



HINTONBURDICK
CPAs & ADVISORS

Cloud Based Business Tools

Office Locations

Richfield, UT
Cedar City, UT
St George, UT
Mesquite, NV
Gilbert, AZ

Presented by

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HintonBurdick CPAs & Advisors
www.hintonburdick.com

Agenda

1. QuickBooks

- a) Cloud vs. Local Install
- b) Managing your vendors (1099s)
- c) Managing your employees (W2s)...i.e., T-Sheets
- d) Managing your Revenue
- e) Reporting for Management, Reporting for Taxes.

2. Bill.com

- a) Automate your Expenses, and cash outflow

3. Divvy

- a) Budgets, proactive expense management.

QuickBooks

- Online

- Available anywhere
- Real-time integration with banks and apps
- Monthly Subscription pricing
- Simultaneous access for employees & accountant
- Auto backed up data.

- Desktop

- Local installation
- Industry specific reporting
- Upgrade every 3 years
- Multi-user access on Server installation
- Must have appropriate storage space
- Must complete backup for storage

Managing 1099s

- Expenses & Add Vendor
- Enter a Vendor
 - From scratch

Vendor Information

Company

HintonBurdick PLLC

* Display name as

HintonBurdick PLLC

Print on check as Use display name

HintonBurdick PLLC

Address [map](#)

63 South 300 East Ste100
Attn Candus Tibbitts

St. George

UT

84770

United States

Notes

 Attachments Maximum size: 20MB

Phone

(435) 628-3663

Mobile

Fax

Other

Website

Billing rate (/hr)

Terms

Enter Text



Opening balance

as of

07/17/2020

Account no.

Appears in the memo of all payments

Business ID No.

