
AI UNCHAINED
Accounting Intelligence. No boundaries. No limits.
2024

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# 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

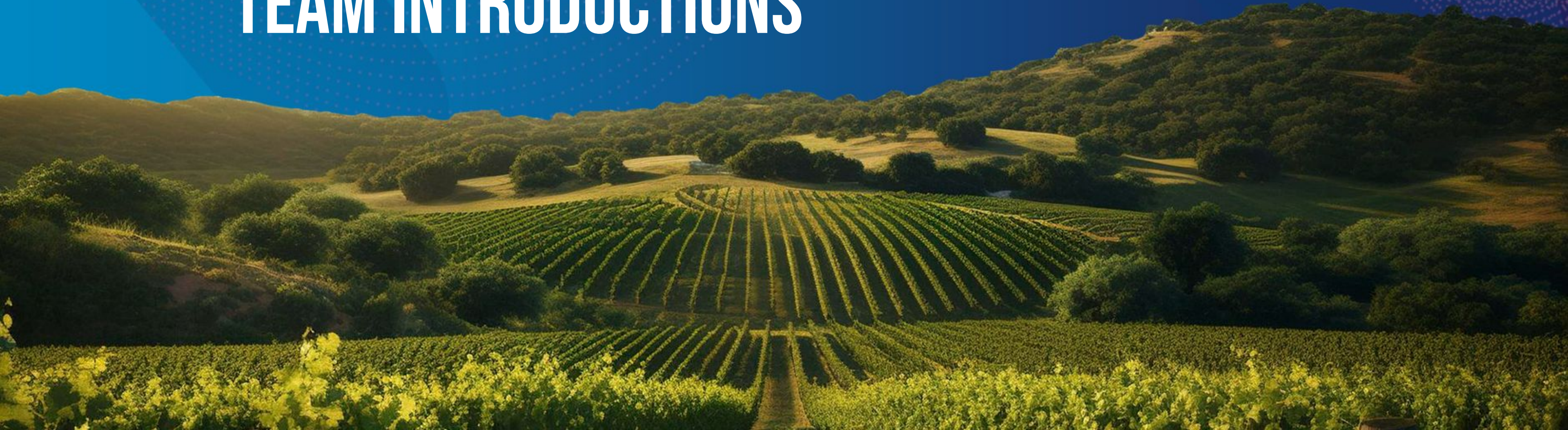
**04**
**Task / Project Management**

**05**
**Activity Tracking**

**06**
**Close Management**

# 01

# TEAM INTRODUCTIONS



# SPEAKER INTRODUCTIONS

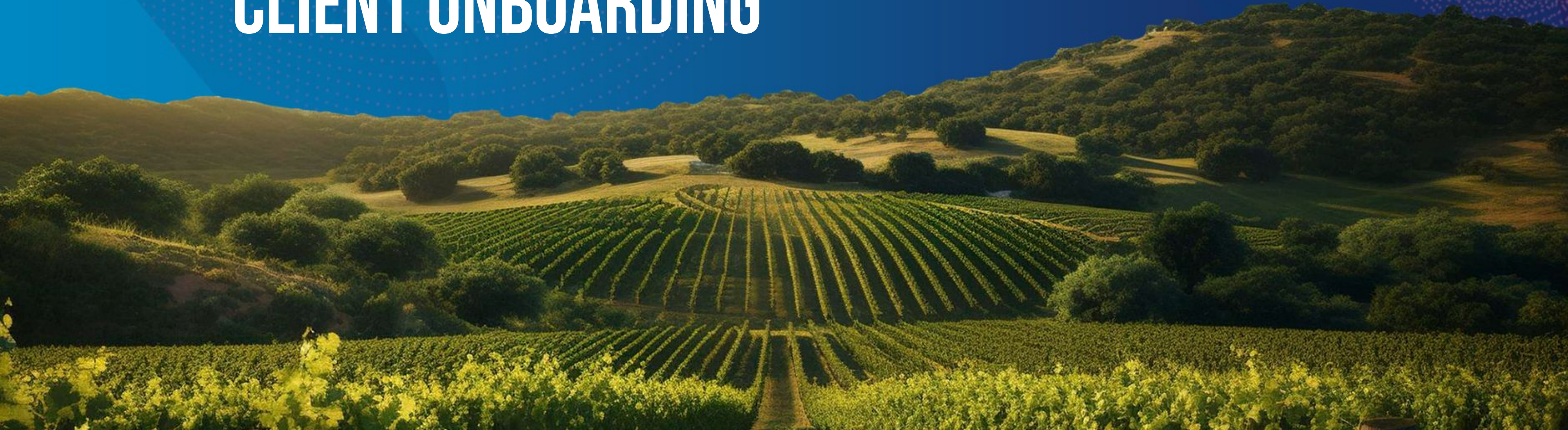
**Angelina DeLago**
Co-Founder, CPO

**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

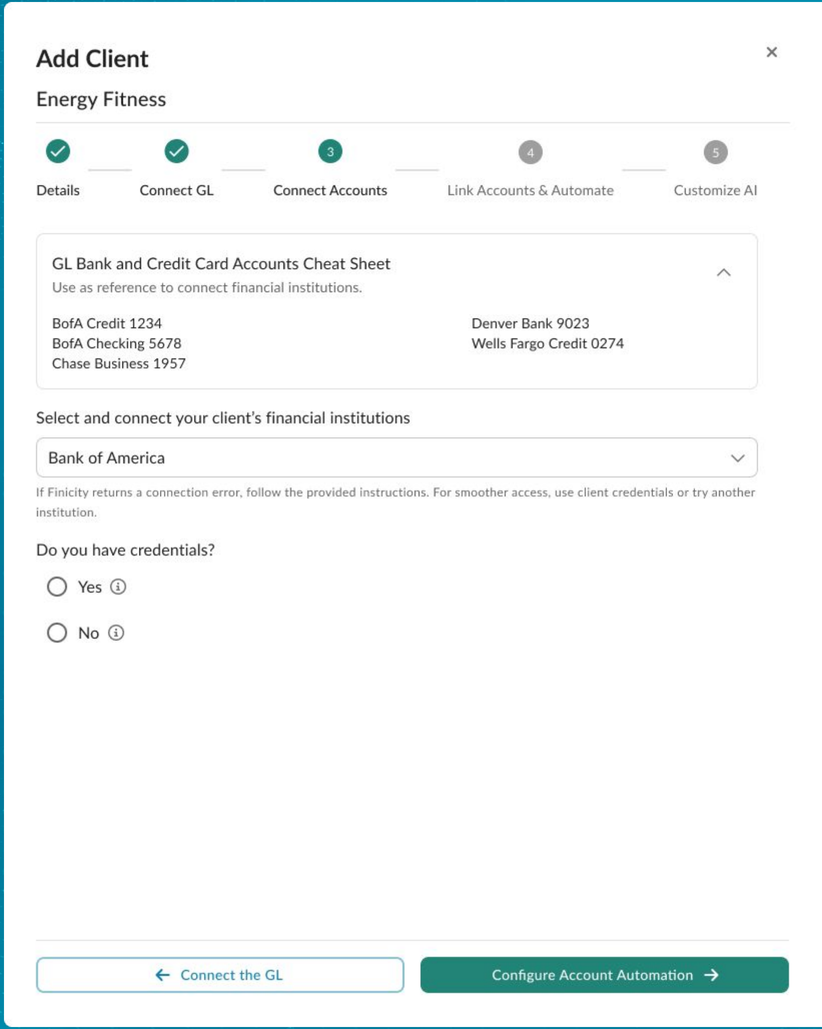
### How to Handle Connections:

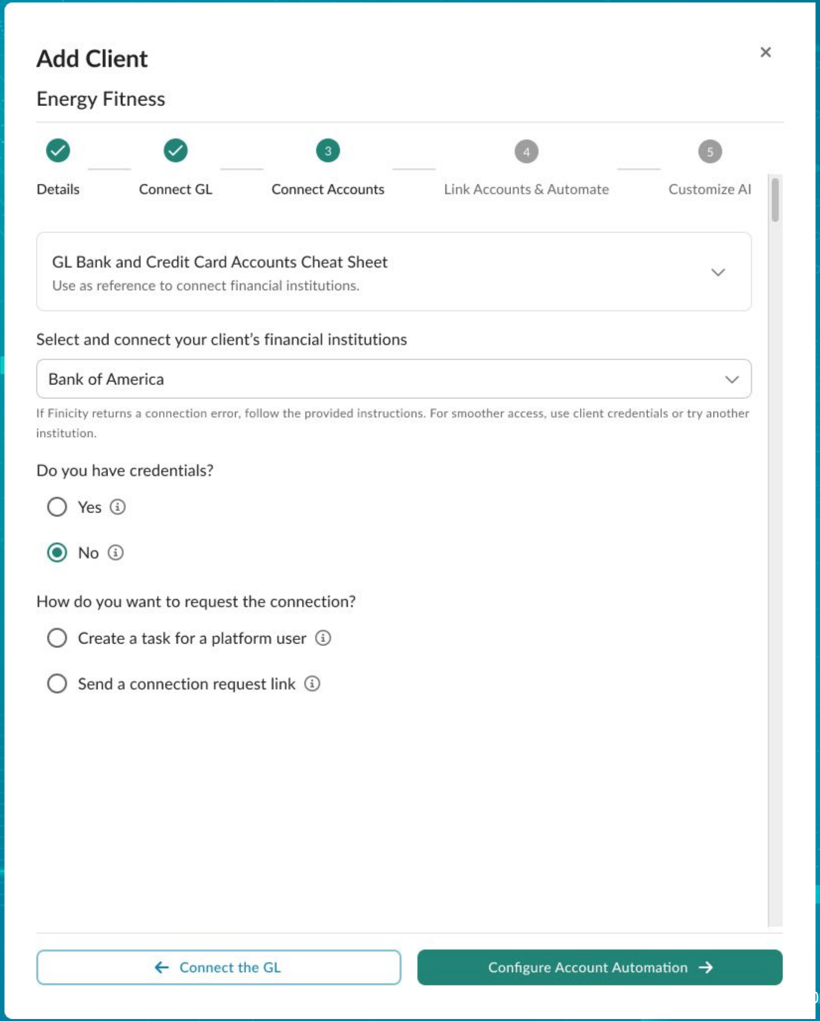
1. If they are eligible for Botkeeper connection (check **here**) have your client make the connection via:
   a. Smart Link (no login required)
   b. Smart Task (login required)
2. If the account is connected in the GL, turn it off in the GL

*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
3
Connect Accounts
4
Link Accounts & Automate
5
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
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Link Accounts & Automate
5
Customize AI
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:

a. Account has no 3rd-party apps syncing to the GL.

