



TAX TRANSFORMATION

S U M M I T

NOVEMBER 3-5, 2019

SPbinder – Did you know?

Miranda Carlson, CPA

Client Success Manager



Miranda Carlson

Miranda Carlson is a Client Success Manager for SurePrep, a leading provider of tax productivity solutions to U.S. public accounting firms. Prior to joining SurePrep, Miranda spent many years in public accounting for various firms. Miranda has been with SurePrep since September 2005.

As a Client Service Manager at SurePrep, LLC, Miranda provides consulting services to firms, helping them integrate the SurePrep solution into their current workflow. Miranda also has support and retention responsibilities.

Miranda is a licensed CPA in the state of Wisconsin. She received a Bachelor of Science in Accounting from Upper Iowa University in 1993.



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Session Objective

- The objective of this session is to highlight some of the features and functionalities that are not as commonly used.
- These “did you know” topics have been targeted to make the use of SPbinder more efficient.

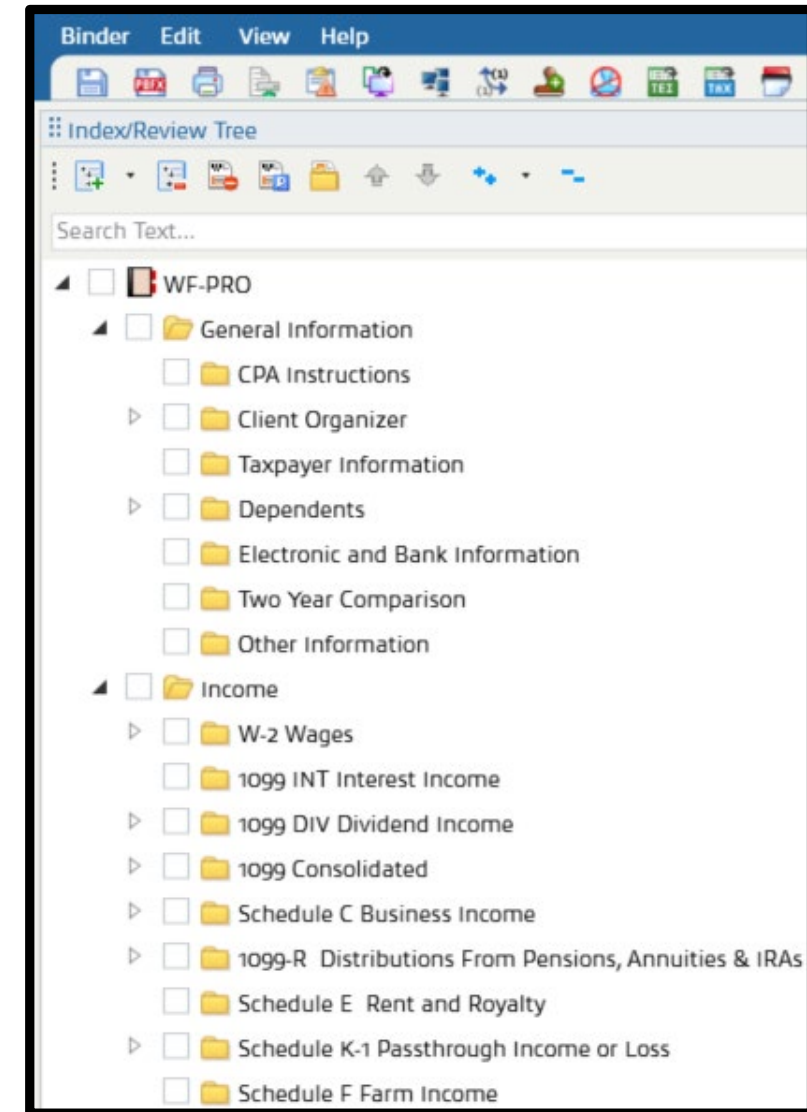


SPbinder – Did you know.....

1. Custom binder template
2. Customize workpaper stamps
3. Index Tree Search
4. View source documents in original scan order
5. Maximize the OCR capabilities of the calculator

Create custom binder templates

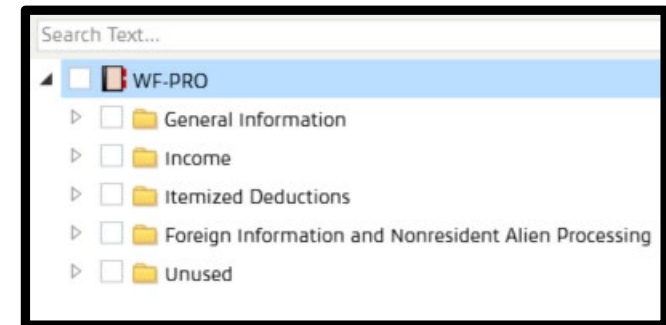
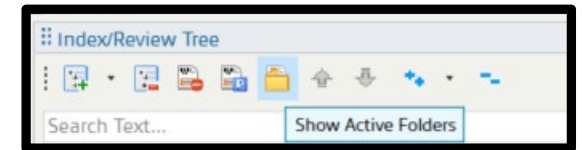
- Start with the SurePrep pre-defined template
 - Make a copy
 - Add your changes
 - Add a workpaper
 - Rename folders
 - Rearrange folders
- Save as your own Custom binder template



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Create custom binder templates