87-4895436

Track payments for 1099

Cancel

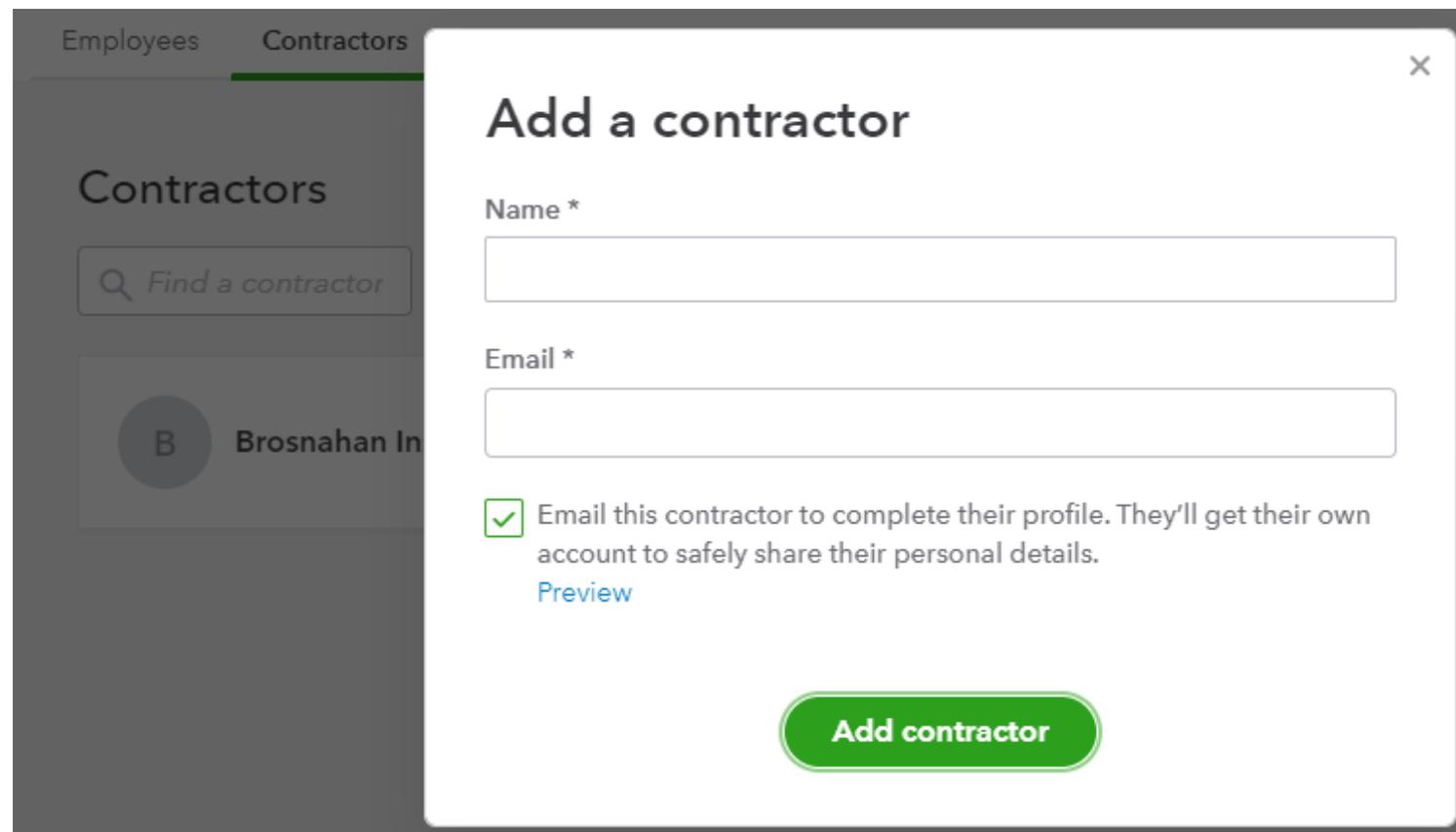
Make inactive

Privacy

Save

Managing 1099s continued

- Payroll & Contractors
- Add Contractor
 - Business Name
 - Email Address



The screenshot shows a software interface with two tabs: 'Employees' and 'Contractors'. The 'Contractors' tab is active. Below the tabs, there is a search bar with the placeholder text 'Find a contractor' and a magnifying glass icon. Below the search bar, there is a card for a contractor named 'Brosnahan In' with a circular profile picture containing the letter 'B'. A modal window titled 'Add a contractor' is open in the foreground. The modal has a close button (X) in the top right corner. It contains two text input fields: 'Name *' and 'Email *'. Below the 'Email *' field, there is a checked checkbox and the text: 'Email this contractor to complete their profile. They'll get their own account to safely share their personal details.' Below this text is a blue link labeled 'Preview'. At the bottom of the modal is a green button with the text 'Add contractor'.

Managing Employees

▼ Payroll Core

Add ~~\$45~~ \$22.50/mo
+ \$4/employee/mo

▼ Payroll Premium

Add ~~\$75~~ \$37.50/mo
+ \$8/employee/mo

▼ Payroll Elite

Add ~~\$125~~ \$62.50/mo
+ \$10/employee/mo

- Payroll Core
 - Next Day direct deposit
 - Automated payroll tax payment
 - Automated payroll form filing
 - Employee portal for check stub access & W2
- Payroll Premium
 - time tracking seamless integration
- Payroll Elite
 - HR Questions, compliance hiring best practices

Managing Revenue

- Estimate
 - Easy email ability
 - Easy review of pending, closed, rejected, and accepted

Estimate #1001 ? Help

Customer: Sonnenschein Family Store **\$362.07**

Closed Send later Cc/Bcc

1 linked transaction

Billing address **Estimate date** **Expiration date**

Crew #

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	
1	Design:Fountains:Rock Fountain	Rock Fountain	1	275	275.00	✓	🗑️
2	Design:Fountains:Pump	Fountain Pump	1	12.75	12.75	✓	🗑️
3	Design:Fountains:Concrete	Concrete for fountain installation	5	9.50	47.50	✓	🗑️

