

# Partner Scope & Deploy Wizard

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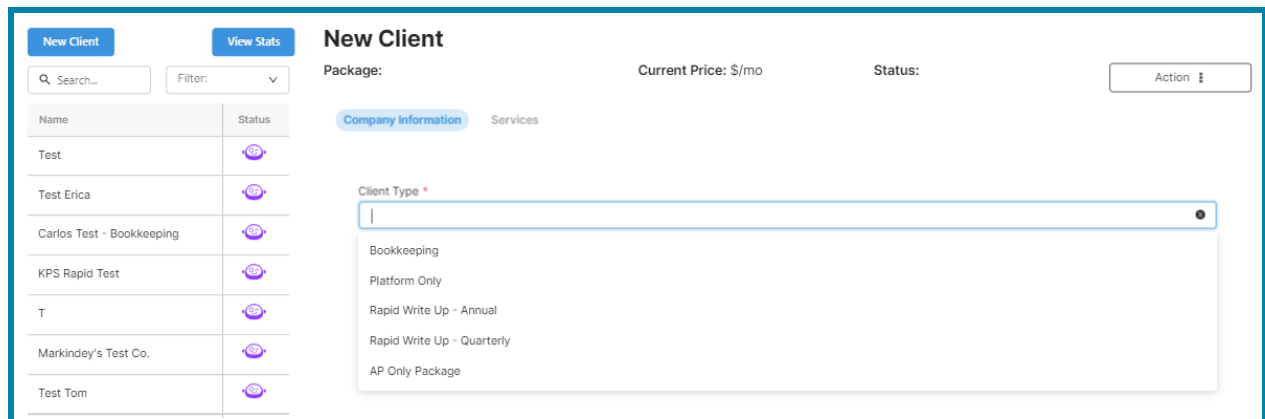
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# Scoping Tool Interface

The scoping tool within your partner portal is where you can scope and deploy new entities. Ongoing (already deployed) entities are managed in the individual client entity portals (see [Update Client Scope](#) section).

The table on the left has the following functionality:

- Search for a specific client using the search bar
  - View client list and status
  - Scope a client
  - Deploy a client
  - Delete a client (not ongoing clients)
  - Go to Stats
- 
- The space on the right displays questions needing an answer, or a summary of the chosen services and completed Q&A for completed clients



# Scoping Clients via Chrome Extension

## Assess Client in QBO

- Login to QBOA and then click on the Botkeeper extension
- Login to the extension using your white labeled platform credentials

### Let's Do This!

Please login with your portal credentials below.

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Version 0.1.12

- After successfully logging in, navigate to the selected client's books
- Click on the extension and then click the "Assess" button

### Let's Do This!

Would you like to assess your DEMO - Think Pen client?

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LOG OUT

- You will be brought to the Overview page, and the following information will be pulled:
  - Account Settings Page
    - First month of Fiscal Year
    - Accounting Method
  - Overview Page
    - Company Setup

- Subscription
- Payroll
- Sales Tax
- Apps
- Banking Activity (This applies for each account)
  - Accounts
  - Bank Feed Connection Status
  - Bank Balance
  - In Quickbooks
  - Unaccepted
  - Unreconciled
  - Reconciled Through
- Common Issues
  - Undeposited Funds
  - Uncategorized asset
  - Uncategorized income
  - Uncategorized expense
  - A/R Aging (more than 90 days)
  - A/P aging (more than 90 days)
  - Opening balance equity
  - Negative asset and liability accounts
- Transaction Volume (Last 30 days)
  - Bank account transactions
  - Sales receipts
  - INvoices
  - Invoice payments
  - Bank deposits
  - Journal entries
  - Expenses
  - Bills
  - Bill payments
- Chart of Accounts
  - Each account from the chart of accounts are paged. This includes the following for each account:
    - Num
    - Name
    - Type
    - Detail Type
    - QuickBooks Balance
    - Bank Balance
- Balance Sheet Report
  - All of the data on the balance sheet report from the past 365 days is presented by month, according to the accounts accounting method.

