

 **KARBON** | Webinar Series

10 tips and 5 tools to boost your tax season productivity



StanfordTax



PARO



Meet your host



Ian Vacin

Karbon

Co-founder and CPO



Meet today's expert panel



Dan Berenholtz
Co-Founder & CEO
StanfordTax



Chris Farrell
Founder & CEO
Liscio



Spencer Christeck
Growth Leader
Tallyfor



Boris Shmukler
Senior Product Manager
Intuit ProConnect Tax



Alex Loewenstein
General Manager
Paro



- 1. Close any open apps**
- 2. Ask and we'll answer**



StanfordTax

Generate personalized
questionnaires for
your clients.

stanfordtax.com

BOOK A DEMO

What type of property is it?

Single family

Multi-family

Vacation or Short-term ?

Land

Commercial

← Back

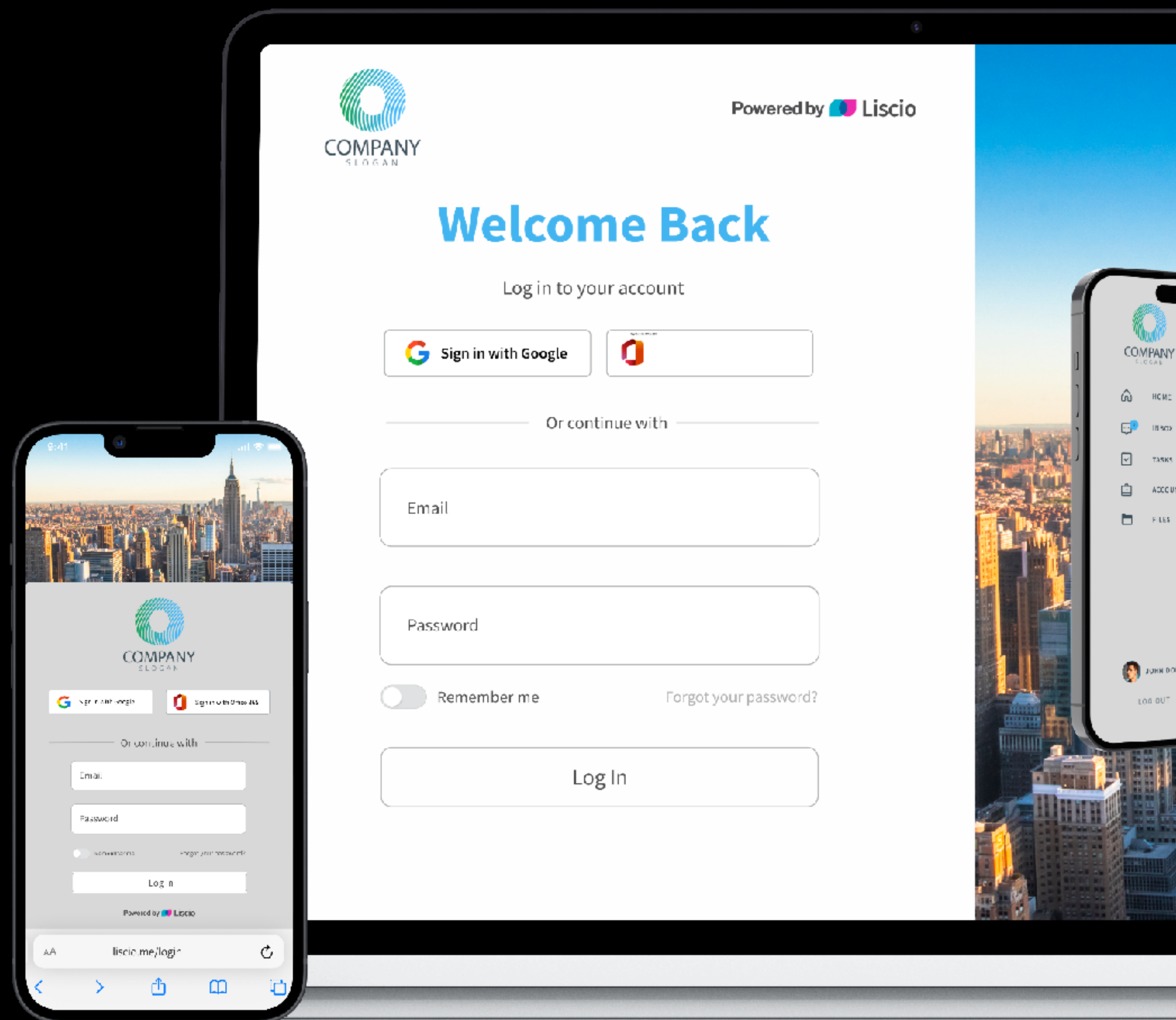


The Single Portal for Accountants

www.liscio.me

GET A FREE IMPLEMENTATION

* \$799 value. Must sign up by December 15, 2023.





U.S.-based Staff Augmentation *for* Your Firm

paroforcpafirms.com

LEARN MORE

AI Matching ✓

Client ✓

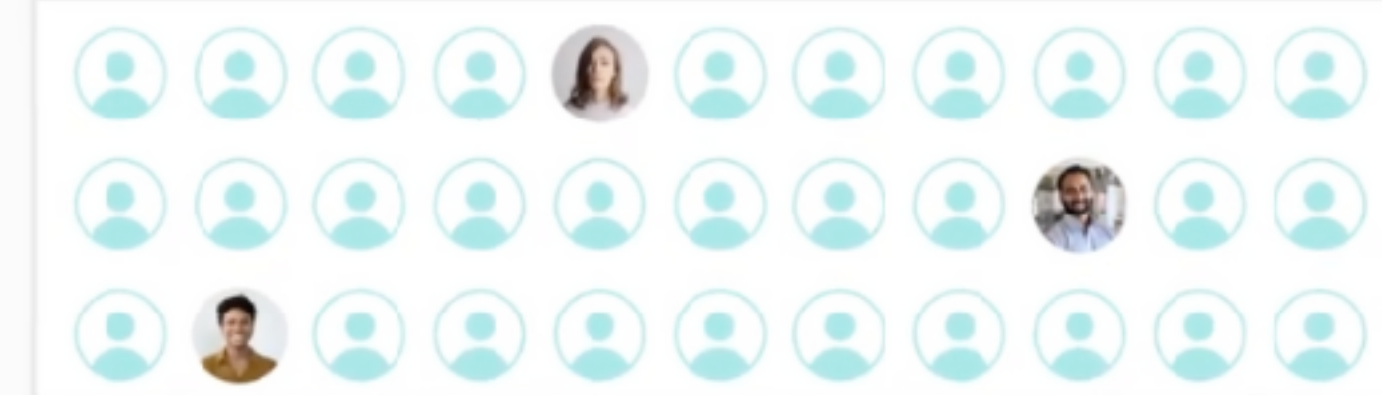
Service ✓

Skills ✓

Software ✓

Budget ✓

Start Date ✓



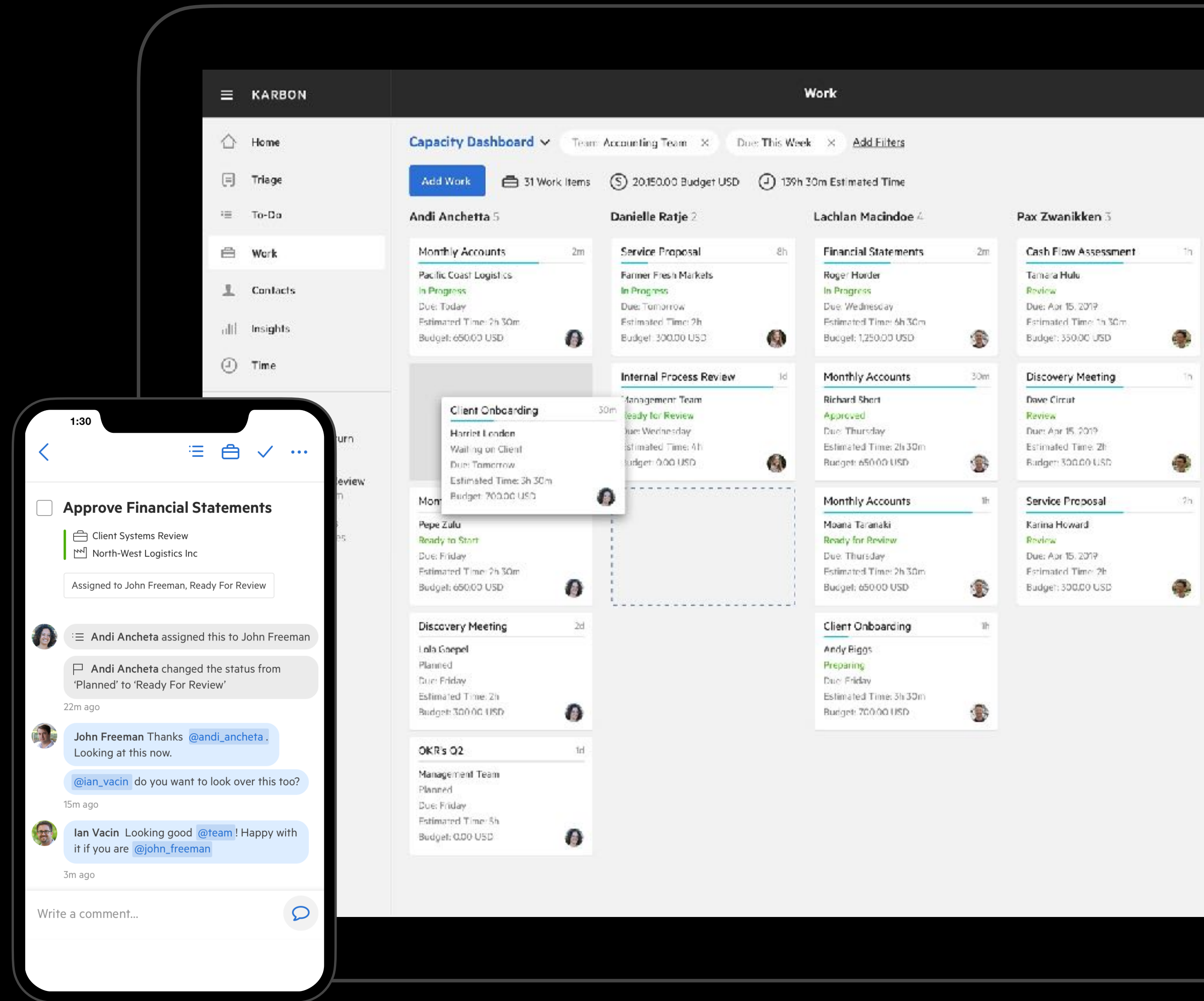
We'll find best-fit, U.S.-based
professionals **in seconds.**



Work Management Software for Accounting Firms

karbonhq.com

GET STARTED



- 1. 10 tips to optimize this tax season**
- 2. Tax questionnaires (Stanford Tax)**
- 3. Tax front-office (Liscio)**
- 4. Tax working papers & calcs (Tallyfor)**
- 5. Tax online (Intuit ProConnect)**
- 6. Tax resourcing (Paro)**
- 7. Additional tips & tricks**

