

# AI UNCHAINED

Accounting Intelligence. No boundaries. No limits.

2024





# MAXIMIZING EFFICIENCY WITH BOTKEEPER INFINITE

A Tech Driven Approach to Streamlining  
Bookkeeping For Accounting Firms



# SESSION OVERVIEW

What will we cover?

01

Team Introductions

02

Client Onboarding

03

Transaction Automation  
Categorization, Reconciliation, Review

04

Task / Project  
Management

05

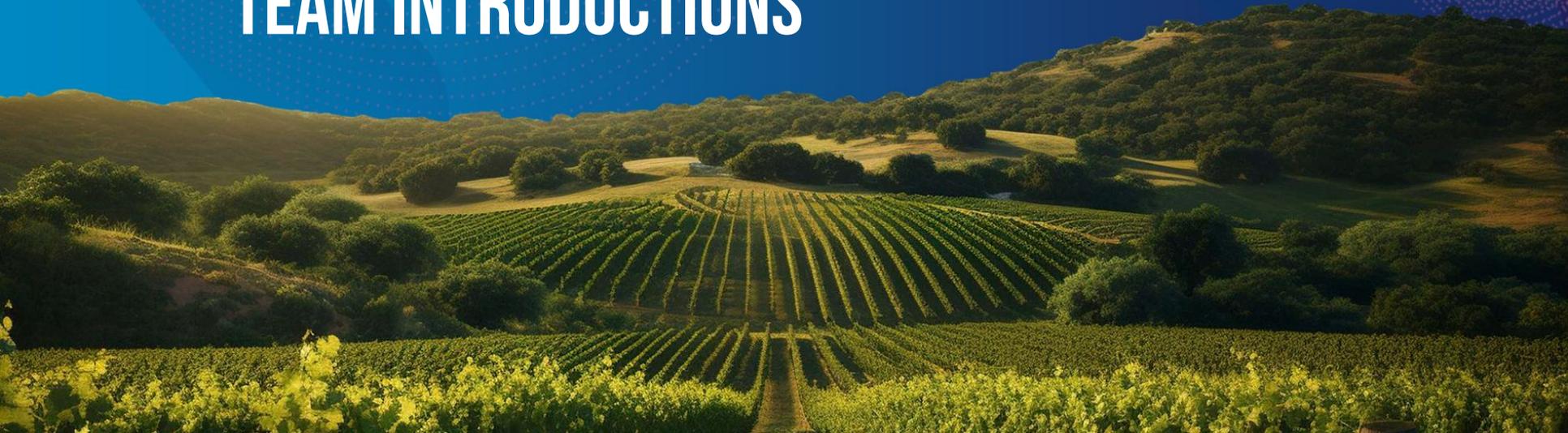
Activity Tracking

06

Close Management

01 

# TEAM INTRODUCTIONS



# SPEAKER INTRODUCTIONS



**Angelina DeLago**  
Co-Founder, CPO



**Brian Emposimato**  
Director of Product

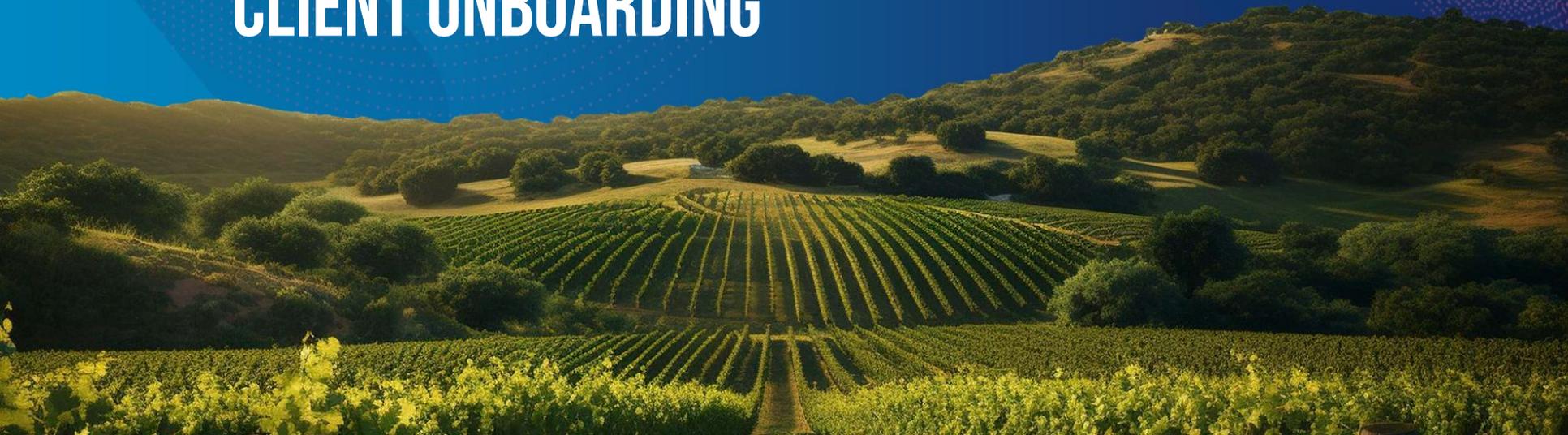


**Rachael Smith**  
Director of Engineering



02 

# CLIENT ONBOARDING



# 3 THINGS TO ASK YOURSELF

## What is my account access?

Access is important and each institution has different permissions. Depending on the access you have should dictate how you make and maintain connections.

## What responsibility do I want the client to have?

Do you want to be hands off and let your clients drive?  
OR  
Do you want to control and have your client take a back seat?

## Will my client be a user in the platform?

There are a lot of benefits to having your client as an active user in the platform but you could also choose to have them still own connects via a smart link.

# PATH TO GREATEST SUCCESS

## Client Onboarding and Ongoing Involvement

### How to Handle Connections:

1. If they are eligible for Botkeeper connection (check [here](#)) have your client make the connection via:
  - a. Smart Link (no login required)
  - b. Smart Task (login required)
2. If the account is connected in the GL, turn it off in the GL

*Additional options for account automation are coming soon!*

### Why?

Client credentials have the strongest connection! Client participation increases efficiency.





## Add Client



### Energy Fitness



Details

Connect GL

Connect Accounts

Link Accounts & Automate

Customize AI

#### GL Bank and Credit Card Accounts Cheat Sheet

Use as reference to connect financial institutions.

BofA Credit 1234  
BofA Checking 5678  
Chase Business 1957

Denver Bank 9023  
Wells Fargo Credit 0274



#### Select and connect your client's financial institutions

Bank of America



If Finicity returns a connection error, follow the provided instructions. For smoother access, use client credentials or try another institution.

#### Do you have credentials?

Yes ⓘ

No ⓘ

← Connect the GL

Configure Account Automation →

## Add Client



### Energy Fitness



Details

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#### GL Bank and Credit Card Accounts Cheat Sheet

Use as reference to connect financial institutions.



#### Select and connect your client's financial institutions

Bank of America



If Finicity returns a connection error, follow the provided instructions. For smoother access, use client credentials or try another institution.

#### Do you have credentials?

Yes ⓘ

No ⓘ

#### How do you want to request the connection?

Create a task for a platform user ⓘ

Send a connection request link ⓘ

← Connect the GL

Configure Account Automation →



# CLIENT ACCESS & RESPONSIBILITY

## Normal Client User (recommended)

Allow your client to own the connections of their accounts, upload statements (when necessary), and provide context around transactions from right in the platform.

## Client Self-Service User

Infinite could be a solution you offer that allows you to be hands off, allows your tech forward clients to drive, and you there for additional, more complex services.

## Access via Smart Link

Don't want your client as a user? Don't sweat it! They can still establish the connections via a secure smart link!



# PATH TO GREATEST SUCCESS

## Client Onboarding and Ongoing Involvement

### How to Setup Automation:

#### Use **AutoPush** if:

- Account has no 3rd-party apps syncing to the GL.
- Account has 3rd-party apps syncing to a clearing account in the GL (e.g., BILL, Melio, Stripe, Square, ADP, Gusto).
- Account is using a payroll provider other than QBO Payroll.

#### Use **ManualPush** if:

- Account with 3rd-party apps syncing to the bank/credit card account in the GL (e.g., Expensify, Dext).
- Account is using QBO Payroll.

### Add Client

Energy Fitness

Details ✓ Connect GL ✓ Connect Accounts ✓ **Link Accounts & Automate** 4 Customize AI 5

Linking accounts ensures accurate transaction syncing between bank feeds and the GL. After linking, choose an automation method. We recommend using AutoPush for most accounts. However, when integrating with third-party apps like Dext or Expensify, use ManualPush to avoid duplicates and ensure smooth synchronization.

Connected Accounts	GL	Start Date	Push to GL	No Automation
Bank of America				
Bank of America Credit...	BofA Credit 1234	mm/dd/yyyy	<input checked="" type="radio"/> AutoPush <input type="radio"/> ManualPush	<input type="checkbox"/>
Bank of America Credit...	Select	mm/dd/yyyy	<input type="radio"/> AutoPush <input type="radio"/> ManualPush	<input type="checkbox"/>
Bank of America Credit...	Select	mm/dd/yyyy	<input type="radio"/> AutoPush <input type="radio"/> ManualPush	<input type="checkbox"/>

For the accounts with AutoPush selected, do you want to always sync medium and low-confidence transactions to the GL as well? Medium and low-confidence transactions have a level of categorization accuracy less than 98%.