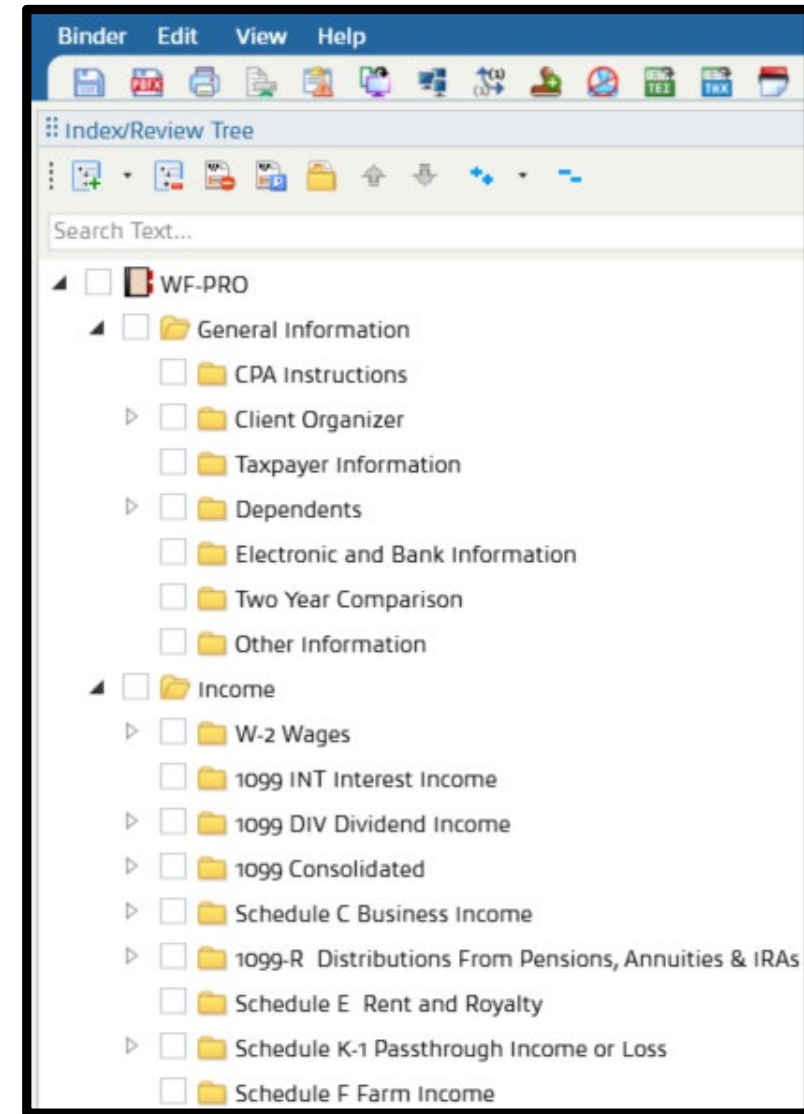
- Too many folders? Delete unused folders?
 - Some folders are mapped by OCR to export to the tax return. Be cautious deleting these from your custom template.
- TIP: In SPbinder, use the Active Folders icon to narrow down the Index Tree to only display folders with active data



Create custom binder templates

- Benefits:

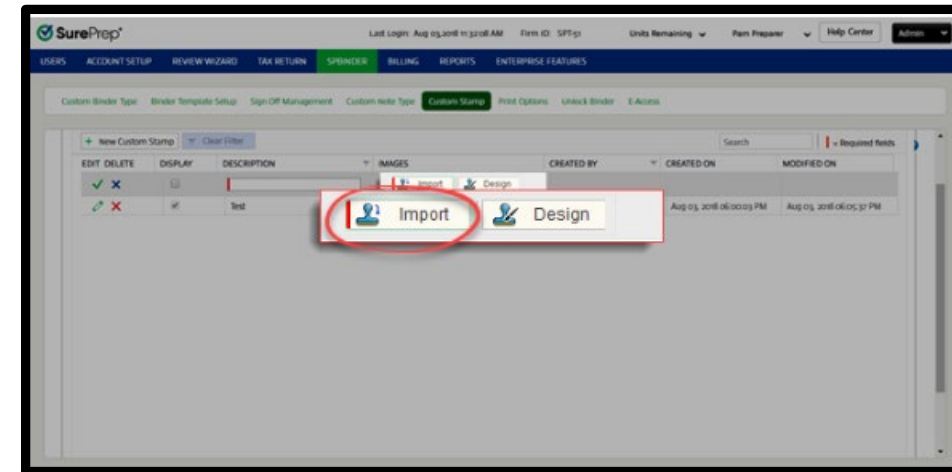
- Have a **standard checklist** to be included in every binder?
 - *TIP: Fillable PDF's will not remain fillable in SPbinder. Use stamps/mark up tools, or insert the checklist in Word or Excel format.*
- **Save time** by eliminating the need to make the same manual adjustments on every return
- **Standardization** for all tax return workpapers



Customize Workpaper Stamps

In addition to the predefined stamps that are available in every binder, you can:

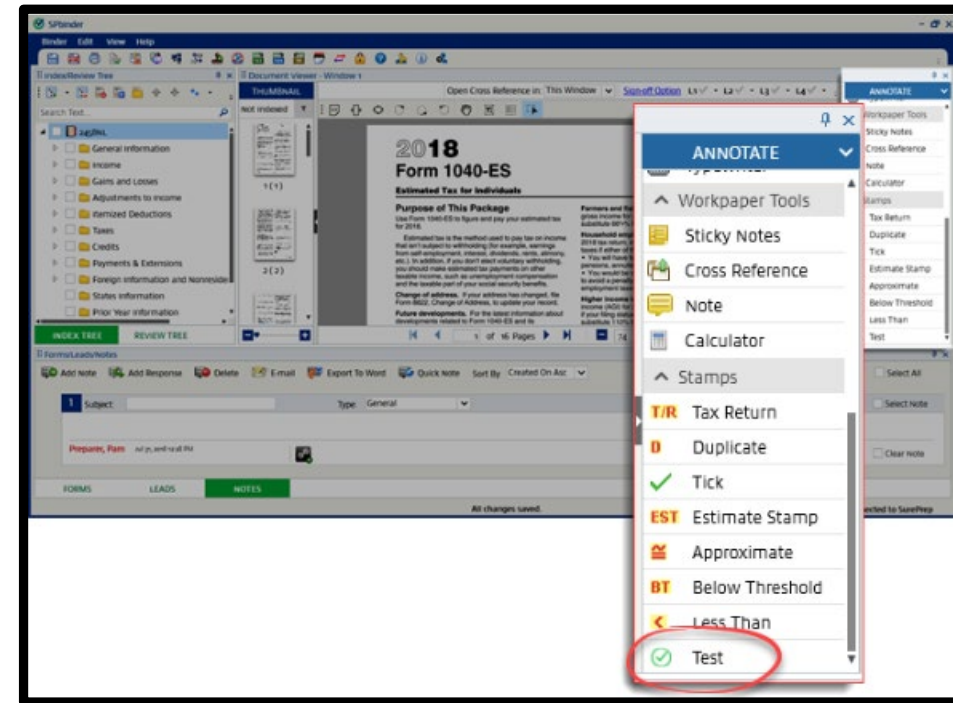
- Import existing images
- or
- Create your own design



