

**K2 Enterprises®**



# On-Site CPE Planning Guide



## HELLO

We are pleased to provide to you our On-Site CPE Planning Guide. This guide contains detailed descriptions of our seminars for accounting and financial professionals. These courses and sessions are the same high quality courses and sessions we teach for over 40 state CPA societies.

## ABOUT K2 ENTERPRISES

K2 Enterprises, named after the second highest mountain in the world, is a partnership of instructors formed in 1988 to teach information technology seminars. In addition to providing on-site training for companies, firms, and governmental entities, K2 Enterprises provides Continuing Professional Education to CPAs directly through over 40 state CPA societies.

## ABOUT K2 ENTERPRISES INSTRUCTORS

The instructors for K2 Enterprises have a long history of teaching seminars. We have provided quality technology seminars for over 30 years. Currently, K2 Enterprises teaches courses nationally and internationally. We teach courses on Excel, Budgeting, Accounting Software, Business Analytics, Internal Controls, Paperless, computer updates, and many other technology related topics. We are frequently asked to review computer products for nationally known computer magazines and have a national audience.

## GENERAL INFORMATION ON ALL SEMINARS OFFERED

Technology training and consulting is our business; it is all we do. We have been delivering high quality events for over 30 years.

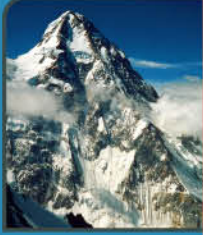
- » High quality Super VGA projection (supplied by K2 Enterprises)
- » Real life examples and practical knowledge
- » Professionally prepared participant manuals and hand-outs

All you need to hold one of our seminars is the following:

- » Room with high ceiling (12' min.) which allows for a large screen
- » Large quality screen at least 10' x 10'
- » High-Speed Internet access
- » Projection cart
- » Instructor table
- » Table-top podium
- » Cordless lavalier microphone (when attendance is over 40)
- » Comfortable classroom seating

For further information or to schedule seminars, please contact:

**Pam Falconello** – OFFICE (985) 542-9390 | FAX (985) 542-9397 | E-MAIL [pam@k2e.com](mailto:pam@k2e.com)



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## PRICING

On average, our On-Site training costs 30% to 40% less than our training offered in “public” venues. This does not include the savings from reduced travel time and expenses. If you need to reduce your CPE costs, on-site training is the answer.

We work cooperatively with the various state CPA societies to offer our full curriculum of seminars to assure you the highest quality experience. Typically the cost per 8 CPE hours of our “private” training is about 70% of the cost of similar “public” training. Accordingly, the pricing varies from state to state.

## HOW TO ESTIMATE THE COST SAVINGS FOR ON-SITE CPE

Approximately 30% of our state society “public” training .....	\$ xxx.00
Time saved in travel .....	xxx.00
Other travel cost saved.....	+ xxx.00
Total Cost Savings Per Participant.....	\$ xxx.00

## OTHER BENEFITS OF ON-SITE CPE

- » **Convenience** – Schedule the courses when you want and where you want. Reduce wasted travel time and select dates that are convenient for you and your staff.
- » **Guaranteed Quality** – K2 Enterprises is the nation’s leader in technology training for CPAs. We consider high quality presentations to be the cornerstone of our organization and guarantee the results.
- » **Improved Efficiency and Better Performance** – Most people are self taught and use only a small fraction of the capabilities of tools such as Excel, even though they use these tools daily. Huge potential exists to improve efficiency and performance by learning how to use these tools better.
- » **Customized to Your Needs** – Courses can be customized to include topics that are particularly relevant to your people.
- » **Team Building** – Training people together gets everyone pulling in the same direction and doing things the same way. Employees can share knowledge and help each other better understand how to take advantage of the technology tools they have. Training sessions are more productive because employees can share how they have approached specific problems that are unique to your company or firm.
- » **Reduce Risk and Eliminate Errors** – Having a better understanding of the technology tools you use daily can significantly reduce the risk of errors and the potential liability associated with such errors. One recent study indicates that 92% of business spreadsheets have at least one critical error.

## REFUND POLICY

If you are not completely satisfied with a K2 seminar, K2 will refund your registration fees. Please contact [pam@k2e.com](mailto:pam@k2e.com).



