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The QuickBooks Ecosystem for Professional Services

QuickBooks has a solution to accelerate your growth and boost profits and productivity with a portfolio of desktop and cloud-based financial and business management solutions, third-party apps*, and access to a network of experts and partners.

Thinking ERP for your next chapter?

Consider QuickBooks. We're ready to grow with you!



The QuickBooks Ecosystem provides an integrated operational hub that can help your professional services business **streamline everything from tracking revenue and expenses to time tracking and billing clients**. A true ERP alternative, QuickBooks interoperates with more than 600 applications¹ and key partners to provide the functionality you need **without the complexity and cost associated with ERP.**

Top-rated, customizable, and flexible enough to grow with you, QuickBooks helps you **automate and streamline financial operations,** including payroll, employee time tracking, field service management, job costing, financial reporting, marketing, and more.

^{*}Apps may require a third-party subscription. Third-party applications available on apps.com. Subject to additional terms, conditions, and fees.

Professional Services Industry Overview



Professional Services Business Landscape/Statistics

According to an industry report in <u>IBISWorld</u>, the professional services sector revenue is expected to increase 7.4% in 2021 due to the reopening of the economy and a renewal of spending by downstream business. The outlook is positive with recovery from the COVID-19 pandemic which caused a 4.1% decline in 2020.

Over the next five years to 2026, revenue is forecasted to grow, rising an annualized 2.4% to \$2.7 trillion. The demand for professional services may be driven in part by infrastructure spending by the federal government, continued investment by downstream businesses in IT technologies to make office processes more efficient and safeguard proprietary information and client privacy, a recovery in advertising expenditures, improvements in consumer spending, and other favorable trends in technology change, globalization, and environmental needs.

Market-trend-based strategies for the professional services market includes adoption of artificial intelligence tools, implementing virtual professional services, providing design services online, investing in data security technologies as well as adopting cloud-based technology software to make data-driven business decisions.

According to statistics published in 2019 by the Small Business Administration (SBA), about 20% of business startups fail in the first year. About 50% succumb to business failure within five years. By year 10, only about 33% survive. According to a recent study by U.S. Bank, 82% of the time, poor cash flow management or poor understanding of cash flow contributes to the failure of businesses. New business owners frequently lack relevant business and management expertise in areas such as finance, purchasing, selling, production, and hiring and managing employees.

The Business Research Company's <u>professional services industry report</u>, indicates some of the top opportunities in the professional services market will gain \$1,602.0 million of the global annual sales by 2025, and the top opportunities within this segment will arise in the architectural, engineering consultants and related services segment, which will gain \$437.0 million of the global annual sales by 2025.



Midsize professional service businesses are looking at digital solutions to transform their business and address their needs.

87%

of digital leaders agree their organization's ability to compete in the market is greatly dependent on the flexibility of their technology architecture²

74%

Rate "ease-of- use" as very important when evaluating technology ³

45%

say they can't implement new digital tools at the speed management expects.⁴

Professional Services Business Needs

Digital Transformation

Digital transformation in the professional services industry is a critical component of creating, sustaining, and growing a business/brand. In a highly competitive space, professional service firms must be able to quickly adopt new technology to ensure they are using the most sophisticated solutions to improve efficiency, save time and money, increase employee productivity, provide deeper insights into business operations, improve decision-making, and ultimately customer satisfaction.

Many midsize professional service firms often have lean budgets, spread across many competing goals. Taking proactive steps to transform your financial management software will help your business grow and scale sustainably and is an investment that can help set the stage for future success.

QuickBooks offers customized financial management solutions and marketing automation solutions through partnerships with best-in-class, third-party apps to solve the five most common challenges facing professional service businesses, including:

- Maximizing billable hours
- Hiring and training
- Acquiring new clients
- Planning for ongoing demands
- Cash flow management



Professional Services Firms Need a Financial Management Platform that will provide:

- <u>Fast, streamlined payroll</u>
- Access to HR benefit information directly from payroll accounts
- Automate time tracking of billable and nonbillable hours
- Integrations with best-in-class, third-party apps*
- Online, outsourced bookkeeping
- Easier payment processing
- Access to business funding when needed

Without these capabilities in place and accessible, these challenges can stymie your businesses' ability to compete. Some professional service firms are turning to enterprise resource planning (ERP) software suites, which are often extremely expensive, complicated to run, and have an array of capabilities that you may never use but still have to pay for.

QuickBooks Solutions for the Professional Services Industry offers an alternative to ERP--a user-friendly, financial management solution that can:

- Improve your efficiency, productivity and insight, while giving you total flexibility to scale up or down as needed
- Integrate with best-in-class, industry-specific, third-party apps* for a full-service comprehensive solution
- Help you see immediate and long-term value from your investment



Familiarize yourself with specific professional services <u>industry terms</u> in the appendix

Professional Services Business Challenges

- Complex Billing/Schedules for Receiving Revenue. In professional service-based businesses, revenue recognition is not as simple as buying/selling products. Payment structures can vary, such as billable vs. non billable hours, or retainer monthly payments
- Proactive Cash Flow Management. Having a clear view of your cash flow is important so you know how much money is coming in and going out of your business, as often times Professional Services businesses end up waiting on client payments. Expenditures shouldn't exceed the company's profit. Cash management should be a critical skill for any Professional Services business along with proper recognition and deferral of project-based revenue.
- Capturing/Tracking Billable Hours. Billing clients can be tricky and time consuming without proper time tracking procedures and system in place. It can be hard to get paid for all the time spent working on a project or for various clients and can be challenging to invoice without specific and easily accessible job codes or custom fields.
- Maximizing/Managing Non-Billable Hours. This can be a challenge without a method to quantify total costs for projects. Businesses need a way to track time spent on administration, business development, etc.
- **Easy Way to Accept Payment in the Field.** Professional Services companies need a way to accept payments while in the field.
- Providing Accurate Estimates/Proposals. When putting together estimates or proposals, it's difficult to give accurate time/pricing costs without exact data on similar jobs performed in the past. Often it is quesswork.
- Technology Challenges. Use of excel spreadsheets deters from ability to increase productivity and efficiency and improve collaboration and visibility. Spreadsheets are time-consuming, manual, and provide siloed and scattered information across individual desktops. Failure to embrace technology makes it difficult for Professional Service businesses to keep up with competitors. The right technology is indispensable and will address client needs and operations, enhancing the efficiency of your company.

- Acquiring New Clients. A constant challenge is maintaining existing clientele while searching for new clients. Though it is important to maintain the ongoing client relationships, it is crucial to add on new clients to stay current, boost your revenue, and keep your team agile. You want a solution that integrates seamlessly with marketing automation and Client Relationship Management (CRM) software
- Need for Real-Time Data. Real-time data and visibility of clients, projects, and resources are essential to develop new service offerings and expand the business. Professional Services businesses require complete visibility across important metrics such as customer satisfaction, performance analytics, and project implementation, execution, and delivery, all in one place. This makes it easier to identify the best opportunities and respond and react faster to changes in the market.
- Scheduling. Missed shifts or miscommunication with scheduling can cause time or money. Need an easy way to create or edit schedules and push notifications to employees of any changes.
- Budgeting. A monthly budget is critical for your professional services business, but you can't do that if you don't have detailed records of your expenditures as well as sources of income.
- Forecasting. Consistent financial records are necessary in order for you to be able to create realistic forecasts that you can use to plan future projects and expenditures. This is particularly important if you're looking to expand your business in the near future.
- Tax Compliance. When your bookkeeping and accounting are off, your financial records become inaccurate, which then affects how your taxes are reported. If an audit is conducted and the mistake is caught, you could be facing serious penalties.

Industry-specific API integration partners that connect to marketing automation, CRM and revenue recognition software

Merchant Services provide professional service companies with easy ways to accept payments in the field. Our Pay Now link makes reconciliation almost non existent.

One true **source of data** via partnership with a company that provides a **holistic picture** of your firm's performance. By **aggregating profitability analytics** into one **dashboard**, business owners can gain insights into **metrics** broken out by individual **clients**, **projects** or entire business performance.

Track all your bills in one place with Bill Tracker and accept credit card payments on any mobile device.

Enables easy **budgeting**, **forecasting** and **tracking** income and expenses for all your clients and projects.

Save time, get paid faster, and reduce data entry with **batch actions, real-time reporting, and accelerated invoicing** QuickBooks
Differentiators for
Professional
Services

Ability to create **workflows** with **user specific** access and up to 25 users

Comprehensive reporting, helps you track your business performance at a glance and make better decisions. Your revenue items will be synced properly by client so reports can be generated on key metrics.

Time Tracking/Scheduling add-on allows you to closely manage costs by efficiently tracking time-even with a mobile workforce are on the go--and paying expenses by individual jobs with ease

NOTE: Feature availability varies by product and platform. Additional fees may apply.

Key Benefits for Professional Services

Consulting Firms

From IT to HR, QuickBooks Online Advanced helps **keep costs in line and grow profitability**. Track every dollar through our **Financial Hub** with robust general ledger functionality and end-to-end project management--from estimate to payment. Gain **better visibility over billable hours, project resource availability, and utilization**. Get **customizable job costing and invoicing** for complex contract terms. Keep a pulse on top money makers and spot trends with a **revenue streams dashboard**. **Get paid faster with batch invoicing*** and **manage expenses in less time with batch expensing*.**

Service-Based Businesses

From building services to landscaping services, QuickBooks Online Advanced helps service-based business save time with reduced data entry with batch actions, real-time reporting, and accelerated invoicing.* Track time and expenses efficiently to reduce administrative workload for highly paid specialists.