Customize Workpaper Stamps

Import an image from your computer

- The image file must have *.gif, *.bmp, *.jpg, *.png, *.tif or *.tiff extension
- Size cannot exceed 100 KB
- Width & height no more than 65 x 15 pixels



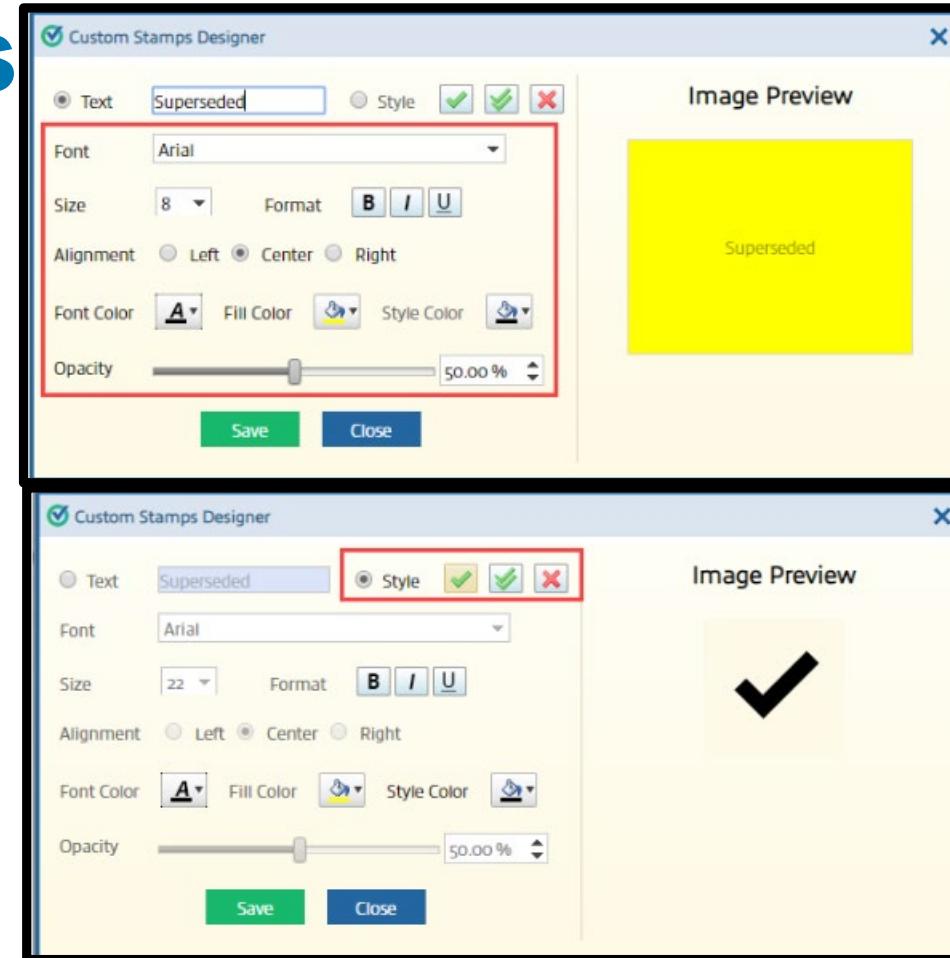
Customize Workpaper Stamps

Create your own design with a text box or tick using the Custom Stamp Designer

➤ Simple text with custom font & colors

➤ Create multiple colored checkmarks to represent different levels of staff

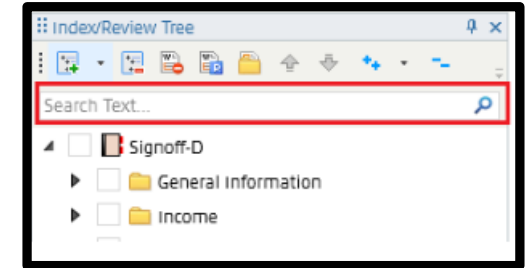
❖ *Custom Stamps can only be created from the Admin menu*



Using Index Tree Search

A couple seasons ago, SurePrep introduced a search box to the Index Tree.