10 tips to optimize your tax season



10 tips to optimize your tax season

- Download tax SOPs
- Leverage roles & queues
- Setup budgets & track time
- Automate the client chase
- Use FIFO/LIFO
- Balance the load
- Visualize the work
- Keep your clients informed
- Identify & manage bottlenecks
- Monitor your tax burndown



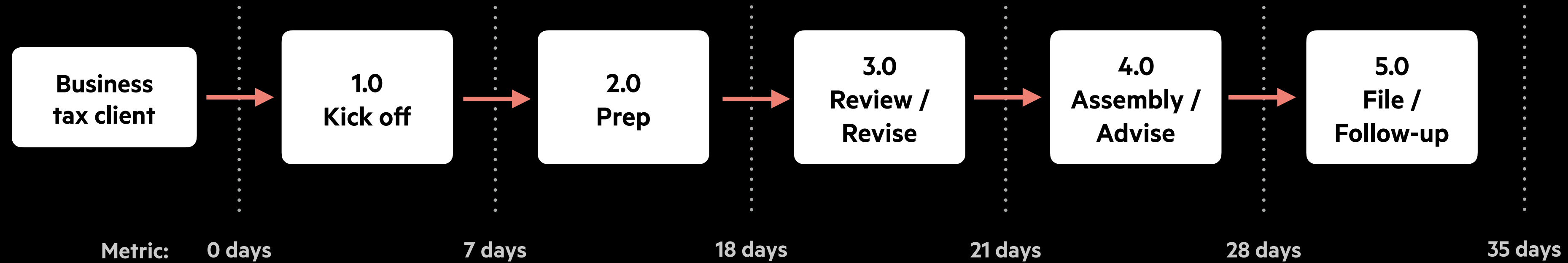
Tax workflow best practices

10 tips to optimize your tax season

- **Download tax SOPs:** Use best practice checklists to give a proper sense of progress. Quick to read and quick to check. All with automation built-in.
- **Leverage roles & queues:** Leverage generic roles to assign work based on free capacity. Protect your valuable resources by using managed queues.
- **Setup budgets & track time:** Personalize billing by role and update budgets. Track time as you go. Review work as it finishes to understand variability.
- **Automate the client chase:** Bake in your workflow expected client interactions and queries to chase the client for needed info—automatically.
- **Use FIFO/LIFO:** Utilize pull production to enable First In, First Out (FIFO). Leverage the 'In Status' column in List View to know what to work on next.



Business Tax Workflow (1120/1120S/1065)



Kick off:

- Send/receive eng. letter
- Gain access to financials
- Complete year-end work

Prep:

- Review agreements (opt.)
- Review client info
- Review client financials
- Prep tax workpapers
- Complete draft tax return
- Run diagnostics / resolve
- Obtain missing client info
- Update / finalize return
- Complete self review

Initial Review:

- Complete mgr. review

Revise (optional):

- Update per review notes

Final Review (optional):

- Mgr. review / approve

Assemble (part 1):

- Assemble tax package
- Send to client for review

Advise (optional):

- Schedule client meeting
- Conduct tax review mtg

Assemble (part 2):

- Obtain client signature
- Manage partnership tax forms (if applicable)

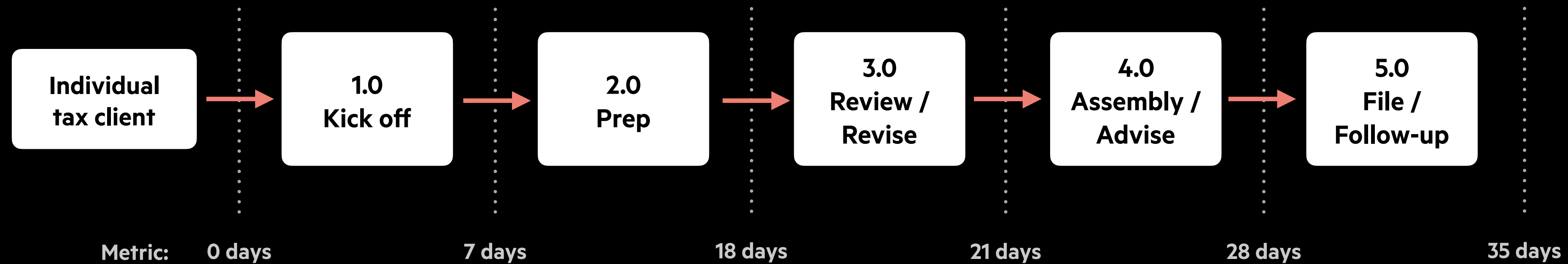
File:

- File return with IRS
- Receive accepted status

Follow-up:

- Ensure billing/payment
- Archive all docs / return
- Update financials w/ JE
- Schedule tax planning mtg

Individual Tax Workflow (1040/1041)



Kick off:

- Send/receive eng. letter
- Send client request list
- Validate client info / docs

Prep:

- Review client info / docs
- Complete draft tax return
- Run diagnostics / resolve
- Obtain missing client info
- Update / finalize return
- Complete self review

Initial Review:

- Complete mgr. review

Revise (optional):

- Update per review notes

Final Review (optional):

- Mgr. review / approve

Assemble (part 1):

- Assemble tax package
- Send to client for review

Advise (optional):

- Schedule client meeting
- Conduct tax review mtg

Assemble (part 2):

- Obtain client signature

File:

- File return with IRS
- Receive accepted status

Follow-up:

- Ensure billing/payment
- Archive all docs / return
- Schedule tax planning mtg



Karbon Template Library

Standardize and streamline your tax and compliance operations with Karbon's best practice tax workflow templates.

karbonhq.com/templates

Tax & Compliance Templates



47 United States Templates



Business Tax Return (Form 1120) USA

Improve the efficiency of processing business tax returns.
1307 Downloads



Form 1040 Preparation USA

A template to prepare and submit Form 1040 for individual income tax returns.
825 Downloads



Preparation & Processing (Form 1120S) USA

Steps to prepare and process form 1120S by its annual March 15 due date.
577 Downloads



Form 1099 Tracking by VProVantage USA

Keep on top of every 1099 for the year, across all your clients, with this template by VProVantage.
542 Downloads



Annual Corporate Returns (Forms 1120/100) USA

Mayfield Accounting's template to prepare all annual corporate returns, pay tax, and Q1 ES payments.
354 Downloads



Amended Individual Tax Return USA

Ensure every step is covered when you amend individual returns, including FPA, preparation, assembly, delivery, and filing.
720 Downloads

Setup & optimize your workflow



10 tips to optimize your tax season

- **Download tax SOPs:** Use best practice checklists to give a proper sense of progress. Quick to read and quick to check. All with automation built-in.
- **Leverage roles & queues:** Leverage generic roles to assign work based on free capacity. Protect your valuable resources by using managed queues.
- **Setup budgets & track time:** Personalize billing by role and update budgets. Track time as you go. Review work as it finishes to understand variability.
- **Automate the client chase:** Bake in your workflow expected client interactions and queries to chase the client for needed info—automatically.
- **Use FIFO/LIFO:** Utilize pull production to enable First In, First Out (FIFO). Leverage the 'In Status' column in List View to know what to work on next.



Roles: Leverage generic roles to assign work based on free capacity.

The screenshot displays a mobile application interface for managing colleagues. At the top, there is a navigation bar with a hamburger menu icon, a back arrow, the title "Colleagues", and search, add, and list icons. Below the navigation bar, there are three tabs: "Colleagues", "Teams", and "Roles", with "Roles" being the active tab. A blue "Add Role" button is located in the top left corner of the main content area. The main content area features a table with the following columns: "ROLE" and "#COLLEAGUES". The table lists ten roles, each with a colored circular icon containing a letter and a corresponding count of 0 in the "#COLLEAGUES" column.

ROLE	#COLLEAGUES
Accountant	0
Admin	0
Analyst	0
Bookkeeper	0
Client Manager	0
New Hire	0
Onboarding Specialist	0
Operations Manager	0
Partner	0
Payroll Specialist	0

Queues: Protect your valuable resources by using managed queues.

Tax: Business tax return (Forms 1120/1120S/1065/990) — Work template

Ready to Start Add Task ⋮

2 Automators

- Ensure the business tax return is ready to be worked on (and move into production with the Preparer)** Due same day Admin
Once everything has been validated, mark all tasks in this section complete to automatically move the tax return to Prep status and auto-notify the Preparer to begin work. Feel free to @ mention the Preparer with any additional notes on their first task. Note: If the tax return is to be extended,...
- Receive the signed engagement letter (and other client documents)** Due same day
Validate the receipt of a signed engagement letter, questions, and documents received (e.g. uploaded via client tasks).
- Confirm access to the client's financials** Due same day
Ensure access to the financials. If no access, reach out to client directly or add a client task below to request the credentials and/or accounting file.
- Confirm completion of the year-end review work** Due same day
If not completed, @ mention the Bookkeeper / Accountant to complete and have them comment with an @ mention on this task once done.

Preparation Add Task ⋮

- When all of the tasks in the section above have the status 'Completed' change the due date of all of the tasks in this section to 7 days after this Automator is triggered**
- When all of the tasks in the section above have the status 'Completed' change the status of the work to 'Prep'**
- When all of the tasks in the section above have the status 'Completed' change the assignee of the work to Preparer**
- When all of the tasks in the section above have the status 'Completed' change the status of all of the tasks in this section to 'Ready To Start'**

Budgets: Set your budgets to enable capacity planning and time tracking.

Business tax return (Forms 1120/1120S/1065/990) — Work template

Edited Nov 10, 2022
Used to create work 146 times
Last used Yesterday

Tasks Budget Details

Add Budget Estimate

Budget Overview

[Fee Settings](#)

