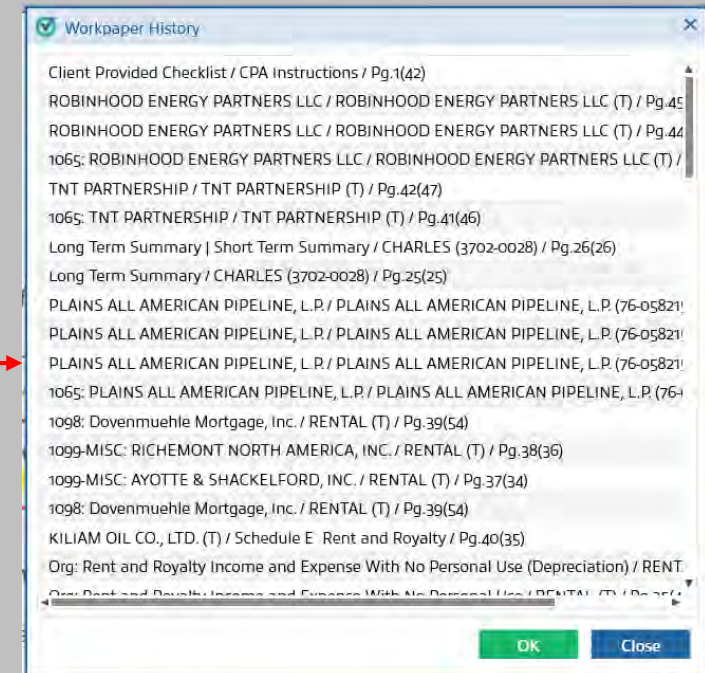
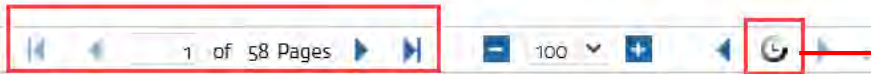
- Hide the Index Tree
- Set Thumbnail Filter to 'Show All'
- In Control Panel
- Set Mouse to scroll one line at a time