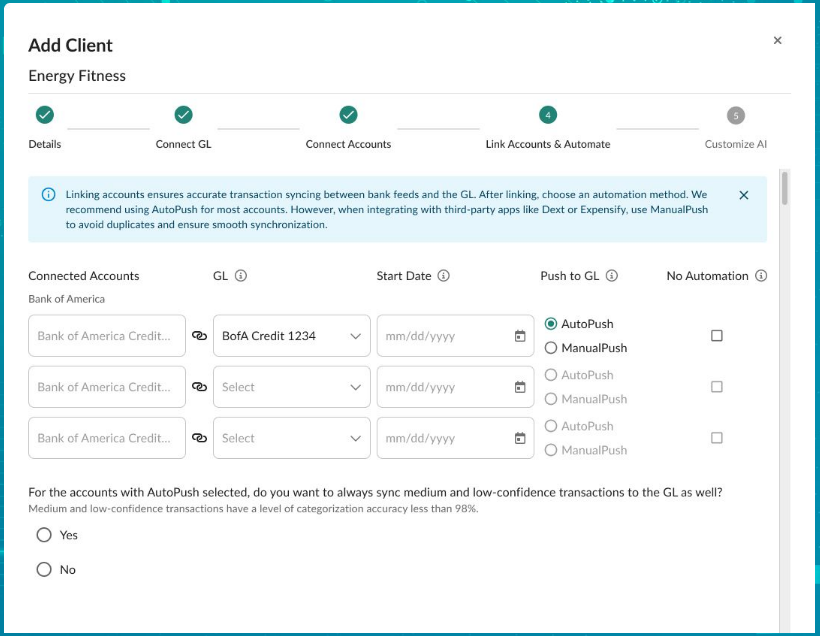
b. Account has 3rd-party apps syncing to a clearing account in the GL (e.g., BILL, Melio, Stripe, Square, ADP, Gusto).

c. Account is using a payroll provider other than QBO Payroll.

Use **ManualPush** if:

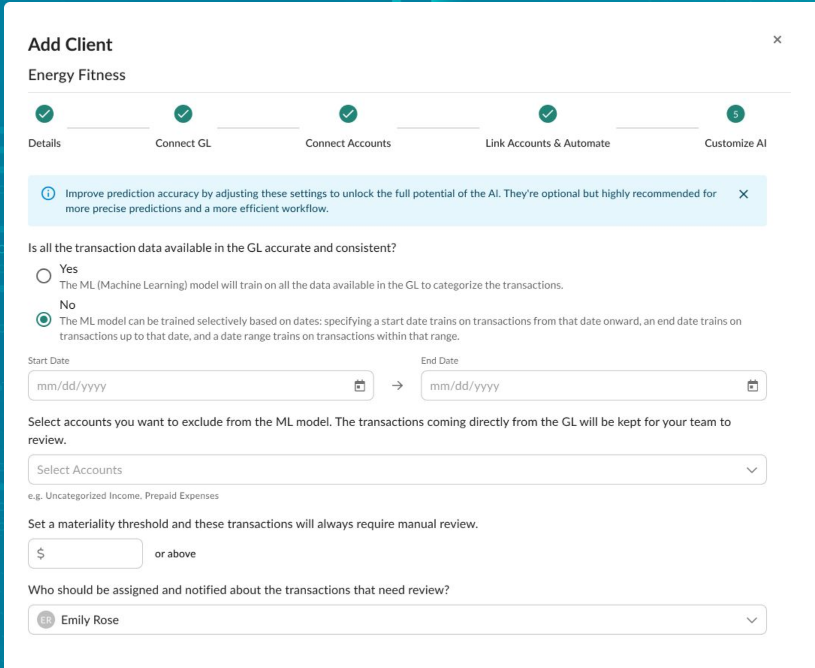
d. Account with 3rd-party apps syncing to the bank/credit card account in the GL (e.g., Expensify, Dext).

e. Account is using QBO Payroll.



# PATH TO GREATEST SUCCESS

## Client Onboarding and Ongoing Involvement




## 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

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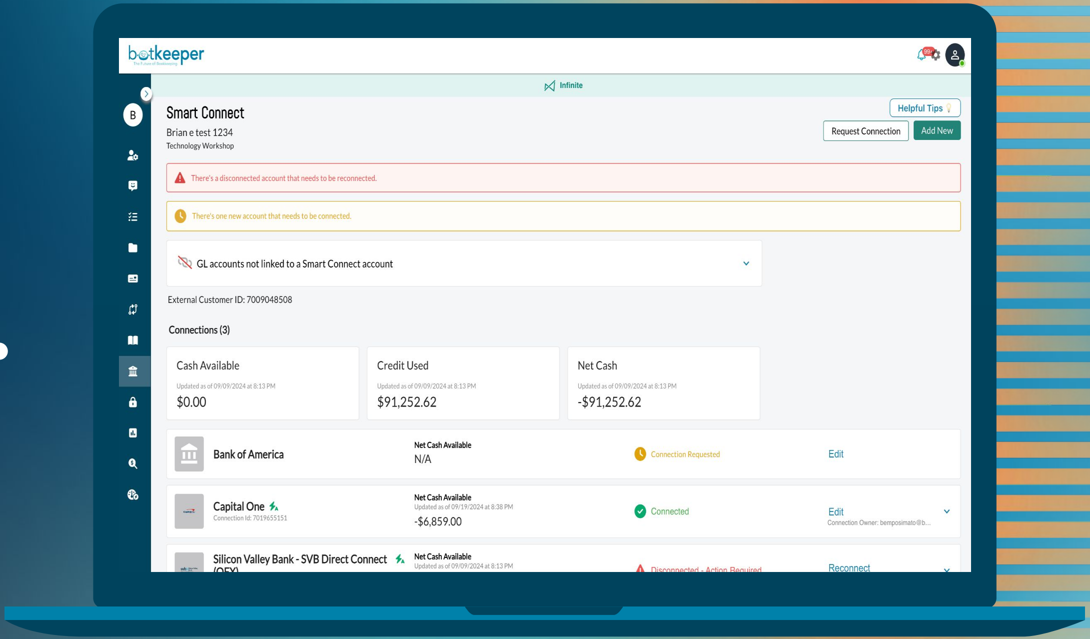
# SMART CONNECT

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



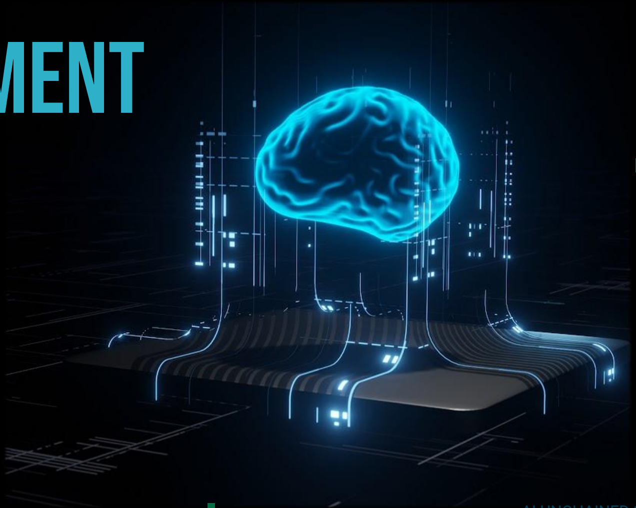
# GET THE MOST OUT OF SMART CONNECT

| | xero qb | Other GL |
|---|---|---|
| Transaction Feed | ✓ | ✓ |
| Statement Downloads | ✓ | ✓ |
| Automated daily categorization | ✓ | |

Tip


# 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!**



## Tip

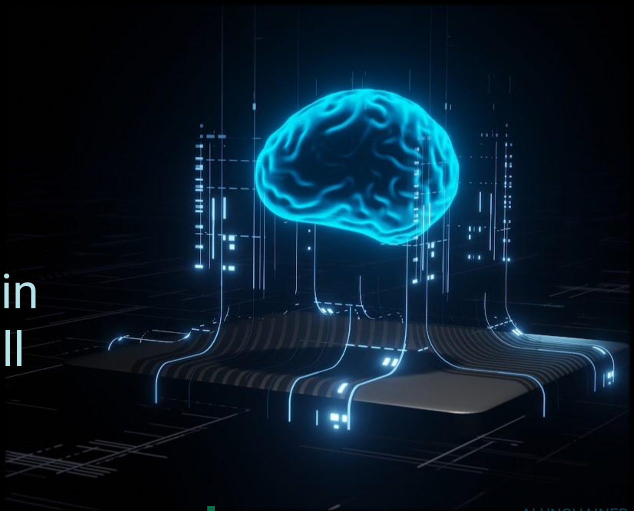
**GL accounts not linked to a Smart Connect account**

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

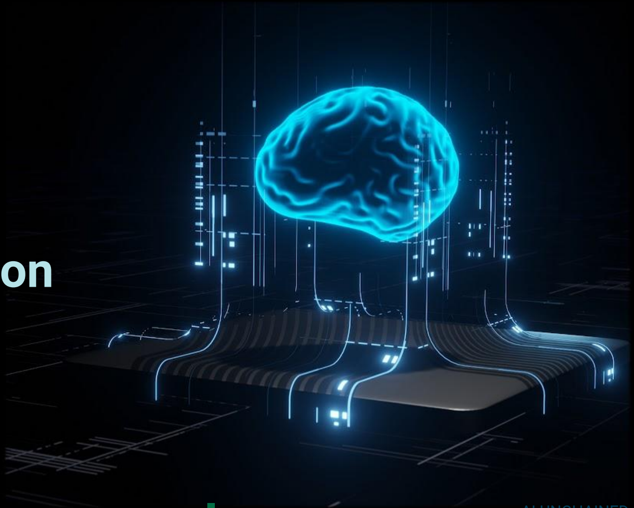
If we find any active bank or credit card accounts in the COA that are not linked to a connection, we will surface those to you at the top of the page.
**Remember, try to connect every account!**