Yes  
 No

# PATH TO GREATEST SUCCESS

## Client Onboarding and Ongoing Involvement

### Add Client ×

Energy Fitness

Details  Connect GL  Connect Accounts  Link Accounts & Automate  **Customize AI**

Improve prediction accuracy by adjusting these settings to unlock the full potential of the AI. They're optional but highly recommended for more precise predictions and a more efficient workflow. ×

Is all the transaction data available in the GL accurate and consistent?

Yes  
The ML (Machine Learning) model will train on all the data available in the GL to categorize the transactions.

No  
The ML model can be trained selectively based on dates: specifying a start date trains on transactions from that date onward, an end date trains on transactions up to that date, and a date range trains on transactions within that range.

Start Date  → End Date

Select accounts you want to exclude from the ML model. The transactions coming directly from the GL will be kept for your team to review.

e.g. Uncategorized Income, Prepaid Expenses

Set a materiality threshold and these transactions will always require manual review.

or above

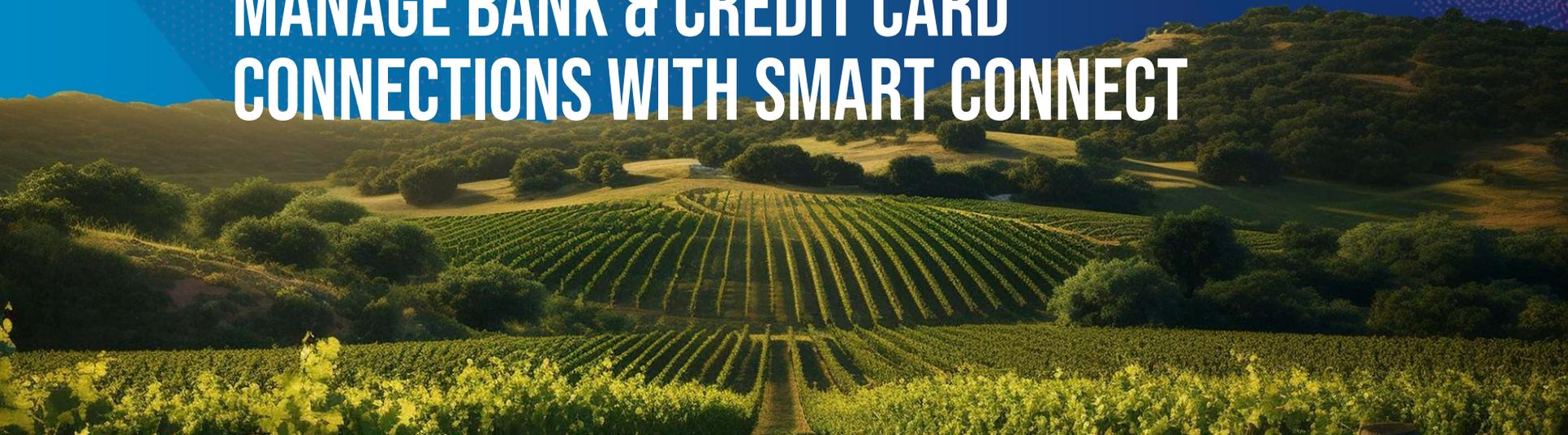
Who should be assigned and notified about the transactions that need review?

## How to Customize Your AI:

- 1. Choose a date to train from**
  - a. By default we train off of everything but sometimes that isn't always the best
- 2. Weed out accounts**
  - a. Select any and all uncategorized accounts, etc. that the model should not train on
- 3. Choose a default assignee**
  - a. Leaving this blank will push transactions to 'Needs Review' without an owner to do them
  - b. Having an assignee will create a digest task for them to review the transactions

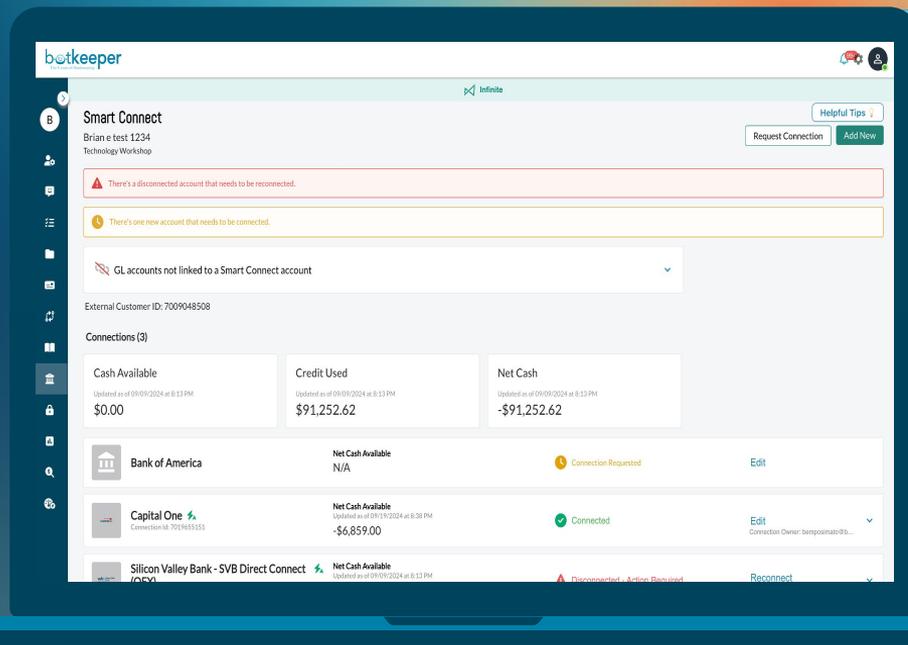
03 

# MANAGE BANK & CREDIT CARD CONNECTIONS WITH SMART CONNECT



# SMART CONNECT

No more incorrect passwords, security barriers, and tedious manual logins to collect statements. Smart Connect quickly and easily links all of your clients' financial data, including balances, transaction feeds, and statement downloads



# GET THE MOST OUT OF SMART CONNECT

	 	Other GL
Transaction Feed	✓	✓
Statement Downloads	✓	✓
Automated daily categorization	✓	



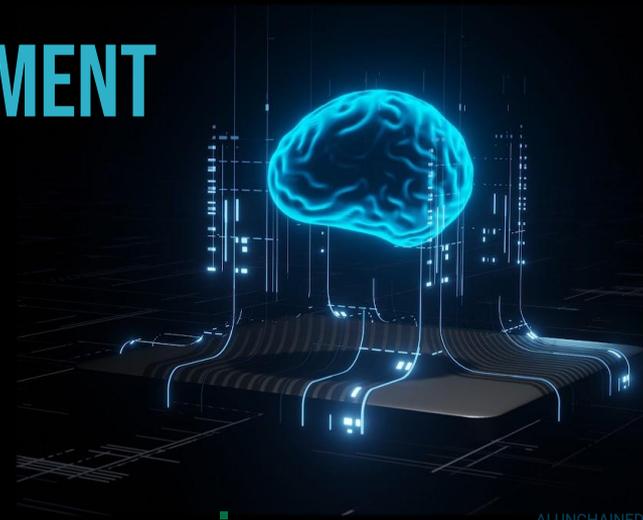


Smart Link (Optional) ⓘ

Send link via email ⓘ  Generate shareable link ⓘ

## USE WHITE-LABELED EMAIL OPTION FOR TOUCHLESS CONNECTION MANAGEMENT

This option will send the email to your client for the initial connection as well as if it disconnects, **without you needing to be in the middle and avoiding delays to the close!**







### GL accounts not linked to a Smart Connect account

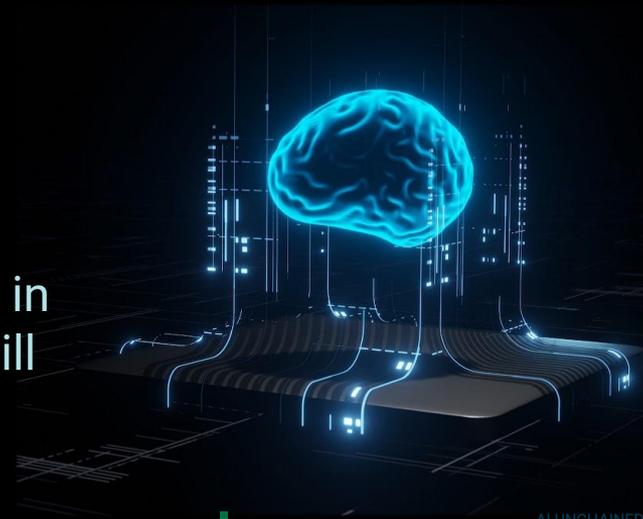
Check all Connections to make sure all Smart Connect accounts are linked to a GL account. Or connect the rest of the accounts corresponding to the GL accounts listed below

Checking

# UNLINKED GL ACCOUNTS

If we find any active bank or credit card accounts in the COA that are not linked to a connection, we will surface those to you at the top of the page.