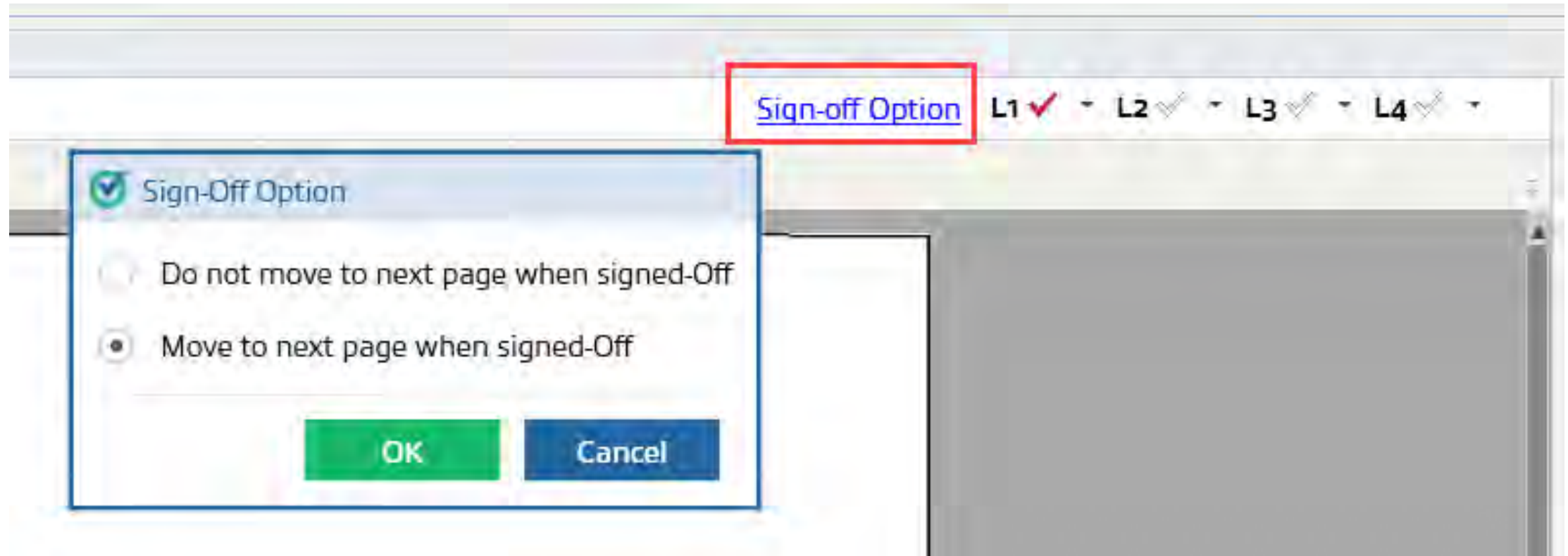
Navigating SPbinder

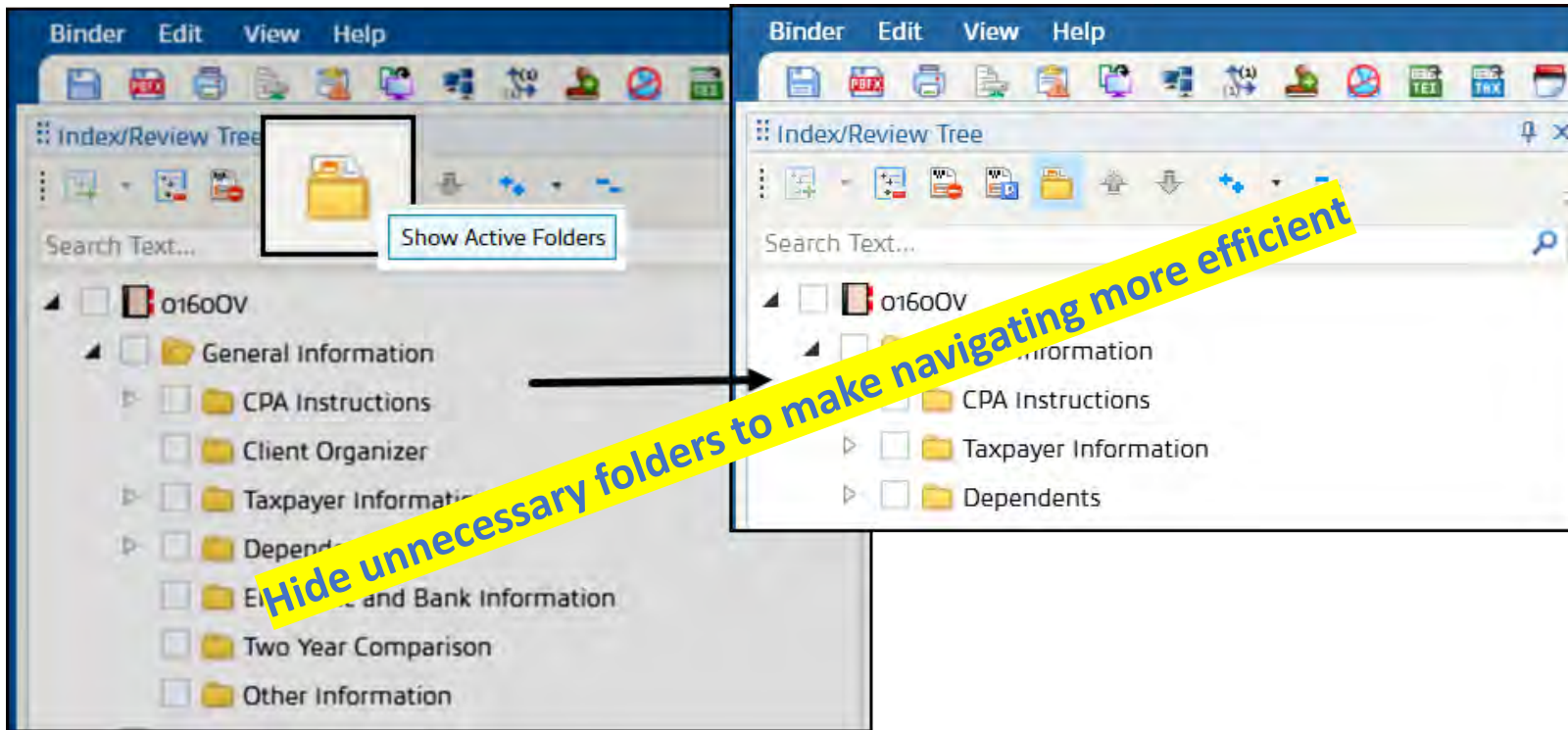
- Hide Index Tree and Thumbnail
- Page to Page in Document Viewer
- Page History