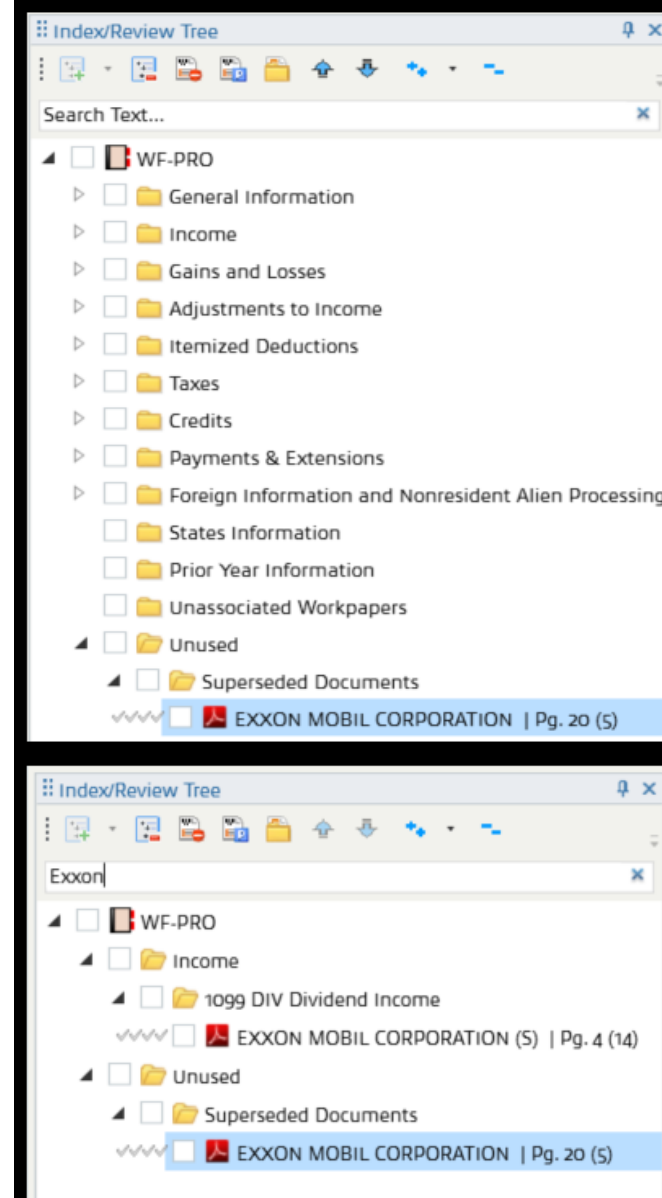
- Search folder names, workpaper names, and proforma'd placeholders.
- *Note: This is not an overall word search in documents*



Using Index Tree Search

Tips to be more efficient using the Index Tree Search feature:

1. *A document has been associated to the Superseded folder in the unused section.*
 - *To quickly locate the original, use the Search Text box to narrow down the tree by document name.*
 - *No need to navigate through the whole tree to find it*

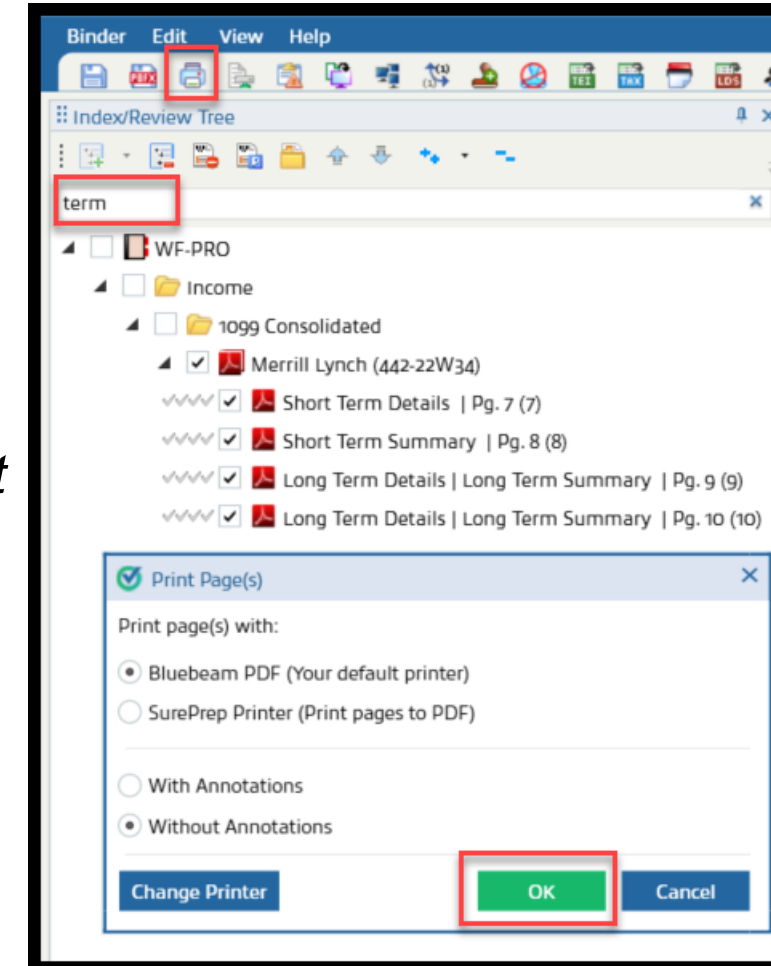


Using Index Tree Search

Tips to be more efficient using the Index Tree Search feature:

2. *Quickly locate all the short term/long term pages to select and print to PDF to create an 8949 attachment*

- *Type “term” in the search box*
- *Select the pages*
- *Use the print pages icon to print to PDF*