Managing Revenue - Invoices

- Easy conversion from Estimate to Invoices
- Progress billing by Dollar or by Percentage complete
- Email Capable to customer, tacking of receipt.
- Integrated merchant or ACH Processing

Send email

From

Craig's Design and Landscaping Services <quickbooks@notification.intuit.com>

To

Sporting_goods@intuit.com

Subject

Invoice from Craig's Design and Landscaping Services

Body

Dear Sasha Tillou,

Your invoice is attached. Please remit payment at your earliest convenience.
Thank you for your business - we appreciate it very much.

Sincerely,

Cancel

Managing Revenue – Getting Paid

Craig's Design and Landscaping Services
123 Sierra Way
San Pablo, CA 87999
noreply@quickbooks.com

INVOICE

BILL TO
Sasha Tillou
Freeman Sporting Goods
370 Easy St.
Middlefield, CA 94482

INVOICE # 1036
DATE 06/21/2020
DUE DATE 07/21/2020
TERMS Net 30

CREW #
105

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Sod	Sod	5	10.00	50.00
Soil	2 cubic ft. bag	5	10.00	50.00
Gardening	Weekly Gardening Service	3.50	25.00	87.50
Rock Fountain	Rock Fountain	1	275.00	275.00
Pump	Fountain Pump	1	15.00	15.00

Print Send and close

Activities

- 05/29/2020
49 DAYS AGO
- Jared Clawson Viewed this invoice.
05/29, 12:56 pm Mountain Daylight Time
- 05/28/2020
50 DAYS AGO
- Jared Clawson Viewed this invoice.
05/28, 1:30 pm Mountain Daylight Time
- Jared Clawson Viewed this invoice.
05/28, 8:01 am Mountain Daylight Time

Online payments

Cards     

Bank transfer 

You have payments

Select your preferred payment method. Customers can pay by credit or debit cards, and bank transfer.

[Learn more](#)