6. I mailed you the PY 1099 INT from First Place Bank. I can't find this year.
Do you need it? **57**



Navigating SPbinder





Navigating SPbinder

Sign-off Option

L1 ✓

L2 ✓

L3 ✓

L4 ✓



Key Features to an Efficient Review

Sign Off with Change Tracking

^ Unreviewed Workpapers By L2-Detail Review

- 1099-INT Details | Pg. 20 (20)
- Tax-Exempt Bond Premium Details | Pg. 21 (21)
- Accrued Interest Details | Short Term Summary | Pg.
- Long Term Details | Pg. 23 (23)
- Long Term Summary | Pg. 24 (24)
- Long Term Summary | Pg. 25 (25)
- Long Term Summary | Short Term Summary | Pg. 26
- CHARLES (3702-0028) | Pg. 27 (27)
- CHARLES (3702-0028) | Pg. 28 (28)
- CHARLES (3702-0028) | Pg. 29 (29)
- Tax-Exempt OID | 1099-INT Details | Pg. 30 (30)
- GrantorLetter: Income Deduction Summary | Pg. 31
- GrantorLetter: 1099-B Summary | Pg. 32 (44)
- GrantorLetter: 1099-B Summary | Pg. 33 (45)
- JILL'S CRAFT SHOP (S) | Pg. 34 (33)
- Org: Rent and Royalty Income and Expense With No
- Org: Rent and Royalty Income and Expense With No
- 1099-MISC: AYOTTE & SHACKELFORD, INC. | Pg. 37 (
- 1099-MISC: RICHEMONT NORTH AMERICA, INC. | Pg.

Key Features to an Efficient Review

- Cross reference workpapers

The screenshot displays the SPbinder software interface. On the left, a checklist is visible with the following items:

- 1. Please file federal and state return e
- 2. Unless otherwise instructed, check coverage. ✓
- 3. From the total area of house 2,100 purpose. 24
- 4. For any queries please conta jackanderson@sureprep.com MAIL
- 5. 529 Payment
- 6. I mailed you the PY 1099 INT from First Place Bank. I can't find this year. Do you need it? 27

On the right, a tax form (Form 1099-INT) is displayed. The form is for "FIRST PLACE BANK" and "JACK ANDERSON". A red box highlights the "2017" year on the form, and a red arrow points from this box to item 3 of the checklist. The form includes the following information:

CORRECTED (if checked)	
1 Interest Income \$ 2552.80	
2 Early withdrawal penalty	
3 Interest on U.S. Savings Bonds and Treas. obligations	
4 Federal income tax withheld \$ 165.52	
5 Investment expenses	
6 Foreign tax paid	
7 Foreign royalty or U.S. possession	
8 Tax-exempt interest	
9 Qualified private activity bond interest	
10 Market discount	
11 Bond premium	
12 Bond premium on Treasury securities	
13 Bond premium on tax-exempt bond	

The form also includes the recipient's name and address: JACK ANDERSON, 1234 MAIN STREET, NEWPORT BEACH, CA 92660. The form is labeled "Interest Income" and "Copy B For Recipient".



Key Features to an Efficient Review

- Calculator tapes
 - Editable
 - OCR capable with automated links to workpapers
 - Add names
 - Link totals

The screenshot displays a tax software interface for 'Jill's Craft Shop' on Schedule C for 12/31/2018. The main window shows a list of expenses with their respective amounts and links to workpapers (e.g., T2, M/E, 55). A calculator window is open, showing the total of 8,850.66 and a detailed tape of the calculations. A red arrow points from the calculator window to the expense list, highlighting the OCR capability.