Seamlessly integrate with field services apps* like Intuit Field Service

Management and ServiceM8. Track your business performance at a glance and make better business decisions with comprehensive reporting. Save time and eliminate repetitive tasks by importing hundreds of invoices at once with batch invoicing.* Closely manage costs by tracking and paying expenses by individual jobs with ease. Improve time tracking and scheduling of your mobile workforce with a seamless integration with QuickBooks Time.

Architectural and Engineering Firms

QuickBooks Online Advanced helps architectural and engineering businesses deliver greater insights on a project-by-project basis so they can **gauge profitability, reduce costs, and grow their business. Reduce administrative costs by efficiently tracking time and expenses**—even when staff are on the go.

- Power your professional services business with real-time insights, project profitability, automated workflows to keep costs in line and grow profitability.
- Financial hub where consultants can track every dollar with robust general ledger functionality and end-to-end project management, from estimate to payment.
- Better visibility over billable hours, project resource availability, and utilization.
- Customizable job costing and invoicing for complex contract terms.
- Keep a pulse on your top money makers and spot trends with a revenue streams dashboard.
- Get paid faster with batch invoicing and manage expenses in less time with batch expensing*.
- Save time and reduce data entry with batch actions, real-time reporting, and accelerated invoicing*.
- Track time and expenses efficiently to reduce administrative workload for highly paid specialists--even on the go.
- Seamlessly integrate with industry-specific third-party apps like Intuit Field Service Management and ServiceM8, MailChimp and FlowRev
- Track your business performance at a glance and make better business decisions with our comprehensive reporting.
- Closely manage costs by tracking and paying expenses by individual jobs with ease.
- Gain greater insights on a project-by-project basis so you can gauge profitability, reduce costs, and grow your business.

Conversation Starters

Professional Services Qualifying Questions

- 1. How has your business endured throughout the pandemic? Have you had to pivot and make changes to adapt? What changes have you implemented?
- 2. Are you currently using QuickBooks or another accounting system? (If not, QuickBooks, ask:)
- 3. What are your biggest challenges with your current system?
- 4. Are you having any challenges with revenue recognition? What types of payment structures do you have? Do you bill hourly or on monthly retainers for your clients? (We have industry-specific API integration partners that connect to revenue recognition software)
- 5. How do you track billable vs. non billable hours? (QuickBooks Time add-on can help)
- 6. Do you run profitability reports currently? How easy is it for you to run daily, weekly, monthly, quarterly reports?
- Are you able to get all your metrics in one dashboard? (Through our partner, you get one true source to aggregate profitability analytics into one dashboard to gain insights into KPIs)
- 8. (If applicable) Do you have a way to collect payments in the field? (Our Merchant Services and Pay Now Link makes this easy and avoids reconciliation)
- 9. On a scale of 1-10, how effectively are you controlling labor costs?
- 10. What software are you currently using for payroll? Time tracking? Scheduling? (Pay your employees with integrated payroll, taxes, health benefits, workers comp and more with both QuickBooks desktop and online. Save about 5% on payroll, reduce payroll processing hours by about 3% and increase billables by 11% with our time tracking solution)¹³
- 11. Does your current system allow you to integrate with key apps for the professional services industry? (Connect seamlessly with the current apps you already use to keep your business running smoothly)

Florev <u>DocuSign MailChimp Salesforce</u> <u>Bill.com BigTime</u> <u>Hubspot</u> <u>Mavenlink</u> Karbon QuickBooks Time



Key Solutions for Professional Services Industry

QuickBooks helps:

- Maximize and manage cash flow with accounting
- Manage payroll and labor costs to stay on budget.
- ✓ Easily track income and expenses
- Increase profitability by getting paid for every minute worked (hourly or value pricing) and quantify true cost by tracking billable and non billable hours
- ✓ Generate clear reports with actionable insights

Easy-to-Use

Get up and running easily with an intuitive interface and simple data migration.

Get Live Bookkeeping Help*

QuickBooks Live lets you chat with a bookkeeper to review your books, run reports, and even help with bank reconciliations—giving you more time to run your business. Sold separately.

Automate Bill and Invoice Approvals

Make manual approvals a thing of the past. Automate your accounting system by using **customized workflow templates** to streamline repetitive billing and invoicing tasks. Only available in QuickBooks Online Advanced

Run Specific Reports

At the end of the day, accounting is all about getting the information you need to make smart decisions. That means seeing a **comprehensive picture of your entire business financials** presented the way you want.

Gain Insights

Gain even more insight by viewing built-in bookkeeping reports that compare performance between periods. Quickly access a profit and loss report that shows how much you spend on each expense category so you can quickly make smart decisions for your business.

Manage Labor Costs

QuickBooks Time and QuickBooks Payroll (both sold separately) let employees easily log their hours for approval. Easily run reports to see trends—like weekly and monthly pay differences or payroll costs by client account—so you can make any necessary adjustments quickly. See how many hours you are paying in OT and get real-time alerts to overtime pay.

Financial Hub where consultants can track every dollar with robust general ledger functionality and end-to-end project management, from estimate to payment. Better visibility over billable hours, project resource availability, and utilization.

Allow Accountants Instant Access to Your QuickBooks Data

With **QuickBooks Online Advanced,** your accountant always has instant access to your account to answer questions, fix problems, and help prepare your taxes. Invite your accountant to login so they can work on your books without leaving their office. Plus, accountants receive a free version of QuickBooks designed specifically for them, called QuickBooks Online Accountant, making it even easier for them to work with you.*

Access to Reporting Our comprehensive management reporting and financial analysis tool takes the data from your QuickBooks account and visually lays it out in an easy-to-understand, interactive report to help you pinpoint how to grow your business. Gain insights into profitability, cash flow, and other unique KPIs that matter to your business.

Customizable User Permissions

Not everyone needs access to the same data. **Users only see what information you give them access** to within your QuickBooks account.

Get VIP Member Service

QuickBooks Priority Circle* connects you with a dedicated account team, in-depth training and 24/7 premium technical support. (Available with paid subscription to QuickBooks Online Advanced).

Sign in Anywhere, Anytime*

QuickBooks Online is in the cloud, so there's no need to download anything. Sign in from your web browser or get a Mac/Windows app to run the software even faster.

The QuickBooks Ecosystem: Helps Businesses Thrive by Offering Customized Solutions



QuickBooks Payroll

Experience a flexible and painless payroll experience with both QuickBooks Desktop-Assisted and QuickBooks Online Payroll versions. Pay your employees with integrated payroll, taxes, health benefits, workers comp and more. Tackle payday with complete confidence with Auto Payroll, Same-Day Direct Deposit and advanced mobile time tracking by QuickBooks Time.



QuickBooks Payments

Accept credit card payments and debit cards online. Take contactless, in-person payments with our mobile app and card reader. Let customers pay digitally. Set recurring invoices to be automatically sent and paid. Pair Payments with a QuickBooks Cash bank account for instant deposit at no added fee, if eligible, and a seamless way to spend, stash and grow your money from one place.



QuickBooks Time

Collecting and calculating employee hours is one of the most time-consuming, yet essential aspects of running a business. From gathering and correcting timesheets to manually entering employee time, payroll can eat away at hours that could be better spent in other areas of your business. QuickBooks Time's time tracking solution streamlines payroll and saves money with features like mobile app, tablet-optimized time clocks, and overtime alerts.



QuickBooks Capital

Get the business funding you need when it matters to fund your future with our term APR and marketplace APR loans. QuickBooks Capital uses your QuickBooks data to find the right funding at the best rates to grow your business. We work with trusted partners to make it easy to match you with the right provider and get funding in as fast as one day.



QuickBooks Commerce

List and manage your products/services across multiple channels to increase brand awareness and grow your customer base. Track inventory and fulfillment across multiple sales channels and locations in one place. Seamless integration across all major e-commerce platforms ensures product listings, orders, and data stay up to date.



QuickBooks Live

QuickBooks Live Bookkeeping is an online booking service that connects business owners with trusted, QuickBooks certified virtual bookkeepers. Your bookkeeper takes the lead on everyday bookkeeping and runs essential reports so you can focus on your business.



Premium Business & 3rd Party Industry-Specific App Integration

Easily integrate with best-in-class apps for businesses like Bill.com, Salesforce, Hubspot, DocuSign, and more. Easily connect with hundreds of industry-specific apps.



QuickBooks Solutions Providers

Expertise you can trust from our network of independent QuickBooks-certified Solutions Providers offer valued-added technical and business services to help mid-market businesses scale confidently and customize QuickBooks for their unique needs, such as data migration, application integration, accounting and IT consulting, complex workflows, custom reporting needs, system integrations and set up, training and support.