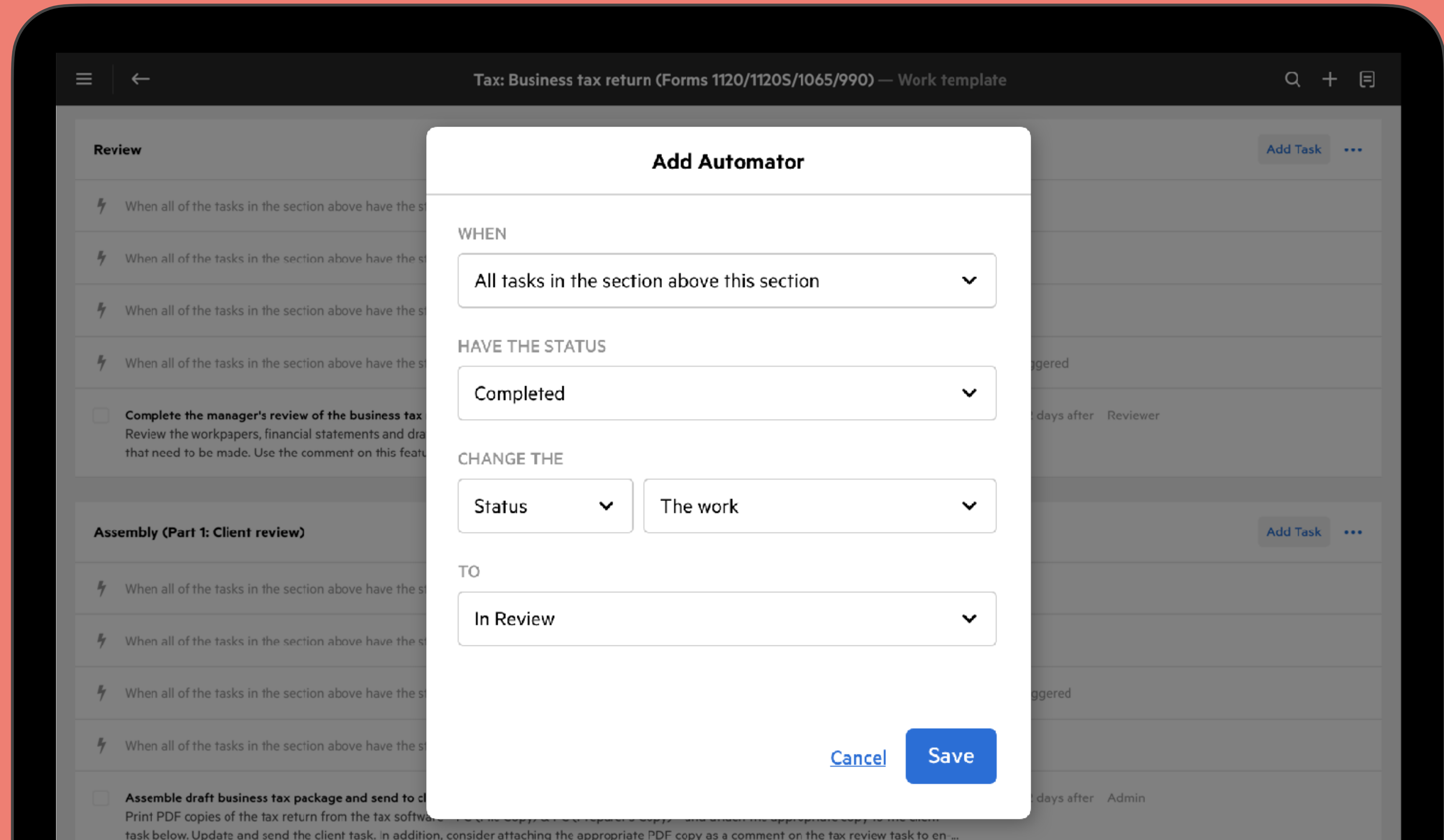
775.00 USD Budget 7h 30m | **0.00 USD** Fees - Time & Materials

Budget By Role

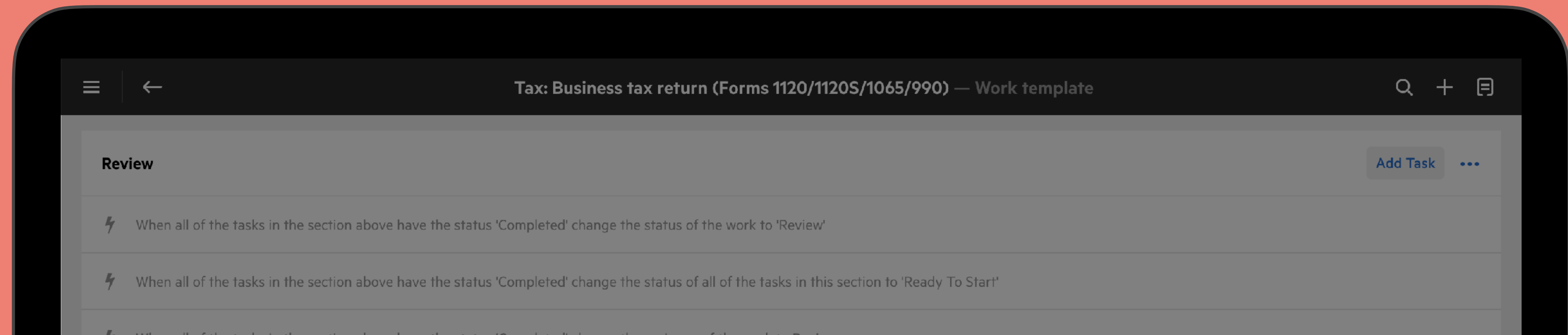
[Expand All](#)

ROLE	TEAM MEMBER	TASK TYPE	HOURLY RATE (USD)	BUDGET	
				TIME	AMOUNT
▼ Admin				1h 30m	135.00
	Unassigned	Admin	90.00	1h 30m	135.00
▼ Client Manager				1h	90.00
	Unassigned	Meetings	90.00	1h	90.00
> Preparer				4h	400.00
> Reviewer				1h	150.00
				7h 30m	775.00

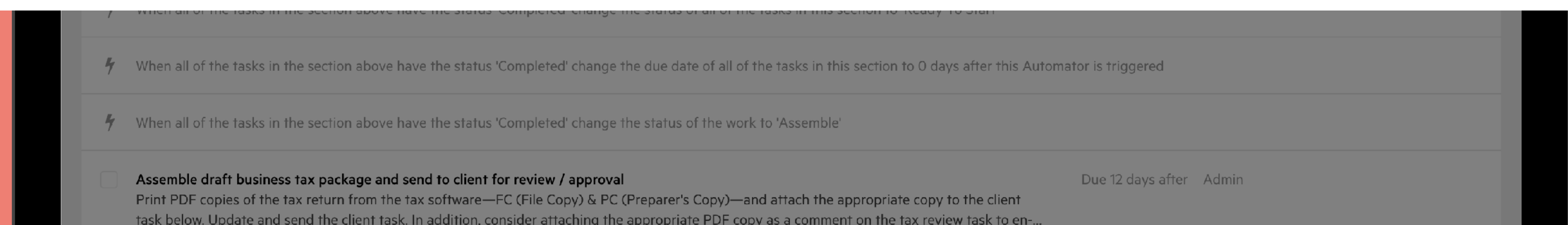
Automators: Automate the hand-off between staff as you complete tasks.



Automators: Dynamically update due dates based on the progression of work.



- ⚡ When all of the tasks in the section above have the status 'Completed' change the status of the work to 'Review'
- ⚡ When all of the tasks in the section above have the status 'Completed' change the status of all of the tasks in this section to 'Ready To Start'
- ⚡ When all of the tasks in the section above have the status 'Completed' change the assignee of the work to Reviewer
- ⚡ When all of the tasks in the section above have the status 'Completed' change the due date of all of the tasks in this section to 1 days after this Automator is triggered



Manage extensions within the same workflow to keep everything together.

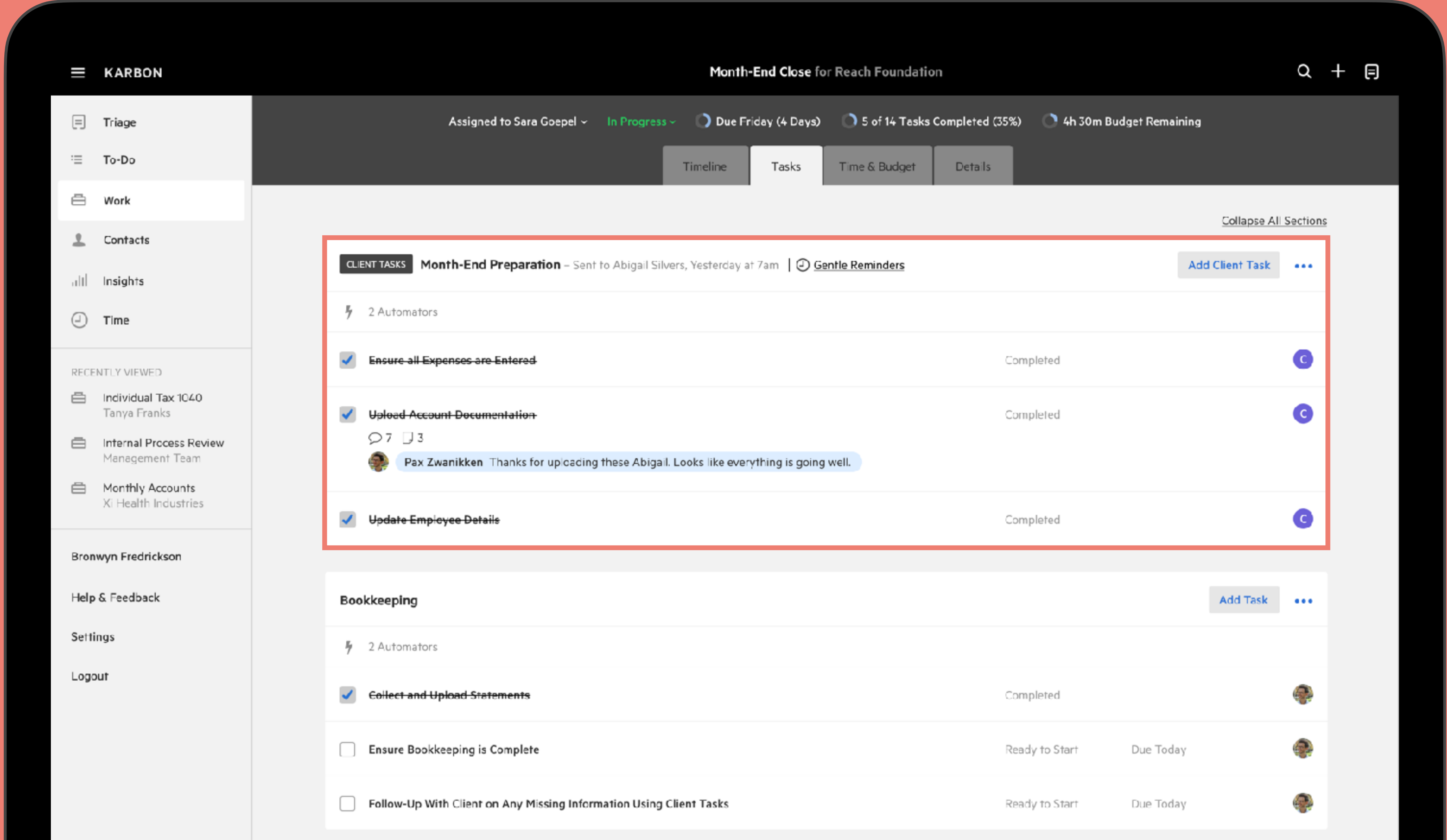
The screenshot shows a mobile application interface for a workflow titled "Tax: Business tax return (Forms 1120/1120S/1065/990) — Work template". The interface includes a navigation bar at the top with a menu icon, a back arrow, the title, and search, add, and list icons. Below the navigation bar, there is a status bar indicating "Edited Sep 27" and "Has not been used to create work yet". The main content area is divided into three tabs: "Tasks", "Budget", and "Details". The "Tasks" tab is active. The "Extension" section is highlighted with a red border and contains the following content:

- Extension (available if needed; skip otherwise)** Add Task ⋮
- ⚡** When all of the tasks in this section have the status 'Completed' change the status of the work to 'Extended'
- File an extension (available here if needed at any time during the process)**
If NOT doing an extension, skip this section and leave UNCHECKED. This section is available in case an extension needs to be completed. If FILING an extension, follow these steps (whenever needed): 1) Mark this task as complete (Karbon will automatically move this work item to Waiting - Extended) 2) Create a new work item (+ bu...