- Profit and Loss
  - All of the data on the profit and loss page from 365 days ago is presented month over month, based on the account's accounting method.
  - Average monthly expense is calculated using the Total Operating Expense value divided by 12
- When the assessment is complete, you can Assess another client or go into your partner portal to finish scoping/deploying

## Assessment Complete!

Navigate to another client to assess or continue deploying DEMO - Think Pen back in your portal

Powered by 

Version 0.1.12

[LOG OUT](#)

### ***Access Data in Portal Interface***

- In the client deployment application in your portal, you will now see the newly scoped client(s) in the list on the left.
- Click on the client you scoped
- You will see information that was pulled for that client in the Company Information.
- To download the reports pulled, click on the Profit and Loss, Balance Sheet, or Chart of Accounts buttons at the top
- The default assumption is that the assessed client will receive monthly basic services(Transaction Categorization, Payroll Categorization, and Bank / CC Reconciliations) and will be calculated as such.
- To adjust the services and continue through the normal deployment process, click "Continue"

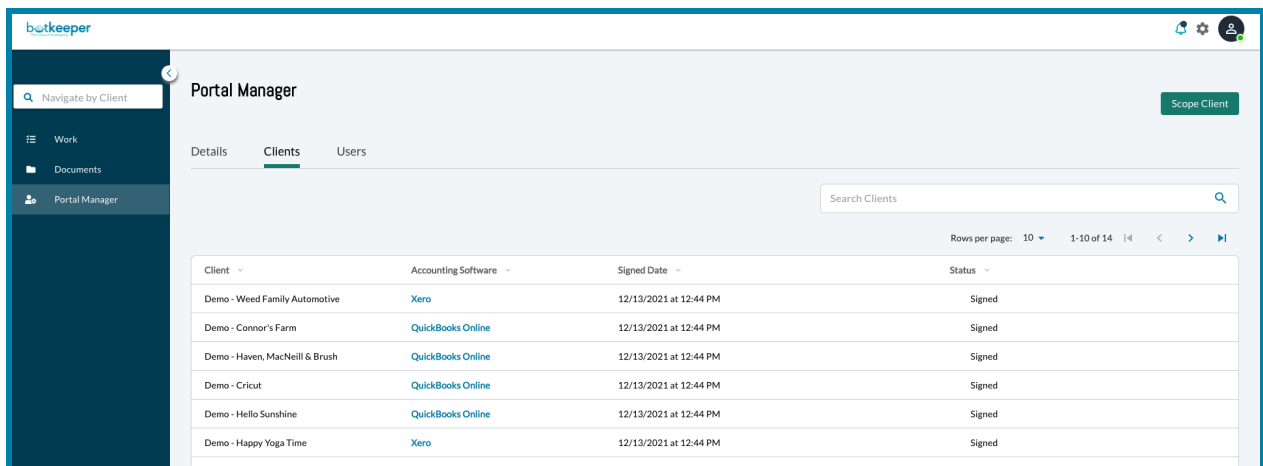
### ***Troubleshooting Tips***

- If you run into issues logging into the extension:
  1. Please reset your portal password. After you reset your password, attempt to login to the extension. **You should only need to reset your password once.**
  2. If you reset your password and are still receiving this error, please contact your Account Manager with a screenshot or recording of the issue.
- If you receive the "Oops something went wrong" notification when assessing:

1. Make sure you are on the Dashboard page within the client's QBO account when clicking "Assess". If not, go back to the Dashboard page and wait until the page has completely loaded before attempting to "Assess" again.
2. Make sure the Dashboard page has completely loaded before opening the extension and clicking "Assess." Refresh the page and try again.
3. If you do the above and are still getting the error:
  - Mac users should click **Shift + Command + R**
  - Window users should click **Ctrl + F5**After the page has reloaded, open the extension and click "Assess."
4. If you have followed all the above steps and are still encountering this error, please contact your Account Manager with a screenshot or recording of what you are experiencing.

## Scoping Clients in the Platform

- To add a client, navigate to Portal Manager from the left side bar
- Click the "Scope Client" button in upper right corner.
- Choose the type of client this will be from the dropdown, as shown below:



The screenshot shows the 'Portal Manager' interface. On the left is a dark sidebar with navigation options: 'Work', 'Documents', and 'Portal Manager'. The main area is titled 'Portal Manager' and has a 'Scope Client' button in the top right. Below the title are tabs for 'Details', 'Clients', and 'Users'. A search bar labeled 'Search Clients' is present. A table displays a list of clients with the following columns: Client, Accounting Software, Signed Date, and Status. The table contains six rows of demo data.