QuickBooks

Key Benefits Statements & Accolades

- 600+ active third-party business and industry-specific apps to help mid-market companies run their businesses more efficiently.¹
- Serving midsize businesses since 2005
- Intuitive, easy-to-use interface
- Dedicated support & training to help midsize businesses scale quickly
- Agile and flexible solutions with integrated custom tools to simplify the complexities of your business and grow with you as your business scales
- End-to-end solutions to connect data, people, and processes to streamline and simplify operations and fuel growth

- QuickBooks is trusted by over 245K mid-sized businesses⁶
- QuickBooks Online Advanced was named on G2's 2021 lists for: High Performer for Mid-Market, Top Products for Finance, and Leader⁷
- QuickBooks Online Advanced has higher user recommendation ratings than Sage Business Cloud, MS Dynamics, NetSuite, and others⁸
- QuickBooks Desktop Enterprise is more likely to be recommended than Sage 100/300, Oracle Netsuite and Microsoft Dynamics⁹
- QuickBooks Desktop Enterprise is the highest rated mid-market reporting and analytics solutions¹⁰





QuickBooks Time

- Over 75,000 5-star reviews¹¹
- Save 4% on Payroll Increase billables by up to 10% Reduce payroll processing by about 2 hours 5
- Improved compliance with real time gps location, geofencing and biometric facial recognition
- Increase productivity with enhanced workforce visibility with GPS and real time job & location tracking
- Build employee schedules by jobs or shifts. Quickly and easily edit, publish, and share the schedule
- Mobile time clock app allows you to submit and approve employee time from virtually anywhere



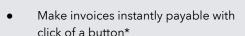
QuickBooks Payroll

- Approve timesheets, pay your team and create invoices on the go*
- Set payroll to run automatically and focus on your day-to-day*
- We'll calculate, file, and pay your payroll taxes for you*
- Tax penalty protection if you make an error and receive a payroll tax penalty*
- Hold onto your money longer with same-day direct deposit*
- Manage HR and employee benefits from your account*
- Expert 24/7 support via phone or online chat*





Payments

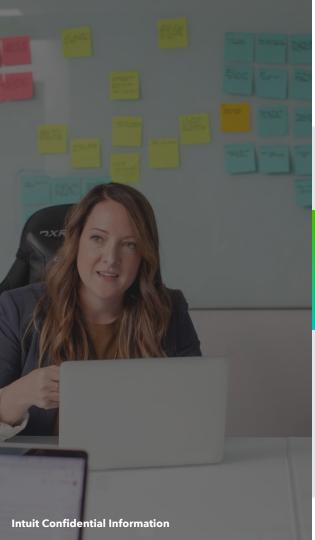


- Track payments in real-time so you never have to wonder where your money is
- Set and forget recurring payments for cash flow on cruise control
- Bookkeeping to record and match payments so you can stay organized all year, in one place
- Get your money fast with next day free deposits* or instantly for extra 1% fee (if eligible).



Capital

- Get business funding when it matters
- Save time and apply for a business loan right from QuickBooks*
- Application that doesn't affect your personal credit score in any way
- No prepayment penalties*
- Flexible funding at competitive rates with no hidden fees or surprises*
- Work with a company you already trust with your books
- Get credit for what is in your books since we already know your potential
- Scale your business in way that makes sense to you





Live



Solution Providers

- Online bookkeeping service that connects business owners with trusted QuickBooks certified virtual bookkeepers.*
- Guaranteed accurate books.*
- Bookkeeping clean up and set up to get past books up to date and get you up and running in QuickBooks
- Ongoing bookkeeping for routine categorization and reconciliation
- Essential reporting each month to help inform business decisions
- Face tax time with confidence with accurate, tax-ready books

- Network of independent Quickbooks-certified solutions experts*
- Help customize QuickBooks for the unique needs of an individual business
- Value-added technical and business services to scale confidently
- Data migration
- Application integration
- Accounting and IT consulting
- Setup, training and support
- Custom workflows and reporting
- Systems integrations





eCommerce

- List and manage your products across multiple channels to increase brand awareness, reach more customers and make more sales
- Add new channels and manage existing ones with seamless inventory integrations
- Easily identify your highest-performing products across channels to improve your sales strategy.
- Work smarter by managing orders, tracking inventory, and optimize fulfillment from all channels within a single platform.
- Get powerful insights into all your sales data on demand. No more manual data entry.

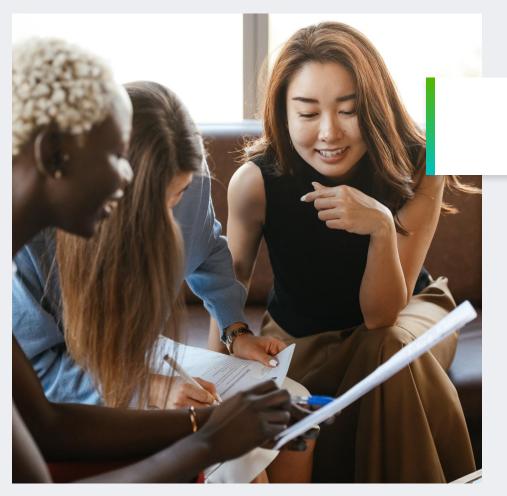


3rd Party Apps

- Integrates with premium, best-in-class apps so you can manage all your people, processes, and insights under one roof
- Customize with a growing selection of industry-specific apps to meet your unique business needs for tailored end-to-end solutions
- Easy and seamless set up so you can get your integrations up and running in no time

Florev
DocuSign
MailChimp
Salesforce
Bill.com
BigTime

Hubspot
Mavenlink
Karbon
QuickBooks Time



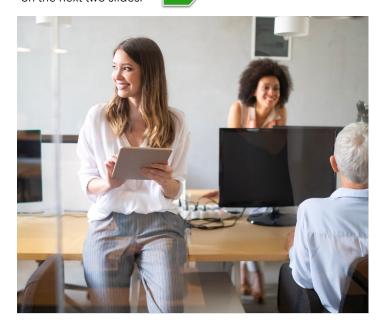
Appendix

QuickBooks Online Advanced/Enterprise (19-21)

•	Benefits	<u>19-20</u>
•	Comparison	<u>21</u>
•	Specific Ecosystem Features	<u>22</u>
Profe	ssional Services Key Terms	<u>23-29</u>
Mark	eting Assets Library	<u>30</u>
Claim	s/Feature/Product Disclaimers	<u>31-41</u>

QuickBooks is ready to grow with you.

Within the QuickBooks Suite, there are a variety of solutions that can help you address many operational needs. To determine which solution is right for your clients, review the key benefits of both QuickBooks Online Advanced and QuickBooks Enterprise on the next two slides.



QuickBooks Online Advanced Key Benefits

- Real-time visibility and deeper insights
 - Track costs, profitability and cash flow trends in real time
 - Deeper insights with our reporting integration. Work smarter and get paid faster*
 - Invoice 37% faster with batch invoicing¹² Automate workflows to get more done with less room for error
 - Collaborate with your remote work team and accountant on the go
- Share the work with up to 25 users and 3 accountant seats
- Integrate with apps on one platform
 - Integrate with QuickBooks services for time tracking, payroll, and payments
 - Easily connect with industry-specific apps* Integrate with best-in-class apps* for business like Bill.com, Salesforce, Hubspot, DocuSign, and more
- Protected and private
 - Delegate work securely with custom user roles
 - Choose to backup data automatically to restore to a specific time and date*
 - Multi-factor authentication to help keep your account secure*
- Dedicated support and training
 - Dedicated account team through your Priority Circle VIP* members. Built-in training with on-demand, online training for your team (valued at \$3,000)



With QuickBooks Enterprise you can:

- Scale with confidence
 - Scale from 1 to 40 users who can all work at the same time
 - Assign user permissions so staff only have access to data they need
 - Set up new users quickly with 14 predefined user roles
- ✓ Make better inventory decisions
 - Manage your entire sales order fulfillment process from start to finish from one central dashboard

QuickBooks Enterprise Key Benefits

- Pay employees fast right inside QuickBooks
 - Payroll is fully integrated into QuickBooks, so you can pay employees with printed checks, direct deposit* or both. Payroll is sold separately. Additional fees apply.
 - Manage your federal and state payroll taxes and filings *
- Gain powerful insights into your business
 - Over 200 built-in, customizable reports tailored to your industry
 - Create your own reports based on your specific business needs

Get paid faster and easier

- Automatic updates on when your invoice has been viewed/paid and payments sent directly to your bank account.*
 - Automatically adds, matches, and records ACH and credit transactions initiated within QuickBooks, including payments received via e-invoice*

Simplify the complexity of pricing

 Control, customize, and automate your pricing to help improve your bottom line, save time, reduce errors, and serve customers better.

Access Enterprise remotely from any device

 Your data is stored securely in the cloud, not at your office, giving your team access whenever and wherever they need it.*

Time tracking helps reduce errors and increases productivity

 Compare budgeted vs. actual hours, assign jobs, track progress, sign-off on completed timesheets and projects from the mobile app with our digital signature capture

Automate more workflows with the Salesforce CRM connector*

QuickBooks Online Advanced/QuickBooks Enterprise

Pain Point/Challenge

You need anytime, anywhere* access to manage workforce remotely.

You need to scale for growth and manage the complexities of business.

Inefficient workflows & manual processes create the need to complete tasks faster and stay organized for peace of mind.