Below the "Extension" section, there is a "Ready to Start" section with the following content:

- Ready to Start** Add Task ⋮
- ⚡** 2 Automators
- Ensure the business tax return is ready to be worked on (and move into production with the Preparer)** Due same day Admin
Once everything has been validated, mark all tasks in this section complete to automatically move the tax return to Prep status and auto-notify the Preparer to begin work. Feel free to @ mention the Preparer with any additional notes on their first task. Note: If the tax return is to be extended,...
- Receive the signed engagement letter (and other client documents)** Due same day
Validate the receipt of a signed engagement letter, questions, and documents received (e.g. uploaded via client tasks).
- Confirm access to the client's financials** Due same day
Ensure access to the financials. If no access, reach out to client directly or add a client task below to request the credentials and/or account-

Bake in your expected client interactions to chase the client for needed info.



Use client tasks to save 4.2 hours / week / employee from chasing clients.

The image shows a software interface with two modal windows overlaid on a task management dashboard. The dashboard in the background is titled "Month-End Close for Reach Foundation" and displays task progress: "Due Friday (4 Days)", "5 of 14 Tasks Completed (35%)", and "4h 30m Budget Remaining". It has tabs for "Timeline", "Tasks", "Time & Budget", and "Details".

The "Sending Settings" modal window is on the left, titled "Sending Settings". It contains:

- A "SEND TO" dropdown menu with "Abigail Silvers" selected.
- A "FROM" dropdown menu with "Work assignee" selected.
- Two radio button options: "Send tasks now" (unselected) and "Schedule tasks to auto send later" (selected).
- A blue "Edit Email" link.
- At the bottom, a blue "Next" button and a blue "Cancel" link.

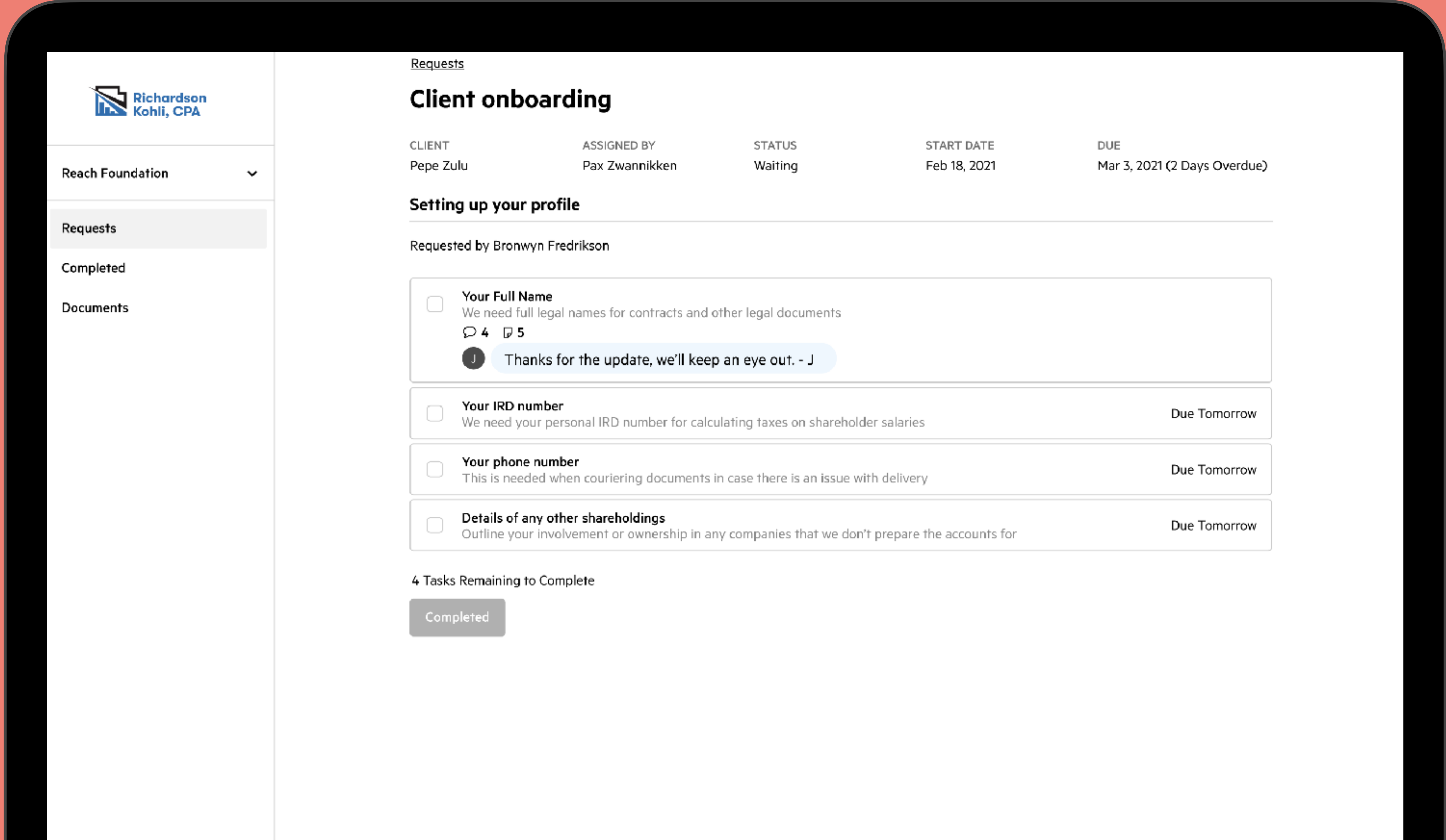
The "Client Task Auto-Reminders" modal window is on the right, titled "Client Task Auto-Reminders". It contains:

- A toggle switch that is turned on, labeled "Automatically send [Gentle Reminders](#)".
- Three dropdown menu options:
 - Reminder 7 days before task due-date
 - Reminder on task due-date
 - Daily reminder when overdue
- A blue "Save" button at the bottom right.

Follow-Up With Client on Any Missing Information Using Client Tasks

Completed		
Ready to Start	Due Today	
Ready to Start	Due Today	

Client Portal: Use the secure & simple portal to collaborate with your clients.



Effectively manage the work



10 tips to optimize your tax season

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10 tips to optimize your tax season

- **Balance the load:** Create a saved Kanban work view (using Sort By Assignee) to see & manage how much work is on each team member's plate.
- **Visualize the work:** Use work statuses in Kanban work view (using Sort By Status) to monitor & manage work at a high-level.
- **Keep your clients informed:** Institute a tax tracker to automatically update clients as their work moves through critical stages.
- **Identify & manage bottlenecks:** Use Work Insights to drill down on Work Statuses. Review statistics to identify your bottlenecks & high variability.
- **Monitor your tax burndown:** Use Karbon Practice Intelligence to visualize your tax season and see how you are trending towards your final goal.



Operations Management Planning Horizons

Now

Near-term

Mid-term

Future

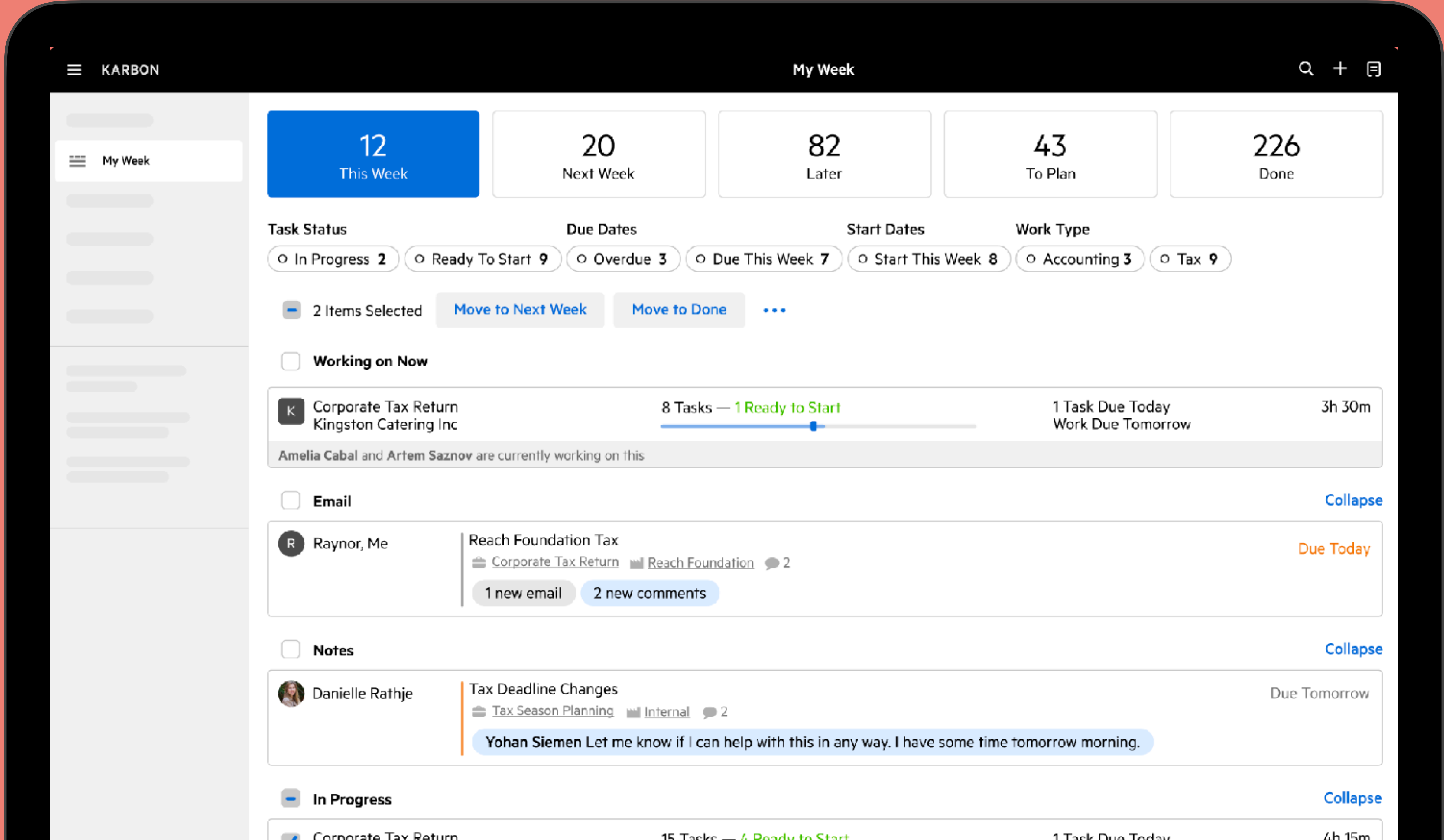
1

Work prioritization

- **Role:** Individual.
- **When:** Today (now).
- **Pre-activity:** Understand your day, what needs to be tackled, and in what order.
- **Post-activity:** Re-prioritize to-dos, update to-do dates, delete or assign to others, plan day / week, and get tasks done.
- **Area of Karbon:** Triage, My Week, To Dos (using filters), LIFO/FIFO (In Status).



My Week: Organize your work, tasks and email into a manageable action plan outlining exactly what you need to do.



FIFO/LIFO: Use 'In Status' column in the List View to know what to tackle first.

The screenshot displays a 'Work' list view for 'Accounting Work (by status)'. The interface includes a header with filters for 'Work Type: Accounting, Bookkeeping', 'Status: 36 Statuses', and 'Due Date: This Week'. A summary bar shows 15 work items, a budget of 4,062.50 USD, 0.00 USD actual, 4,062.50 USD remaining, and 4,350.00 USD fees. The main table lists work items with columns for Name, Client, Related Client Group, Status, In Status, Start, Due, Planned Week, and Complete. The 'In Status' column is highlighted with a red box, showing values like '8d 13h 6m' and '7d 12h 32m'. Some items are marked as '3d overdue' or '1d overdue'.