Client	Accounting Software	Signed Date	Status
Demo - Weed Family Automotive	Xero	12/13/2021 at 12:44 PM	Signed
Demo - Connor's Farm	QuickBooks Online	12/13/2021 at 12:44 PM	Signed
Demo - Haven, MacNeill & Brush	QuickBooks Online	12/13/2021 at 12:44 PM	Signed
Demo - Cricut	QuickBooks Online	12/13/2021 at 12:44 PM	Signed
Demo - Hello Sunshine	QuickBooks Online	12/13/2021 at 12:44 PM	Signed
Demo - Happy Yoga Time	Xero	12/13/2021 at 12:44 PM	Signed

### Client Types

First, choose the client package you would like for this entity:

#### Bookkeeping: Standard monthly botkept entities

- Enter the required Company Information, click 'Save' at the bottom, then proceed to the Services tab

- Add your desired package levels and accounts for service (see [Update Client Scope section for more detail](#)). The tool will continue to provide questions based on the options you have chosen.
- Some add-on services require a two-month close to occur prior to adding them to your package. These options will be grayed out if they are not yet available.
- Your package price will update as you go, and show a Status of IN-PROGRESS.
- When you have completed your full scope, click Deploy. *Please note, clicking deploy will begin your entity deployment process and you will see this entity on your next month's invoice.*

The screenshot displays the Botkeeper interface for a client. At the top, it shows the package name 'MICROBOT ADVANCED MONTHLY' and the current price '\$297/mo'. The status is 'IN-PROGRESS', which is highlighted with a red box. To the right, there is an 'Action' dropdown menu, also highlighted with a red box, containing 'Deploy' and 'Delete' options. Below this, there are tabs for 'Company Information' and 'Services'. The 'Bank and/or CC Accounts' section has an 'Add' button. A note states: 'Please add ONLY the bank and/or credit card accounts that Botkeeper will be responsible for Transaction Categorization and Reconciliation. Click on an account in the table below to update or remove.' A table below lists one account: Chase, Last 4 Digits 1234, Business Checking 1234, Checking, Qbo Download, Last Reconciled Jul 1, 2022, and GL Con.

Bank Name	Last 4 Digits	Account Name	Type	Statement Collection	Last Reconciled	GL Con
Chase	1234	Business Checking 1234	Checking	Qbo Download	Jul 1, 2022	

#### Platform Only:

- Service options will be grayed out for this package type.

#### Rapid Write Up (Annual/Quarterly)

- Required company information and write up information will all be on the Company Information tab
- Select the years for write up (Annual) or beginning quarter (Quarterly), current accounting software (if any), desired GL for the write up, and answer additional questions/acknowledgements.
- Please ensure that you have all years of backup documentation prior to deploying write up entities, as all documentation is required to start.

[Learn more about this offering here.](#)

#### Rapid Write Up - Annual:

**Tax Years for Transaction Entry \***

2021 x 2022 x 2020 x

**Current Accounting Software \***

None

**New Accounting Software \***

RWU service will not access or be associated with any pre-existing file

QuickBooks Online Essentials (Additional \$29/mo)

**Master Admin Email \***

The email address used will be designated as the master admin of the newly created GL subscription.

I accept that no ending balances, Chart of Accounts, or lists will be brought over into the new accounting software.

I acknowledge that once the portal has been provisioned for this client I will need to supply all bank and credit card statements for the full period of time being serviced in PDF, XLS or CSV format.

### Rapid Write Up - Quarterly:

**Starting RWU Quarter \***

Q1 2021

**Current Accounting Software \***

None

**New Accounting Software \***

QuickBooks Online Essentials (Additional \$29/mo)

**Master Admin Email \***

The email address used will be designated as the master admin of the newly created GL subscription.

I accept that no ending balances, Chart of Accounts, or lists will be brought over into the new accounting software.

I acknowledge that once the portal has been provisioned for this client I will need to supply all bank and credit card statements for the full period of time being serviced in PDF, XLS or CSV format.

### AP Only Package:

#### Autonomous Accounts Payable *only*

- AP Only does *not* include standard bookkeeping or write up services.
- Please review Botkeeper SOP, Autonomous AP Processing (Advanced Service) for your chosen GL, [QBO](#) or [Xero](#), before scoping AP Only packages.

If you don't have all the information readily available, you are free to come back and finish up later. Just click the Save button in the bottom right corner!



## Deploy Client

Once your entity scope is complete, you can Deploy your entity by selecting it from the entity list. Then select "Deploy" from the "Action" drop-down in the upper right of the screen.

Additional Considerations:

- If you are missing any information required to deploy, the button will be grayed out. You'll see an explanation of what remains incomplete.
- When you click the Deploy button, you will receive a pop up with pricing summary and standard acknowledgements to approve
- Your entity information is then sent to the deployment team for review, and the status of the entity updated to "Deployment."
- You will now see a portal dedicated to the entity you added. Within it, there will be tasks assigned to the person you selected to complete the deployment process
- The subscription will display on your next invoice according to your contract.