You need better insights on project financials and job profitability for better decision making.

You need ongoing support.

QuickBooks Online Advanced

Cloud-based with online data backup and restore*

- Up to 25 users with unlimited list items
- Collect unique client data with custom fields
- Invoice 37% faster* and send or import batch invoices, checks, expenses and more.
- Skip repetitive tasks, save time, and reduce errors from manual data entry with automated workflows*
- Over 100 top-rated customizable reports, 46 custom fields
- Up-to-the-minute project cost information
- Real-time visibility and deeper insights with our reporting integration

QuickBooks Enterprise

Desktop software with remote-access hosting

- Up to 40 users and 1 million list items
- Control who sees what data with custom user permissions
- Streamlined inventory management
- Streamlined payroll and time tracking with QB Payroll and QB time

- Track business performance with industry-specific reports
- Create accurate estimates, track detailed job costs and change orders

Priority Circle* membership: Get VIP support with a dedicated account team as a QuickBooks VIP On-demand training valued at \$3000.

Explore Specific Key QuickBooks Ecosystem Features

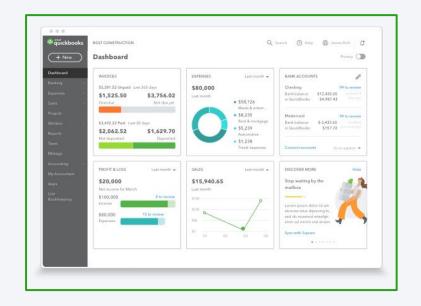
Get Work Done Efficiently



Click on Each Solution or Feature to Learn More

- ☐ Bill management
- Bill pay
 - Business funding
- ☐ Cash flow
- ☐ Contractors
- Custom access
- Estimates
- Expenses: batch
- ☐ Income & expenses
- ☐ Invoice & payments
- ☐ Invoice: batch
- ☐ Inventory

- Live Bookkeeping
- ☐ Multi-channel commerce
- Mileage tracking
- Payroll
- Project profitability
- Reports: advanced
- Reports
- ☐ Sales and sales tax
- ☐ Tag transactions
- ☐ Tax deductions
- ☐ Time Tracking
- Users



Professional Services Key Terms (1/7)

Review the professional services industry jargon to demonstrate expertise

Accounting Services	Organizations that specialize in accounting services may be in the business of tax preparation, bookkeeping, auditing, and other forms of financial planning and compliance.
Agile	A project management methodology characterized by building products that customers really want, using short cycles of work that allow for rapid production and constant revision if necessary.
Basic Service Contract	A basic service contract is an agreement between a client and vendor that outlines details concerning what work will be performed, length of service, and the payment structure.
Billable Work/Billable Hours	In professional services, billable work describes any task that can be billed to a client. Billable hours are the amount of time spent on these tasks. In this case, when charging a client on an hourly fee structure, you would bill them based on the number of hours spent completing tasks – but only on relevant and eligible work.
Billing Models	Billing Models are fee structures used to charge clients and customers. There are many types of Billing Models a business can choose, based on the type of service they provide and other factors. Fixed fee and hourly billing are two examples of widely used Billing Models.
Business Resource Planning	Business resource planning is a process used to manage the different needs and requirements of an enterprise. Oftentimes, ERP software can be used for business resource planning in order to carry out important functions within the organization like resource and supply chain management.
Capacity Planning	Capacity planning is an essential part of project management. It is a process of assessing available work capacity versus the amount of work needed to complete a project.
Capacity Utilization	Capacity utilization is the relationship between possible output and actual output. For example, it may be possible for an attorney to complete 30 hours of billable work in a week but, if they only do 15 hours, they are at 50% capacity utilization. The formula to calculate capacity utilization is maximum output divided by maximum possible output.

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Professional Services Key Terms (2/7)

Review the professional services industry jargon to demonstrate expertise

Client-Centric Approach	A client-centric approach is a way of business that focuses the customer's business needs as a strategy for growth. With a client-centric approach, businesses can tailor experiences and services that build loyalty and trust between the company and the customer.
Client Management/Client Services	Client management describes the process of effectively addressing the needs of a client or customer base. There is no one action that can be seen as client management. Instead, it is an ongoing process. Client services connect the customer to the project team or organization. A client services manager may act as a liaison or go-between, communicating client concerns, preparing reports and updates, and sharing client concerns with the project teams.
Client Retention	Client retention means keeping a client on board with your organization, product, or service. A client retention rate is simply the percentage of existing clients who choose to continue retaining your services. Client retention is important for many businesses because it is often more expensive to bring on a new client than it is to keep an existing one.
Consulting Agreement/ Consulting Retainer Contract	A consulting agreement is a document that details the terms of a work arrangement between two entities – an independent contractor and a client. This agreement should include details surrounding the scope of work, compensation etc. A consulting retainer contract allows a consultant to bill for services carried out over a long-term basis. Unlike consulting on one specific project, a consultant may opt for a retainer contract because it provides steady, reliable income. The client may also prefer it because they have continued access to the consultant's expertise.
Contingency Planning/Contingency Time	Contingency planning focuses on creating processes and systems that address business risks or disruption. A good contingency plan should detail any major threats to business continuity or project completion. It should also outline a response plan. Contingency time refers to a buffer that is added to a project schedule. This could be a buffer of two weeks or even two months (or more!) depending on the project. In a project, any number of issues may arise. Adding in contingency time takes into account any risk factors that may delay, or even derail, a project.
Critical Success Factors	Critical success factors are key milestones or objectives a project needs to achieve in order to be considered a success. An awareness and understanding of the project's CSFs often help to align team focus and priorities.

Professional Services Key Terms (3/7)

Review the professional services industry jargon to demonstrate expertise

Collaborative Work Management (CWM) Software	Collaborative work management software is software that facilitates the cooperation of teams and individuals in a professional capacity. Key features of collaborative work management software may include task management, resource management, and file storage tools.
Client Relationship Management (CRM) Software	Client relationship management, also known as client resource management, is the process of managing customer interactions and information for the purpose of service optimization and client retention. CRM software manages this data so that it may be leveraged in sales and customer interactions.
Days Sales Outstanding (DSO)	Day sales outstanding refers to the average number of days it takes for a business to collect payment for sales made on credit.
Demand and Capacity	Demand and capacity are ways of measuring and managing what is needed/required against the resources available to meet those needs. For instance, high demand and low capacity can lead to bottlenecks in production because, although there is interest in a product or service, there is little capacity or resource to meet up with demand.
Demand Management	Demand management is a process that enables businesses to analyze and anticipate customer demand and adjust capacity as needed.
Employee Utilization	Employee utilization is one way of measuring a worker's productivity. Usually expressed as a percentage, employee utilization is calculated by dividing an employee's total billable hours by the number of hours they worked in a certain time period – say a week or a month. Low employee utilization can mean an employee is idle or spending an excessive amount of time doing things like admin, or other repeatable tasks. Very high employee utilization, on the other hand, can mean an employee is overworked or at risk of becoming burned out.

Professional Services Key Terms (4/7)

Review the professional services industry jargon to demonstrate expertise

ERP Software	ERP (Enterprise Resource Planning) software is software designed to help large organizations manage the many moving parts of their business. ERP can be very pricey but its main features usually include supply chain management, business intelligence, and sales management.
Firm Fixed Price (FFP)	A firm-fixed-price contract is a contract where the cost of the product or service does not fluctuate based on time spent or materials costs. Because of this, cost estimates for a firm-fixed-price contract must be made very carefully.
High Visibility Project	A high visibility project is any initiative within an organization that is of great importance and one which often times attracts the attention of executives or other key company figures. It may be a high dollar project, or it may simply be a foray into a new sector.
Human Resource Planning	Human resource planning is a process where organizations forecast the staffing needs of their organization. These needs are then addressed by maintaining a talent pool of well-qualified professionals.
Invoice Processing	Invoice processing involves the intake, management, and payment of invoices submitted by suppliers. Many businesses use software that manages this process electronically.
Milestones/Milestone Billing	In project management, a milestone is an important event or marker in the initiative's life cycle that signals a turning point or significant achievement. Milestone billing is a fee structure that triggers payment once a certain point in the project has been reached. A project may include two or three significant milestones. In this case, payment may be spread across said milestones.
Not to Exceed (NTE)	A not to exceed clause in a contract typically stipulates that the amount a vendor charges cannot exceed a certain amount. This can be tricky for the vendor in cases where the cost of materials fluctuates or the length of the project is unknown.
Non-Billable	Work that is non-billable cannot be charged to the client. A client should only be billed for work pertaining to their project or case. For instance, a lawyer cannot bill client A for time spent drawing up contracts or arguing in court for client B.