**Remember, try to connect every account!**

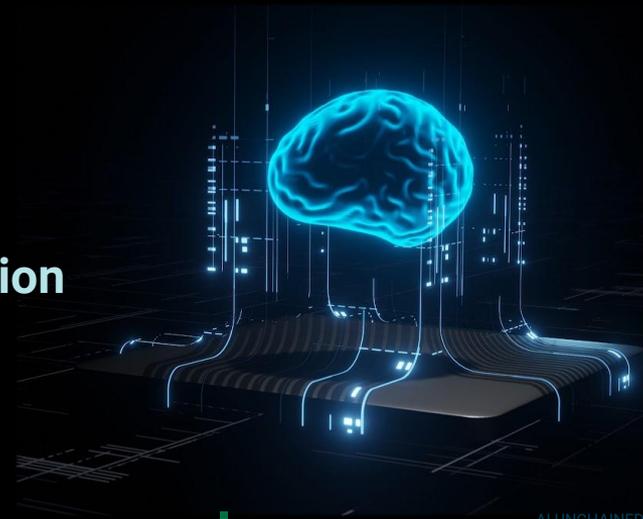




Export CSV

# EXPORT TO CSV

Not using QBO or Xero? **Export your transaction feed and upload into the GL of your choice**





Bank Statements (Next statement available on 10-11-2024)

Refresh Statements

09-15-2024

08-12-2024

07-13-2024

06-13-2024

05-12-2024

04-16-2024

Prior Statements

Folders > Bank Statements > BankAmericard Visa Platinum Plus - 4274 - 4274 > 2024

Download

Move



Name



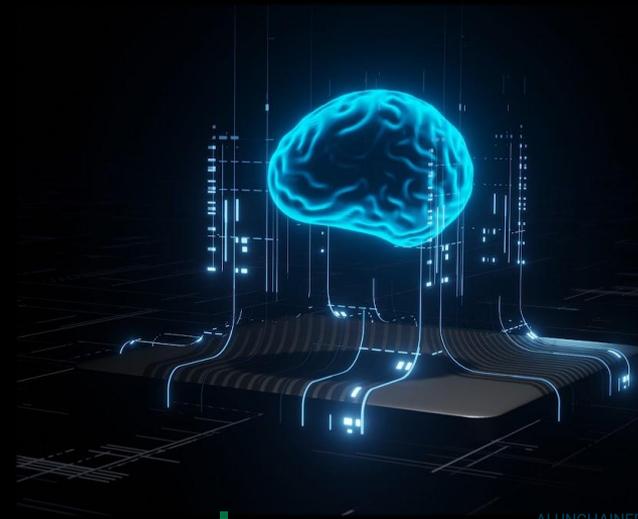
BankAmericard Visa Platinum Plus - 4274 \*4274 04-0...



BankAmericard Visa Platinum Plus - 4274 \*4274 04-3...

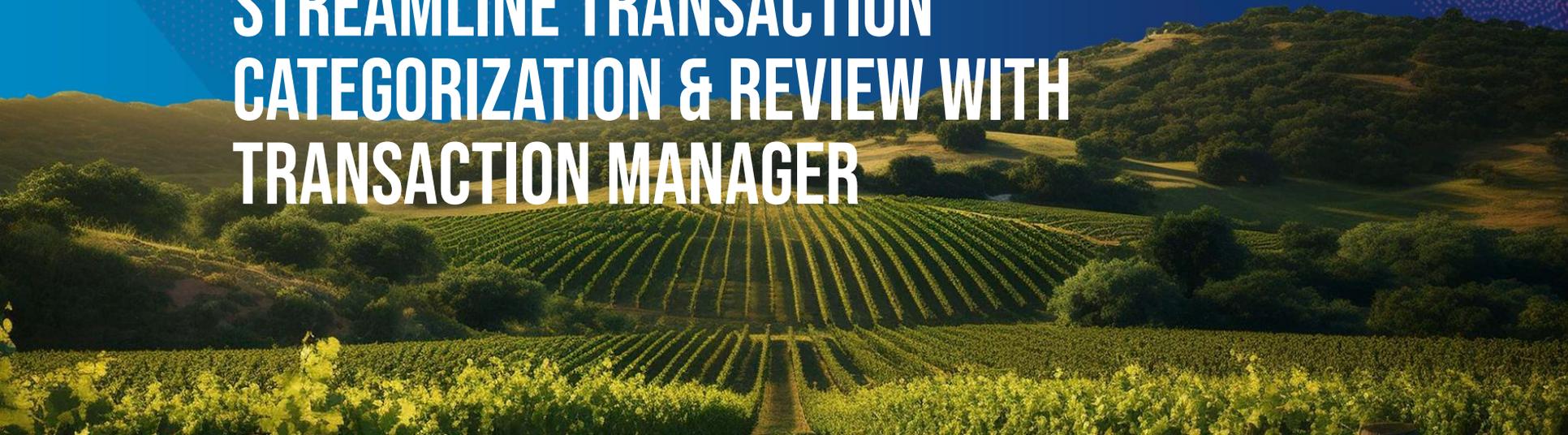
# STATEMENT COLLECTION

Need the bank statement throughout the month? **Statements can be accessed on the Account Details page and in the account's statement folder in Documents**



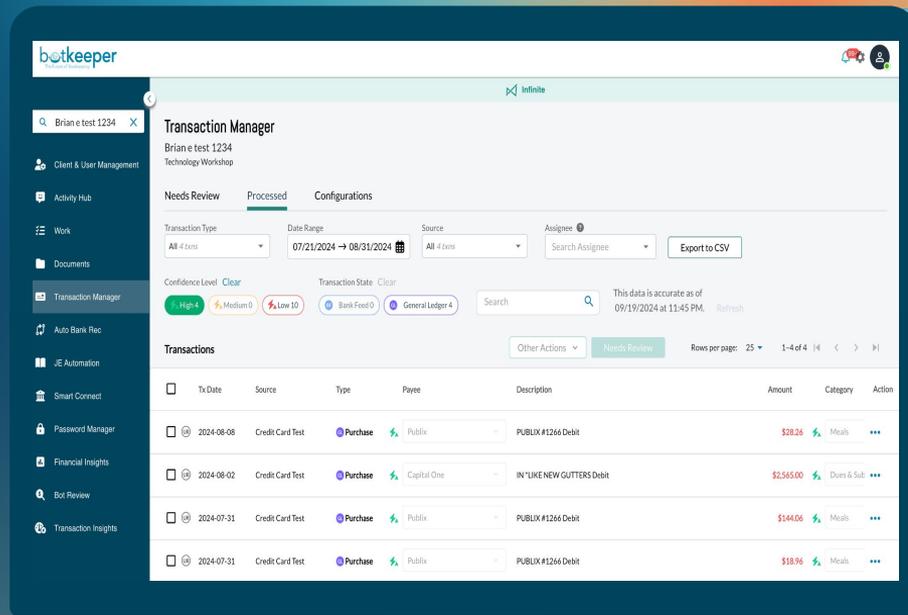
04 

# STREAMLINE TRANSACTION CATEGORIZATION & REVIEW WITH TRANSACTION MANAGER



# TRANSACTION MANAGER

Transaction Manager combines machine learning with some light human assistance to auto-categorize transactions based on past transactions.



# AI/ML + AUTOPUSH

0  
1

Enable daily digest for newly assigned transactions

02

Once notified, navigate to Needs Review tab using link in the email

03

- Review matches
- Review ML predictions
- Update using bulk edit
- Bulk add to gl mark reviewed

04

Unsure how to code it and need input from your client? Assign it to them and leave a comment 

# AI/ML + MANUAL PUSH

0  
1

Enable daily digest for newly assigned transactions

02

Once notified, navigate to Needs Review tab using link in the email

03

- Filter on high confidence and bulk mark reviewed
- Review remaining transactions
  - Potential matches
  - ML predictions
  - Using QBO payroll? Bulk exclude

04

Unsure how to code it and need input from your client? Assign it to them and leave a comment 

- Update using bulk edit
- Bulk add to GL & mark reviewed



Edit Transactions

Edit Transactions ✕

**Category**  
Search Category

**Class**  
Search Class

**Payee**  
Search Payee

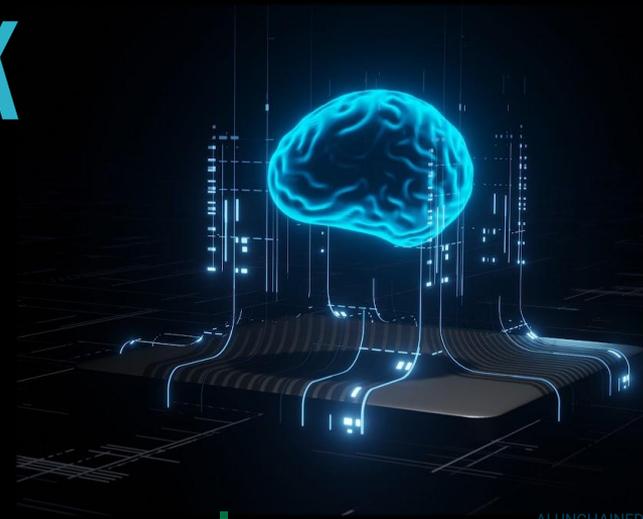
**Assignee**  
Search Assignee

Other Actions ▾

- Exclude Transactions BF  
applies to 1/2 transactions
- Reset Transactions BF GL  
applies to 1/2 transactions
- Add Transactions to GL BF  
applies to 1/2 transactions
- Add to GL and Mark Reviewed BF  
applies to 1/2 transactions