Jill's Craft Shop
Schedule C
12/31/2018

Sales: 33,155.36 M/E

Expenses:

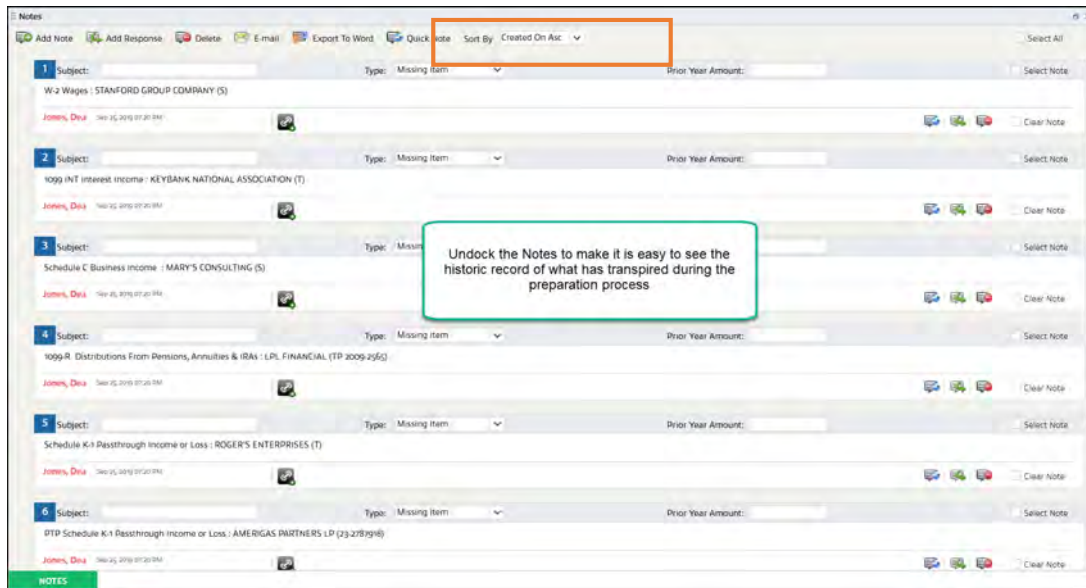
- Advertising 1,108.34 T2
- Legal Fees 565.00 T2
- Office Expenses 1,980.50 T2
- Supplies 3,205.68 T2
- Utilities 750.85 T2
- Telephone 1,240.29 T2
- Mortgage Interest 55

8,850.66

Calculator Tape:

#	Text	Input	OP
1		1,108.34	
2		565.00	+
3		1,980.50	+
4		3,205.68	+
5		750.85	+
6		1,240.29	+
Summary (6 Items)			
		8,850.66	=

Key Features to an Efficient Review



- Link Notes directly to applicable workpapers
- Add Replies
- Variety of Sort options



Key Features to an Efficient Review

- All feature work across different file types
- One stop shop for review



What are Your Favorite Features?



BEST LOVED



MOST LIKED



RELISH



TREASURED



PREFERRED



IDEAL

Sneak Peak – Leadsheets & Change Tracking

Form W-2 Wage & Tax Statement 2018
Copy B - To Be Filed With Employee's FEDERAL Tax Return.
This information is being furnished to the Internal Revenue Service.