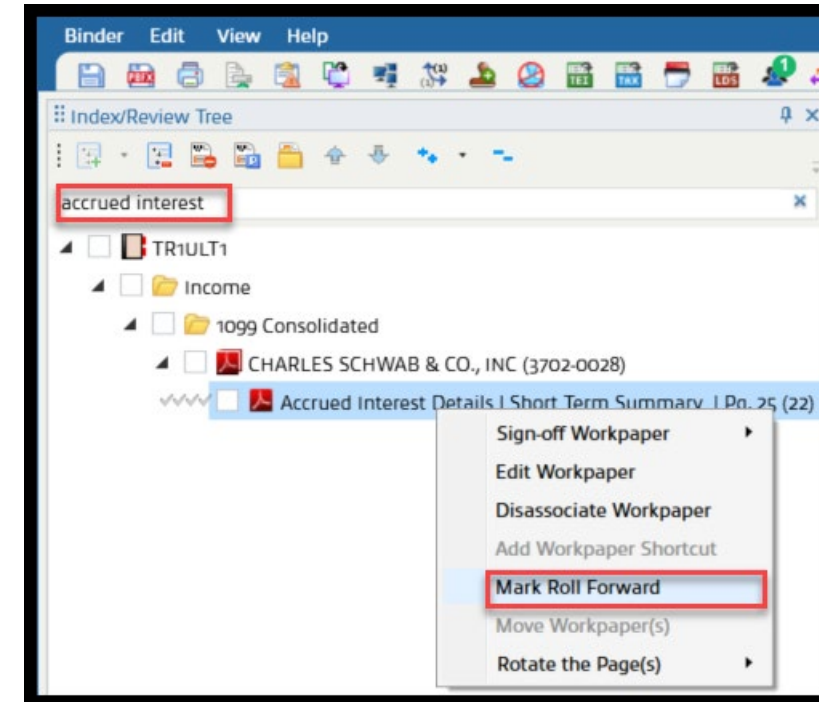


Using Index Tree Search

Tips to be more efficient using the Index Tree Search feature:

3. *Quickly identify pages to be marked for rollforward to next year*

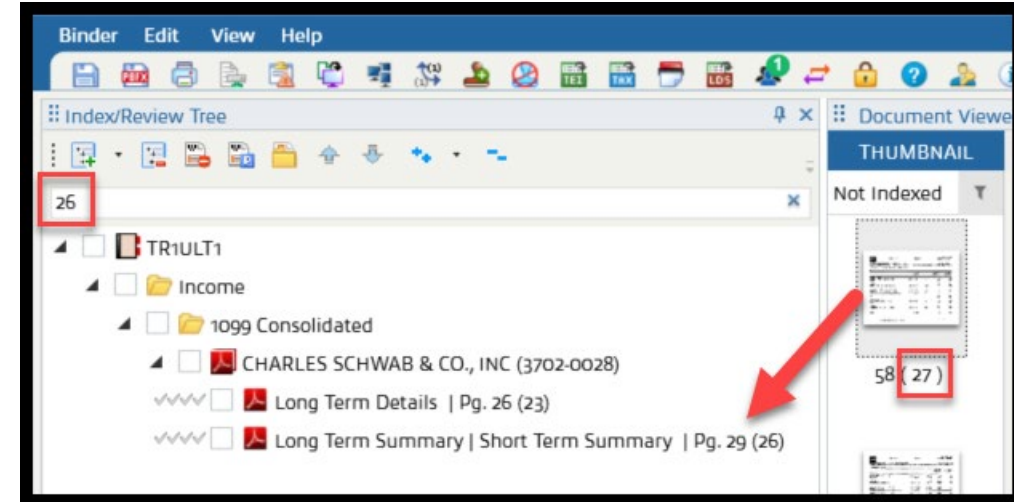
- *Type “accrued interest” in the search box*
- *Right click on the page(s)*
- *Select “Mark Roll Forward”*



Using Index Tree Search

Tips to be more efficient using the Index Tree Search feature:

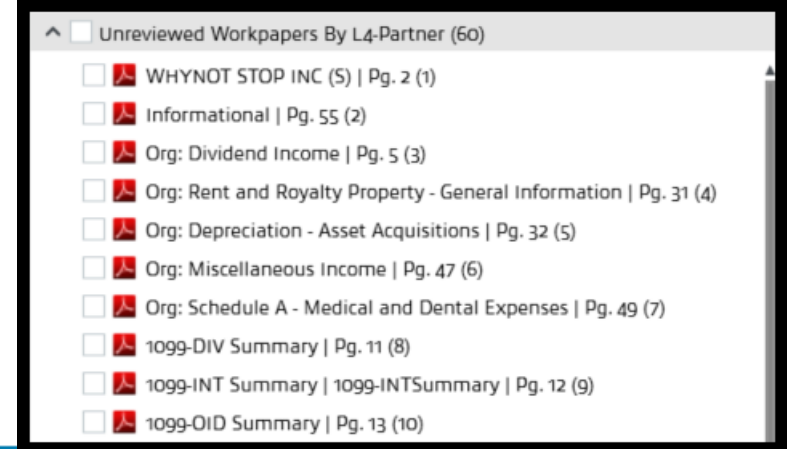
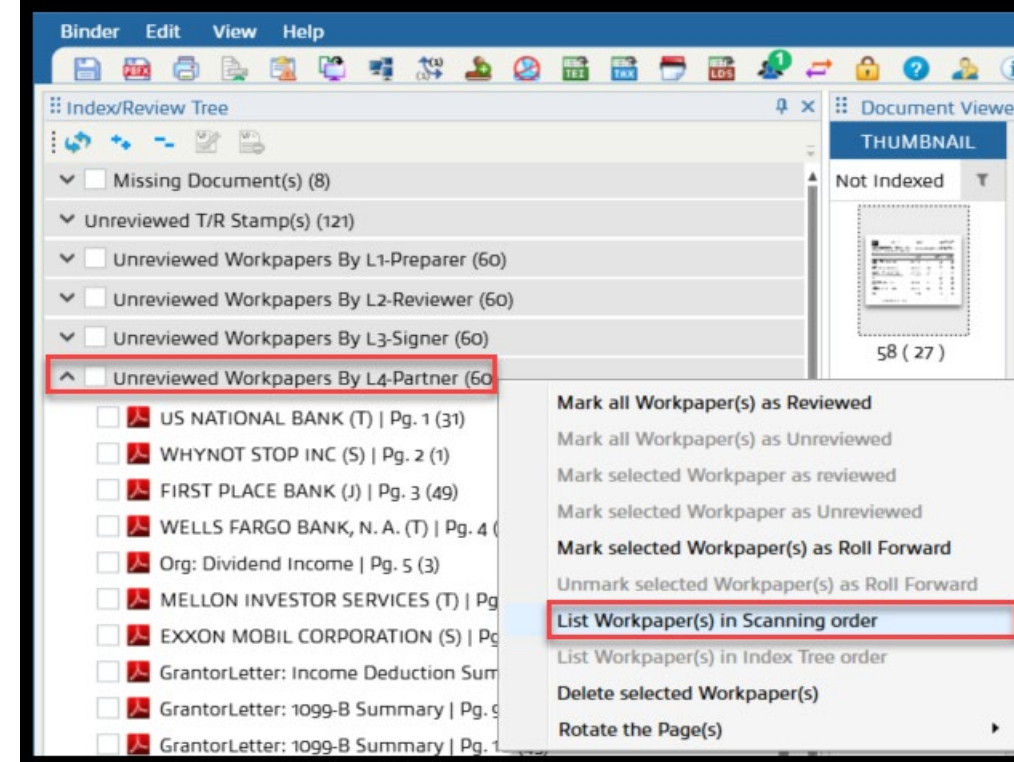
4. *Sometimes comprised scans can cause pages of a brokerage statement to be unidentified and thrown into the Thumbnail*
 - *The 2nd page # in parenthesis, is the original scanned in page number*
 - *Type the number before this number in the search box to locate where the previous page is associated*
 - *Now you can drop this page from the Thumbnail right where it belongs*