## COURSE CUSTOMIZATION

We frequently receive requests to customize our courses to meet the unique needs of the organization. We are absolutely willing to do this, and we offer two distinct types of customized courses as described below. However, our standard course layouts are designed as cohesive units and, unless you have truly unique needs, you will probably be better staying with the courses as they are designed.

### *Customization Option #1*

Some organizations want to select material from more than one course and/or session and combine it into one course. For example, we recently created a custom course that was 75 percent Advanced Excel and 25 percent Outlook Essentials. This firm was primarily interested in Excel training but was also concerned that the staff was not as adept with Outlook as they needed to be. This type of course customization is easy to accommodate.

### *Customization Option #2*

Some organizations want specialized examples or course content to meet their very specific and unique needs. We are ready and willing to do this although it may involve an additional fee for developing the new content and speaking with the client to work out the details of exactly what will be covered and how it will be covered.

## A FEW OF OUR REFERENCES

Jessica Roberts	Alabama Society of CPAs	(334) 386-5766
Rebecca Campbell	Colorado Society of CPAs	(303) 773-2877
Debbie Cortes	Hawaii Society of CPAs	(808) 537-9475
Gwynne Lethcoe	Idaho Society of CPAs	(208) 344-6261
Stacey Wilson	Indiana CPA Society	(317) 726-5015
Kathy Nicholson	Iowa Society of CPAs	(515) 223-8161
Jim Hardenberg	New Jersey Society of CPAs	(973) 226-4494
Sherre Sattler	North Dakota CPA Society	(701) 775-7111
Chris Nanni	Pennsylvania Institute of CPAs	(215) 972-5435
Lisa Richardson	Society of Louisiana CPAs	(504) 464-1040
April Deneault	Utah Association of CPAs	(801) 834-6634

***Many more references are available upon request***  
***Seminar evaluation summaries are available upon request***

## NASBA CERTIFICATION



K2 Enterprises is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org).

# COURSE LISTING

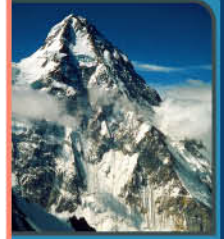
K2 offers courses that earn four, eight or sixteen hours of CPE credit. You choose the topics for your training period. Based on our experience as both speakers and implementers of technology, we design our courses to meet the practical needs of accountants and other business professionals.

		Code	Level	Hours	Page
	K2's Excel Boot Camp – Two Days of Intensive Excel Training	EBC	I	16	6
	K2's Advanced Excel	ADE	A	8	7
	K2's Budgeting and Forecasting Tools and Techniques	BFT	I	8	8
	K2's Business Continuity – Best Practices for Managing the Risks	BCO	I	8	9
	K2's Business Intelligence, Featuring Microsoft's Power BI Tools	BIF	A	8	10
<b>NEW!</b>	K2's Cloud Computing	CLC	I	8	11
	K2's Excel Best Practices	EBP	I	8	12
<b>NEW!</b>	K2's Excel Data Magic, Including Advanced PivotTables & Power Pivot	EDM	A	8	13
	K2's Excel Financial Reporting and Analysis	EFR	A	8	14
	K2's Excel PivotTables for Accountants	EPT	A	8	15
	K2's Excel Tables & Data Models – Efficiently Managing, Analyzing, & Reporting Your Data	ETD	A	8	16
	K2's Excel Tips, Tricks, and Techniques for Accountants	EXL	I	8	17
<b>NEW!</b>	K2's Paperless Office	PPO	I	8	18
	K2's Planning and Managing Your Team's Technology	PMT	I	8	19
	K2's QuickBooks for Accountants	QBP	I	8	20
	K2's QuickBooks Online and Other Top Accounting Software for Small Businesses	QOA	I	8	21
	K2's Small Business Internal Controls, Security, and Fraud Prevention and Detection	ITC	I	8	22
	K2's Technology for CPAs – Don't Get Left Behind	TEC	B	8	23
	K2's Advanced Excel Reporting – Best Practices, Tools, and Techniques	EXR-4	A	4	24
	K2's Advanced QuickBooks Tips and Techniques	AQB-4	A	4	25
<b>NEW!</b>	K2's Implementing Internal Controls in QuickBooks Environments	ICQ-4	I	4	26
	K2's Introduction to Excel Macros	EXM-4	B	4	27
	K2's Securing Your Data – Practical Tools for Protecting Information	SEC-4	I	4	28
	K2's Technology Update	TUP-4	I	4	29
	K2's Top PDF Features You Should Know	TPF-4	I	4	30