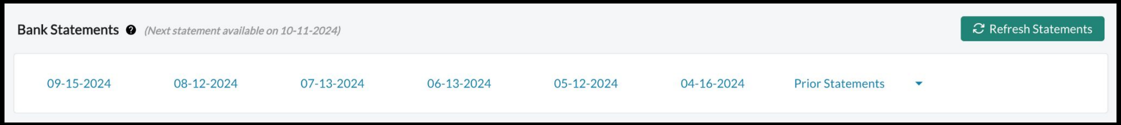


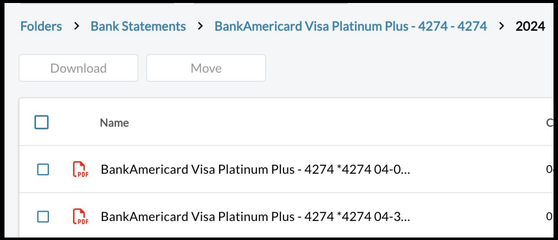
Tip


# EXPORT TO CSV

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



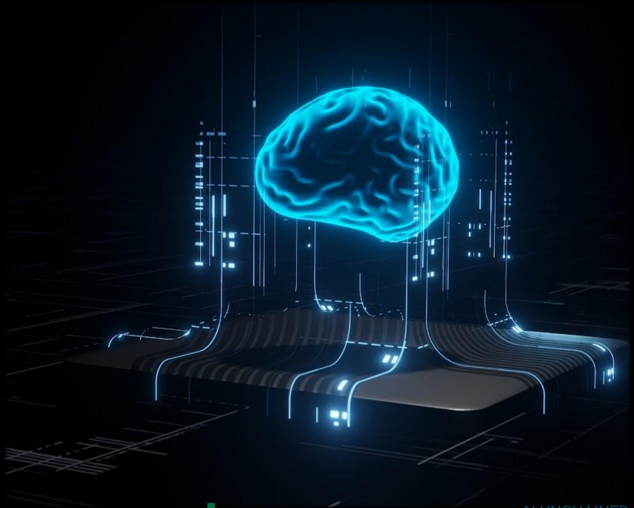



Tip

# 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

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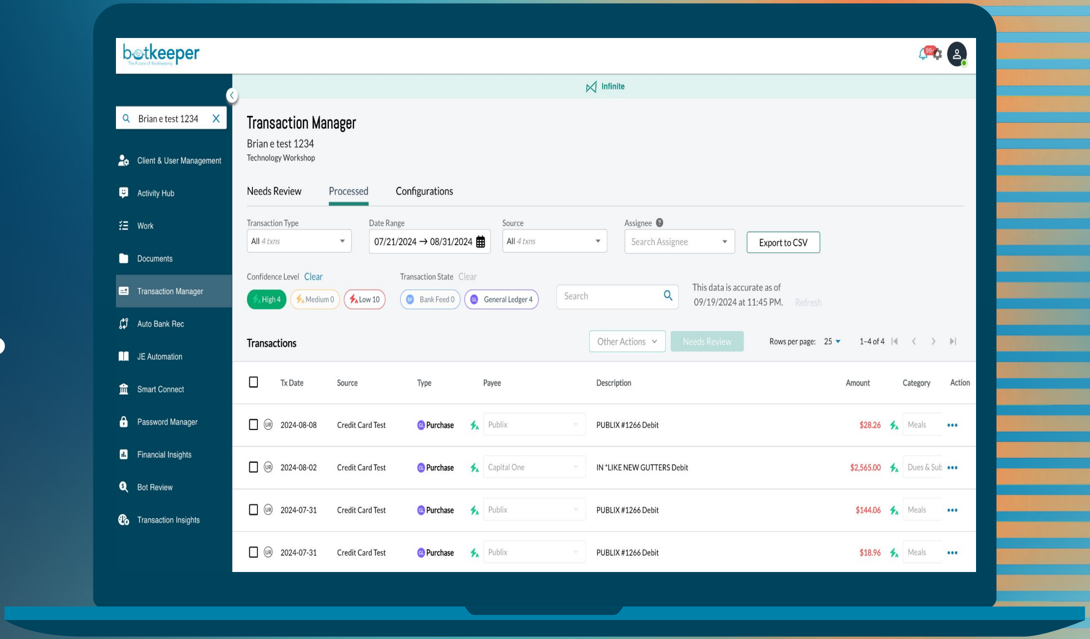
# TRANSACTION MANAGER

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



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# AI/ML + AUTOPUSH

**01** 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

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# AI/ML + MANUALPUSH

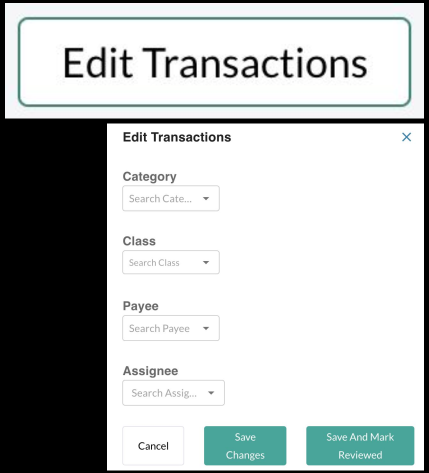
01 Enable daily digest for newly assigned transactions

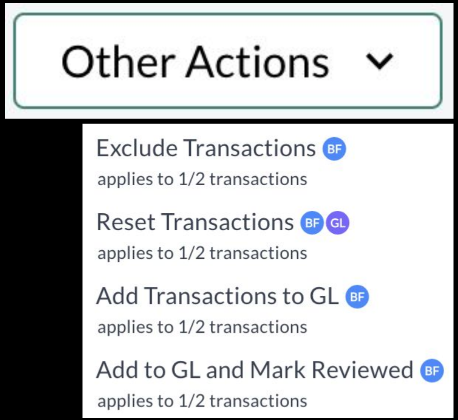
02 Once notified, navigate to Needs Review tab using link in the email

03
- Filter on high confidence and bulk mark reviewed
- Review remaining transactions
  - Potential matches
  - ML predictions
  - Using QBO payroll? Bulk exclude
- 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

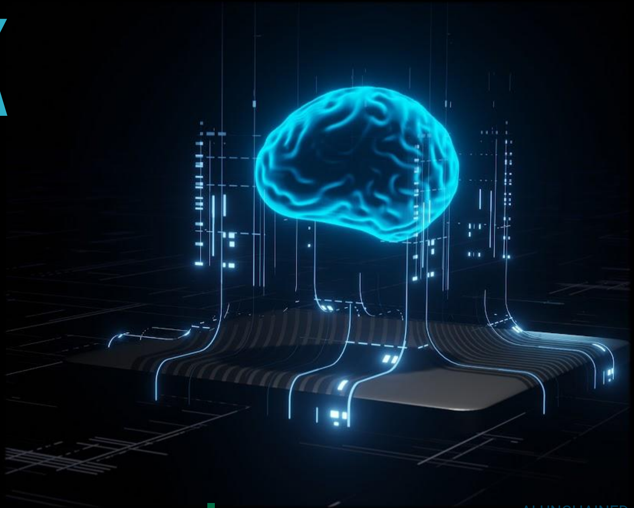
Tip




# 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!**



Tip

Vendor History

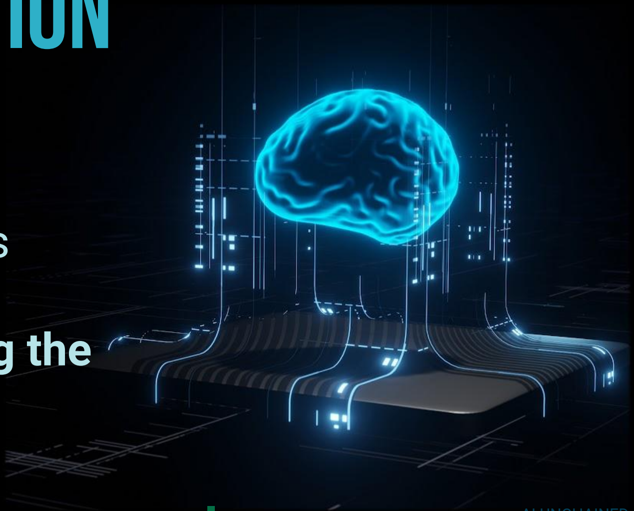
90.0% Utilities
10.0% Uncategorized Expense

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

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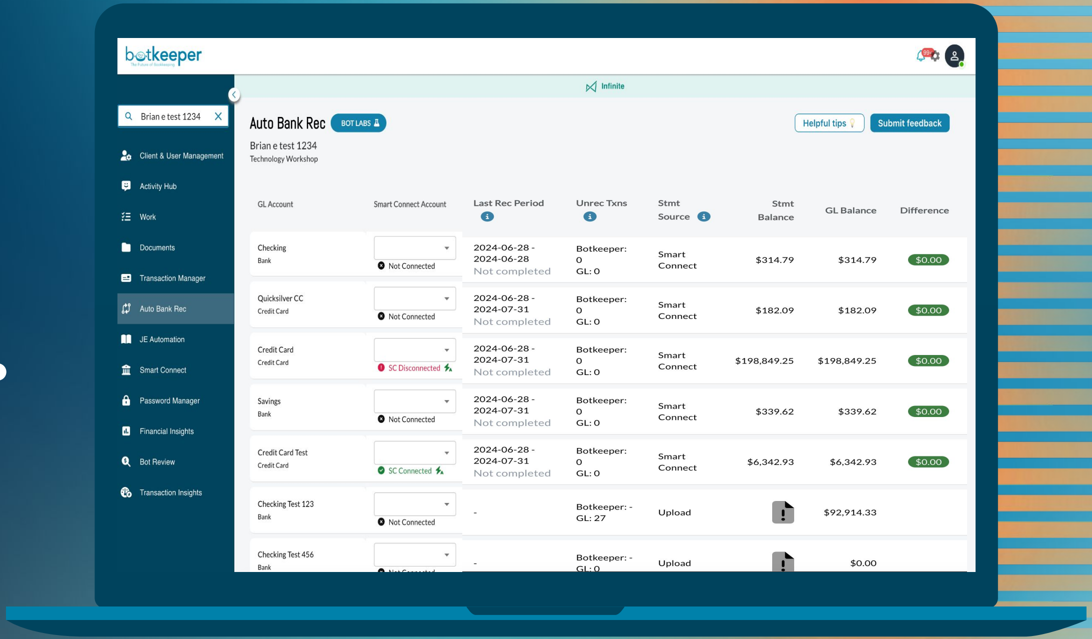
# AUTO BANK REC

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



# BANK FEED RECONCILIATION

## REAL-TIME, CONTINUOUS

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**01** 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