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Professional Services Key Terms (5/7)

Review the professional services industry jargon to demonstrate expertise

On-Time & On-Budget	On-time and on-budget project delivery typically indicates that a project has been well managed and executed. It means that the project has not missed its deadline or gone over the agreed-upon budget.
Operating Profit Percentage Formula	To calculate operating profit percentage (or operating profit margin), use the following formula: Operating profit divided by net sales multiplied by 100.
Operational Efficiency Formula	Operational efficiency is calculated by using the operational efficiency formula. The operational efficiency formula is operating costs divided by revenue.
Planning Software	Planning software helps businesses organize different parts of their strategy and task priorities. You can use planning software to plan projects, onboard new hires, manage day-to-day operations, or even for personal everyday tasks.
Project Definition	Project definition lays out the scope, objectives, stakeholders and deliverables of a project. It is an essential piece of documentation that can be referred back to if details of the project are unclear at any point during the life cycle.
Pricing Model	A pricing model is a way of determining the value of a product or service. Popular pricing models include value-based pricing, cost-based pricing, fixed pricing, and time and expense pricing.
Professional Services Agreement	A professional service agreement is an agreement between a client and a vendor that outlines the terms of a business partnership. It may detail the scope of work, fees/compensation, and length of engagement.
Profit Margin	Profit margin expresses the profitability of a project or business. Gross profit, operating profit, and net profit are all different ways to calculate profit margins.

Professional Services Key Terms (6/7)

Review the professional services industry jargon to demonstrate expertise

Program Status Report	A program status report provides an overview of multiple projects, often within the same portfolio. These reports are presented at a high level and contain details about budget, scheduling, and general project progress.
Purchase and Sale Agreement	A purchase and sale agreement is a contract between a vendor and client where the vendor agrees to sell a product or service and the client agrees to buy it. It serves as documentation of the sale. Purchase and sale agreements are primarily used in real estate transactions.
Receipt for Services Rendered	A receipt for services rendered acts as documentation of work that has been completed. It is typically issued by the vendor and can be kept for the client's own records.
Resource Forecasting	Resource forecasting is the process of determining what resources an organization will need in the future based on its business goals and planned projects. Resource forecasting often uses historical data to inform resource requirements.
Resource Management	Resource management is the process of leveraging a business's available time, money, equipment and personnel to meet project and organizational goals. Because these types of resources are rarely unlimited, it is important to manage them efficiently for the best outcome.
Retainer Model	A retainer model is a type of fee structure where the services of a vendor are engaged for an ongoing period of time. This is different to a fixed price structure where a customer pays an agreed upon fee for a limited or one-off project/assignment.
Resource Capacity Management	Resource capacity management is the assessment of resource levels as it pertains to the available time and work needed to complete a project.
Service Agreement	A service agreement is a contract that establishes the terms of a business transaction or relationship. For instance, an IT consultant and their client would likely sign a service agreement that lays out the terms of service, length of service, fee, and privacy declaration.

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Professional Services Key Terms (7/7)

Review the professional services industry jargon to demonstrate expertise

Service Pricing Model	A service pricing model is essentially a way of charging customers for the services offered. A vendor may charge for their services based on a retainer agreement, or they may choose to charge based on a bundle of services most suited to a customer's needs.
Service Resource Planning	Service resource planning is the process of managing a professional service organization's available resources. Professional service firms often need to plan these resources using software options that offer increased project visibility, up-to-date details around employee availability, and more.
Service Structures	Service structures are ways of classifying services within your organization. This can help teams within a professional services firm become more accountable and improve the level and quality of services afforded to clients.
Service Capacity	Service capacity management is the concept of maintaining a level of service without sacrificing quality. For example, although your organization may have enough people to juggle 10 major projects at a time, it may be the case that they can only take on 7 projects at max without sacrificing quality.
Time & Materials (T&M) Agreement	A time and materials agreement is a contract where a vendor is reimbursed for things like supplies and other equipment – as well as a rate for their time. It is used most often when the price of materials is unclear at the time, or may fluctuate.

QuickBooks Asset Library







Product Overview

<u>Enterprise</u> <u>Diamond</u> <u>Subscription</u>

Advanced Subcontractors

Video: Enterprise Diamond

Video: Online Advanced

Desktop payroll, Online payroll, Time, Payments



eBooks

How to know when it's time to upgrade to an accounting solution

How to retain customers as your business grows ebook

How QuickBooks powers growing and mid-sized businesses

5 key metrics for fueling business performance

<u>6 steps to optimize</u> <u>business processes to</u> <u>keep up with growth</u>

How to price for profit: strategies to optimize pricing



Webinars/Videos

Top Advanced <u>Features</u>

Reporting in Advanced

Automation and time-saving features

'QuickBooks Online Advanced integrates with over 600 apps to help fit the needs of your business. Based on the number of third-party applications available as of Jan 2022. Acceptance of third-party terms and conditions may be required. January 2022.

²Tech Systems <u>2022 State of Digital Transformation Report</u>

³Salesforce Small and Medium Business Trends Report, 4th edition, 2021. https://www.salesforce.com/content/dam/web/en_us/www/documents/reports/smb/fourth-edition-small-medium-business-trends-report.pdf

⁴Twilio surveyed over 2,500 enterprise decision makers in August 2020 about digital transformation and the results were undeniable; 97% of decision makers said the pandemic has accelerated their digital transformation initiatives and 76% of said they've increased their digital transformation budgets. While accounting departments have historically been late adopters of new technologies, now is the time to engage clients on a digital transformation strategy. https://www.twilio.com/covid-19-digital-engagement-report

⁵Based on a survey of 1,408 customers in the U.S. in August 2021. On average, businesses that report gross payroll costs savings save 4.00% On average, businesses that report an increase in billable time added 9.96%. Results are based on customer reported savings per week. On average, respondents who report time savings save 2.82 hours per week.

⁶245K Mid-market companies (100K for OA* and 145K for ES)

⁷ G2 Awards: QuickBooks Online Advanced was named a top product for finance, a momentum leader, and a high performer for mid-market and small businesses by G2, among others. G2 is a business software and services review platform. As of 2021.

⁸ G2 survey, Spring 2021 (90% likely to recommend QuickBooks Online Advanced vs Sage Intacct, Netsuite, MS Dynamics GP)

⁹G2 Crowd Summer Grid® Report for Accounting 2021

¹⁰G2 Crowd Summer Grid® Report for Accounting 2021

11 Based on information collected in February 2021 from the Apple App Store, Google play store, Capterra, Software advice, G2Crowd and QB Apps.com, in which a total of 76,753 ratings out of 101,487 were 5 stars.

12 Based off of tests comparing QuickBooks Online regular invoice workflow with QuickBooks Online Advanced multiple invoice workflow. QuickBooks Online Advanced supports the upload of 1,000 transaction lines for invoices at one time. Number of invoices imported depends on the number of transaction lines in the .CSV file. Customers received remuneration for participating in the tests.

QuickBooks Online Advanced Features

Collaborate with your accountant: You can connect up to the following for each product: 1 billable user and 2 accounting firms for QuickBooks Online Essentials, 5 billable users and 2 accounting firms for QuickBooks Online Plus, 25 billable users and 3 accounting firms for QuickBooks Online Advanced. Accounting firms must connect using QuickBooks Online Accountant.

QuickBooks Payments: QuickBooks Payments account subject to eligibility criteria, credit and application approval. Additional terms, conditions and fees apply.

Mileage tracking: Mileage tracking is only available to the master administrator of the QuickBooks Online account. Requires QuickBooks Online mobile ("QBM") application. The QuickBooks Online mobile app works with iPhone, iPad, and Android phones and tablets. Devices sold separately; data plan required. Not all features are available on the mobile apps and mobile browser. QuickBooks Online mobile access is included with your QuickBooks Online subscription at no additional cost. Data access is subject to cellular/internet provider network availability and occasional downtime due to system and server maintenance and events beyond your control. Product registration required.

Mobile signatures: Requires QuickBooks Online mobile application. The QuickBooks Online mobile app works with iPhone, iPad, and Android phones and tablets. Devices sold separately; data plan required. Not all features are available on the mobile apps and mobile browser. QuickBooks Online mobile access is included with your QuickBooks Online subscription at no additional cost. Data access is subject to cellular/internet provider network availability and occasional downtime due to system and server maintenance and events beyond your control. Product registration required.

Pay-enabled invoices: Requires a separate QuickBooks Payments account which is subject to eligibility criteria, credit, and application approval. Additional fees may apply. Additional terms and conditions apply.

Third party apps: Third party applications available on apps.com. Subject to additional terms, conditions, and fees. Premium Apps: Apps may require a third-party subscription. Subject to additional eligibility criteria and fees.

Automated 1099 e-file & delivery: Prepare your 1099s in QuickBooks at no extra charge. If you choose the 1099 E-File Service, Intuit will e-file your Federal 1099 information with the IRS, and then print and mail a copy directly to your contractors; fees apply. As part of the paid 1099 E-File Service, we also give your contractors online access to their 1099s. State filing not included. You should check with your state agency on any state filing requirements.

Bill Pay: Bill Pay services powered by Melio with funds held by Evolve Bank & Trust or Silicon Valley Bank (members of the FDIC and the Federal Reserve). Requires a Melio account and acceptance of their Terms of Service and Privacy Statement. Subject to additional terms, conditions, and fees.

Accelerated Invoicing: QuickBooks Online Advanced supports the upload of 1000 transaction lines for invoices at one time. 20% faster based off of internal tests comparing QuickBooks Online regular invoice workflow with QuickBooks Online Advanced multiple invoice workflow.

Account team benefits for Priority Circle: Only available with a paid subscription. Trial customers have access to QuickBooks Online Advanced product experts.