NAME	CLIENT	RELATED CLIENT GROUP	STATUS	IN STATUS ▲	START	DUE	PLANNED WEEK	COMPLETE
Month-end close Jan 2023	H Hamilton Bicycles	-	Prep	8d 13h 6m	Jan 31	Tomorrow	Multiple Weeks	
Month-end close for Jan 2023	R Reliable Heating & Air	-	Prep	7d 12h 32m	Feb 1	Friday	Week of Jan 29	
Monthly accounting (for Jan 2023)	R Reach Foundation	Smith Family Group	Waiting for info	7d 11m	Feb 1	Friday	Multiple Weeks	
Monthly accounting Feb 4, 2023	A ABC Co.	-	Ready To Start	4d 13h 13m	Feb 4	3d overdue	Working on Now	
Weekly reconciliation due Feb 10, 2023	A Adam & Smith Consulting	-	Ready To Start	2d 13h 6m	Feb 6	Friday	Week of Feb 05	
Weekly Reconciliation due Feb 10, 2023	D Digitas Industries	-	Ready To Start	2d 13h 6m	Feb 6	Friday	Week of Feb 05	
Weekly Reconciliation due Feb 10, 2023	D Digitalis Corp.	-	Ready To Start	2d 13h 1m	Feb 6	Friday	Week of Feb 05	
Weekly Reconciliation due Feb 10, 2023	D Drexler Drywall	-	Ready To Start	2d 13h 1m	Feb 6	Friday	Week of Feb 05	
Weekly Reconciliation due Feb 10, 2023	D DLT Inc.	-	-	-	-	-	-	
Weekly Reconciliation due Feb 10, 2023	E Edmond Industries	-	Ready To Start	2d 13h	Feb 6	Friday	Week of Feb 05	
Weekly Reconciliation due Feb 10, 2023	D DRM	-	Ready To Start	2d 12h 49m	Feb 6	Friday	Week of Feb 05	
Weekly Reconciliation Jan 30 - Feb 5, 2023	T The Field Irish Pub	Cloud Accounting Services	Ready To Start	2d 12h 49m	Feb 6	1d overdue	Week of Feb 05	
Weekly Reconciliation due Feb 10, 2023	E Eastlake Golf Resort	Zimmer Holdings Group	Ready To Start	2d 12h 44m	Feb 6	Friday	Week of Feb 05	
Weekly Reconciliation due Feb 10, 2023	D Distant Thunder	-	Ready To Start	2d 12h 44m	Feb 6	Friday	Week of Feb 05	
Monthly Accounting Jan - Feb 2023	B Brockton Masonry	-	Planned	-	Feb 10	Saturday	Multiple Weeks	

Operations Management Planning Horizons

Now

Near-term

Mid-term

Future

2

Load balancing

- **Role:** *Manager.*
- **When:** *This week (and next week).*
- **Pre-activity:** *Review Work-In-Progress (WIP), upcoming work, what work is ahead or behind schedule, and what staff has what work (and how much relatively).*
- **Post-activity:** *Comment on key work items, re-prioritize work, update work due dates, move work between colleagues, and assign new work where spare capacity exists.*
- **Area of Karbon:** *Saved Views of Work (kanban), Work (items) and custom reports (using Work export).*



Load Balancing: Use work saved views to manage team member capacity.

Work
🕒 | 🔍 | + | 📄

Capacity Planning (by assignee) ▼ [Add Filter](#)

Add Work

4,487
Work Items

1,123,210.00 USD
Budget

10,555h 0m

3,191.67 USD
Actual

33h 1m

1,120,018.33 USD
Remaining

10,521h 59m

1,430,740.00 USD
Fees

Amelia Freeman 976	Andi Ancheta 14	Andreas Moss 926	Carla Caldwell 41	Erin Jamison 988																																													
Capacity per week: 20h 0m Fees: 290,700.00	Capacity per week: 40h 0m Fees: 4,150.00	Capacity per week: 40h 0m Fees: 275,400.00	Capacity per week: 40h 0m Fees: 9,400.00	Capacity per week: 40h 0m Fees: 275,550.00																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>Budget</th><th>Actual</th><th>Remaining</th></tr> </thead> <tbody> <tr><td>2,037h 0m</td><td>-</td><td>2,037h 0m</td></tr> <tr><td>222,110.00</td><td>-</td><td>222,110.00</td></tr> </tbody> </table>	Budget	Actual	Remaining	2,037h 0m	-	2,037h 0m	222,110.00	-	222,110.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>Budget</th><th>Actual</th><th>Remaining</th></tr> </thead> <tbody> <tr><td>89h 0m</td><td>-</td><td>89h 0m</td></tr> <tr><td>9,100.00</td><td>-</td><td>9,100.00</td></tr> </tbody> </table>	Budget	Actual	Remaining	89h 0m	-	89h 0m	9,100.00	-	9,100.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>Budget</th><th>Actual</th><th>Remaining</th></tr> </thead> <tbody> <tr><td>1,930h 0m</td><td>-</td><td>1,930h 0m</td></tr> <tr><td>210,420.00</td><td>-</td><td>210,420.00</td></tr> </tbody> </table>	Budget	Actual	Remaining	1,930h 0m	-	1,930h 0m	210,420.00	-	210,420.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>Budget</th><th>Actual</th><th>Remaining</th></tr> </thead> <tbody> <tr><td>72h 0m</td><td>-</td><td>72h 0m</td></tr> <tr><td>7,200.00</td><td>-</td><td>7,200.00</td></tr> </tbody> </table>	Budget	Actual	Remaining	72h 0m	-	72h 0m	7,200.00	-	7,200.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>Budget</th><th>Actual</th><th>Remaining</th></tr> </thead> <tbody> <tr><td>1,997h 30m</td><td>-</td><td>1,997h 30m</td></tr> <tr><td>217,445.00</td><td>-</td><td>217,445.00</td></tr> </tbody> </table>	Budget	Actual	Remaining	1,997h 30m	-	1,997h 30m	217,445.00	-	217,445.00
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Training for Amelia Freeman Amelia Freeman

In Progress

Started Feb 11

33 days overdue

Planned for Week of Feb 6

Timeline Activity: 7w

Type: Training

Repeat: None

Fees: None

Fee Type: Non-Billable

Budget	Actual	Remaining
4h 0m	-	4h 0m
-	-	-

Weekly Reconciliation due Jan 7, 2022 A

Drexler Drywall

Ready To Start

Started Jan 3

82 days overdue

Planned in Multiple Weeks

Timeline Activity: 7w

Type: Bookkeeping

Repeat: Every Week

Fees: 150.00

Fee Type: Fixed Fee

Budget	Actual	Remaining
1h 0m	-	1h 0m
100.00	-	100.00

Training for Andreas Moss Andreas Moss

In Progress

Started Mar 7

9 days overdue

Planned for Week of Mar 6

Timeline Activity: 3w

Type: Training

Repeat: None

Fees: None

Fee Type: Non-Billable

Budget	Actual	Remaining
4h 0m	-	4h 0m
-	-	-

Bi-weekly payroll due Jan 13, 2022 C

Conway Industries

Ready To Start

Started Jan 3

76 days overdue

No Week Planned

Timeline Activity: 7w

Type: Payroll

Repeat: Every 2 Weeks

Fees: 150.00

Fee Type: Fixed Fee

Budget	Actual	Remaining
1h 0m	-	1h 0m
100.00	-	100.00

Weekly Reconciliation due Jan 7, 2022 E

Digitalis Corp.

Ready To Start

Started Jan 3

82 days overdue

No Week Planned

Timeline Activity: 7w

Type: Bookkeeping

Repeat: Every Week

Fees: 150.00

Fee Type: Fixed Fee

Budget	Actual	Remaining
1h 0m	-	1h 0m
100.00	-	100.00

Work Visualization: Use Sort By Status in work views to see your work pipeline.

The screenshot displays a 'Work' pipeline interface. At the top, there are navigation icons and a search bar. Below that, the 'Tax Work' section is visible, showing a filter for 'Work Type: 8 Work Types' and an 'Add Filter' button. A summary bar provides key metrics: 24 Work Items, 0.00 USD Budget, 258h 30m Actual, 0.00 USD Remaining, and 43,500.00 USD Fees. The main area is divided into five columns representing different stages of the work pipeline: Planned (14 items), Ready To Start (5 items), Prep (2 items), Review (1 item), and 2nd Review (1 item). Each item card includes a title, client group, status, start/end dates, timeline activity, type, and fees. A budget table is also present at the bottom of each card.

Planned	Ready To Start	Prep	Review	2nd Review
1065 Tax Return Sep - Nov 2020 Acme Corporation Planned Starting Dec 1 Due Dec 15 Timeline Activity: 11w Type: 1065 Fees: 2,500.00 Fee Type: Fixed Fee Budget: 13h 0m, Actual: -, Remaining: 13h 0m	1065 Tax Return Oct - Nov Bobs Donuts Related Client Group: Atwater Enterprises Ready To Start Started Oct 6 19 days overdue Timeline Activity: 6w Type: 1065 Fees: 2,500.00 Fee Type: Fixed Fee Budget: 13h 0m, Actual: -, Remaining: 13h 0m	1065 Tax Return 2020 Gekko & Co Prep Starting Jan 29 Due Feb 26, 2021 Timeline Activity: 42w Type: 1065 Fees: 2,500.00 Fee Type: Fixed Fee Budget: 13h 0m, Actual: -, Remaining: 13h 0m	Individual tax return (complex 1040) 2020 James Fuller Review Starting Apr 1 Due Apr 15, 2021 Timeline Activity: 33w Type: Tax (individual) Fees: None Fee Type: Time & Materials Budget: -, Actual: -, Remaining: -	Individual tax return (complex 1040) 2020 - 2021 Allium Inc. 2nd Review Starting Oct 7 Due Oct 21, 2021 Timeline Activity: 6w Type: 1040 Fees: None Fee Type: Time & Materials Budget: -, Actual: -, Remaining: -
Monthly Accounting Nov 2020 Bobs Donuts Related Client Group: Atwater Enterprises Planned Starting Nov 29 Due Dec 20 Timeline Activity: 12w Type: 1065 Fees: 2,500.00 Fee Type: Fixed Fee Budget: 13h 0m, Actual: -, Remaining: 13h 0m	Individual tax return Aaron Blatter Ready To Start Started Oct 25 17 days overdue Timeline Activity: 1y Type: Tax (individual) Fees: 500.00 Fee Type: Fixed Fee Budget: -, Actual: -, Remaining: -	Individual tax return Aaron Blatter Prep Starting Oct 25 Due Nov 1, 2021 Timeline Activity: 4w Type: Tax (individual) Fees: 500.00 Fee Type: Fixed Fee Budget: -, Actual: -, Remaining: -		
990 Tax Return Dec 2020	990 Tax Return Oct 2020			

Keep your clients informed



10 tips to optimize your tax season

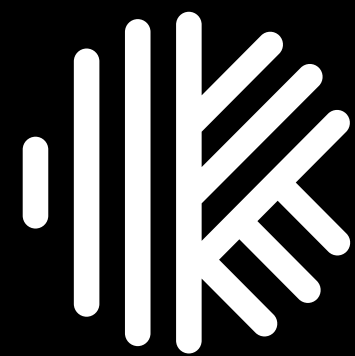
- **Balance the load:** Create a saved Kanban work view (using Sort By Assignee) to see & manage how much work is on each team member's plate.
- **Visualize the work:** Use work statuses in Kanban work view (using Sort By Status) to monitor & manage work at a high-level.
- **Keep your clients informed:** Institute a tax tracker to automatically update clients as their work moves through critical stages.
- **Identify & manage bottlenecks:** Use Work Insights to drill down on Work Statuses. Review statistics to identify your bottlenecks & high variability.
- **Monitor your tax burndown:** Use Karbon Practice Intelligence to visualize your tax season and see how you are trending towards your final goal.