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## CADENCE OF STATEMENT

**01**

- 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

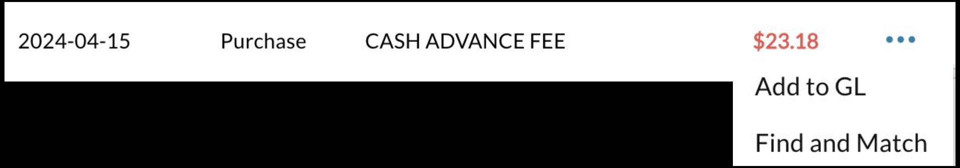
**04**

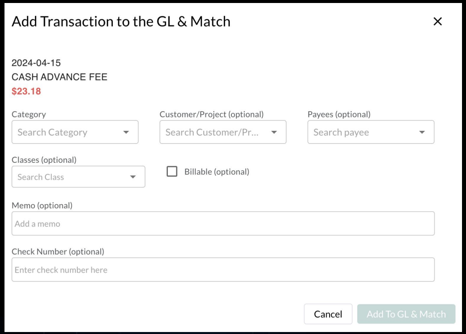
Reconciliation report generated

- 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

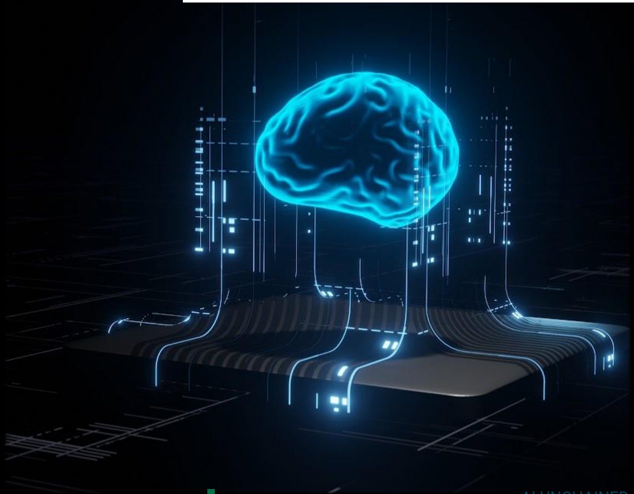
Tip

# LEVERAGE OCR TO EXTRACT STATEMENT TRANSACTIONS & PUSH TO GL

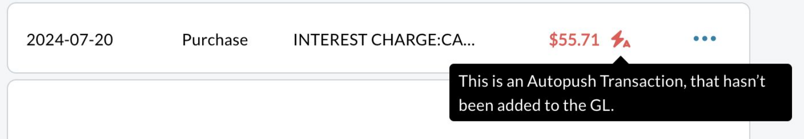



For any accounts that can’t connect in Smart Connect or in the GL, you can add your statement transactions directly to the GL from Auto Bank Rec

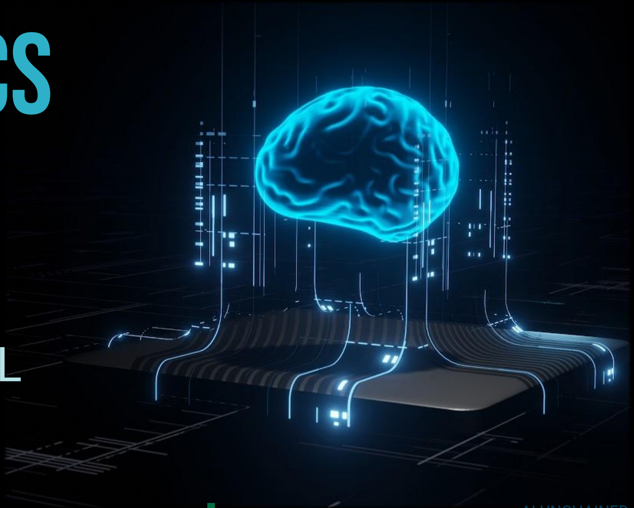


Tip




# 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



## Tip

| Task Name | Project | Assignee | Due Date | Status |
|---|---|---|---|---|
| **Upload SVB July Statement** | Month End Close | B Brian Emposimato<br>Client Point of Contact | 09/20/2024 | To-Do |

# 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

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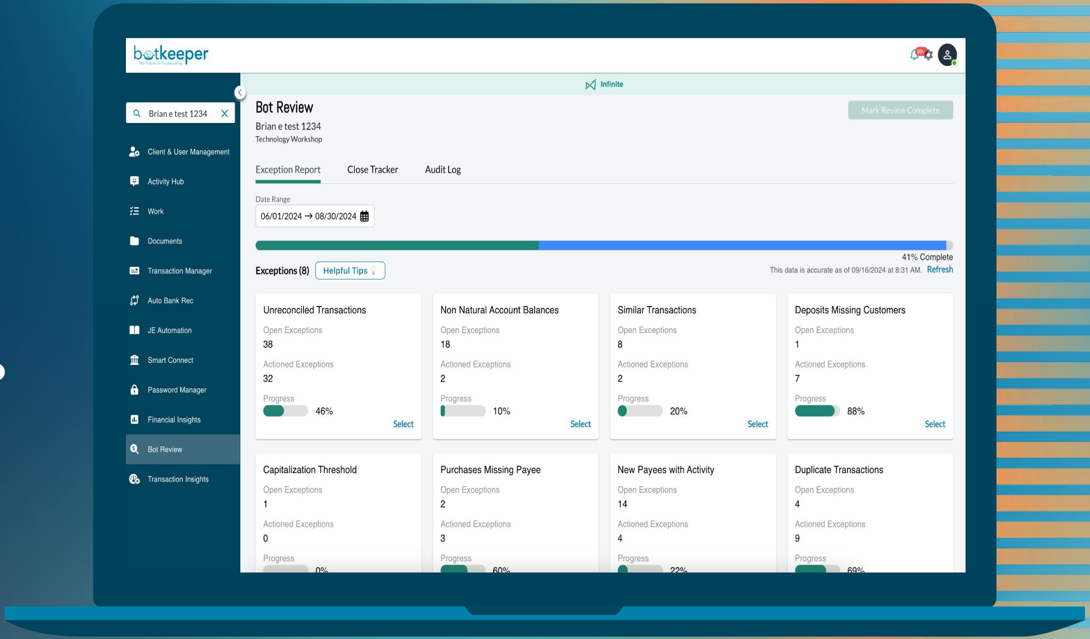
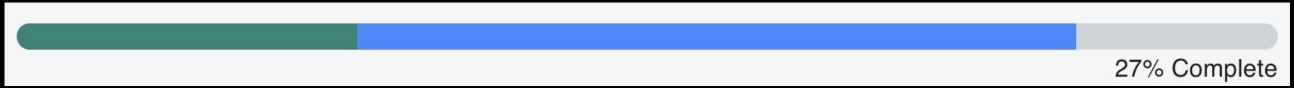
# BOT REVIEW

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.