**Package:** MICROBOT ADVANCED MONTHLY  
**Current Price:** \$297/mo

Once you deploy this client, it will reflect on your next bill and services will begin for the **August** close contingent on receipt of all required information two business days prior to August 15th.

Botkeeper does not review or correct clients' books prior to the contracted Botkeeper start date. We recommend you review and resolve items such as those noted below to avoid questions on similar future transactions. Please acknowledge that Botkeeper will not address the below items prior to your contracted start date, unless you contract for Cleanup services.

1. Uncleared/unclassified transactions prior to the last reconciliation date (month prior to Botkeeper start date)
2. Transactions booked to accounts such as Uncategorized, Miscellaneous and/or Ask my Accountant.
3. Negative payroll balances in any payroll accounts.
4. Accounts payable or accounts receivable aged over 120 days or negative balances.
5. Accounts payable or accounts receivable bills/documentation.
6. Clearing accounts not reconciling to a \$0 balance throughout the month, such as AP/AR Clearing, POS Clearing, and Undeposited Funds
7. Transactions that have no department/class/project/job assigned (if dimension tracking is used).

Signature

Jane Doe

By signing above and checking this box I have read and accept [Botkeeper Terms and Conditions.](#)

Deploy

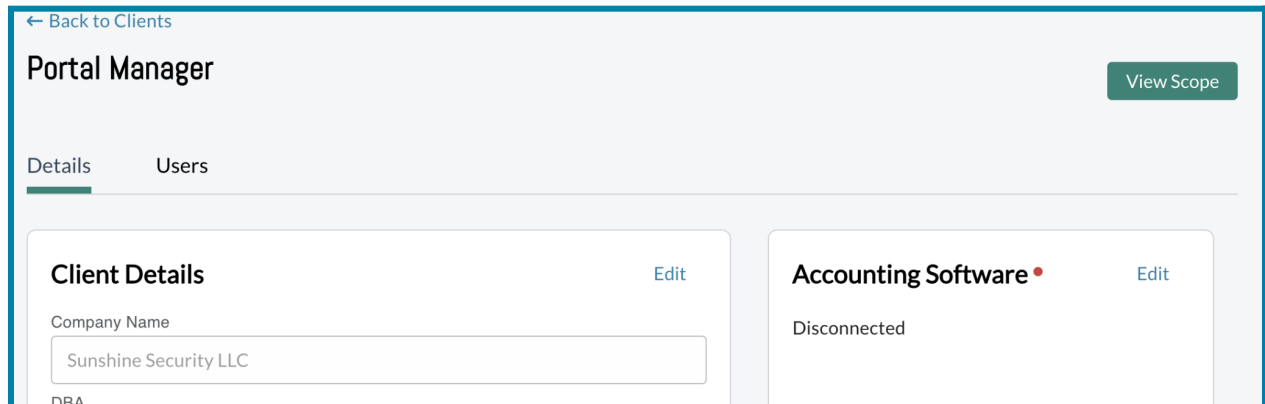
Additional Billing Considerations:

- Any contracted discount will not display in this pop up, so your billed price may be lower than what you see on screen.
- If you deploy an entity in error, please submit a support ticket through the partner support channel to prevent erroneous procurement and billing.

## Update Client Scope

If you want to make changes to the scope for a client:

- Enter the client entity portal
  - Portal Manager > Clients > Click client entity name
- Navigate to Portal Manager for the client entity
- From the Details tab, choose View Scope



Here you can make changes to:

### Company Information

- Client Demographics: Name, DBA, Description, Industry
- Client Point of Contact
  - Primary contact (email address) at your firm to tag in the portal with all tasks and documentation requests for this client.
- Fiscal Year End
- Management Report Basis (Cash or Accrual)
  - Note: This selection is how you will receive management report packages from Botkeeper and does not necessarily reflect the basis used for tax filing.

### Services

- Add/Remove/Change Bank and Credit Card connections
- Change Accounting Frequency/Package Cadence (Daily/Monthly/Weekly)
- Add/Remove/Change Add-Ons and Advanced Services

### Updating Bank and Credit Card Accounts

One of the most common updates is adding a bank/credit account or changing how you want to provide statements for an account. To do this, navigate to the Services tab for the entity you want to update.