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KARBON^{API}



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**Karbon
Tax Tracker**



Tax Tracker

* Requires Karbon Tech ASP

The image displays five overlapping email screenshots from paul.mccarthy@karbonhq.com, each showing a different stage of the 'Tax Tracker' process. Each email includes a 'Tax Tracker' progress bar with steps: Document, Verify, Prepare, Review, File, and Complete. The progress is indicated by green checkmarks in boxes above each step.

- Tax Tracker Update - Verifying:** Shows the 'Verify' step as the current active step. The progress bar has a checkmark in the 'Verify' box and empty boxes for 'Document' and 'Prepare'. The text below the bar says 'Verify' and 'We are verifying the documents you have'.
- Tax Tracker Update - Prep:** Shows the 'Prepare' step as the current active step. The progress bar has checkmarks in the 'Document' and 'Verify' boxes, and an empty box for 'Prepare'. The text below the bar says 'Prepare' and 'We are currently preparing your tax'.
- Tax Tracker Update - Review:** Shows the 'Review' step as the current active step. The progress bar has checkmarks in the 'Document', 'Verify', and 'Prepare' boxes, and an empty box for 'Review'. The text below the bar says 'Review' and 'We are reviewing your tax return as part'.
- Tax Tracker Update - File:** Shows the 'File' step as the current active step. The progress bar has checkmarks in the 'Document', 'Verify', and 'Prepare' boxes, and an empty box for 'File'. The text below the bar says 'File' and 'We are finalizing your tax return v'.
- Tax Tracker Update - Completed:** Shows the 'Complete' step as the current active step. The progress bar has checkmarks in all six boxes: 'Document', 'Verify', 'Prepare', 'Review', 'File', and 'Complete'. The text below the bar says 'Complete' and 'Your tax return is complete'.

Get the Tax Tracker by emailing your success manager or support@karbonhq.com.

Monitor your bottlenecks & burndown



10 tips to optimize your tax season

- **Balance the load:** Create a saved Kanban work view (using Sort By Assignee) to see & manage how much work is on each team member's plate.
- **Visualize the work:** Use work statuses in Kanban work view (using Sort By Status) to monitor & manage work at a high-level.
- **Keep your clients informed:** Institute a tax tracker to automatically update clients as their work moves through critical stages.
- **Identify & manage bottlenecks:** Use Work Insights to drill down on Work Statuses. Review statistics to identify your bottlenecks & high variability.
- **Perform long-term capacity planning:** Get a leg up on next season. Conduct long-term capacity planning to model the work and resources required.



Operations Management Planning Horizons

Now

Near-term

Mid-term

Future

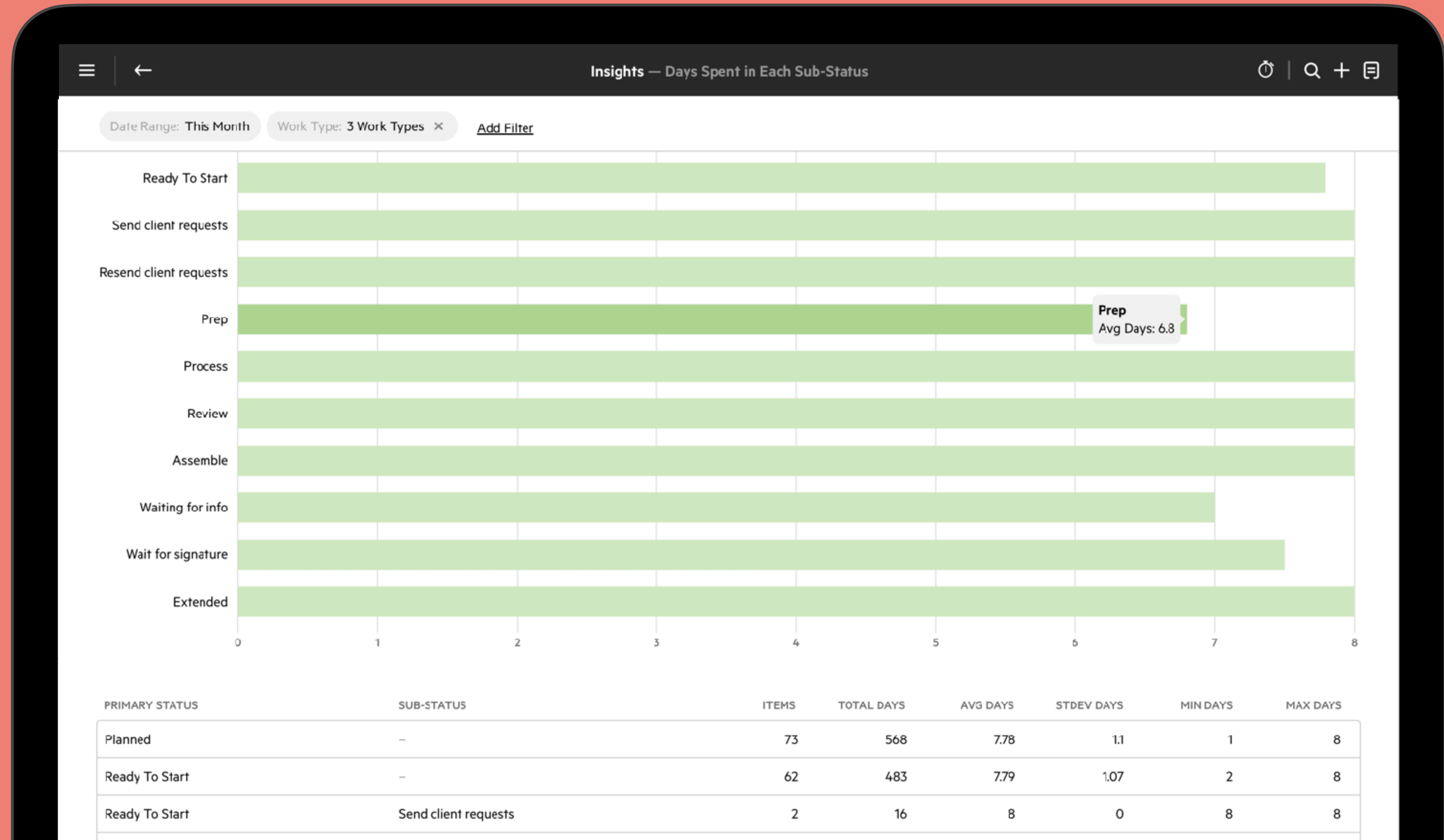


Capacity planning

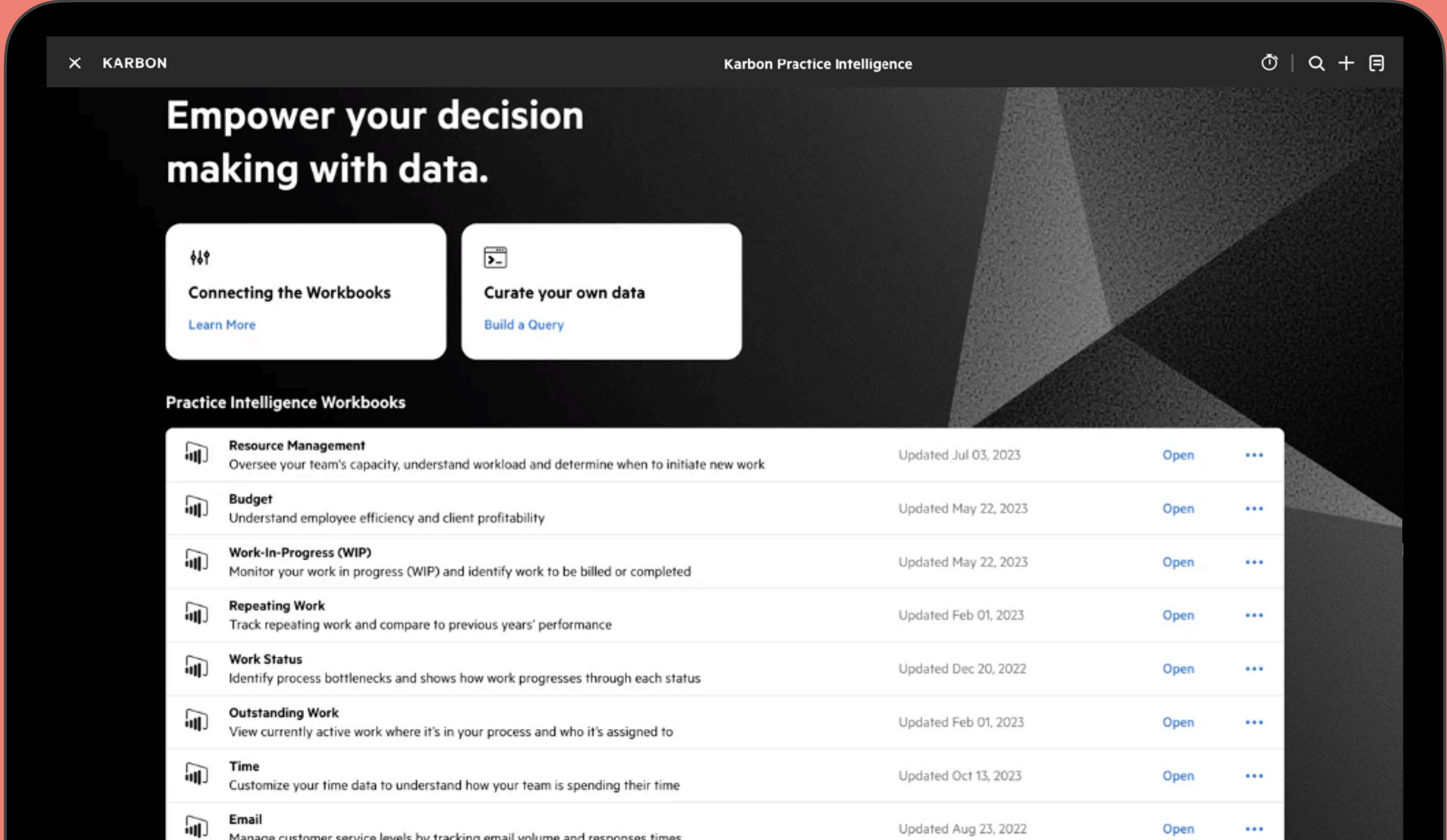
- **Role:** *Manager and Leadership.*
- **When:** *This month (and next period).*
- **Pre-activity:** *Review current work / utilization / capacity, and next period's steady state work / utilization / capacity.*
- **Post-activity:** *Re-balance existing work between staff members, train / cross-train / promote / hire staff, and re-prioritize work or activities between staff.*
- **Area of Karbon:** *Time (timesheets, utilization), Saved Views of Work (kanban), custom reports (using Work/Time exports), and Karbon Practice Intelligence.*



Work Insights: Find your bottlenecks by looking at work status statistics.