## Tip



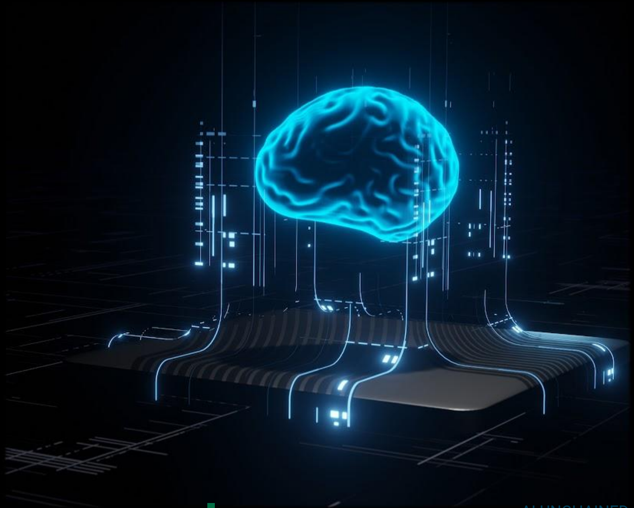

# CHECK FOR EXCEPTIONS CONTINUOUSLY THROUGHOUT THE MONTH TO ENSURE CLEAN BOOKS

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**


Tip

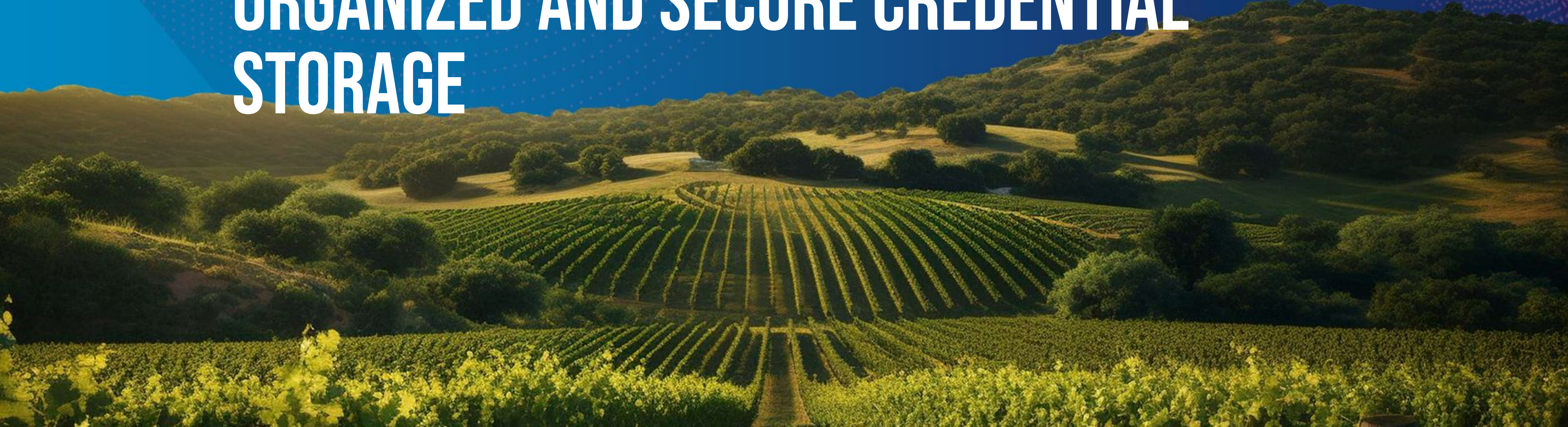
# MARK REVIEW COMPLETE

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

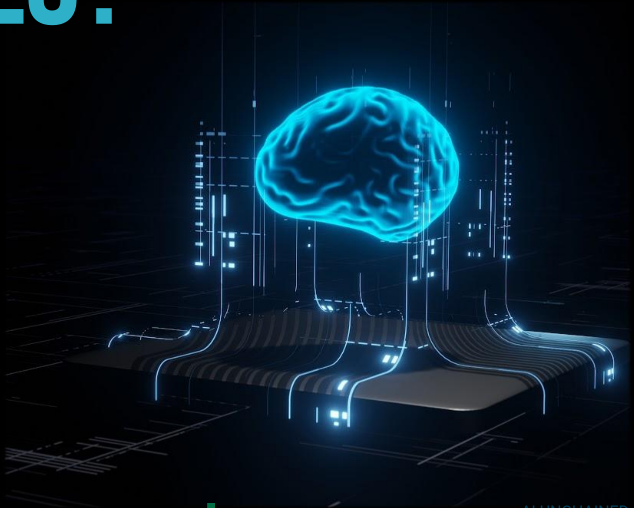


# 07

# ORGANIZED AND SECURE CREDENTIAL STORAGE



# HOW ARE YOU CURRENTLY HANDLING CREDENTIALS?



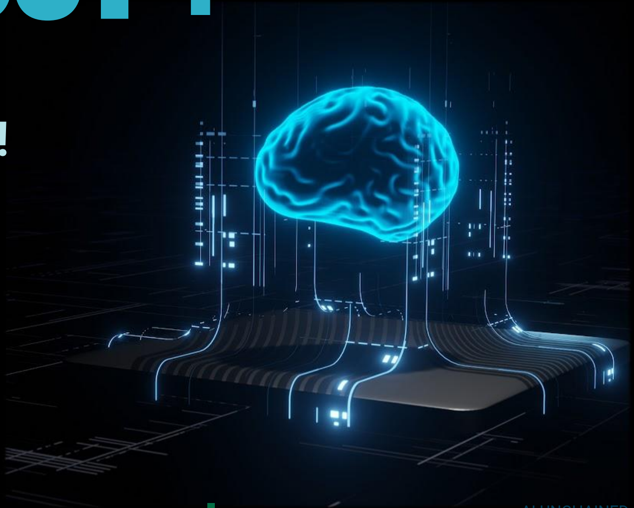
DO YOUR CLIENTS SOMETIMES SHARE CREDENTIALS VIA EMAIL?

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

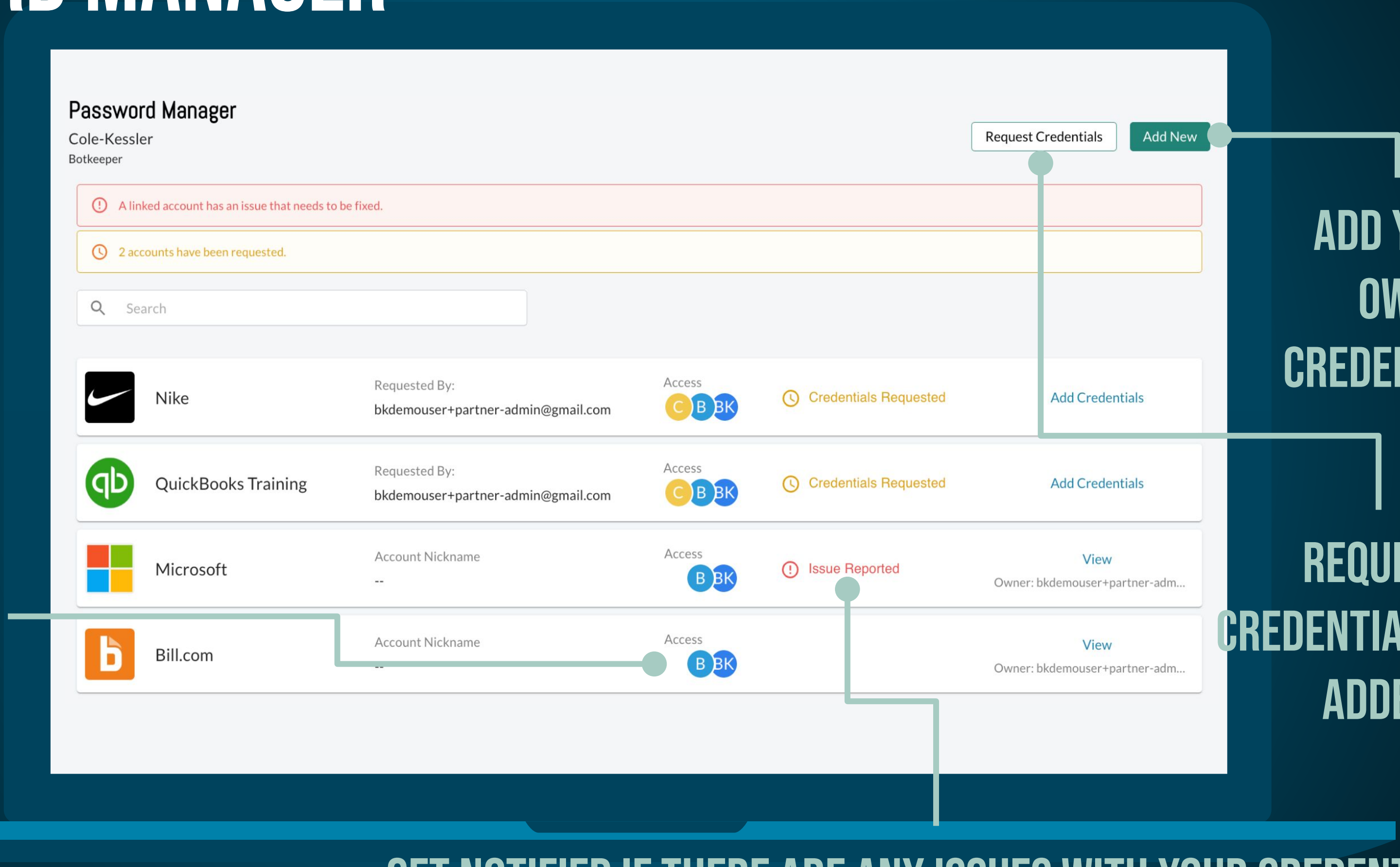
ARE SOME OF THE CREDENTIALS THEY SHARE WITH YOU THEIR PERSONAL FINANCIAL ACCOUNT CREDENTIALS?

# NOW MORE THE EVER YOU NEED TO **ADJUST** !

not just for your liability sake but your clients!