Level Key: **B** – Basic    **I** – Intermediate    **A** – Advanced    **O** – Overview    **U** – Update

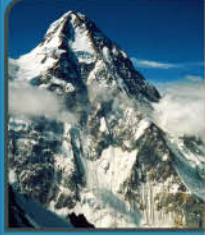
Instructional Delivery Method: **Group-Live**

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# K2'S EXCEL BOOT CAMP

## *Two Days of Intensive Excel Training*

If you are ready for two days of intensive Excel training in a “*laptop optional, laptop friendly*” environment, then this course is for you. By using accounting-centric examples, developed for accountants, by accountants, **Excel Boot Camp** takes you through Excel from A to Z and shows you how to elevate your use of Excel to the next level.

In addition to long-standing features in Excel such as lookup functions, the Camera tool, and formatting options, this program will highlight the number of recent improvements to Excel including additions to the function library, tables, a vastly improved charting engine, and an overhaul of PivotTable functionality. You will also learn various techniques for enhancing, not only your efficiency, but also your effectiveness, when working with Excel by taking advantage of a wide variety of “power features” to assist you in creating accurate spreadsheets in a fraction of the time previously required.

***“Great course. I wish I would have taken this years ago!” L.S. CPA MN***

***“I learned some great tips, tools & efficiencies.” R.M. CPA MN***

For more details, please visit  
[www.k2e.com/ebc](http://www.k2e.com/ebc)

### *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Implement various tips, tricks, and techniques in Excel to address issues, such as formatting, AutoCorrect, handling dates and times, and selecting cells with special characteristics
- ◆ Utilize Excel’s formula-building tools
- ◆ Identify how and when Excel’s table feature should be used
- ◆ Create and audit complex formulas, including those containing arrays and SUMIFS, VLOOKUP, HLOOKUP, INDEX, and MATCH functions
- ◆ List and apply various techniques for securing Excel workbooks
- ◆ Create charts in Excel that captivate audiences and communicate messages effectively
- ◆ List the six components of PivotTables and create PivotTables, including PivotTables that perform user-defined calculations
- ◆ Implement Excel’s Camera function to assist in creating custom reports
- ◆ Utilize Excel’s Macro Recorder tool to create simple, yet very useful, macros that you can put to work right away

### *Course Information*

- ◆ **CPE credit:** Recommended for 16 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection – we encourage you to bring your laptop equipped with Excel 2007 or newer. Program focuses on Excel for Windows, but many of the features can be found in Excel for Mac.
- ◆ **Prerequisites:** Fundamental knowledge of Excel 2007 or newer
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Excel users and potential Excel users who want to increase their efficiency and effectiveness with Excel

# K2'S ADVANCED EXCEL

If you are an experienced Excel user seeking to elevate your skills, join the K2 team for K2's Advanced Excel. In this laptop-friendly program, you will learn critical advanced Excel skills in six key areas: 1) collaborating with other users and securing workbooks, 2) using tables to analyze and report data, 3) integrating and manipulating data from external sources, 4) creating and auditing complex formulas, 5) advanced data analysis tools, and 6) visualization techniques to analyze and communicate information.

The content of this course draws from over twenty-five years of experience in delivering Excel training to accountants and other business professionals and throughout the program, relevant, real-world examples reinforce the major topics presented. You do not want to miss this opportunity to become more efficient and proficient in Microsoft Office Excel, the accounting and financial professional's tool of choice. This course covers advanced Excel topics found in Excel 2007 through Excel 2016.