Priority Circle: Membership in Priority Circle and its benefits are available only to customers located in the 50 United States, including DC, who have an active, paid subscription to QuickBooks Online Advanced. Eligibility criteria may apply to certain products. When customers no longer have an active, paid subscription, they will not be eligible to receive benefits. Phone and messaging Premium support is available 24/7. Support hours exclude occasional downtime due to system and server maintenance, company events, observed U.S. holidays and events beyond our control. Intuit reserves the right to change these hours without notice. Terms, conditions, pricing, service, support options, and support team members are subject to change without notice.

Overall Product/Feature Disclaimers (2 of 2)

Automatic Categorization: QuickBooks Online automatically categorizes newly imported transactions under existing categories and will initially require confirmation.

Enhanced Custom Fields: Up to 48 unique active custom fields available only in Sales forms, Purchase Orders, and Customer Info. If a unique custom field is duplicated in any of the aforementioned templates, the number of customizable fields will decrease.

References to Mobile or Connecting with a team "wherever they are" or "anywhere"

Anywhere Access - QuickBooks Online Advanced Mobile: QuickBooks Online Advanced requires a computer with a supported Internet browser (see System Requirements for a list of supported browsers) and an Internet connection (a high-speed connection is recommended). The QuickBooks Online mobile app works with iPhone, iPad, and Android phones and tablets. Devices sold separately; data plan required. Not all features are available on the mobile apps and mobile browser. QuickBooks Online mobile access is included with your QuickBooks Online subscription at no additional cost. Data access is subject to cellular/internet provider network availability and occasional downtime due to system and server maintenance and events beyond your control. Product registration required.

Instant file access for accountants: You can connect up to the following for each product: 1 billable user and 2 accounting firms for QuickBooks Online Essentials, 5 billable users and 2 accounting firms for QuickBooks Online Plus, 25 billable users and 3 accounting firms for QuickBooks Online Advanced. Accounting firms must connect using QuickBooks Online Accountant.

Remote multi-user access: You can connect up to 25 billable users and 3 accounting firms for QuickBooks Online Advanced. Accounting firms must connect using QuickBooks Online Accountant.

Unlimited customer support: For hours of support and how to contact support, click here.

Automatic data backup and restore: QuickBooks Online uses technical and administrative security measures such as, but not limited to, firewalls, encryption techniques, and authentication procedures, among others, to work to maintain the security of your online session and information.

Batch Invoicing - One-click payment enabled: QuickBooks Payments account and setup are required. Subject to eligibility criteria, credit, and application approval.

Industry Benchmarks: Feature availability varies and is dependent on available data. Only supports businesses which use accrual accounting.

Connect your bank and credit cards: Online services vary by participating financial institutions or other parties and may be subject to application approval, additional terms, conditions, and fees.

Create and assign tasks from any device: Task management requires a supported internet browser and an internet connection (a high-speed connection is recommended). Feature is unavailable on QuickBooks Online mobile.

Receipt Capture. Requires QuickBooks Online mobile application. The QuickBooks Online mobile app works with iPhone, iPad, and Android phones and tablets. Devices sold separately; data plan required. Not all features are available on the mobile apps and mobile browser. QuickBooks Online mobile access is included with your QuickBooks Online subscription at no additional cost. Data access is subject to cellular/internet provider network availability and occasional downtime due to system and server maintenance and events beyond your control. Product registration required.

QuickBooks Online Advanced Integration Disclaimers

Third Party Apps: Apps may require a third-party subscription. Third party applications available on apps.com. Subject to additional eliqibility criteria, terms, conditions, and fees.

Premium Apps: Apps may require a third-party subscription. Subject to additional eligibility criteria, terms, conditions, and fees.

Bill Pay by Bill.com: Bill Pay is provided by Bill.com. See Bill.com's Privacy Notice and Terms of Service. Additional fees will apply, including for transaction services, more information can be found here.

QuickBooks Online Payroll: Requires a separate QuickBooks Online Payroll subscription. Additional fees will apply. For more information about QuickBooks Online Payroll see here.

QuickBooks Payments: Requires a separate QuickBooks Payments subscription. QuickBooks Payments account subject to eligibility criteria, credit and application approval. E-invoicing QuickBooks Payments is an optional fee-based service. Additional terms and conditions apply.

Salesforce Connector app by QuickBooks: Available to QuickBook Online Advanced subscribers only. Requires a Salesforce account, acceptance of Salesforce Master Subscription Agreement and Privacy Statement. Integration supports Salesforce Professional and Enterprise only. Additional fees will apply. Features are accessible to only company admin roles. Connector only supports USD currency.

LeanLaw: Requires a QuickBooks Online Advanced subscription and acceptance of the LeanLaw Service Terms and Conditions and Privacy Policy. Additional fees will apply.

LeanLaw Offer and Disclosure: Get 25% off LeanLaw for the first 3 months

Sign-up for LeanLaw discount using the "Get app now" button. Only new LeanLaw users are eligible for this offer. Offer expires 12/31/2021; and cannot be combined with any other offer from LeanLaw. Discount applied to the monthly user price for LeanLaw plan selected, starting from the date of enrollment, followed by the then-current monthly user price. Additional terms, conditions, and privacy policy apply and are subject to change without notice.

DocSign BETA Disclaimer: Offer valid only for existing QuickBooks Online Advanced customers who received an invitation from the QuickBooks team, and those who qualify and complete the study. Eligible BETA participants can connect to the DocuSign BETA release for free for a limited time only. Requires a DocuSign subscription and acceptance of DocuSign's Terms of Service and Privacy Statement.

Bill.com [MSD]

Mailchimp integration: QuickBooks Online and Mailchimp sold separately. Integration available.

Mailchimp Free Plan: The Mailchimp Free Marketing Plan is ideal for beginners who want to grow their audience and create campaigns while testing out some of Mailchimp's tools and features. If you are a business that needs more features and contacts, a paid plan may be more appropriate.

QuickBooks Online Payroll Feature Disclaimers

Auto Payroll: Available if setup for employees and the company are complete, all employees are salaried employees, or hourly employees on default hours, and set up on direct deposit. Requires bank verification, the account must not have been on hold in the last 6 months, and the first payroll must have been run successfully.

Automated tax payments and filings: Automated tax payments and filings available for state and federal taxes. Enrollment in e-services is required for tax payments and filings only. Automated tax payments and filings for local taxes available in QuickBooks Online Payroll Premium and Elite only.

Health Benefits: Powered by SimplyInsured and requires acceptance of SimplyInsured's <u>privacy policy</u> and <u>Terms of Service</u>. Additional fees will apply. SimplyInsured does not offer insurance in HI, VT, and DC. Insurance coverage eligibility is not guaranteed, and depends solely on the rules of the insurance carrier. The insurance carrier has sole and final discretion as to the eligibility for health insurance products.

24/7 expert product support: 24/7 customer support is included with your paid subscription to QuickBooks Online Payroll Elite. Chat support available 24/7. U.S. based phone support is available Monday through Friday 6 AM to 6 PM PT and Saturday 6 AM to 3 PM PT. Non-US based phone support is available Monday through Friday 6 PM to 6 AM PT, on Saturday 3 PM to 6 AM PT and on Sundays. Your subscription must be current. Intuit reserves the right to limit the length of the call. Terms, conditions, features, pricing, service, and support are subject to change without notice.

Expert review: Available upon request for QuickBooks Online Payroll Premium and Elite.

Expert product support: Included with your paid subscription to QuickBooks Online Payroll. Chat support available 24/7. U.S. based phone support is available Monday through Friday 6 AM to 6 PM PT and Saturday 6 AM to 3 PM PT. Your subscription must be current. Get more information on how to contact support. Intuit reserves the right to limit the length of the call. Terms, conditions, features, pricing, service and support are subject to change without notice.

Same-day direct deposit: Available to QuickBooks Online Payroll Premium and Elite users. Payroll processed before 7 AM PT shall arrive the same business day (excluding weekends and holidays). Requires setup of direct deposit and bank verification. Same-day direct deposit may be subject to eligibility criteria. Deposit delays may vary because of third party delays, risk reviews, or issues beyond Intuit's control. Same-day direct deposit available only for employees.

HR services: HR support is provided by experts at Mineral, Inc. Requires acceptance of Mineral's Privacy Policy and Terms of Service. HR support center is available only to QuickBooks Online Premium and Elite subscriptions. HR advisor support is only available in QuickBooks Online Payroll Elite. HR support is not available to accountants who are calling on behalf of their clients.

QuickBooks Time: Additional fees may apply. Time tracking included in the QuickBooks Online Payroll Premium and Elite subscription services. Features vary. The QuickBooks Time mobile app works with iPhone, iPad, and Android phones and tablets. Devices sold separately; data plan required. Not all features are available on the mobile apps and mobile browser. QuickBooks Time mobile access is included with your QuickBooks Online Payroll Premium and Elite subscription at no additional cost. Data access is subject to cellular/internet provider network availability and occasional downtime due to system and server maintenance and events beyond your control. Product registration required.

QuickBooks Time Mobile: The QuickBooks Time mobile app works with iPhone, iPad, and Android phones and tablets. Devices sold separately; data plan required. Not all features are available on the mobile apps and mobile browser. QuickBooks Time mobile access is included with your QuickBooks Online Payroll Premium and Elite subscription at no additional cost. Data access is subject to cellular/internet provider network availability and occasional downtime due to system and server maintenance and events beyond your control. Product registration required.