# PASSWORD MANAGER




ADD YOUR OWN CREDENTIALS

REQUEST CREDENTIALS TO BE ADDED

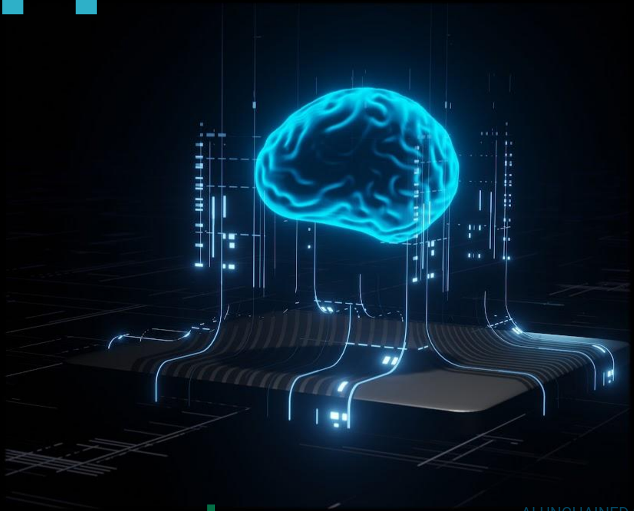
YOU CHOOSE WHICH CREDENTIALS TO SHARE WITH BOTKEEPER

GET NOTIFIED IF THERE ARE ANY ISSUES WITH YOUR CREDENTIALS

Tip

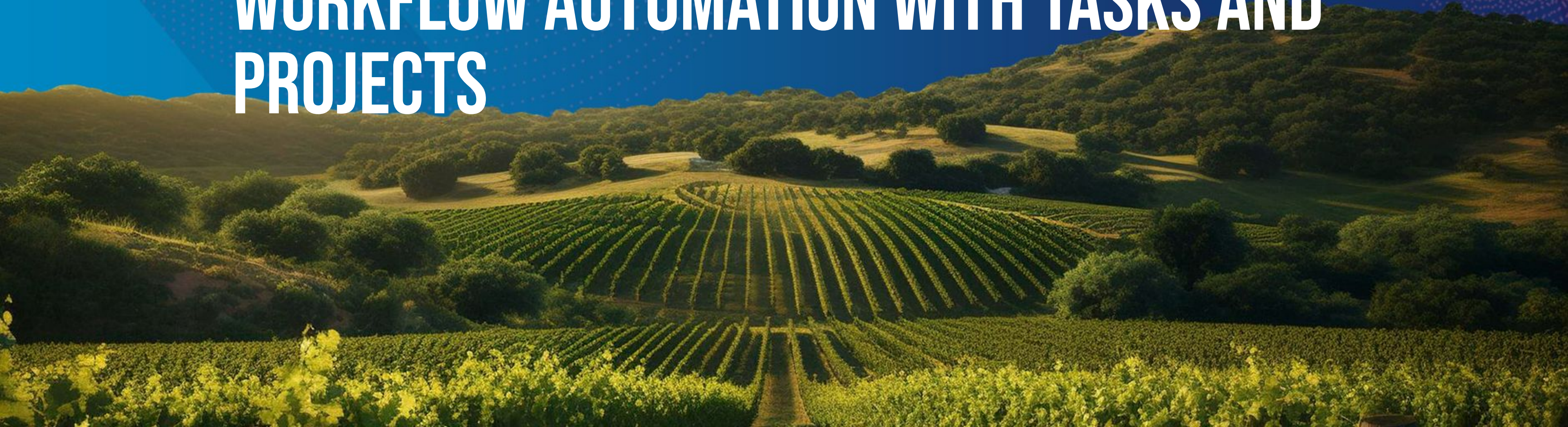
# ENFORCE SECURITY

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

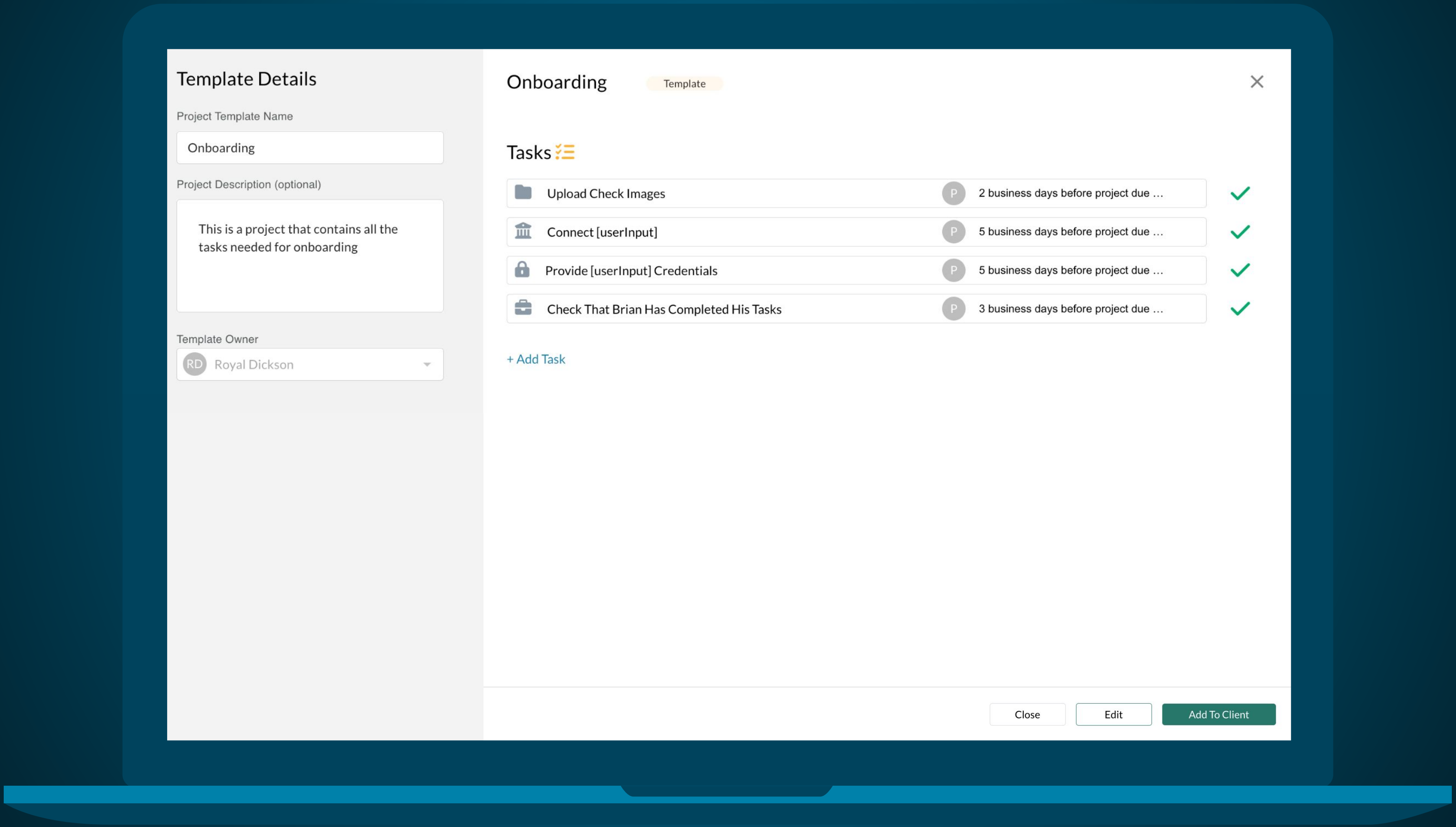
## Deployment

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

## Ongoing Service

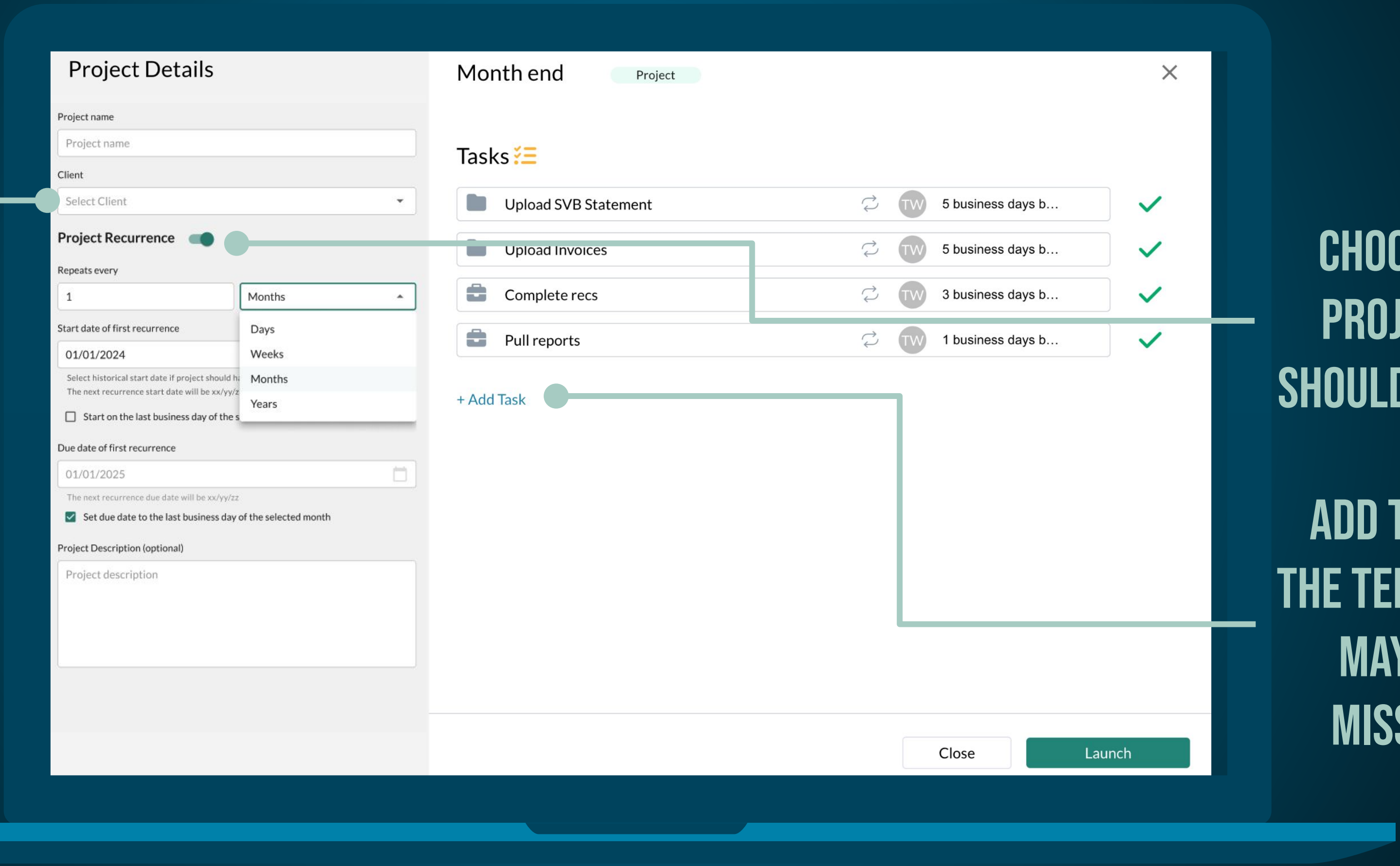
**You have ongoing services for your clients that you may need to do the same tasks for regularly**
**Ex: month end close**