# TAKE ADVANTAGE OF BULK EDITS & ACTIONS

Have transactions that need to be categorized or actioned similarly? **Process transactions in bulk and take back all that extra time!**







### Vendor History

90.0% Utilities

10.0% Uncategorized Expense

### Description/Memo History

68.8% Utilities

31.3% Uncategorized Expense

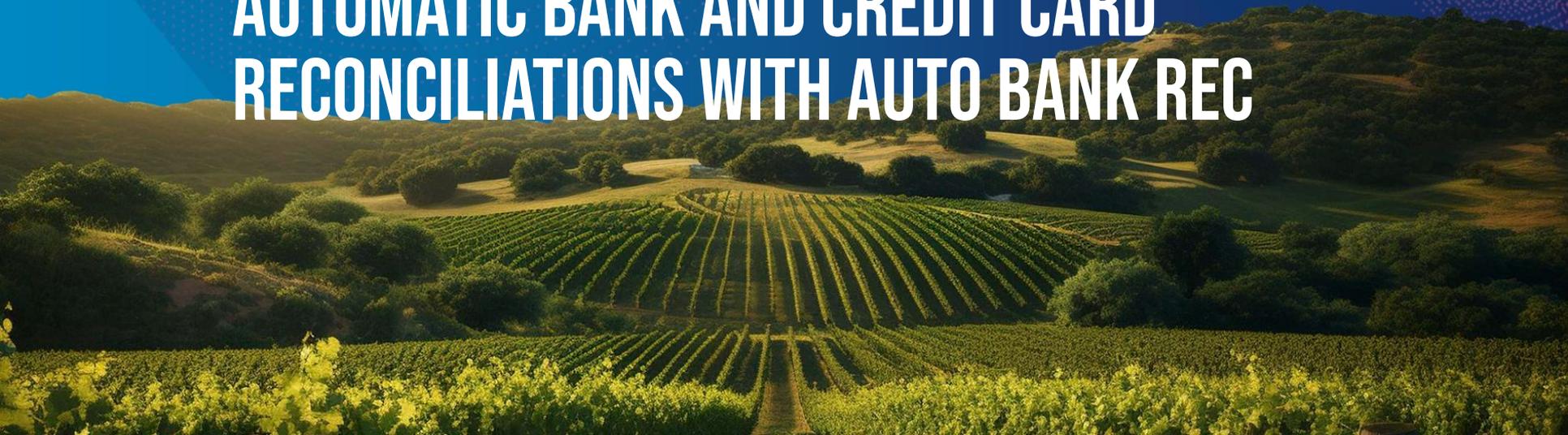
## REFERENCE VENDOR AND DESCRIPTION HISTORY WHEN IN DOUBT

If a vendor or description has been used in the client's history, there will be a calculation summarizing which categories were used, **assisting you with categorizing the transaction without having to jump into the GL**



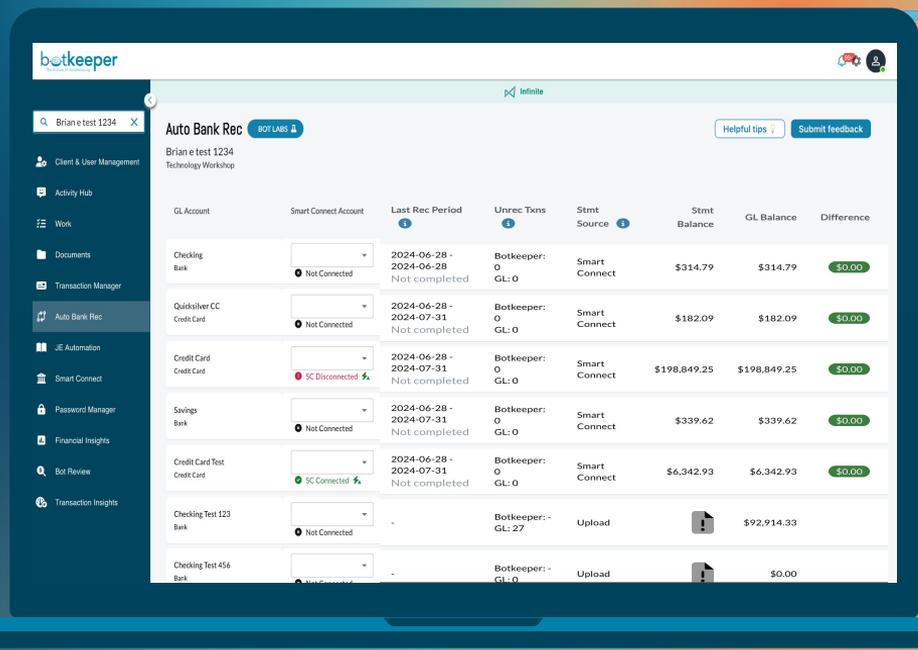
05 

# AUTOMATIC BANK AND CREDIT CARD RECONCILIATIONS WITH AUTO BANK REC



# AUTO BANK REC

Auto Bank Rec automates reconciliations with bank feeds and statements to identify outliers with smart, actionable solutions.



# BANK FEED RECONCILIATION

REAL-TIME, CONTINUOUS

0  
1

Smart Connect downloads  
new transaction

02

Reconciliation task generated

03

- Clear Needs Review tab in Transaction Manager
- Navigate to Auto Bank Rec
- Review and resolve discrepancies between GL and Smart Connect
- Complete matches

04

- Complete the rec and a report will be generated for the period
- Keep reconciliation open and new transactions will roll into it as they occur

# STATEMENT RECONCILIATION

## CADENCE OF STATEMENT

0  
1

- Smart Connect downloads statement
- User uploads statement

02

Reconciliation task generated

03

- Navigate to Auto Bank Rec from task
- Review and resolve discrepancies between GL and statement
- Complete matches

04

- Reconciliation report generated
- Using QBO? Use the Open QBO shortcut and the rec report to finish the reconciliation in a few clicks
  - Using Xero? You're all set! Reconciliation status has been synced over automatically



2024-04-15

Purchase

CASH ADVANCE FEE

\$23.18



Add to GL

Find and Match

# LEVERAGE OCR TO EXTRACT STATEMENT TRANSACTIONS & PUSH TO GL

For any accounts that can't connect in Smart Connect or in the GL, you can add your statement transactions directly to the GL from Auto Bank Rec

Add Transaction to the GL & Match

2024-04-15  
CASH ADVANCE FEE  
\$23.18

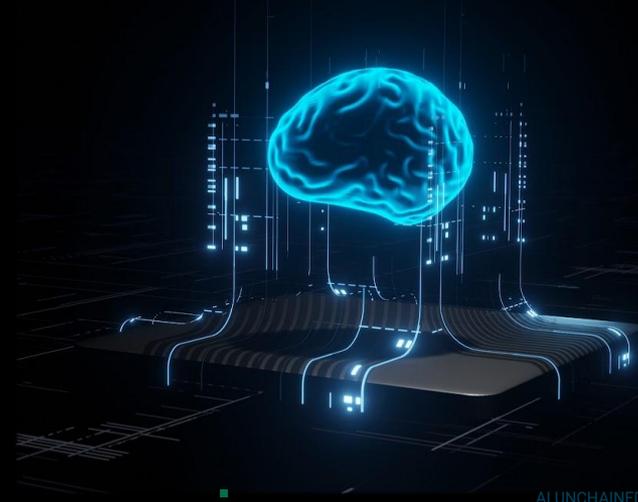
Category: Search Category  
Customer/Project (optional): Search Customer/Pr...  
Payees (optional): Search payee

Classes (optional): Search Class  Billable (optional)

Memo (optional): Add a memo

Check Number (optional): Enter check number here

Cancel Add To GL & Match

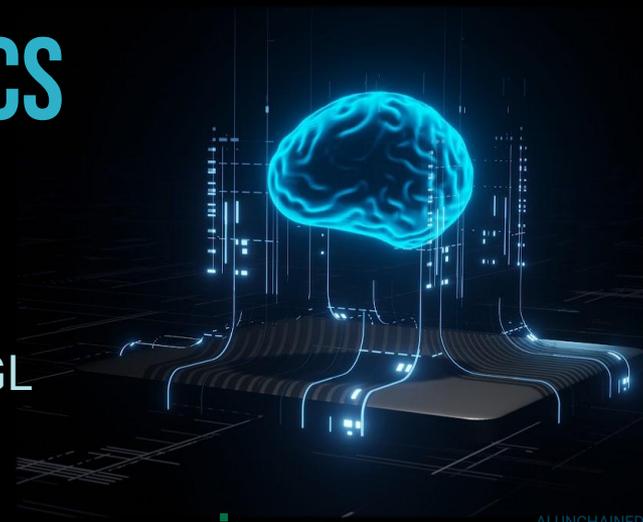




2024-07-20	Purchase	INTEREST CHARGE:CA...	\$55.71 ⚡	⋮
This is an Autopush Transaction, that hasn't been added to the GL.				