Reporting

Craig's Design and Landscaping Services

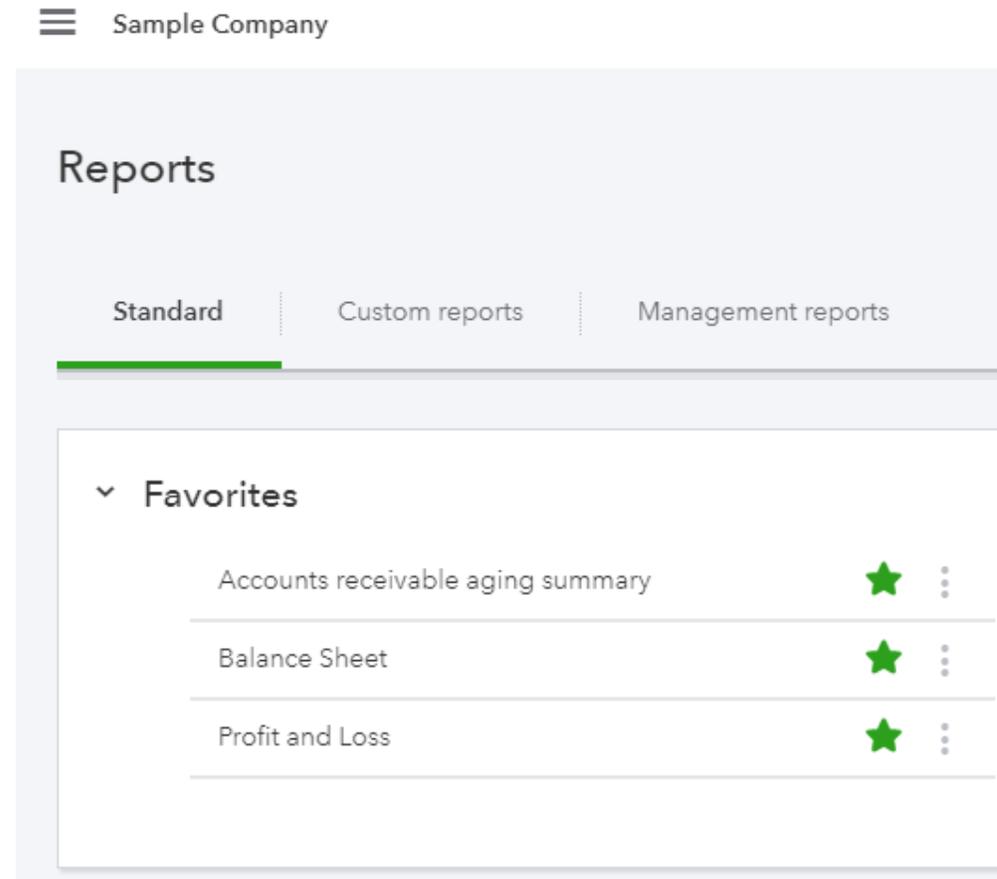
PROFIT AND LOSS BY CUSTOMER

January 1 - July 17, 2020

	AMY'S BIRD SANCTUARY	BILL'S WINDSURF SHOP	COOL CARS	DIEGO RODRIGUEZ	DUKES BASKETBALL CAMP	DYLAN SOLLFRANK	FREEMAN SPORTING GOODS
Income	\$630.00	\$260.00	\$2,194.00	\$140.00	\$422.00	\$337.50	\$0.00
Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GROSS PROFIT	\$630.00	\$260.00	\$2,194.00	\$140.00	\$422.00	\$337.50	\$0.00
Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET OPERATING INCOME	\$630.00	\$260.00	\$2,194.00	\$140.00	\$422.00	\$337.50	\$0.00
Other Expenses							
Miscellaneous							
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET INCOME	\$630.00	\$260.00	\$2,194.00	\$140.00	\$422.00	\$337.50	\$0.00

Reporting

- Balance Sheet
- Profit and Loss
- Account Receivable Aging
- Account Payable Aging



Bill.com

- Account Payable Process Cycle

- Receive bill
- Enter Bill
- Write Check
- Staple Stub to bill
- Mail Check with voucher

- Account Payable Process with Bill.com

- Email, Fax or drag drop bills into the inbox
- Electronically record to the accounting system
 - Virtual assistant detects and record up to 5 fields (Vendor Name, Invoice number, Invoice Date, Due Date, amount)
- Assign approver (if needed)
- Pay bills

Bill.com Search... M Nguyen Old Train Depot Restaurant - N NETWORK TO DO SETTINGS Help

Download the mobile app

Actions

Overview

Inbox 5

Documents

PRAYABLES

Vendors

Approvals

Bills

Payments out

RECEIVABLES

Customers

Invoices

Payments in

Bills to Pay

Approved, ready to be paid bills

[Approved bills](#) All unpaid

Overdue	Due 7 Days:	Due 7+ Days:	Total to pay:
\$1,729	\$0	\$456	\$2,185
4 BILLS	0 BILLS	1 BILL	5 BILLS

Open Invoices

All unpaid invoices (including Sent and Unsent)

Overdue	Due 7 Days:	Due 7+ Days:	Total owed:
\$55,170	\$0	\$0	\$55,170
18 INVOICES	0 INVOICES	0 INVOICES	18 INVOICES

Bill Approvals

People with bills to approve, and days waiting on their approval

APPROVER	ASSIGNED FOR:	0-3 DAYS	4-10 DAYS	10+ DAYS	TOTAL
		1 BILL \$3,400	0 BILLS \$0	0 BILLS \$0	1 BILL \$3,400

Payments In

Payments received and recorded in Bill.com

Today (0)	\$0
UPCOMING PAYMENTS	
Next 7 days (0)	\$0

Payments Out

Payments made through Bill.com

Today (0)	\$0
UPCOMING PAYMENTS	
Next 7 days (0)	\$0

This might be a duplicate

This invoice number is the same as an existing bill: 493 . Double check to avoid accidentally paying twice.