View source documents in their original scanning order

- From the **Review Tree**, all pages can be viewed from the “Unreviewed Workpapers” section

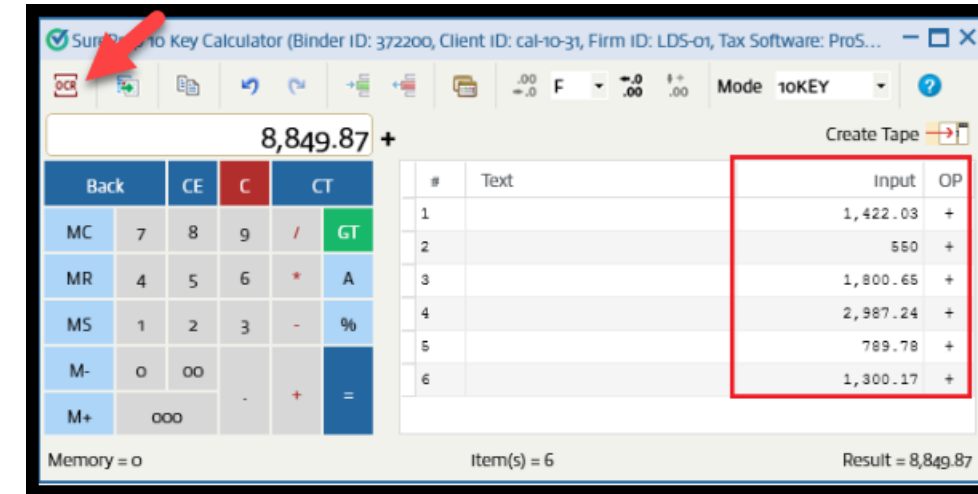
- Expand any level*
- By default, the pages are listed in the order they have been bookmarked in the Index Tree*
- Right click on Unreviewed Workpapers by.....*
- Select List Workpapers in scanning order*
- The order scanned is the number listed 2nd (in parenthesis)*



Maximize the OCR capabilities of the calculator

- Recent updates have been made to the functionality of SPbinder's Calculator

1. *Reference amounts directly from the source document using the OCR feature*



Maximize the OCR capabilities of the calculator

- **TIPS:**
 - When highlighting, only include the number values (not descriptions and numbers)
 - Try to avoid including lines or other images near the numbers
 - Highlight the entire number (before and after the decimal point)
 - If the numbers are too close together, or the image is not clear, type the number in manually

Expenses:

Advertising	1,422.03
Legal Fees	550.00
Office Expenses	1,800.65
Supplies	2,987.24
Utilities	789.78
Telephone	1,300.17
Mortgage Interest	

2016 Medical

Prescriptions	
Losartan	39.70
Levothyroxine	169.19
Pravastatin	96.15

OCR Value Suggested Value Skip Value

39.70 39.70 39.70

169.19 <ine 169.19 -1169.19

Total = 39.7 OK Cancel



Maximize the OCR capabilities of the calculator

1. *Create a separate tape that is linked to the source document page(s)*

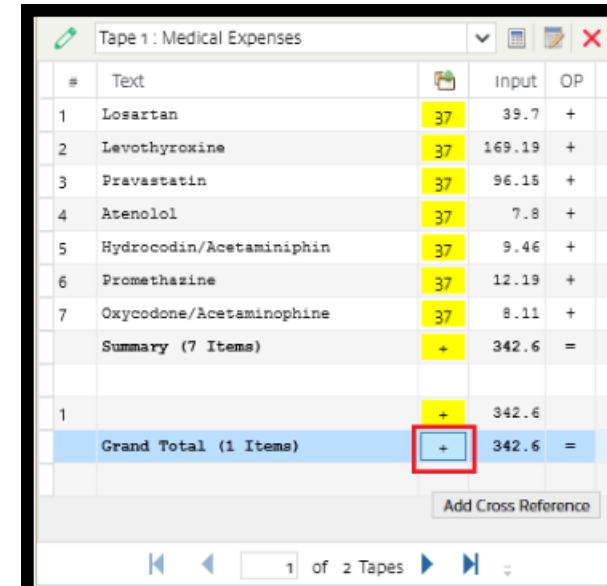
- *Name your tapes*
- *Add descriptions*

The screenshot displays the SurePrep 10 Key Calculator interface. The top section shows a calculator keypad with a display of 8,849.87. Below the keypad is a list of items with their respective costs. A red box highlights a specific tape titled 'Tape 1: Medical Expenses' which lists various medications and their costs, totaling 342.6. The bottom section shows a summary of the tape, indicating a Grand Total of 342.6.