# LOOK FOR THE AUTOMATION INDICATOR ON BANK FEED RECS

For any accounts that are connected in Smart Connect and you are completing a bank feed rec, look for the automation indicator to know whether a transaction has not been added to GL yet





Task Name	Project	Assignee	Due Date	Status
Upload SVB July Statement	Month End Close	 Brian Emposimato Client Point of Contact	09/20/2024	

## IF INSTITUTION ISN'T SUPPORTED FOR STATEMENT DOWNLOADS, ENSURE STATEMENTS ARE UPLOADED INTO THE ACCOUNT FOLDER TO KICK OFF RECONCILIATION AUTOMATICALLY

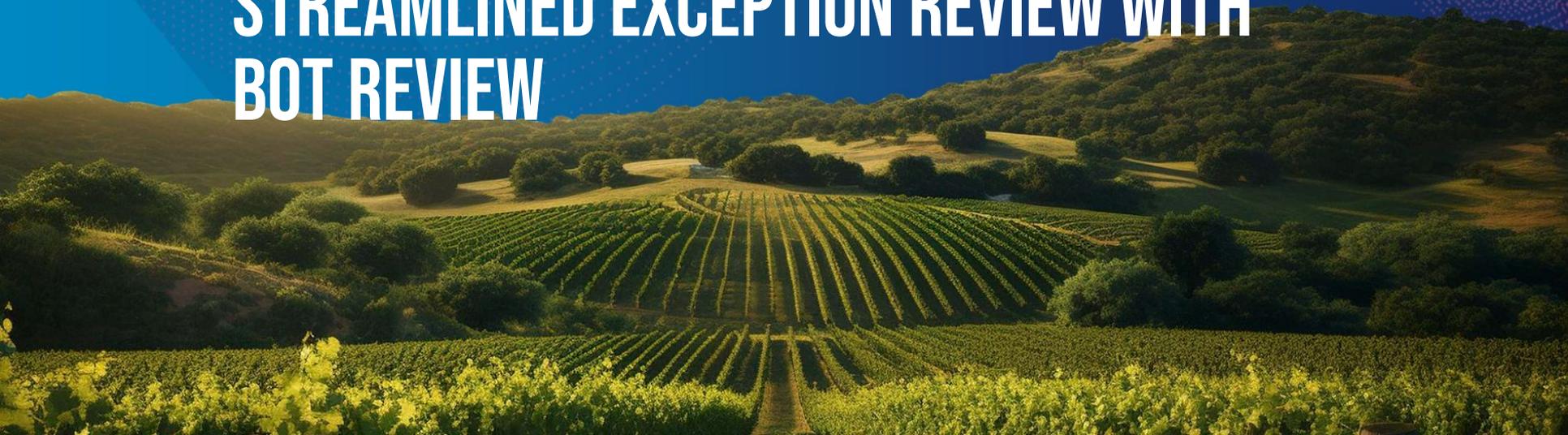
Leverage recurring doc uploads tasks to ensure statements are being uploaded into their correct folder so reconciliations can start processing automatically





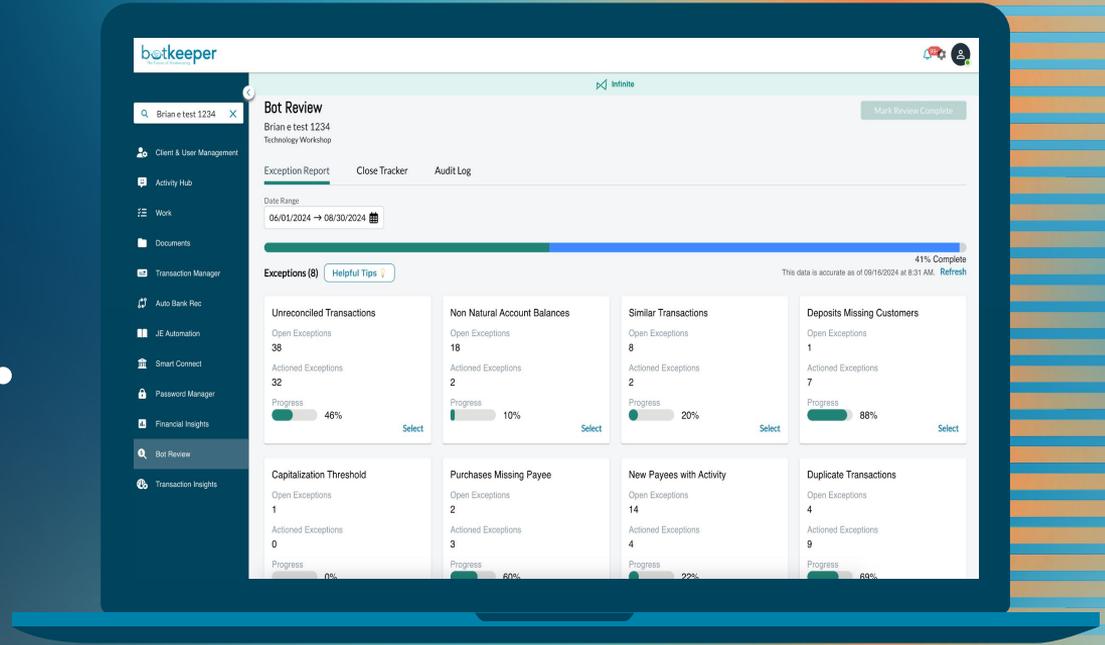
06 

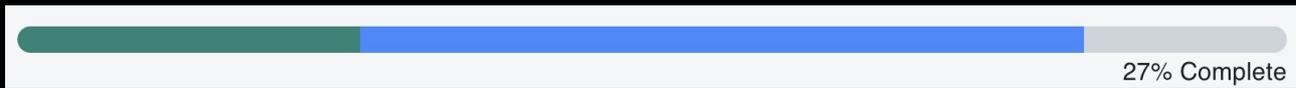
# STREAMLINED EXCEPTION REVIEW WITH BOT REVIEW



# BOT REVIEW

Bot Review automates searching through the general ledger to find discrepancies. Bot Review flags the variances and exceptions you need to review. Easily review and fix any exceptions detected in your client's financials in real-time, leaving you with pristine books.





# CHECK FOR EXCEPTIONS CONTINUOUSLY THROUGHOUT THE MONTH TO ENSURE CLEAN BOOKS

The Bot Review engine runs daily and will surface any exceptions found in the GL, **enabling you to stay on top of issues before month end**



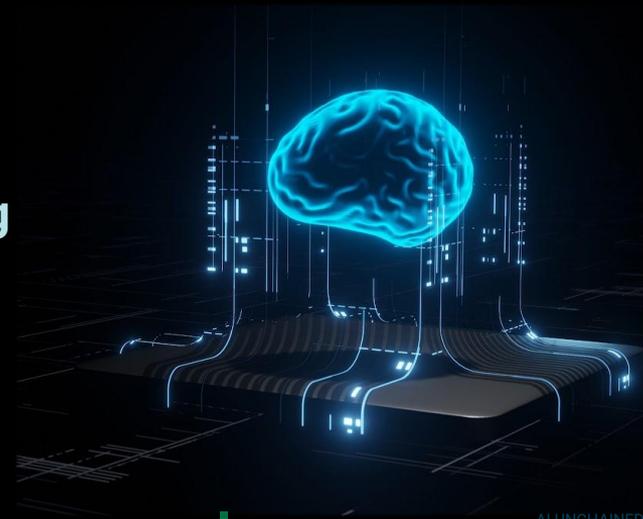


Exceptions (0)

Mark Review Complete

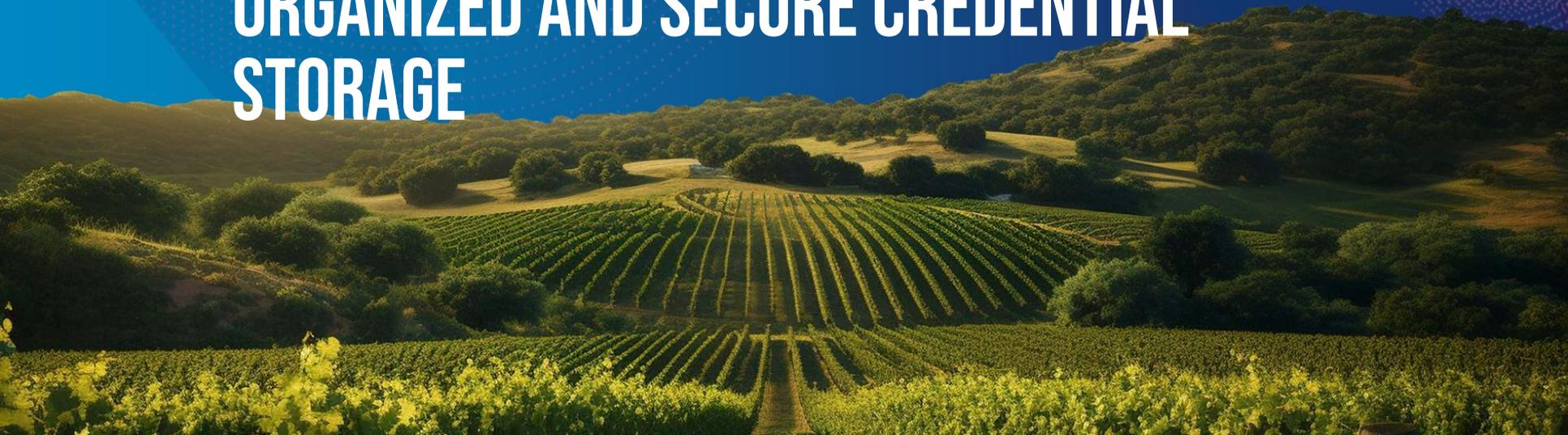
## MARK REVIEW COMPLETE

Once all exceptions are cleared, use the Mark Review Complete button to **create an audit log showing who completed the review and when**