Practice Intelligence: Empower your decision making with data & workbooks.



Accelerate your decision making with Karbon Practice Intelligence.

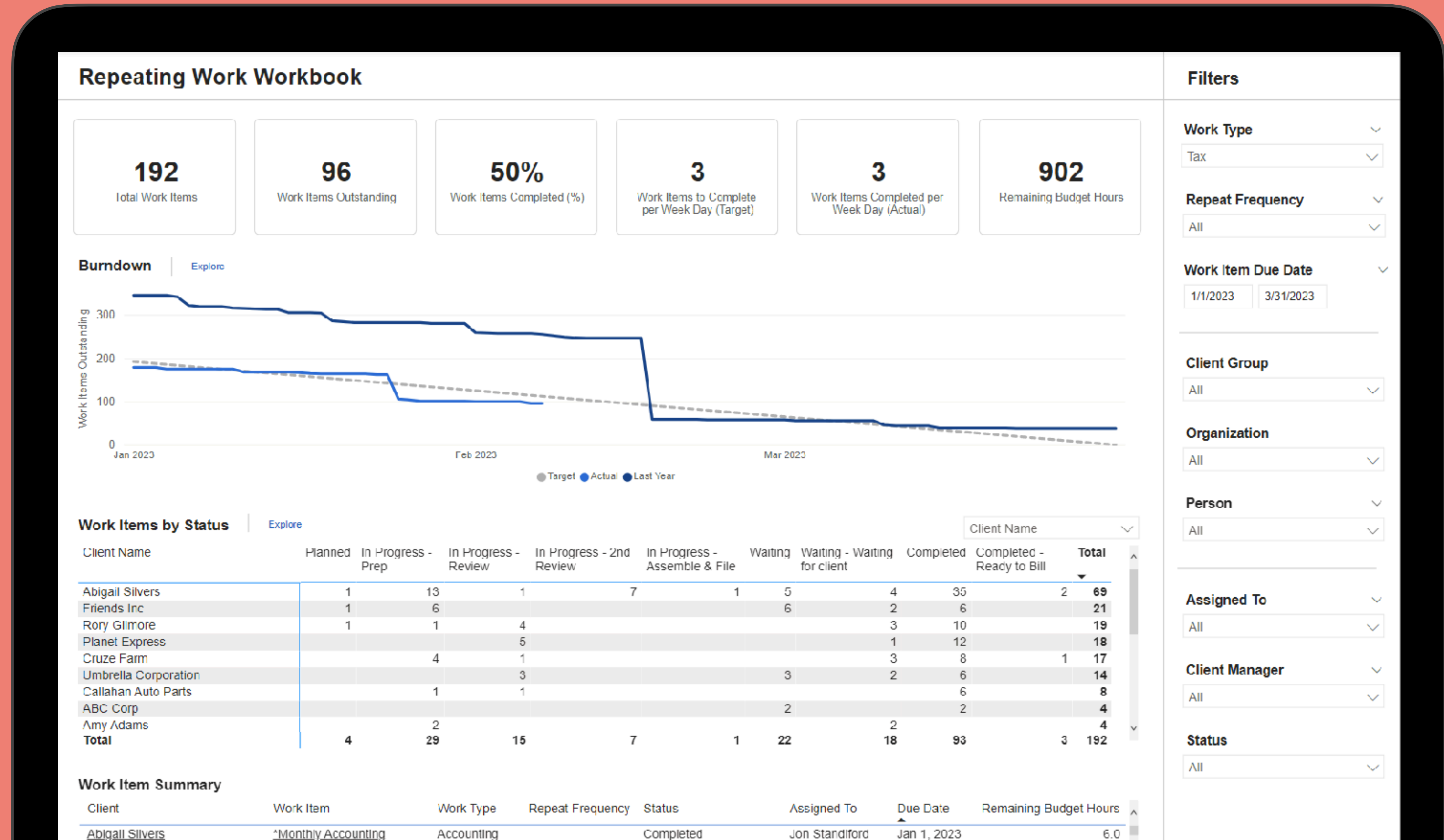


Workbooks include:

- Resource Management
- Budget
- Work-in-Progress
- Repeating Work
- Work Status
- Outstanding Work
- Time
- Email

And more coming.

Repeating Work: Review your yearly tax burndown to ensure you make it.



Tax questionnaires

StanfordTax

Tax front-office

Liscio



Tax working papers & calcs

Tallyfor



Tax online

Intuit ProConnect



Tax resourcing

Paro

PARO

Karbon Webinar



Current CPA Firm Challenges

2022 PCPS CPA Firm Top Issues

	Sole practitioners	2-5 professionals	6-10 professionals	11-20 professionals	21+ professionals		
1	Challenges when working with the IRS	Challenges when working with the IRS	Challenges when working with the IRS	Finding qualified staff	Finding qualified staff		
2	Keeping up with changes and complexity of tax laws	Keeping up with changes and complexity of tax laws	Keeping up with COVID relief programs	Finding qualified staff	Challenges when working with the IRS	Retaining qualified staff	
3	Keeping up with COVID relief programs	Finding qualified staff	Keeping up with COVID relief programs	Developing the next generation of firm leadership	Challenges when working with the IRS		
4	Seasonality/layering of deadlines	Seasonality/layering of deadlines	Developing the next generation of firm leadership	Keeping up with changes and complexity of tax laws	Keeping up with changes and complexity of tax laws	Developing the next generation of firm leadership	Staff comp. and rewards programs
5	Keeping up with changes in technology and managing associated costs	Keeping up with changes in technology and managing associated costs	Seasonality/layering of deadlines	Retaining qualified staff	Maintaining staff connectivity and morale		

Current CPA Firm Challenges (Part 2)

	2021	2022	% change
# of U.S. Accountants & Auditors at Firms ^[1]		-300,000	17% decrease
# of BAs in Accounting ^[2]	57,500	52,500	9% decrease
# of CPA Exam Sections Completed ^[3]	217,000	191,000	12% decrease

[1] - [WSJ](#) - "Tax Season is Coming..."

[2] - [WSJ](#) - "Why So Many Accountants are Quitting"

[3] - [2022 NASBA Annual Report](#)

What does Paro provide?

U.S.-based STAFF AUGMENTATION

- *Tax (Prep & Review)*
- *Audit & Assurance*
- *Client Accounting Services
/ Advisory (CAS/CAAS)*
- *Transaction Advisory
Services*



Pre-vetted, U.S.-based Experts

Only 2% of candidates pass our strict six-step vetting process, so you'll never waste time considering people who aren't up to the job.



Lightning-Fast Matching

Avoid weeks sifting through resumes and working out arrangements. Just tell us what you need, and we'll find the exact right talent and terms.



Plug-and-Play Onboarding

Paro experts know your software and the latest industry advancements, so they can jump in with minimal training to deliver immediate value.

What else should I know about Paro?

Benefits to your firm

- Strategic Relationship(s) with 250+ CPA firms (and similar professional services firms)
- Member of the BDO Alliance and other alliances/associations
- Presenting next week at Digital CPA in Las Vegas on “Solving the Capacity Challenge”
- *We’ve built a custom integration with **Karbon** for time tracking!*
 - **Seamlessly integrate Karbon data with Paro time tracking to simplify time, billing, and reconciliation(s).**
- Custom onboarding & project management
 - **Leverage our Client Success team to ensure proper onboarding to seamlessly integrate Paro experts to your firm, and manage accordingly in an ongoing fashion**



Q&A





PARO

Thank you!

alex@paro.ai

Wrap up



- 1. 10 tips to optimize this tax season**
- 2. Tax questionnaires (Stanford Tax)**
- 3. Tax front-office (Liscio)**
- 4. Tax working papers & calcs (Tallyfor)**
- 5. Tax online (Intuit ProConnect)**
- 6. Tax resourcing (Paro)**
- 7. Additional tips & tricks**

10 tips to optimize your tax season

- Download tax SOPs
- Leverage roles & queues
- Setup budgets & track time
- Automate the client chase
- Use FIFO/LIFO
- Balance the load
- Visualize the work
- Keep your clients informed
- Identify & manage bottlenecks
- Monitor your tax burndown

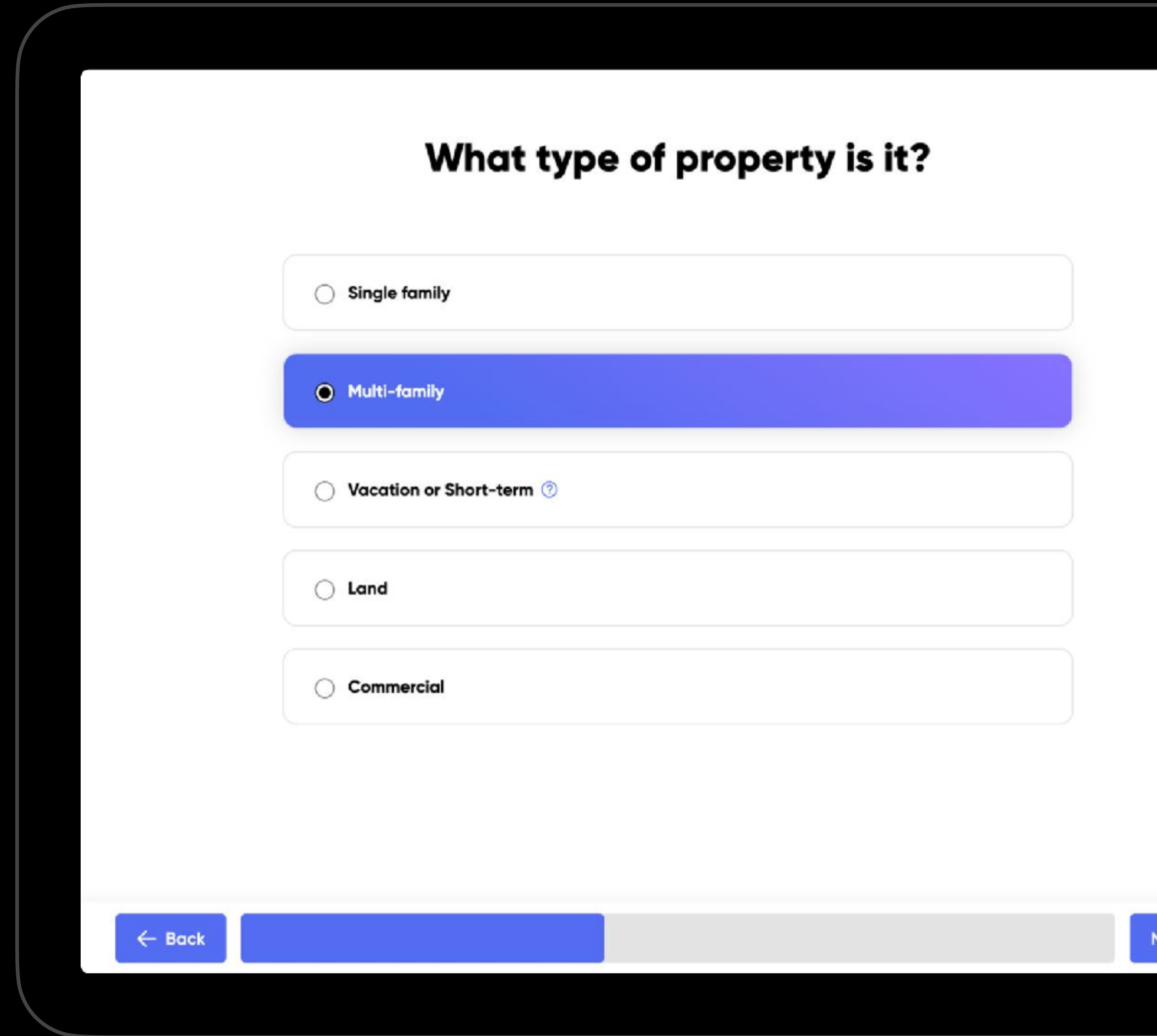


StanfordTax

Generate personalized
questionnaires for
your clients.