#	Text	Input	OP
1	Losartan	39.7	+
2	Levothyroxine	169.19	+
3	Pravastatin	96.15	+
4	Atenolol	7.8	+
5	Hydrocodin/Acetaminophin	9.46	+
6	Promethazine	12.19	+
7	Oxycodone/Acetaminophine	8.11	+
	Summary (7 Items)	342.6	=
1		342.6	
	Grand Total (1 Items)	342.6	=

Maximize the OCR capabilities of the calculator

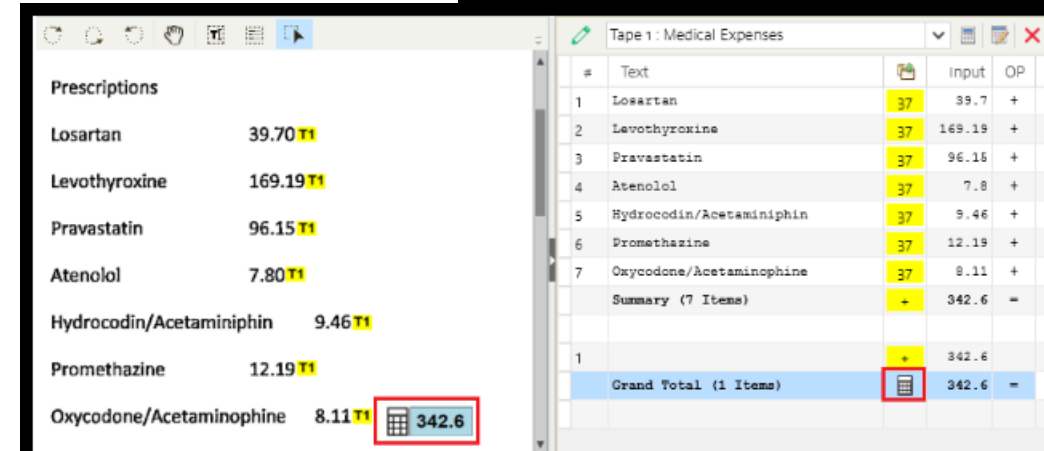
- *Link totals from the tape to a grand total amount on the source document*



#	Text	Input	OP
1	Losartan	39.7	+
2	Levothyroxine	169.19	+
3	Pravastatin	96.15	+
4	Atenolol	7.8	+
5	Hydrocodin/Acetaminophin	9.46	+
6	Promethazine	12.19	+
7	Oxycodone/Acetaminophine	8.11	+
	Summary (7 Items)	342.6	=
1		342.6	+
	Grand Total (1 Items)	342.6	=

Add Cross Reference

1 of 2 Tapes




#	Text	Input	OP
1	Losartan	39.7	+
2	Levothyroxine	169.19	+
3	Pravastatin	96.15	+
4	Atenolol	7.8	+
5	Hydrocodin/Acetaminophin	9.46	+
6	Promethazine	12.19	+
7	Oxycodone/Acetaminophine	8.11	+
	Summary (7 Items)	342.6	=
1		342.6	+
	Grand Total (1 Items)	342.6	=

1 of 2 Tapes

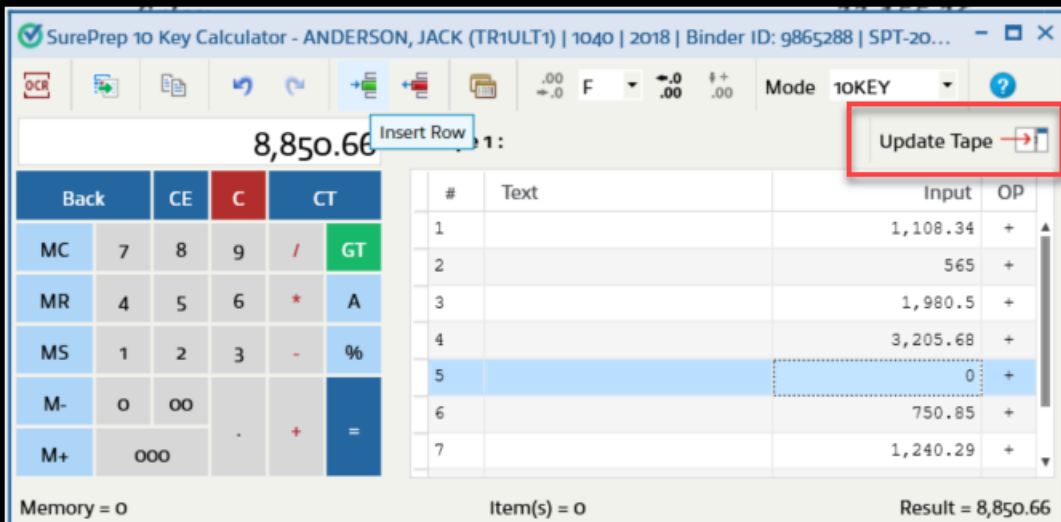


Maximize the OCR capabilities of the calculator

- *Make edits*
- *Insert/Delete rows*
- *Add amounts from other documents*
- *Update Tape*



#	Text	Input	OP
1		1,108.34	+
2		565	+
3		1,980.5	+
4		3,205.68	+
5		750.85	+
6		1,240.29	+
Summary (6 Items)			8,850.66 -



SurePrep 10 Key Calculator - ANDERSON, JACK (TR1ULT1) | 1040 | 2018 | Binder ID: 9865288 | SPT-20...