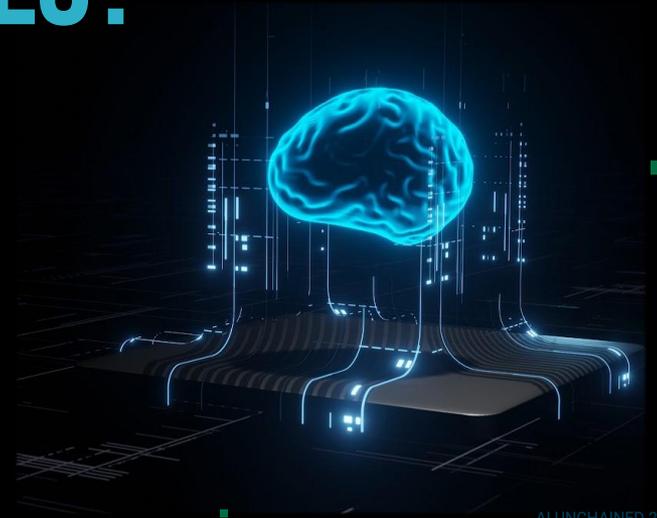


07 

# ORGANIZED AND SECURE CREDENTIAL STORAGE



# HOW ARE YOU CURRENTLY HANDLING CREDENTIALS?



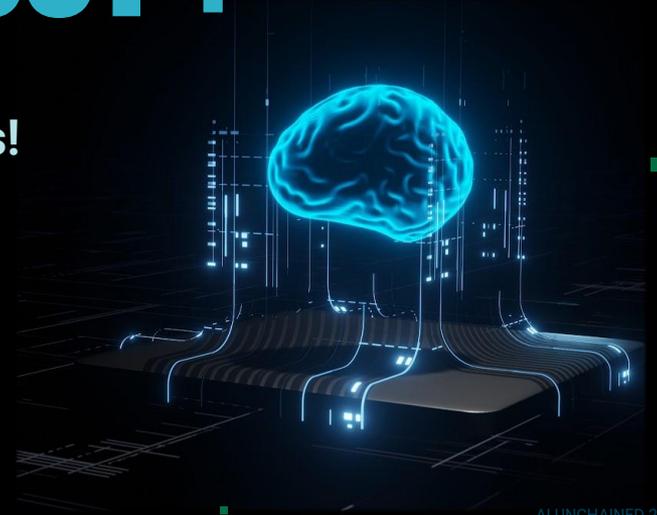
**DO YOUR CLIENTS SOMETIMES SHARE CREDENTIALS VIA EMAIL?**

**DOES YOUR TEAM OR CLIENT MANAGE AND STORE CREDENTIALS IN AN EXCEL OR  
SIMILAR FORMAT DIGITAL FILE?**

**ARE SOME OF THE CREDENTIALS THEY SHARE WITH YOU THEIR PERSONAL  
FINANCIAL ACCOUNT CREDENTIALS?**

# NOW MORE THE EVER YOU NEED TO ADJUST !

**not just for your liability sake but your clients!**





# PASSWORD MANAGER

Password Manager

Cole-Kessler  
Botkeeper

Request Credentials Add New

A linked account has an issue that needs to be fixed.

2 accounts have been requested.

Search

	Nike	Requested By: bkdemouser+partner-admin@gmail.com	Access C B BK	Credentials Requested	Add Credentials
	QuickBooks Training	Requested By: bkdemouser+partner-admin@gmail.com	Access C B BK	Credentials Requested	Add Credentials
	Microsoft	Account Nickname --	Access B BK	Issue Reported	View Owner: bkdemouser+partner-adm...
	Bill.com	Account Nickname	Access B BK		View Owner: bkdemouser+partner-adm...

ADD YOUR  
OWN  
CREDENTIALS

REQUEST  
CREDENTIALS TO BE  
ADDED

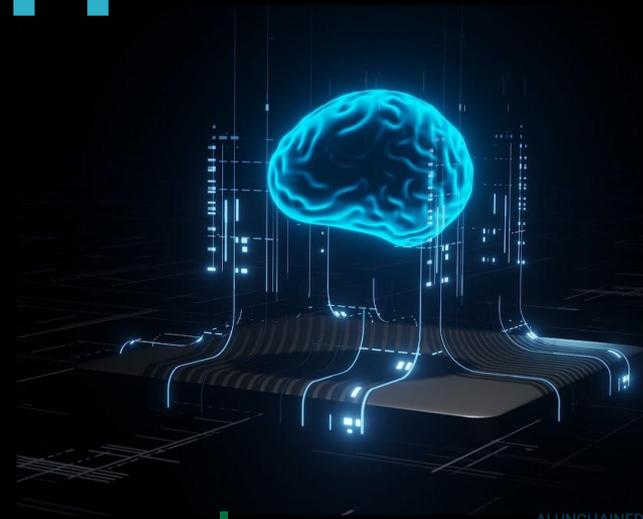
YOU CHOOSE  
WHICH  
CREDENTIALS TO  
SHARE WITH  
BOTKEEPER

GET NOTIFIED IF THERE ARE ANY ISSUES WITH YOUR CREDENTIALS



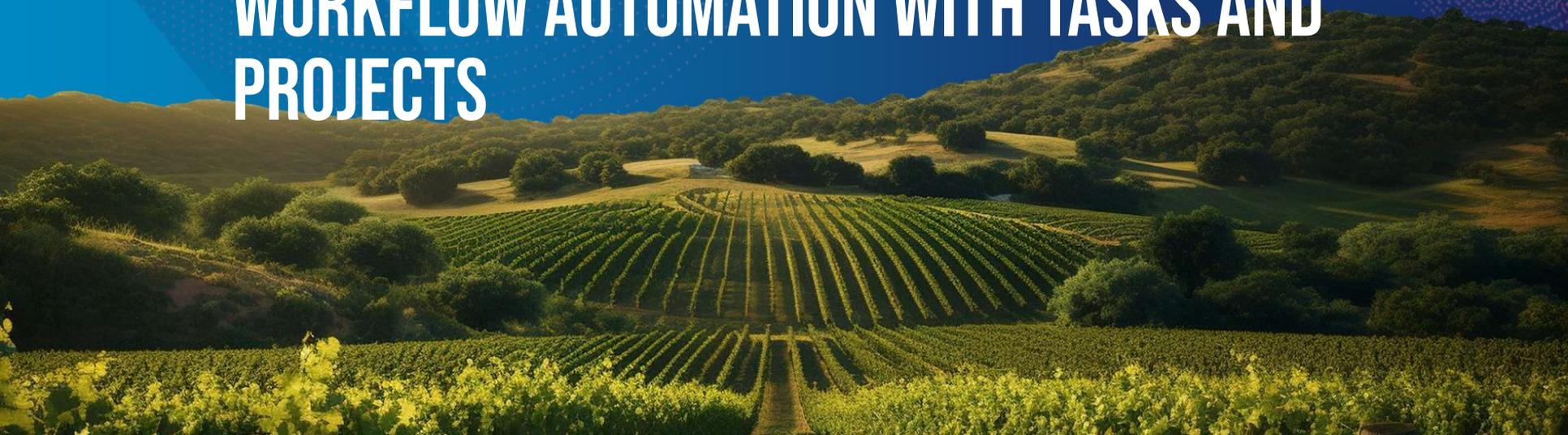
# ENFORCE SECURITY

**It will only build trust with your clients!**



08 

# WORKFLOW AUTOMATION WITH TASKS AND PROJECTS



# PROJECTS

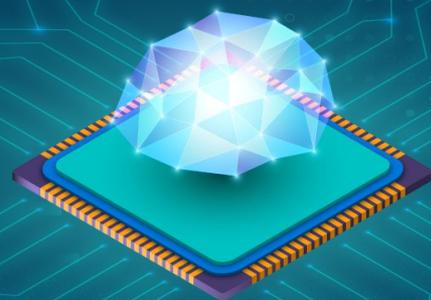
Groups of tasks that deploy and can recur together

## Deployment

Every time you deploy a client you have a list of things you will need from them

## Ongoing Service

You have ongoing services for your clients that you may need to do the same tasks for regularly  
Ex: month end close



# PROJECT TEMPLATES

## Template Details

Project Template Name

Project Description (optional)

This is a project that contains all the tasks needed for onboarding

Template Owner

RD Royal Dickson

## Onboarding

Template

### Tasks

 Upload Check Images	<span>P</span> 2 business days before project due ...	✓
 Connect [userInput]	<span>P</span> 5 business days before project due ...	✓
 Provide [userInput] Credentials	<span>P</span> 5 business days before project due ...	✓
 Check That Brian Has Completed His Tasks	<span>P</span> 3 business days before project due ...	✓

[+ Add Task](#)

Close Edit **Add To Client**

# PROJECT DEPLOYMENT/RECURRENCE

DEPLOY  
PROJECTS  
BY CLIENT

### Project Details

Project name

Client  
Select Client

**Project Recurrence**

Repeats every  
1  Months

Start date of first recurrence  
01/01/2024  
Days  
Weeks  
Months  
Years

Start on the last business day of the s

Due date of first recurrence  
01/01/2025

Set due date to the last business day of the selected month

Project Description (optional)

### Month end

Project

#### Tasks

- Upload SVB Statement  TW 5 business days b...
- Upload Invoices  TW 5 business days b...
- Complete recs  TW 3 business days b...
- Pull reports  TW 1 business days b...