*"Very effective presentation – great material & reference book." D.M., CPA PA*

*"The most enjoyable and productive course I have ever taken to improve my technology and productivity skills." M.G., CPA NH*

For more details, please visit  
[www.k2e.com/ade](http://www.k2e.com/ade)

## Learning Objectives

Upon completing this course, you should be able to:

- ◆ Identify and implement the best techniques to secure sensitive information in Excel workbooks and collaborate with other users to improve accuracy and efficiency
- ◆ Create tables and take advantage of their advanced features, such as dynamic data ranges, structured reference formulas, and the ability to relate multiple tables together into a Data Model
- ◆ Import and link data into Excel from external sources – including text, Access, and SQL Server – and use advanced tools, such as Power Query and various cleanup tools to manipulate the data to meet specific needs
- ◆ Use advanced functions, such as SUMPRODUCT, VLOOKUP, HLOOKUP, MATCH, INDEX, NETWORKDAYS, RAND, RANDBETWEEN, NPV, IRR, XNPV, and XIRR to create and audit complex formulas
- ◆ Analyze worksheet data using techniques such as Data Tables, Subtotals, Slicers, Filters, and PivotTables
- ◆ Describe techniques used to create, manipulate, and customize charts for analyzing and communicating information

## Course Information

- ◆ **CPE credit:** Recommended for 4 hours Accounting and 4 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection – laptop friendly, with access to demonstration files. Program focuses on Excel for Windows, but many of the features can be found in Excel for Mac.
- ◆ **Prerequisites:** Experienced Excel user
- ◆ **Program level:** Advanced
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Business professionals who work with Excel 2007 or newer and want to extend their knowledge with advanced features and functions

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# K2'S BUDGETING AND FORECASTING TOOLS AND TECHNIQUES

Are your budgeting and forecasting processes working as well for you as they should? Probably not, as many organizations report that budgeting and forecasting activities consume tremendous amounts of time and yield only marginal benefits. In this course, you will learn how to achieve a greater return on your budgeting and forecasting activities by taking advantage of various tools and techniques available in today's market.

In addition to learning about how to utilize Excel more effectively for budgeting and forecasting activities, you will also learn about other tools, such as Budget Maestro, PROPHIX, and Host Analytics, and how reducing your dependency on Excel can lead to better results. Additionally, you will learn how to account for risk and uncertainty in your budgeting and forecasting models and why doing so is a best practice for more meaningful budgets and forecasts. If you are involved in budgeting and forecasting activities, you will not want to miss this opportunity to learn how to reduce the amount of time you spend on these tasks, while simultaneously increasing their value.

*"Very good mix between mixing non Excel budgeting software with features in Excel." M.Z., CPA MN*

*"Excellent class!" J.F., CPA OR*

For more details, please visit  
[www.k2e.com/bft](http://www.k2e.com/bft)

## *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Utilize processes for obtaining budget data and collaborating with others when using Excel including Shared and Merged Workbooks, Excel's Audit Trail, controlling and validating data input, and collaborating with others
- ◆ Apply various Excel techniques for interacting with the accounting system, such as Office Data Connections, Open Database Connectivity, importing text files, and linking Internet-based data into budgeting and forecasting models
- ◆ Identify situations in which various Excel techniques are appropriately implemented, such as using Data Tables for sensitivity analysis, working with Excel's Goal Seek feature, using Solver to maximize scarce resources, working with Scenario Manager, forecasting with Regression Analysis, and analyzing risk with Monte Carlo simulations
- ◆ Implement various Excel functions – including NPV, IRR, XNPV, and XIRR – in capital budgeting situations, and identify the various methods by which Excel computes depreciation
- ◆ Compare and contrast Excel with other applications used for budgeting and forecasting activities and describe situations in which other solutions should be used to reduce the dependency on Excel as a budgeting and forecasting solution

## *Course Information*

- ◆ **CPE credit:** Recommended for 4 hours Accounting and 4 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection – laptop friendly, with access to demonstration files
- ◆ **Prerequisites:** Fundamental knowledge of Microsoft Office Excel 2007 or newer
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Business professionals involved in budgeting and forecasting activities

# K2'S BUSINESS CONTINUITY

## *Best Practices for Managing the Risks*

Are you and your team members prepared for a business disruption? Natural disasters, technology glitches, human failures, and even sabotage and terrorism threaten businesses of all sizes today. In this course, you will learn how to develop and implement a business continuity plan (BCP) to help manage the risks associated with business interruptions. You will learn how to manage key issues related to staffing, how virtualization can speed recovery times, and how Cloud-based storage, synchronization, and mirrored databases can help ensure that you always have access to your critical data and applications. Most importantly, you will learn how to identify your organization's major risks and create an effective plan to address these contingencies.