**Sunday to Sunday Coffee Shops**  
Package: MEGABOT ADVANCED MONTHLY      Current Price: \$882/mo      Action ⌵

Company Information    **Services**

**Bank and/or CC Accounts**      [Add](#)

Please add ONLY the bank and/or credit card accounts that Botkeeper will be responsible for Transaction Categorization and Reconciliation. Click on an account in the table below to update or remove.

Bank Name	Last 4 Digits	Account Name	Type	Statement Collection	Last Reconciled	GL Connected	Card Qty	Card Recon...	Connection ...	Partner Acc...
Barclay Card US	1234	barclay checking 1234	Credit Card	Botkeeper Bank Connection	Jun 30, 2022	X	-	-	Client	None
1st National Bank Trust London ...	8989	checking 8989	Checking	Botkeeper Bank Connection	Jun 30, 2022	X	-	-	Client	Read Only
Independent Financial	4567	savings 4567	Savings	Botkeeper Bank Connection	Jun 30, 2022	✓	-	-	Partner	Primary
Chase	1234	cc 1234	Credit Card	Partner Uploaded	Jun 1, 2022	✓	-	-	-	-

**Basic Services**  
Accounting Frequency  
 Daily Accounting with a 5 Day Close (\$1904/mo)   
 Weekly Accounting with a 10 Day Close (\$761/mo)   
 Monthly Accounting with a 15 Day Close (\$507/mo)

From here, you can select an existing account to update or remove the account from scope. To add a new account, click the Add button and fill in the account information:

**Botkeeper Responsible Transaction Categorization and Reconciliation Accounts**      X

Services will be adjusted for the **October** close contingent on receipt of all required information two business days prior to October 15th.

Bank Name \*      Account Type \*

IQ Credit Union      Checking

Account Name as seen in the Chart of Accounts \*      Last 4 Digits of Account \*

Checking 1234      1234

Bank Statement Access \*

Select an option

- Partner Manual Statement U...
- Client Manual Statement Up...
- Botkeeper Statement Fetching**
- HubDoc Statement Fetching
- QBO Statement Fetching

Last Reconciliation Date \*      What kind of access do you have for this account? \*

Aug 31, 2022      Select an option

This institution does not support statement fetching so manual uploads will be required.

Cancel      Save

When adding a new Bank or Credit card account, the scoping tool will advise you on what information will be available through Smart Connect based on your chosen financial institution.

In the example above, this small local credit union has a green bolt, meaning we can import transactions.

Notice in the Bank Statement Access dropdown, Statement Fetching is grayed out. This means that the FI does not support statement aggregation, and the statements will need to be brought in another way.

## Updating Other Package Options

All other aspects of scope management can also be found on the Services tab. When you make a change to your scope, you will see a pop up informing you of price change and any relevant acknowledgements to approve. Please refer to the Botkeeper Standard Operating Procedures or reach out to your Account Manager if you need any additional clarity before making scope changes. Here is an example of scope change confirmation:

The screenshot shows the 'Sunday to Sunday Coffee Shops' client profile page. The 'Services' tab is active. A confirmation dialog is open, asking: 'Are you sure you want to remove Applying Payments to AR Invoices?'. The dialog displays the current price of \$882/mo and the updated price of \$544/mo. It also includes a signature field with 'Jane Doe' and a 'Confirm' button. In the background, the 'Applying Payments to AR Invoices' service is highlighted with a blue 'View' button. Other services like 'Project / Job Tracking' and 'Basic Schedule Maintenance with Journal Entry' are also visible with their respective 'View' buttons. On the right side, there are toggle switches for various services, including one for '\$250/mo' and another for '\$25/mo Qty: 3'.

## Terminate Client

To terminate an entity and cease Botkeeper services, use the Action dropdown and select "Terminate." Please note that the date you choose for termination will cease all Botkeeper services as of that date, so if you require future closings, be sure to set the date appropriately.

*Example: An entity should terminate in August, but I want August close completed. I would choose 9/15 to ensure no interruption of August close.*

The screenshot shows the 'Sunday to Sunday Coffee Shops' client profile page with the 'Termination' dialog open. The dialog asks: 'Are you sure you want to terminate services for Sunday to Sunday Coffee Shops? If so, please provide the reason and date in which services should be ceased:'. It includes fields for 'Termination Reason' (with a dropdown menu), 'Termination Date' (with a calendar icon), and a 'Signature' field containing 'Insolvency'. A 'Terminate' button is at the bottom right of the dialog. In the background, the 'Action' dropdown menu is highlighted with a red box, indicating the selection of 'Terminate'. The client information form is partially visible behind the dialog, showing fields for Client Type, Legal Name, DBA, and Company Description.