+ Add Task

Close Launch

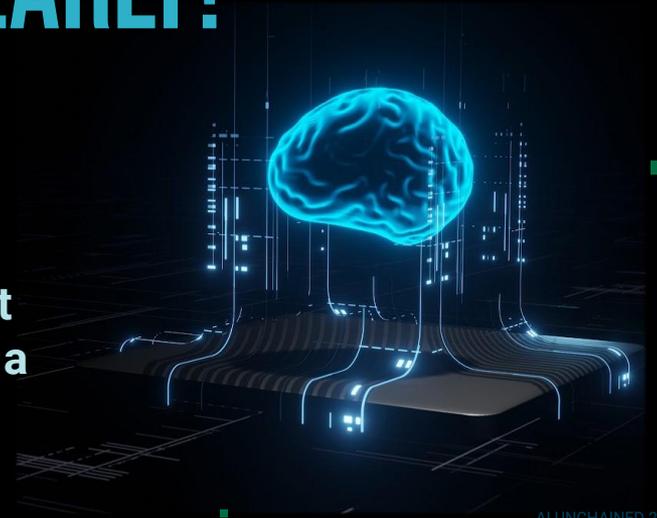
CHOOSE IF  
PROJECTS  
SHOULD RECUR

ADD TASKS  
THE TEMPLATE  
MAY BE  
MISSING



# CREATE YOUR PROJECTS EARLY!

**The earlier your projects are created the less manual work you have to do! Set up project templates for deployment and your ongoing services (such as month end close) so you don't have to manually create those tasks every time a new client is onboarded**



# PROJECT DEPLOYMENT/RECURRENCE

ADD TASKS  
TO AN  
EXISTING  
PROJECT

The screenshot displays a project management interface. At the top, it shows 'Projects (3)' and 'Rows per page: 10' with '1-5 of 13' items. The main project details include: 'Demo Project 1', 'Client: Demo Client', 'Status: Upcoming', 'Progress: 0%', 'Start Date: 01-01-2024', and 'Due Date: 01-01-2024'. Below this, there are sections for 'Tasks (1)' and 'Documents'. The 'Tasks (1)' section contains a table with the following data:

Task Name	Assignee	Folder	Due Date	Status	Action
Task Demo 1	Felipe M Accountant	Folder	01/01/2025	Upcoming	...
Task Demo 1	Felipe M Accountant	Folder	01/01/2025	Upcoming	Edit, Delete

At the bottom of the task list, there is a '+ Add Task' button. A context menu is open over the second task, showing 'Edit' and 'Delete' options. Another context menu is open over the project details, showing 'Edit Project Details' and 'Delete Project' options.

EDIT PROJECT  
DETAILS  
INCLUDING  
RECURRENCE  
SCHEDULES

EDIT OR  
DELETE  
TASKS FROM  
AN EXISTING  
PROJECT



# SINGLE TASKS

Tasks outside of a project

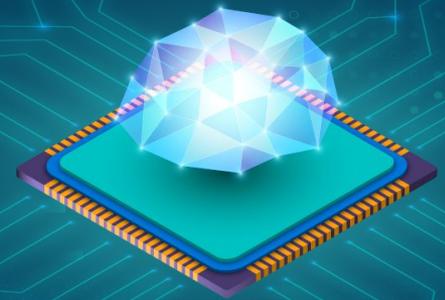
## Manually Created tasks

All the task types available for projects are also available to create one off tasks not connected to a project

## Automated tasks

There are some tasks within the system that will be created for you when there is an issue that needs to be remedied

**Example: Smart Connect disconnect tasks**



# SMART LINK AND TASK WATCHERS

Connect 1st Advantage FCU

Details   Comments (0)   Task Log (2)

---

Client	Project
<b>Wooducations</b>	Bill Pay (01/11/2024 - 01/11/2024)
Due Date	Status
09/21/2024	To-Do
Assignee	Requester
<span>AP</span> Alvin patest3new	Royal Dickson
Task Watchers ⓘ	Smart Link ⓘ
<span>BM</span> Bruno Mars	<input type="button" value="Generate Smart Link"/>
<span>KL</span> Kory Lopez	
<a href="#">Edit</a>	

ADD WATCHERS TO BE NOTIFIED OF UPDATES

GENERATE A SHAREABLE LINK TO ALLOW YOUR CLIENTS TO CONNECT THEIR ACCOUNTS



# IF MULTIPLE PEOPLE NEED TO BE NOTIFIED USE WATCHERS

**Maybe someone will be out of office they can have others be notified while they are out or maybe your managers need to stay in the know of task completion**





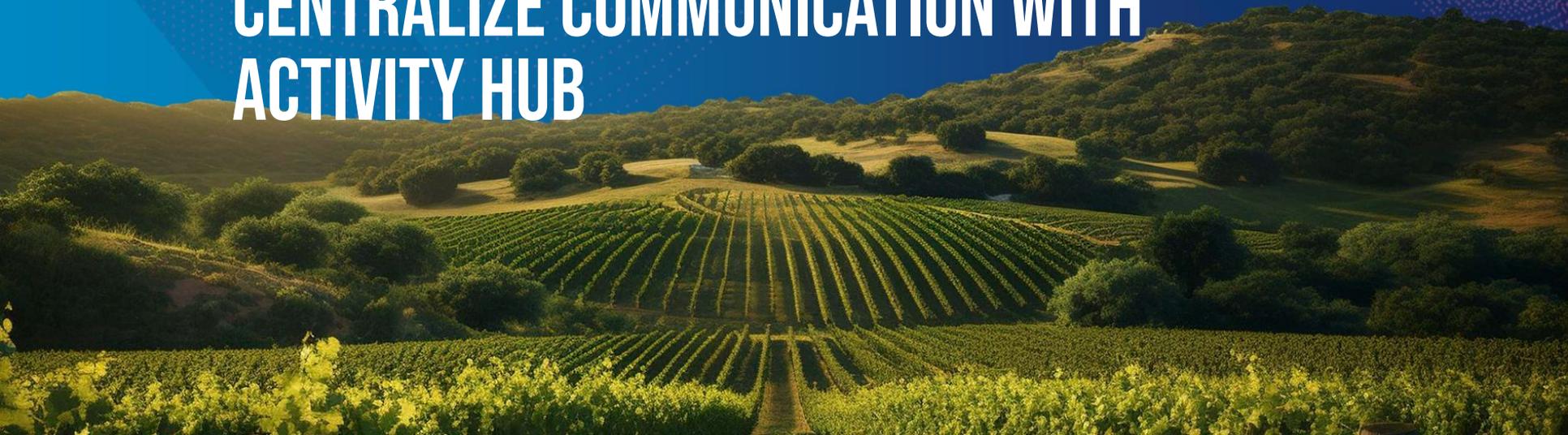
# TAKE ADVANTAGE OF SMART LINK IF YOU DON'T HAVE CREDENTIALS

Even if you set up an initial connection if it becomes disconnected and you don't have the new credentials just create a link from the task to send to your clients! **They don't even need a Botkeeper login!**

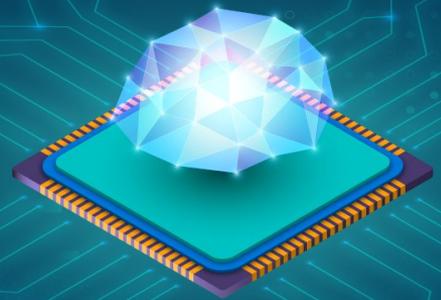


09 

# CENTRALIZE COMMUNICATION WITH ACTIVITY HUB



**Wouldn't it be great if there was one spot you could go to in the platform to see all important activity that pertains to you and your team?**



# ACTIVITY HUB

FILTERS FOR DAYS!

**Activity Hub**  
Cole-Kessler

Activity Type: All | Module: All | Comments To: BS Boyce Shi... | Comments From: U Search by... | Comment Status: Unread, Unresolved | Document Uploaded By: U Search by...