Page 1 of 1

Hacienda Design

8724A 7th Avenue
Fishers, Indiana 46235
Tel 713-224-4455
Emails Designs@HaciendaDesigns.com



INVOICE #493

3.8.2019

BILL TO

VENDOR NAME *

Hacienda Design

INVOICE NUMBER * *i*

493

PAYMENT TERMS

Due upon receipt

INVOICE DATE *

03/08/19

DUE DATE *

03/08/19

AMOUNT *

USD 675.00

APPROVERS *i*

All must approve before bills can be paid

Select approver

APPROVERS FOR THIS BILL

||| Michelle Schiffer *x*

Approvers

Approver has limited access, may view the PDF and approve the bill.

The screenshot displays the Bill.com 'BILL APPROVALS' interface. At the top, it shows the user 'M Schiffer' and the company 'Old Train Depot Restaurant - N'. The interface includes a search bar, navigation tabs for 'BILL APPROVALS' and 'VENDOR CREDITS', and summary statistics: 'TOTAL BILLS: 29' and 'TOTAL AMOUNT: USD 11,588.04'. A filter is set to 'Ready to approve: x'. Below this is a table of bills with columns for 'INVOICE #', 'VENDOR', 'DUE DATE', 'INVOICE DATE', 'BILL AMOUNT', and 'ACTIONS'. The table lists several bills, including one from 'Buffalo Restaurant ...' for USD 937.00 and another from 'Spencer Farms' for USD 633.00. A dropdown menu is open over the 'ACTIONS' column, showing options: 'Needs review', 'Duplicate bill', 'Incorrect bill detail', 'Deny', 'Audit trail', and 'Go to'. The 'Deny' option is highlighted with a mouse cursor.

INVOICE #	VENDOR	DUE DATE	INVOICE DATE	BILL AMOUNT	ACTIONS
782384	Buffalo Restaurant ...	09/28/18	09/28/18	USD 937.00	Approve
239373	Spencer Farms	09/28/18	09/28/18	USD 633.00 Payment scheduled	Approve
1	Nancy's Farm Fresh	10/07/18	10/07/18	USD 10.00 Paid	Approve
2018-11-01	Hacienda Design	11/01/18	11/01/18	USD 0.01 Paid	Approve
990333	Village meats	11/12/18	11/12/18	USD 12.00 Paid	Approve

Payments/Checks/ E-payments

✕ Pay Bill #493 Pay

PAYMENT DETAILS	
Select when you would like to send the payment, the bank account to send from and add a memo.	
PAYMENT AMOUNT *	PAYMENT PROCESS DATE *
USD 675.00 <input type="text"/>	03/18/19 <input type="text"/>
BANK ACCOUNT *	MEMO *
Chase Checking account *****3831 <input type="text"/>	Acct # 12345 - Inv #493

HOW WILL MY VENDOR GET PAID?	
Hacienda Design will be paid by ePayment	
Arrival date: 03/19/19	
We'll send an ePayment to their preferred bank account.	