Anytime & Anywhere—QuickBooks Online Payroll Mobile App: The QuickBooks Online Payroll mobile app works with iPhone, iPad, and Android phones and tablets. Devices sold separately; data plan required. Not all features are available on the mobile apps and mobile browser. QuickBooks Online Payroll mobile access is included with your QuickBooks Online Payroll subscription at no additional cost. Data access is subject to cellular/internet provider network availability and occasional downtime due to system and server maintenance and events beyond your control. Product registration required.

Workers' comp administration: Benefits are powered by AP Intego and require acceptance of AP Intego's Privacy Policy and Terms of Use. Additional fees will apply. There is a monthly fee (currently, \$5 per month) for QuickBooks Online Payroll Core users for the QuickBooks Workers' Comp Payment Service. This non-refundable fee will be automatically added to each monthly Intuit invoice at the then-current price until you cancel. The fee is separate from any workers' comp insurance policy premium by AP Intego Insurance Group. Workers' Compensation Service requires an active and paid QuickBooks payroll subscription. Eligibility criteria applies to transfer active insurance policy broker of record, including insurance carrier, policy renewal date, and payment method. Workers compensation insurance is not available in OH, ND, WA and WY

Feature Disclaimers (2 of 7)

Anytime & Anywhere—QuickBooks Online Payroll Mobile App: The QuickBooks Online Payroll mobile app works with iPhone, iPad, and Android phones and tablets. Devices sold separately; data plan required. Not all features are available on the mobile apps and mobile browser. QuickBooks Online Payroll mobile access is included with your QuickBooks Online Payroll subscription at no additional cost. Data access is subject to cellular/internet provider network availability and occasional downtime due to system and server maintenance and events beyond your control. Product registration required.

Auto Payroll: Available if setup for the company is complete. At least one employee has completed setup and has consistent payroll that qualifies for automation (i.e. salaried or hourly with default). Company must complete bank verification if Employee has direct deposit as the payment method, and the first payroll must run successfully. The account must not have a hold.

Automated tax payments and filings: Automated tax payments and filings available for state and federal taxes. Enrollment in e-services is required for tax payments and filings only. Automated tax payments and filings for local taxes available in QuickBooks Online Payroll Premium and Elite only.

Automated 1099 e-file & delivery: Prepare your 1099s in QuickBooks at no extra charge. If you choose the 1099 E-File Service, Intuit will e-file your Federal 1099 information with the IRS, and then print and mail a copy directly to your contractors; fees apply. As part of the paid 1099 E-File Service, we also give your contractors online access to their 1099s. State filing not included. You should check with your state agency on any state filing requirements.

Automatically calculate health benefits: Must sign-up for benefits through SimplyInsured in order for QuickBooks Online Payroll to automatically calculate employee benefit deductions. Insurance coverage eligibility is not guaranteed and depends solely on the rules of the insurance carrier. The insurance carrier has sole and final discretion as to the eliqibility for health insurance products.

Contractor payments: Subscription to QuickBooks Online Payroll is required. Money movement services are provided by Intuit Payments Inc. subject to eligibility criteria, credit and application approval. Payments processed before 5PM PST the day before, arrive the next business day (excluding weekends and holidays). Individual deposit times may vary because of third party delays, risk reviews, or issues beyond Intuit Payment Inc.'s control.

Expert setup: Available to QuickBooks Online Payroll Elite users only.

Expert product support: Included with your paid subscription to QuickBooks Online Payroll. Chat support available 24/7. U.S. based phone support is available Monday through Friday 6 AM to 6 PM PT and Saturday 6 AM to 3 PM PT. Your subscription must be current. Get more information on how to contact support. Intuit reserves the right to limit the length of the call. Terms, conditions, features, pricing, service and support are subject to change without notice.

24/7 expert product support: 24/7 customer support is included with your paid subscription to QuickBooks Online Payroll Elite. Chat support available 24/7. U.S. based phone support is available Monday through Friday 6 AM to 6 PM PT and Saturday 6 AM to 3 PM PT. Non-US based phone support is available Monday through Friday 6 PM to 6 AM PT, on Saturday 3 PM to 6 AM PT and on Sundays. Your subscription must be current. Intuit reserves the right to limit the length of the call. Terms, conditions, features, pricing, service, and support are subject to change without notice.

Expert review: Available upon request for QuickBooks Online Payroll Premium and Elite.

Garnishments and deductions: Available for employees only. User is responsible for setting the garnishment amount and making the garnishment payment to the appropriate entity.

Health benefits: Powered by SimplyInsured and requires acceptance of SimplyInsured's <u>Privacy Policy</u> and <u>Terms of Use</u>. Additional fees will apply. SimplyInsured does not offer insurance in HI, VT, and DC. Insurance coverage eligibility is not quaranteed, and depends solely on the rules of the insurance carrier. The insurance carrier has sole and final discretion as to the eligibility for health insurance products.

HR services: HR support is provided by experts at Mineral, Inc. Requires acceptance of Mineral's Privacy Policy and Terms of Service. HR support center is available only to QuickBooks Online Payroll Premium and Elite subscriptions. HR advisor support is only available in QuickBooks Online Payroll Elite. HR support is not available to accountants who are calling on behalf of their clients.

Next-day direct deposit: Payroll processed before 5 PM PT the day before shall arrive the next business day (excluding weekends and holidays). Requires setup of direct deposit and bank verification. May be subject to eligibility criteria. Deposit delays may occur because of third party delays, risk reviews, or issues beyond Intuit's control. Available for contractors and employees. Additional fees may apply to direct deposit for contractors.

Same-day direct deposit: Available to QuickBooks Online Payroll Premium and Elite users only. Payroll processed before 7 AM PT shall arrive the same business day (excluding weekends and holidays). Requires setup of direct deposit and bank verification. May be subject to eliqibility criteria. Deposit delays may vary because of third party delays, risk reviews, or issues beyond Intuit's control. Available only for employees, not available for contractors.

Feature/Product Disclaimers (3 of 7)

Overtime: Automated overtime identifies potentially incorrect overtime hours based on current laws and regulations; business owners have full control and can decline this suggestion in product. Ultimately, business compliance rests on the shoulders of business owners themselves. This feature is not intended to replace legal payroll advice from a professional.

Available with QuickBooks Online Payroll Core users, for free with their Payroll subscription (Customers using Premium and Elite payroll can set up custom overtime rules using TSheets). All employees and the company have to be located in the same state and have overtime selected as an employee pay type. Businesses in AK, CA, CO, NV, KY states must enter employee hours using QBO Timesheets to view automated overtime recommendations. Companies located in all other states can use QBO Timesheets to track employee hours, but are not required to do so in order to see automated overtime recommendations. Business owners must be using a weekly pay schedule to pay employees.

QuickBooks Time: Time tracking included in the QuickBooks Online Payroll Premium and Elite subscription services. Features vary. The QuickBooks Time mobile app works with iPhone, iPad, and Android phones and tablets. Devices sold separately; data plan required. Not all features are available on the mobile apps and mobile browser. Data access is subject to cellular/internet provider network availability and occasional downtime due to system and server maintenance and events beyond your control. Product registration required.

QuickBooks Workforce: Available to employees. Requires an Intuit Account and acceptance of the Intuit Terms of Service and Privacy Statement.

Workers' comp administration: Benefits are powered by AP Intego and require acceptance of AP Intego's Privacy Policy and Terms of Use. Additional fees will apply. There is a monthly fee (currently, \$5 per month) for QuickBooks Online Payroll Core users for the QuickBooks Workers' Comp Payment Service. This non-refundable fee will be automatically added to each monthly Intuit invoice at the then-current price until you cancel. The fee is separate from any workers' comp insurance policy premium by AP Intego Insurance Group. Workers' Compensation Service requires an active and paid QuickBooks payroll subscription. Eligibility criteria applies to transfer active insurance policy broker of record, including insurance carrier, policy renewal date, and payment method. Workers compensation insurance is not available in OH, ND, WA and WY.

1099 e-file service pricing: 1099 E-File Service minimum of \$14.99 includes 3 forms. Forms 4-20 are \$3.99 each. Forms 21 and up are free. Early Bird E-File Service pricing is available through January 16: minimum of \$12.99 includes 3 forms. Forms 4-20 are \$2.99 each. Forms 21 and up are free.

QuickBooks Payroll Integration Disclaimers

QuickBooks Online Payroll integrates with QB Cash

QuickBooks Payment and QuickBooks Cash accounts: Users must apply for both QuickBooks Payment and QuickBooks Cash accounts. QuickBooks Payment and QuickBooks Cash account's Deposit Account Agreement apply. Banking services and QuickBooks Visa® Debit Card issued by Green Dot Bank, Member FDIC, pursuant to license from Visa U.S.A. Inc. Green Dot Bank operates under the following registered trade names: GoBank, Green Dot Bank and Bonneville Bank. Registered trade names are used by, and refer to, a single FDIC-insured bank, Green Dot Bank. Deposits under any of these trade names are deposits with Green Dot Bank and are aggregated for deposit insurance coverage. Account funds are FDIC-insured up to the allowable limits upon verification of Cardholder's identity. Visa is a registered trademark of Visa International Service Association. Green Dot is a registered trademark of Green Dot Corporation. ©2020 Green Dot Corporation. All rights reserved. QuickBooks products and services are not provided by Green Dot Bank.