# PROJECT TEMPLATES



# PROJECT DEPLOYMENT/RECURRENCE

DEPLOY PROJECTS BY CLIENT



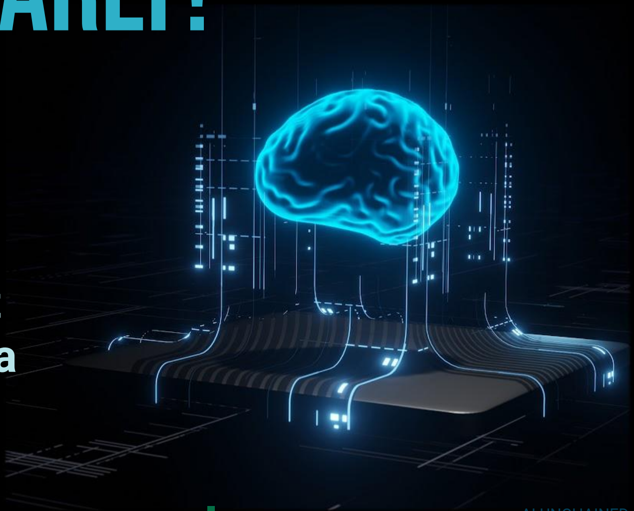

CHOOSE IF PROJECTS SHOULD RECUR

ADD TASKS THE TEMPLATE MAY BE MISSING

Tip

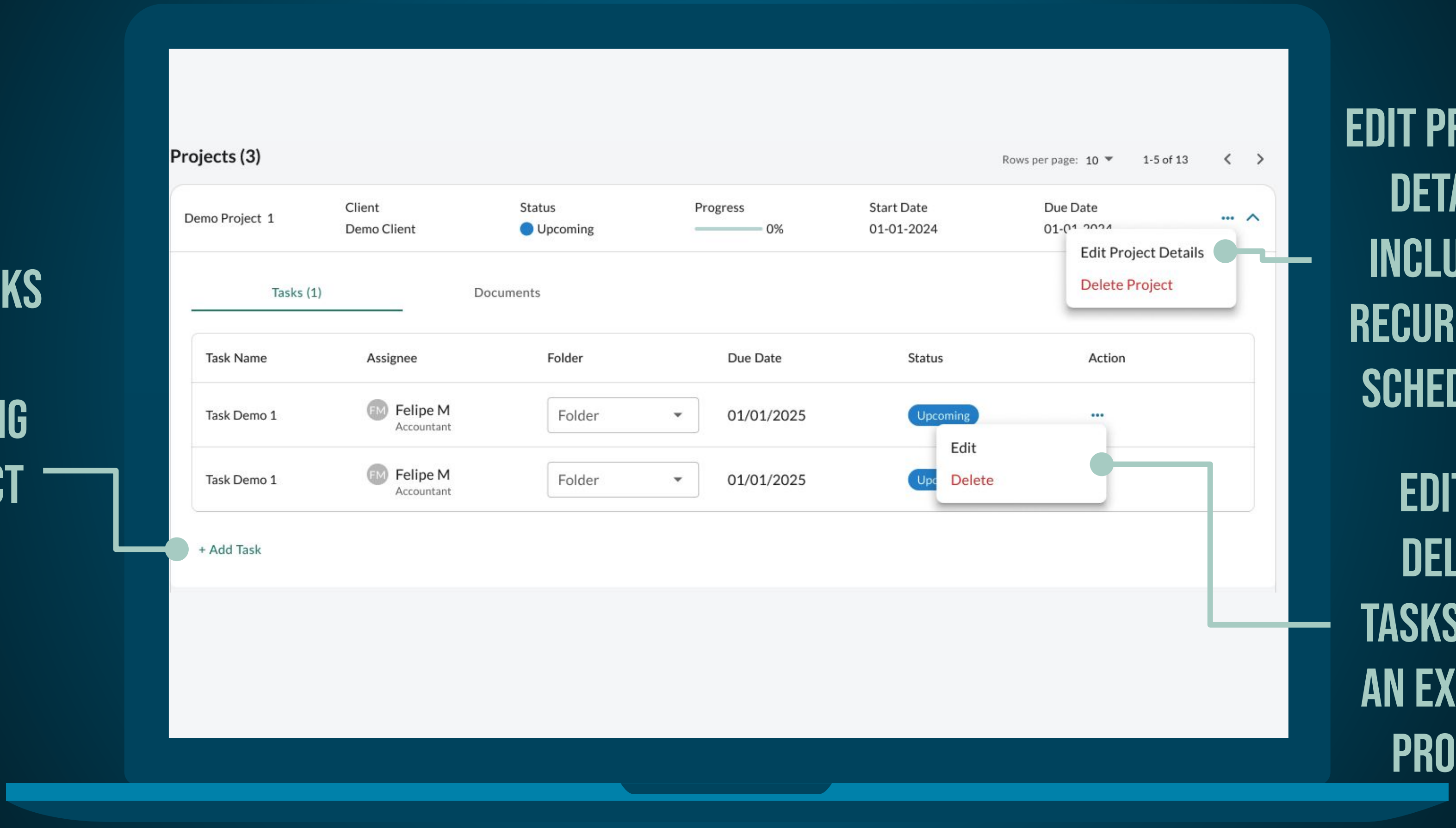
# CREATE YOUR PROJECTS EARLY!

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




EDIT PROJECT DETAILS INCLUDING RECURRENCE SCHEDULES

EDIT OR DELETE TASKS FROM AN EXISTING PROJECT

# SINGLE TASKS

Tasks outside of a project

## Manually Created tasks

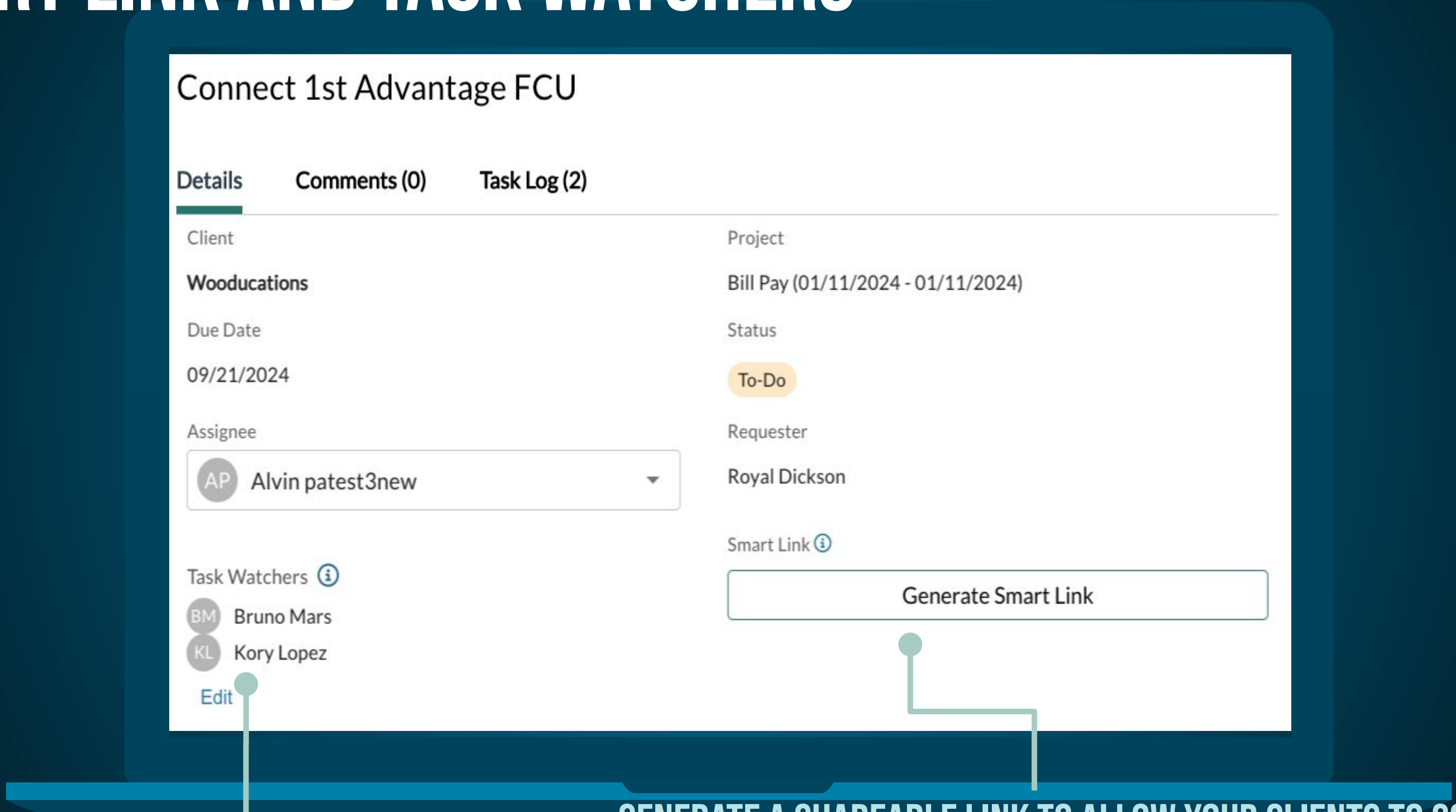
All the task types available for projects are also available to create one off tasks not connected to a project