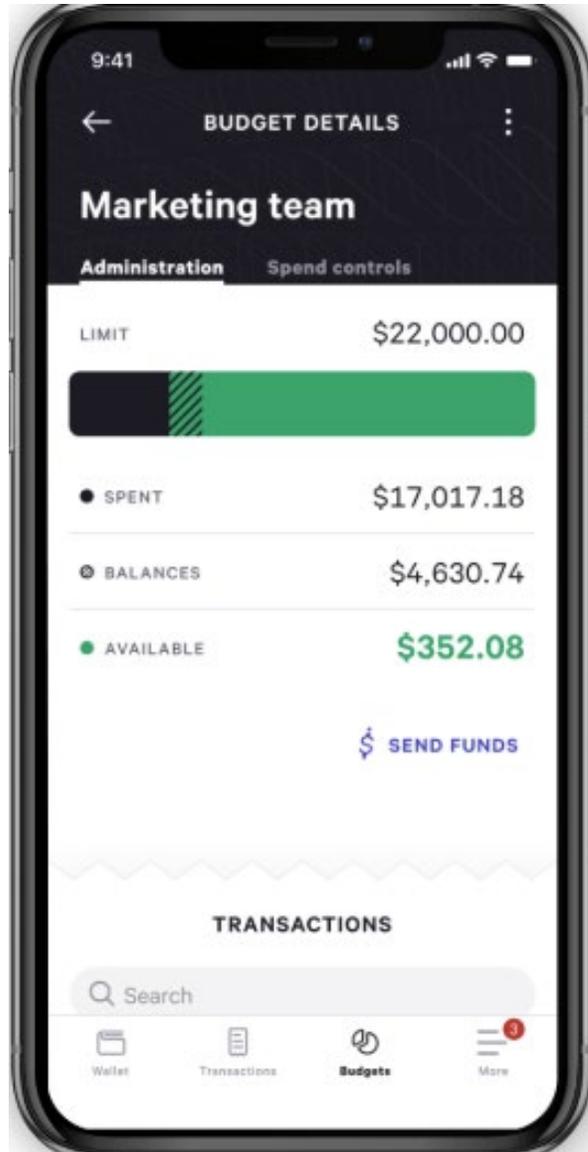
BILL SUMMARY	
VENDOR	Hacienda Design
INVOICE #	493
OPEN BALANCE	USD 675.00
CREDITS APPLIED	USD 0.00
DUE DATE	03/08/2019

PAYMENT SUMMARY	
EST. ARRIVAL <input type="text"/> <input checked="" type="text"/>	03/19/2019
PAYMENT METHOD	EPay
CREDITS APPLIED	USD 0.00
BILL PAYMENT AMOUNT	USD 675.00
<hr/>	
TOTAL PAYMENT AMOUNT	USD 675.00

Divvy



- Automatic expenses
 - Each time you spend, your transaction is automatically entered into Divvy. The result: no more end of month surprises.
- Control your money
 - See who has access to budgets and add or remove funds as needed. With Divvy, you're always in control.
- Smarter budgeting
 - Budgeting on Divvy couldn't be simpler. Easily manage and assign budgets to groups or individuals and see spend in real time.
- Visibility
 - Every time a Divvy card is swiped, the transaction is instantly visible to the spender, the budget owner, and the company admin.
- Rewards
 - You choose your rewards earnings based on your payoff schedule. Earn up to 7x points with Divvy Rewards.