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Instant Deposit at no extra cost: Includes use of Instant Deposit without the additional cost. Instant Deposit is an additional service offered by QuickBooks Payments subject to eligibility criteria. Standard rates apply for ACH, swiped, invoiced, and keyed card transactions. Deposits are sent to the bank account linked to your QuickBooks Debit Card in up to 30 minutes. Deposit times may vary for third party delays.

Cash flow planner: Cash flow planning is provided as a courtesy for informational purposes only. Actual results may vary.

Tax ready books: QuickBooks Live does not include tax preparation services or assistance with tax preparation, or assurance services. Consult a tax preparer for tax advice related to the preparation of your tax return. QuickBooks Live Cleanup services are from the date of your last business tax return through the end of the calendar month of first sign-up to QuickBooks Live Bookkeeping.

Feature/Product Disclaimers (4 of 7)

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QuickBooks Payments and QuickBooks Checking accounts: Users must apply for both QuickBooks Payments and QuickBooks Checking account's when bundled. QuickBooks Payments' Merchant Agreement and QuickBooks Checking account's Deposit Account Agreement apply.

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QuickBooks Commerce Integration: QuickBooks Online and QuickBooks Commerce sold separately. Integration available.

Cancellation policy: There's no contract or commitment. You're free to switch plans or cancel any time. Terms, conditions, pricing, features, service and support are subject to change without notice.

QuickBooks Payments Feature Disclaimers

QuickBooks Payments account: Account subject to eligibility criteria, credit, and application approval. Subscription to QuickBooks Online may be required.

Next-day deposit: Next-day deposit features are subject to eligibility criteria. We anticipate that a large majority of customers who use bank transfers (ACH) with QuickBooks Payments will receive next day bank transfer (ACH) deposits as transaction history is established. New payments customers will be notified when next day bank transfer (ACH) eligibility is established. For next day deposits, payments processed before 3:00 PM PT arrive at your bank the next business day (excluding weekends and holidays). Deposit times may vary for other payment methods, third party delays or risk reviews. Subscription to QuickBooks Online may be required. Pay when you want with same-day direct deposit.

Manage your time and money with same-day direct deposit. Run payroll by 7 AM PT / 10 AM ET for deposit by 5 PM PT / 8 PM ET.

QuickBooks Live Bookkeeping Usage Limits: Some basic bookkeeping and services may not be included as part of the service and will be determined by your QuickBooks Live Bookkeeper. You'll get help based on the information you provide. QuickBooks Live Bookkeeping is designed to do a basic cleanup of your books.

QuickBooks Live pricing tiers: QuickBooks Live is available in three different pricing tiers, depending on your company's average monthly expenses amount over a period of three consecutive months. If your monthly average is \$0.25,000 per month, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly average is \$150,001 or more, the monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks Live is \$400. If your monthly price for QuickBooks L

QB Checking Product Information Disclaimers

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Instant Deposit at no extra cost: Includes use of Instant Deposit without the additional cost. Instant Deposit is an additional service offered by QuickBooks Payments subject to eligibility criteria. Standard rates apply for ACH, swiped, invoiced, and keyed card transactions. Deposits are sent to the bank account linked to your QuickBooks Debit Card in up to 30 minutes. Deposit times may vary for third party delays.

Next-day deposit: Next-day deposit feature subject to eligibility criteria. Payments processed before 3:00 PM PT typically arrive at your bank the next business day (excluding weekends and holidays). Deposit times may vary for other payment methods, third party delays or risk reviews.

Cash flow planner: Cash flow planning is provided as a courtesy for informational purposes only. Actual results may vary.

Envelopes: You can create up to 9 Envelopes. Money in Envelopes must be moved to the available balance in your primary deposit account before it can be used. Envelopes earn interest as well. Each Envelope will automatically earn interest once created, which will be separately tracked from the primary account and any other Envelope. The interest will be applied to deposit balances in each individual Envelope at the end of your Billing Cycle. See <u>Deposit Account Agreement</u> for terms and conditions.

Tax Envelope: You can create no more than one Envelope that will automatically calculate sales tax (an AST Envelope) and up to 9 Envelopes in total. Money in AST Envelope must be moved to the QuickBooks Checking primary balance before it can be used with your debit card or transferred out of the account. AST Envelope will automatically earn interest once created and funds deposited, which will be separately tracked from the primary account and any other Envelope. The interest will be applied to your balance in the AST Envelope at the end of your Billing Cycle. See <u>Deposit Account Agreement</u> for terms and conditions. Sales tax calculations for AST Envelope are provided as a courtesy for informational purposes only. Actual results may vary.

Fee-free ATM withdrawals: Fee-free ATM access applies to in-network AllPoint ATMs only (up to 4 withdrawals per statement cycle). For out-of-network ATMs and bank tellers, a \$3 fee will apply, plus any additional fees charged by the ATM owner or bank. See app for fee-free ATM locations.

Bill Pay: Bill Pay services powered by Melio with funds held by Evolve Bank & Trust or Silicon Valley Bank (members of the FDIC and the Federal Reserve).

Annual percentage yield: The annual percentage yield ("APY") is accurate as of September 1, 2021 and may change at our discretion at any time. The APY is applied to deposit balances within your primary QuickBooks Checking account and each individual Envelope. We use the average daily balance method to calculate interest on your account. See <u>Deposit Account Agreement</u> for terms and conditions.

National average interest rate: The average interest rate is based on the Federal Deposit Insurance Corporation's national rate published the week of October 18, 2021. Learn more.

No monthly fees: Other fees and limits apply. See Deposit Account Agreement for details.

QuickBooks Checking Claims Disclaimers

Claims

1. Industry-leading APY. Competitive rate information based on publicly available data for small business checking accounts provided by the largest national and online banks as of January 15, 2021. APYs are subject to change at any time.

2. 33x U.S. average APY. Average interest rate: The average interest rate is based on the Federal Deposit Insurance Corporation's national rate published the week of October 18, 2021. Learn more

Terms, conditions, pricing, special features, and service and support options subject to change without notice.

Money by QuickBooks is a standalone Intuit product and currently does not connect with other QuickBooks products such as QuickBooks Online (and QuickBooks Checking), QuickBooks Self-Employed, and GoPayment.

QuickBooks Payments: QuickBooks Payments required to use Money by QuickBooks account. QuickBooks Payments account subject to eligibility criteria, credit and application approval. QuickBooks Payments' Merchant Agreement applies.

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Money by QuickBooks Feature Disclaimers

FDIC insured up to \$250,000: Money by QuickBooks account funds are FDIC-insured up to the allowable limits through Green Dot Bank, Member FDIC upon verification of Cardholder's identity. Coverage limit is subject to aggregation of all of Cardholder's funds held on deposit at Green Dot Bank.

Fee-free ATM withdrawals: Fee-free ATM access applies to in-network AllPoint ATMs only (up to 4 withdrawals per statement cycle). For out-of-network ATMs and bank tellers, a \$3 fee will apply, plus any additional fees charged by the ATM owner or bank. See app for fee-free ATM locations.

Free ACH transfers: Personalized card required. Subject to your bank's restrictions and fees. Limits, qualifications and enrollment requirements may apply.

Same Day Deposit: Same Day Deposit allows you to have near-real time deposits sent to you on a predetermined daily schedule (up to 3x a day, Monday through Sunday, including holidays). Same Day Deposit is an additional service offered by QuickBooks Payments subject to eligibility criteria, for no extra fee for Money by QuickBooks users. Money by QuickBooks payment request fees apply for ACH and card transactions. Once batched, eligible deposits will be sent to your Money by QuickBooks account and will be available in up to 30 minutes. Transactions between 2:15-3:00 pm PST are excluded and transactions after 9:00 pm PST will be available for deposit the following morning. Deposit times may vary for third party delays.

No monthly fees: Other fees and limits apply to the business bank account. See Money by QuickBooks Deposit Account Agreement for details.

Bill Pay: Bill Pay services powered by Melio with funds held by Evolve Bank & Trust or Silicon Valley Bank (members of the FDIC and the Federal Reserve). Bill Pay is not available for QuickBooks Online Simple Start.

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Payment processing fees apply for ACH and card transactions.

QuickBooks Payments Disclaimers

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QuickBooks Card Reader: Data access subject to cellular/internet provider network availability and occasional downtime due to system and server maintenance. Product registration and QuickBooks Payments account required. Terms, conditions, and features subject to change.

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**Features:

Instant Deposit: Instant deposit is an additional service offered by QuickBooks Payments subject to eligibility criteria, including delayed eligibility for new users and availability for only some transactions. Deposits are sent in up to 30 minutes. Deposit times may vary for third party delays.

Next-day Deposit: Next-day deposit feature subject to eligibility criteria. Payments processed before 3:00 PM PT typically arrive at your bank the next business day (excluding weekends and holidays). Deposit times may vary for other payment methods, third party delays or risk reviews.

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