Department of the Treasury - Internal Revenue Service

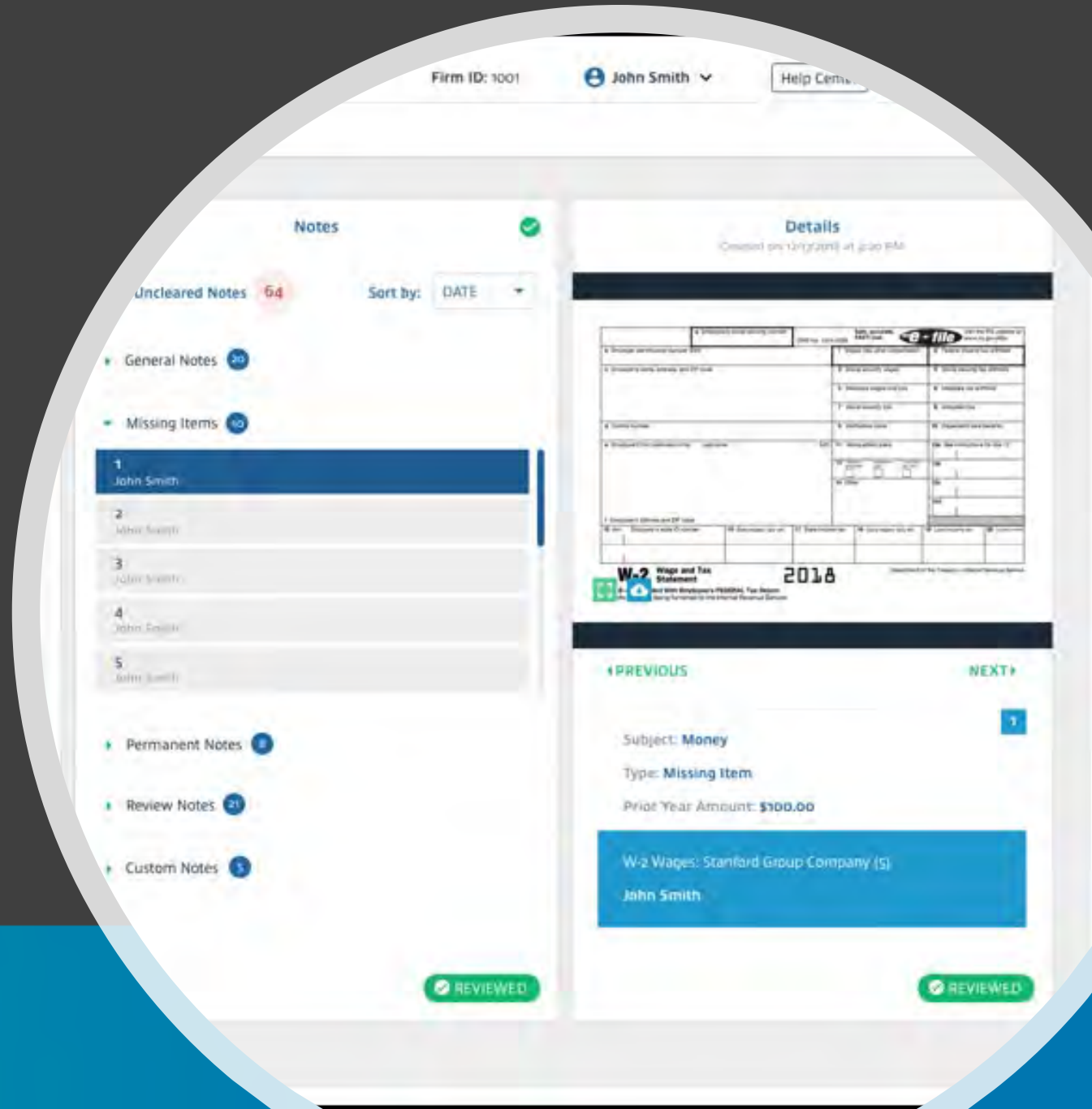
a Employee's social security number 111-11-1111	1 Wages, tips, other compensation 81444.72	2 Federal income tax withheld 16762.61
c Employer's name, address, and ZIP code US BANK NATIONAL ASSOC. 4000 W. BROADWAY	3 Social security wages 83164.44	4 Social security tax withheld 5156.20
	5 Medicare wages and tips	6 Medicare tax withheld

1 of 43 Pages

Employer Name	US NATIONAL BANK	TAXPAYER TOTAL	STANFORD GROUP COMPANY	SPOUSE TOTAL	TOTAL
Ownership code = T/S	Amount	Amount	Amount	Amount	Amount
(1) Wages, Tips, Other Compensation	\$ 100,000	\$ 100,000	\$ 8,144	\$ 8,144	\$ 108,144
(2) Federal Income Tax Withheld	\$ 16,763	\$ 16,763	\$ 16,762	\$ 16,762	\$ 33,525
(3) Social Security Wages	\$ 83,164	\$ 83,164			\$ 83,164
(4) Social Security Tax Withheld	\$ 5,156	\$ 5,156			\$ 5,156
(5) Medicare Wages	\$ 83,164	\$ 83,164			\$ 83,164

Coming Soon for TY2019

Reviewer Dashboard



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Q & A



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