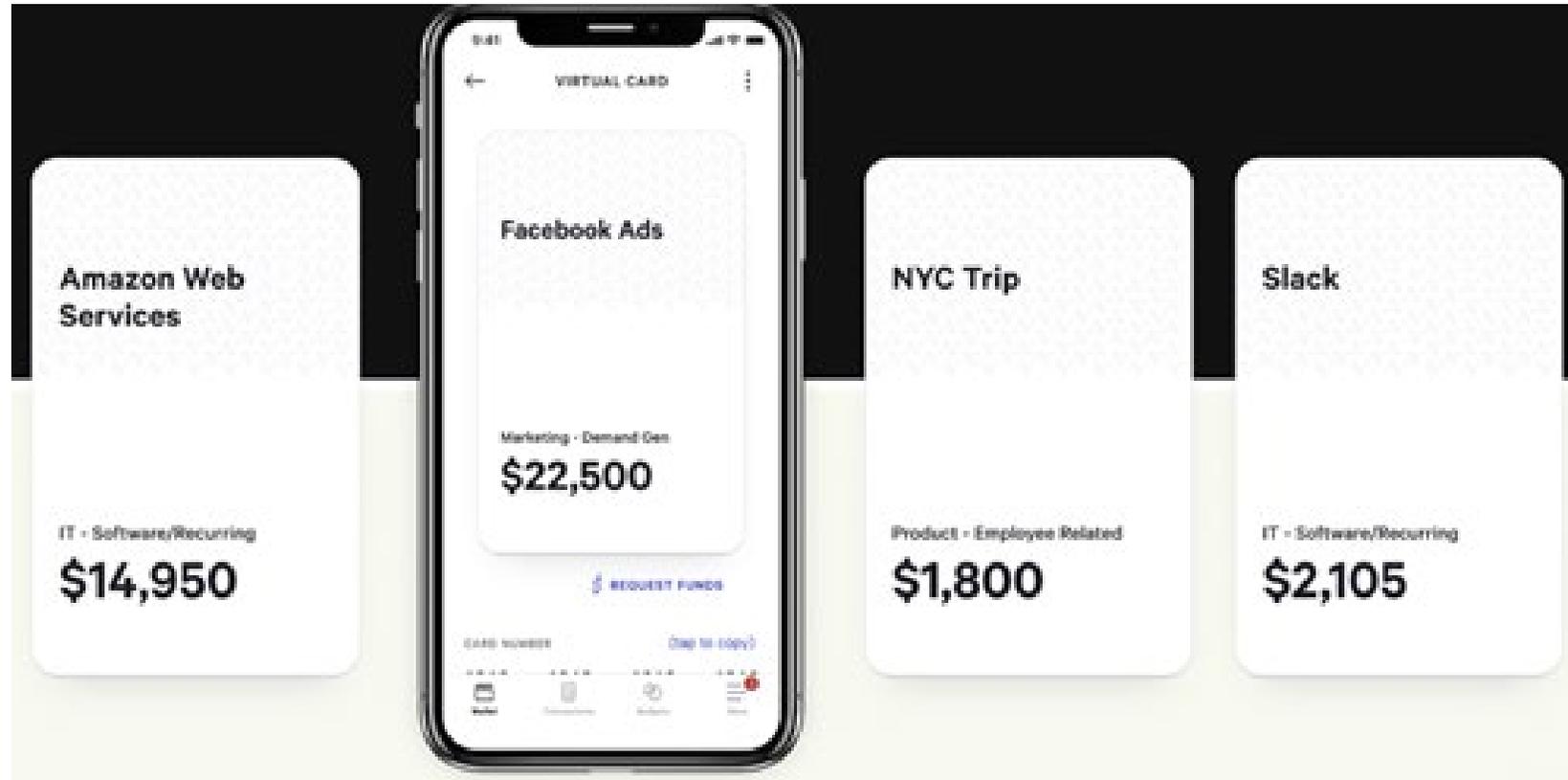
- Control your money
 - By employee
 - By department
 - By Job
 - By Customer
- Smarter budgeting
 - Give basic budgets
 - Expand budgets
 - Employee request for expanded budgets

Virtual Cards

A virtual card is a unique 16-digit card number that's digitally-generated and tied to your account.

Creating a virtual card in Divvy takes a couple seconds. Just choose a budget, set a limit, and you've got a new card number for any online purchase or subscription.

No redoing auto payments because your credit card was stolen.



No more card sharing

Everyone who spends for your company gets a Divvy card. You control the balance and they're empowered to spend.

Swipe to Books

Move transactions from card swipe straight into your accounting software with our QuickBooks Online integration.

See how we compare

		Concur	Expensify
Price	\$5/active user/month	\$9/report	\$20/user/month
Out-of-pocket reimbursements	✓	✓	✓
Mileage reimbursements	✓	✓	✓
Mileage calculator	✓	✓	✓
Two-step approvals	✓	✓	✓
Payroll deposit	✓	✓	✓
IRS rate updates	✓	✗	✗
Enforceable budgets	✓	✗	✗



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