stanfordtax.com

BOOK A DEMO



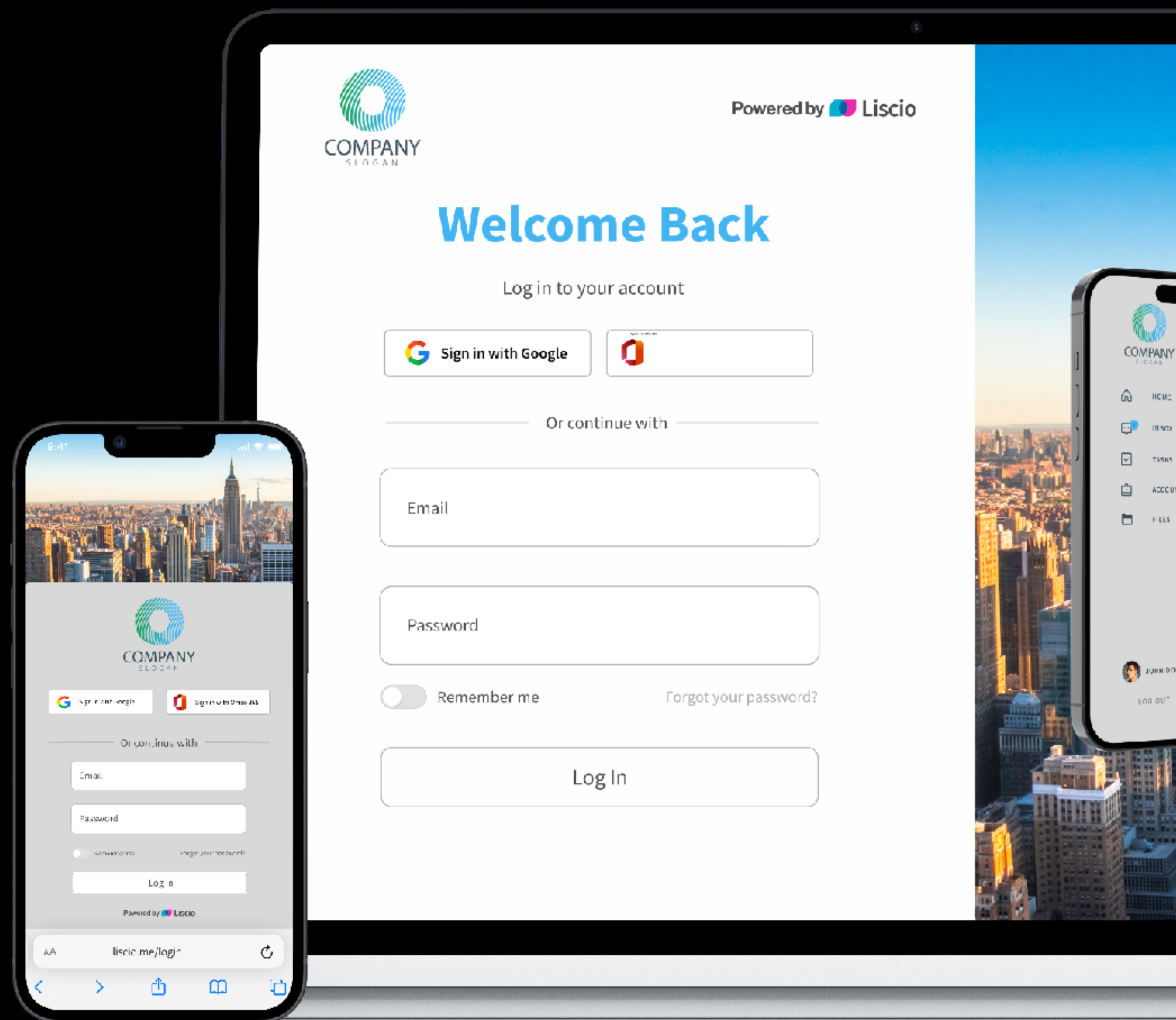


The Single Portal for Accountants

www.liscio.me

GET A FREE IMPLEMENTATION

* \$799 value. Must sign up by December 15, 2023.





U.S.-based Staff Augmentation *for* Your Firm

paroforcpafirms.com

LEARN MORE

AI Matching ✓

Client ✓

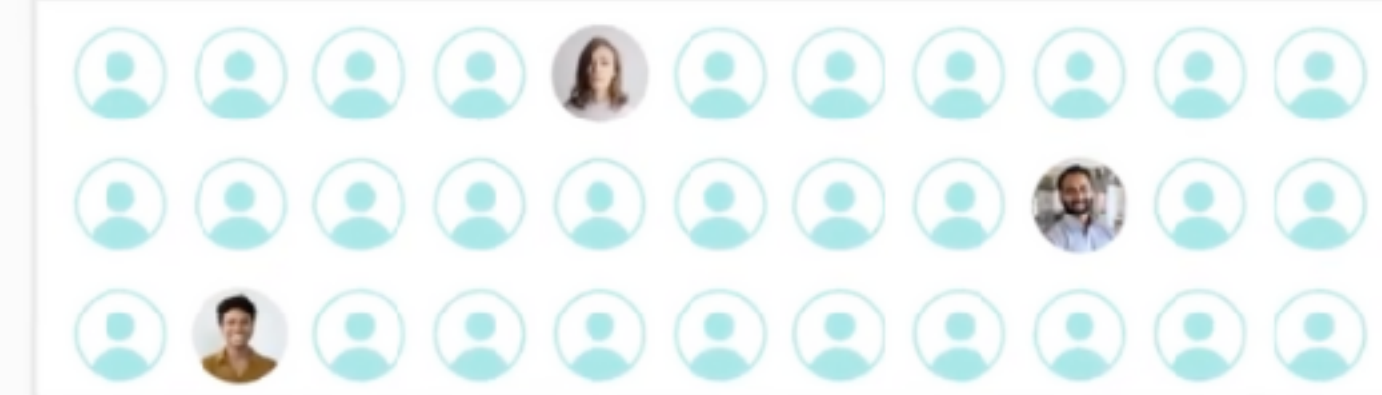
Service ✓

Skills ✓

Software ✓

Budget ✓

Start Date ✓



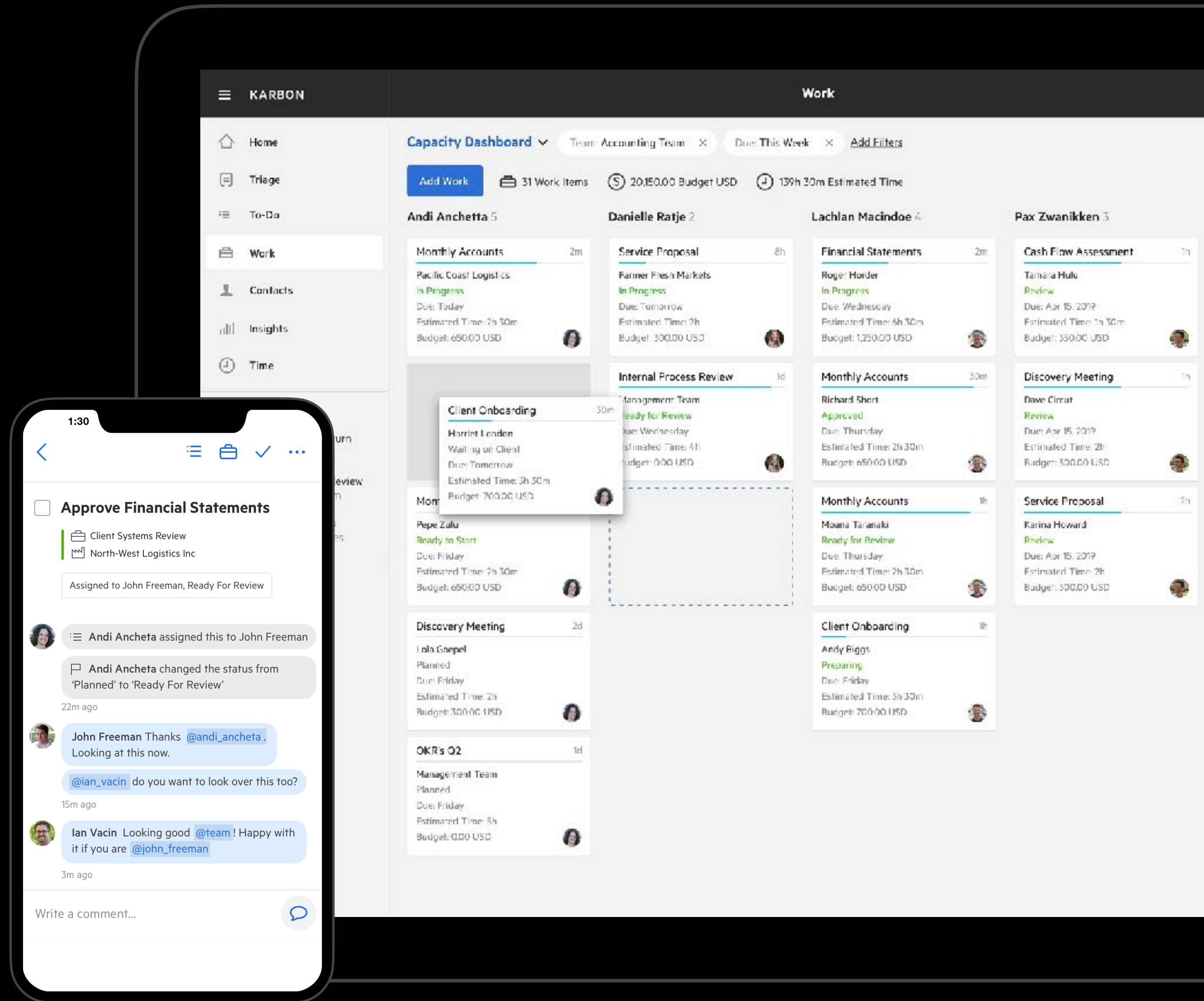
We'll find best-fit, U.S.-based
professionals **in seconds.**



Work Management Software for Accounting Firms

karbonhq.com

GET STARTED



Questions?



Thank you

Get started at karbonhq.com

Follow us on twitter [@KarbonHQ](https://twitter.com/KarbonHQ)