Date: Last 7 Days

Search activity [Search]

**Activity (2)** | Sort by Oldest | Rows per page: 50 | 1-2 of 2

- Accountant uploaded the [Monthly Statement.pdf](#) document to folder [Cole-Kessler / Bank Statements / Chase Bank](#) for client [Cole-Kessler of Botkeeper](#)  
09/16/2024 at 3:53 PM
- Accountant added a comment and mentioned [Boyce Shields](#) in the task [Test](#) for client [Cole-Kessler of Botkeeper](#)  
09/16/2024 at 3:54 PM  
[@Boyce Shields](#) can you please provide the documents for this task?  
6d

Rows per page: 50 | 1-2 of 2

SEE DOCUMENT  
ACTIVITY

SEE COMMENTS  
MADE ON ITEMS

MARK COMMENTS READ AND RESOLVED



# GET ALL CLIENT COMMUNICATION IN THE PORTAL

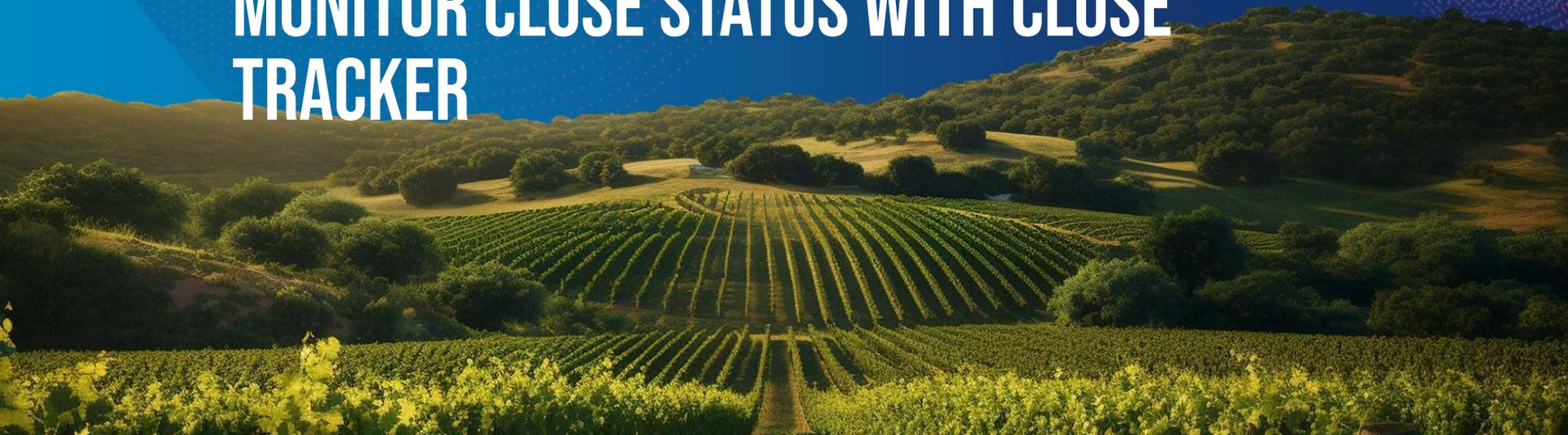
There is no downfall to having client communication in the portal besides the effort on your end to establish a clear message and stick to it!  
**But, it is worth it.**



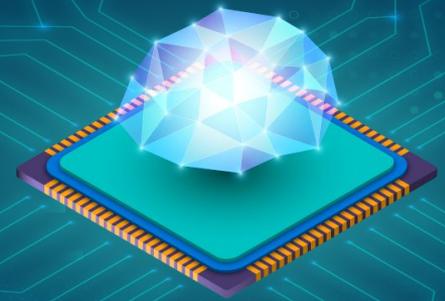


10 

# MONITOR CLOSE STATUS WITH CLOSE TRACKER



**Have you ever lost track of the close status for a client or have trouble seeing the progress your managers or teams are making each month on their close?**



# CLOSE TRACKER

ALL THE FILTERS YOU COULD EVER WANT!

The screenshot shows a web application interface for tracking client closes. At the top, there are four filter dropdowns: 'Clients' (with a search field), 'Assignee' (with a search field), 'Client Point of Contact' (with a search field), and 'Status' (with a search field). Below these are three more filters: 'Months' (showing 'Aug 2024 → Sep 2024'), 'Closed Date' (showing 'All Dates → All Dates'), and a general 'Search' field. A pagination bar indicates 'Rows per page: 12' and '1-12 of 124'. The main table has columns for 'Month', 'Client', 'Assignee', 'Status', 'Closed Date', and 'Action'. Three rows are visible, each with a callout line pointing to a specific feature: the first row points to the 'Assignee' dropdown, the second row points to the 'Status' dropdown, and the third row points to the 'Closed Date' field. Below the table is a text area for notes, with a callout line pointing to it. At the bottom right, there are 'Cancel', 'Delete', and 'Save' buttons.

Month	Client	Assignee	Status	Closed Date	Action
Aug 2024	Accent Bank POC: abondoc+948483@botkeeper.com	<input type="text" value="Search Assignee"/>	<input type="text" value="Select Status"/>	<input type="text" value="MM/DD/YYYY"/>	<a href="#">Add Note</a>
Aug 2024	Cole-Kessler POC: agalope+newca1@botkeeper.com	<input type="text" value="Accountant"/>	<input type="text" value="In progress"/>	<input type="text" value="MM/DD/YYYY"/>	<a href="#">View Note</a>
Aug 2024	Fortune Inc. POC: clientpoc@botkeeper.com	<input type="text" value="Albert Account"/>	<input type="text" value="In progress"/>	<input type="text" value="MM/DD/YYYY"/>	<a href="#">View Note</a>

I have started the close for this client - 9/16/2024

ASSIGN EACH  
CLOSE TO  
SOMEONE IN  
YOUR FIRM

SET A DATE  
EACH MONTH  
CLOSED

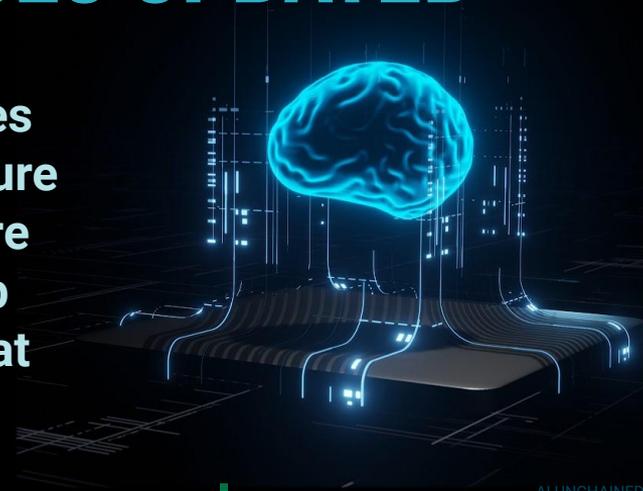
KEEP NOTES FOR EACH CLOSE

TRACK STATUS OF YOUR CLOSE FOR EACH CLIENT



# KEEP YOUR CLOSE STATUSES UPDATED

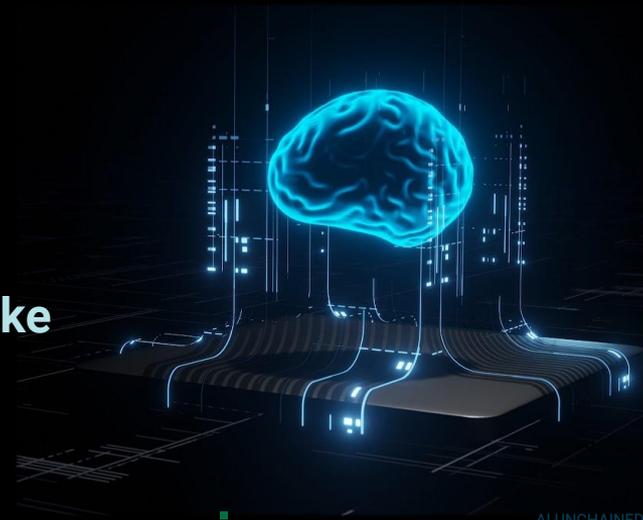
**It's easy for a close to get off track! All it takes is 1 client not providing a document. Make sure your close statuses are updated and notes are accurate so you and your managers can keep track of where each client close is at and what may be a blocking issue.**





# TAKE ADVANTAGE OF YOUR FILTERS

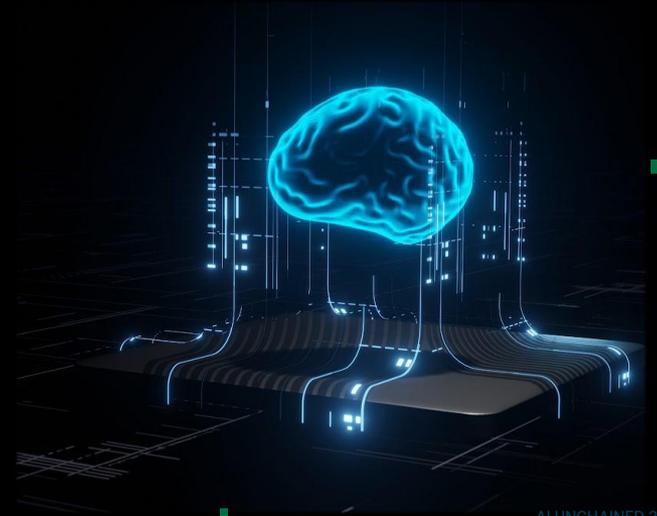
**There are a lot of strong helpful filters to make  
your workflow more efficient**



# BOOKS ARE CLOSED

## NOW WHAT?

1. Pull reports
2. Kick off review for current month's close



# AI UNCHAINED

Accounting Intelligence. No boundaries. No limits.

## THANKS!



Do you have any questions?  
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[rsmith@botkeeper.com](mailto:rsmith@botkeeper.com)