8,850.66

Insert Row

Update Tape

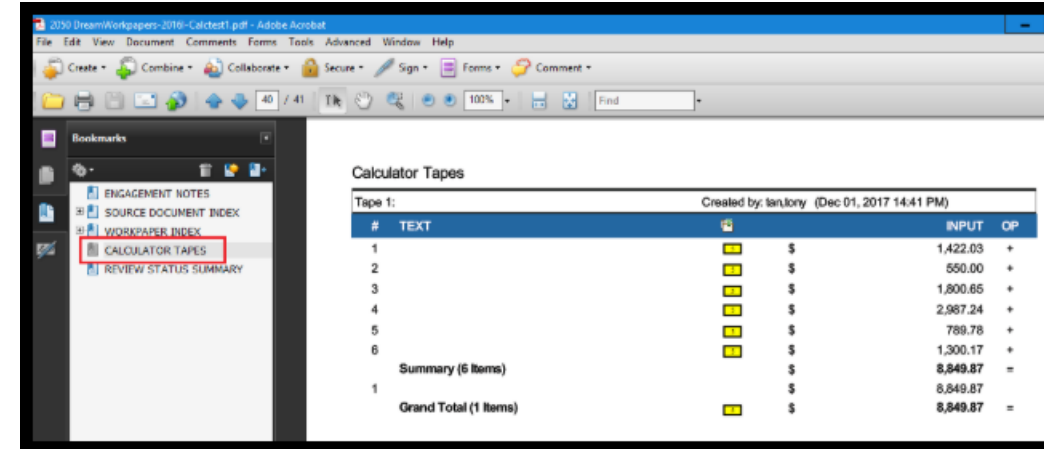
#	Text	Input	OP
1		1,108.34	+
2		565	+
3		1,980.5	+
4		3,205.68	+
5		0	+
6		750.85	+
7		1,240.29	+

Memory = 0 Item(s) = 0 Result = 8,850.66



Maximize the OCR capabilities of the calculator

- *All the tapes created in the binder will appear in a separate bookmark in the printed PDF*
- *All linking remains active in PDF*



2020 DreamWorks-2016-Caltest1.pdf - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Comment

40 / 41 100% Find

Bookmarks

- ENGAGEMENT NOTES
- SOURCE DOCUMENT INDEX
- WORKPAPER INDEX
- CALCULATOR TAPES**
- REVIEW STATUS SUMMARY

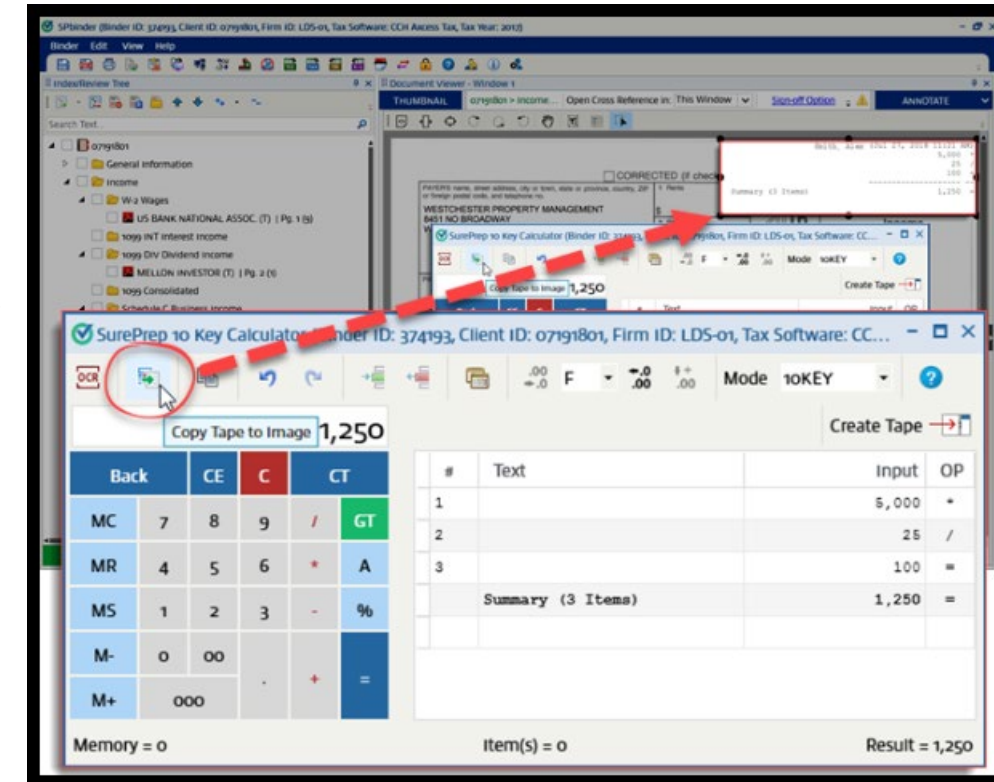
Calculator Tapes

Tape 1: Created by: Ian, Jony (Dec 01, 2017 14:41 PM)

#	TEXT	INPUT	OP
1		1,422.03	+
2		550.00	+
3		1,800.65	+
4		2,987.24	+
5		789.78	+
6		1,300.17	+
	Summary (6 Items)	8,849.87	=
1	Grand Total (1 Items)	8,849.87	=

Maximize the OCR capabilities of the calculator

- *You can still Copy Tape to Image in the form of a Sticky Note*
- *Note: Edits are not automatically updated in the Sticky Note. If edits are made, you will need to Copy Tape to Image again.*



TAX TRANSFORMATION
SUMMIT
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Q & A



Contact Info

Miranda Carlson

mcarlson@sureprep.com

<https://corp.sureprep.com>

(800) 805-8582 Ext: 1116

Direct Line: (949) 269-8590



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