## 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



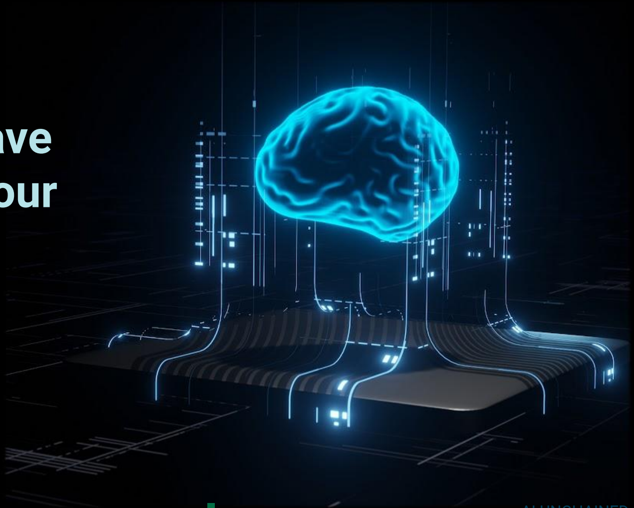

ADD WATCHERS TO BE NOTIFIED OF UPDATES

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

Tip

# 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



Tip

# 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!

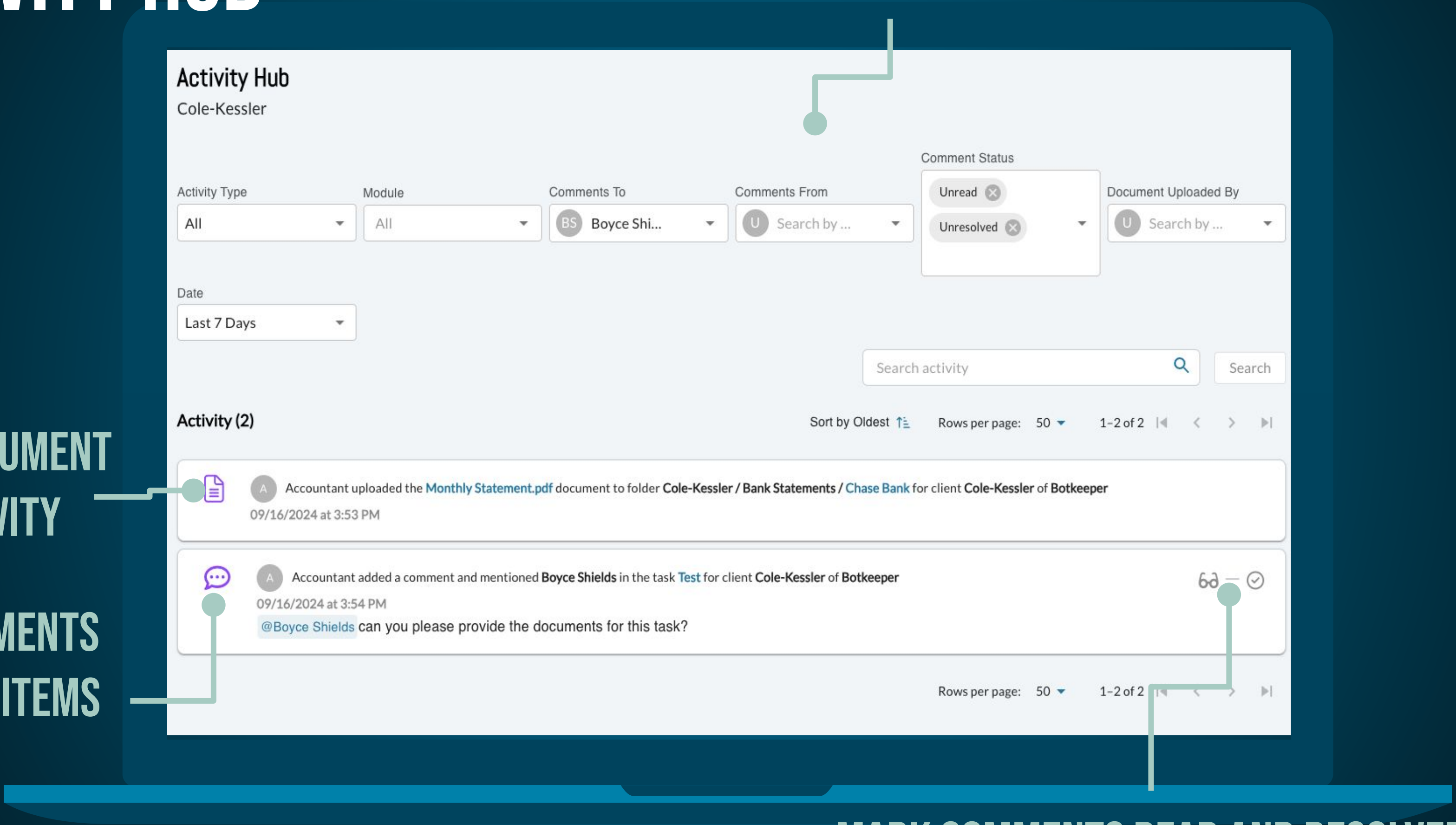
09

# 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!




SEE DOCUMENT ACTIVITY

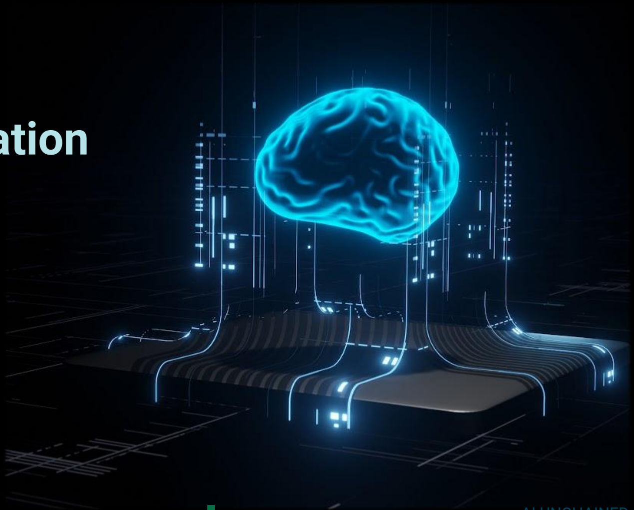
SEE COMMENTS MADE ON ITEMS

MARK COMMENTS READ AND RESOLVED

Tip

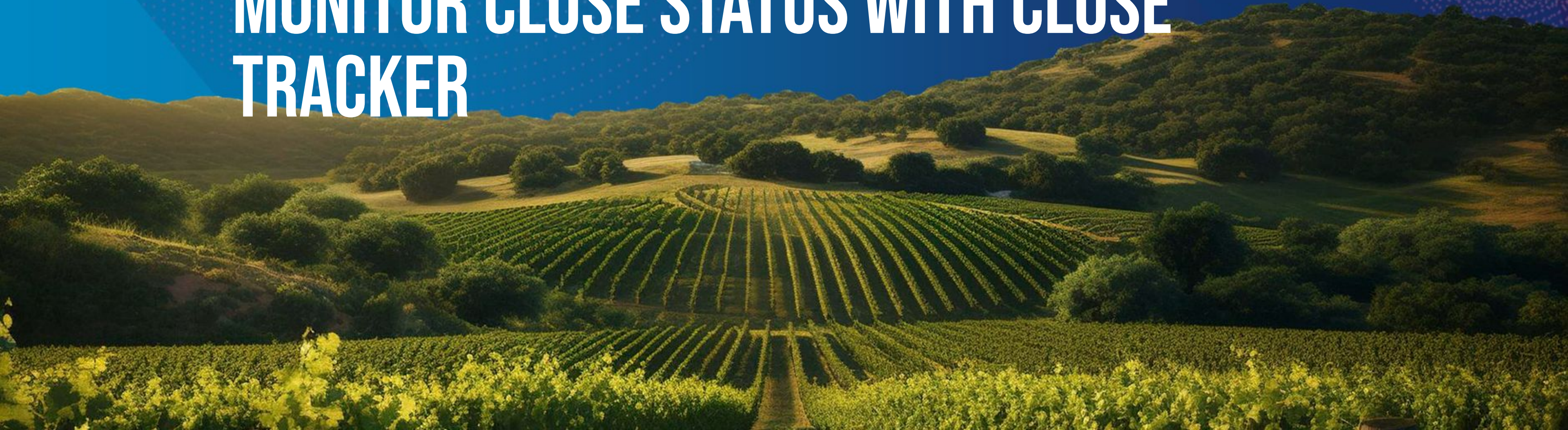
# GET ALL CLIENT COMMUNICATION IN THE PORTAL

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

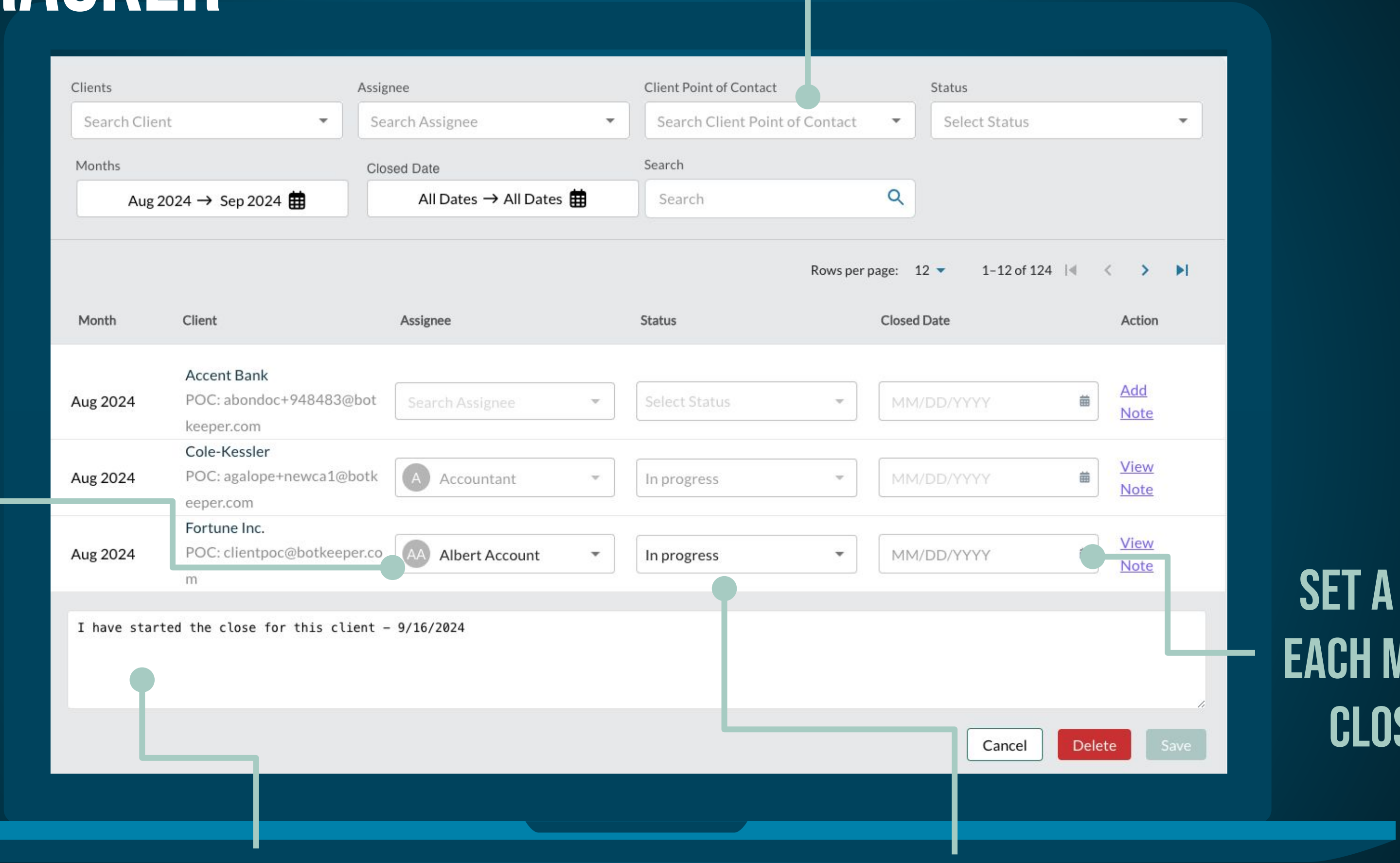


Have you ever lost track of the close status for a client or have trouble seeing the progress your managers or teams are making each month on their close?

# CLOSE TRACKER

ALL THE FILTERS YOU COULD EVER WANT!

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

Tip

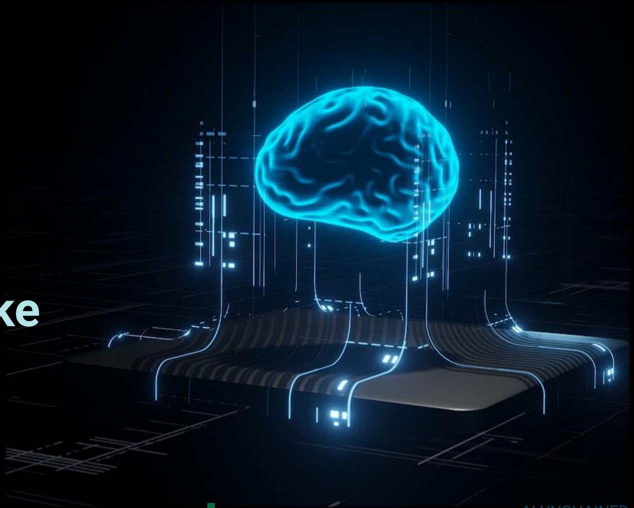
# KEEP YOUR CLOSE STATUSES UPDATED

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.

Tip

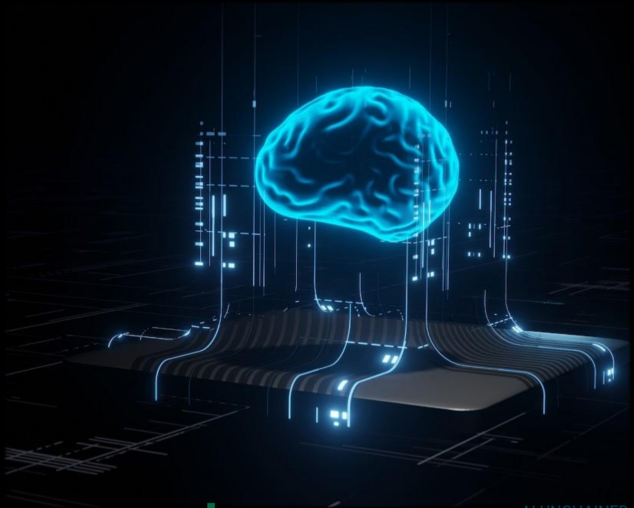
# TAKE ADVANTAGE OF YOUR FILTERS

**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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