## Delete Client

To remove a client from your portal that has not been deployed:

- Select client from the client list top expand the Company Information

- From the Action drop down, select 'Delete'
- Confirm delete in the pop up. *Please note, this will permanently delete the client information from our system.*

Note: If you need to place an entity on hold, please contact your Account Manager.

## Stats

- Within the stats page there are two tabs:
  - Month End Close - Information on submitted clients—specifically their status and last month closed information. Here, the partner can also request to terminate a client. See below for more detail.
  - Pricing Review - Information on clients being scoped, but have not been submitted. You can see services they are getting along with a breakdown of packages, etc. If pricing is shown, here is where you can see calculated price for the clients along with a price breakdown. See below for more detail.

### *Month End Close Tab*

- As mentioned above, the month end close tab is pulling information on submitted clients. The information on this page includes:
  - Status
  - Submitted Date
  - Last Month Closed
  - Closed Status
  - Closed Date

## Overview X

**Month End Close** Pricing Review

81.8%  
6.60%  
6.06%  
3.03%

- deployment
- ongoing service
- cleanup
- on hold

Last Month: **July 2021**

Closed Clients: **0**      Outstanding Clients: **3**

Terminate	Client	Status	Submitted Date	Last Month Clos...	Closed Status	Closed Date
	Bubba's Hot Sauce LLC	ongoing service	Oct 4, 2019 10:35 AM	Jan,2019	Closed; shared with client	Feb 14, 2020 1:35 PM
	DEMO - Think Pen	ongoing service	-	Jun,2020	Not closed; in review	-
	Tre's Kickin Wings Brewery	deployment	Jan 9, 2020 6:50 AM	-	-	-
	DEMO - Humpday Training	cleanup	Jan 29, 2020 12:29 AM	Nov,2020	Closed; shared with client	Dec 1, 2020 12:41 PM
	DEMO - Mullin Entreprises	cleanup	Jan 29, 2020 12:31 AM	Nov,2020	Closed; shared with client	Dec 1, 2020 12:40 PM

33 results 1 of 6

- The partner can also request to terminate a client by clicking on the trash icon under the Terminate column.
- A popup will appear, asking for the partner to put in a termination date and reason. Upon filling that out and clicking Terminate, a notification email will be sent to the Account Manager and supporting team.

### Pricing Review

- As mentioned above, the pricing review tab includes information on clients that are in the scoping tool, but have not yet been submitted. It includes the following information:
  - Total Cost - this is the sum of all of the clients that have been scoped and not yet submitted. **This is only shown if "Show Pricing" is enabled.**
  - Package Breakdown - this is a pie graph showing the breakdown of the clients and the packages they are in.
  - Status Bar Graph - this is a bar graph showing the number of clients in each status
  - Client Service Table - this table shows the clients in the scoping tool with the following information:
    - Magnifying Glass - this allows the partner to see a breakdown of cost for this entity. It displays each service we offer and whether or not that client is getting that service with the calculated price. **This is only shown if "Show Pricing" is enabled.**
    - Status
    - Calculated Cost - this is the calculated price for that entity based on package, accounts and services. **This is only shown if "Show Pricing" is enabled.**

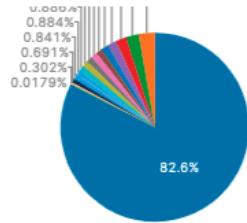
- Package
- Services the client is receiving, represented by a number (qty), and a checkbox (yes), X (no). For some services, cadence will also be shown.

## Overview

x

Month End Close

Pricing Review



Total Cost

**\$3,369.00 / mo**



Search here...

	Client	Status	Cost	Package	Categorization	Bank & CC Ac...	Payroll Categ...	Invoicing	D&C Tracking
<input type="checkbox"/>	Happy Yoga	needs_review	154	starter	monthly	1	✓	✗	✗
<input type="checkbox"/>	Cricut	in-progress	704	basic 2	weekly	3	✓	✗	✓
<input type="checkbox"/>	Bubba's Hot Sauce - Boston	ongoing service	279	basic 2	monthly	1	✓	✗	✗
<input type="checkbox"/>	Weed Family Automotive	needs_review	154	starter	monthly	1	✓	✗	✗
<input type="checkbox"/>	Tommy's Coffee (RWU)	in-progress	117	writeup	monthly	1	✗	✗	✗
<input type="checkbox"/>	Hella Cookies	needs_review	70	starter	monthly	3	✓	✗	✗

71 results

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