Today's technology-dependent organizations must have a plan for how they will operate when facilities, power, communications, or technology fail or become compromised. Unfortunately, many companies learn about critical weaknesses in their infrastructure only after experiencing a critical outage. Participate in this course and learn how to identify, understand, and develop strategies for mitigating critical business interruption risks.

***"Absolutely the best seminar I have been to in years!" C.L., CPA PA***

For more details, please visit  
**[www.k2e.com/bco](http://www.k2e.com/bco)**

### *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Define the goals and activities involved in the creation of a Business Continuity Plan (BCP), and contrast a BCP with a data backup strategy
- ◆ Identify and assess critical risks to a company's operations
- ◆ Classify identified risks into four timeframes for creating disaster recovery plans
- ◆ Define three different types of data backups and explain the critical differences in how each is created and stored so that it can achieve its desired purpose

### *Course Information*

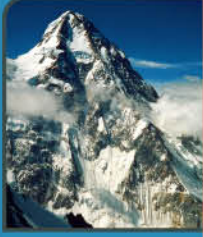
- ◆ **CPE credit:** Recommended for 8 hours Information Technology
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** Basic understanding of organizational business processes and technology terminology
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Business professionals who desire to reduce the risk associated with business disruptions

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# K2'S BUSINESS INTELLIGENCE, FEATURING MICROSOFT'S POWER BI TOOLS

In today's business climate, Business Intelligence (BI) is perhaps the hottest topic in most professional circles. Increasingly, organizations of all sizes are seeking to take advantage of the data that is available to them to identify previously undiscovered insights and gain competitive advantages thought to be out-of-reach just a few short years ago. A growing array of tools – ranging from Excel add-ins to dedicated solutions such as Power BI – now allow you to leverage your existing knowledge and skills to create powerful, interactive dashboards and analyses unthinkable until recently.

In this program, you will learn how to implement “do it yourself business intelligence” using a variety of techniques and tools. You will learn how to work with some of the advanced data query and summarization features in Excel to create Excel-based dashboards and then you will learn how to leverage that knowledge to build even more powerful BI objects using Microsoft's Power BI tools. If gaining greater insights into your data to make better decisions is of interest to you, then join us for a fast-paced look at how you can take advantage of these fantastic tools.

***“This was a great course! Very useful information!” B.R., CPA MN***

For more details, please visit  
[www.k2e.com/bif](http://www.k2e.com/bif)

## *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Create Excel-based BI dashboards
- ◆ List the potential shortcomings of BI solutions based wholly on Excel
- ◆ Identify and implement various Excel add-ins that might useful in BI applications
- ◆ Differentiate between the BI opportunities in Excel and Power BI
- ◆ Create and distribute dashboards using Power BI

## *Course Information*

- ◆ **CPE credit:** Recommended for 8 hours Information Technology
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** Basic understanding of computer operations and terminology, including Microsoft Office Excel
- ◆ **Program level:** Advanced
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Business professionals seeking to develop and implement BI solutions

# K2'S CLOUD COMPUTING

***New Course for 2018!***

*The Future is Here!*

“Cloud Computing.” You’ve heard the term, but what does it really mean and how does it impact you both personally and professionally? In this seminar, you will learn the fundamentals of Cloud computing, including what Cloud computing really is and what it is not. More importantly, you will learn necessary skills to determine if Cloud computing might be right for your organization or for your clients. Additionally, during the seminar you will learn how to migrate to Cloud-based solutions and how to avoid the major pitfalls along the way.

Throughout this program, leading solutions from organizations such as Microsoft, Google, Zoho, Thomson Reuters, CCH, Intuit, Accumatica, Sage, Salesforce.com, Wave, XCM Solutions, Bill.com, Amazon, Canopy Tax, AccountantsWorld, Xero, and many others will be reviewed to help you understand the opportunities that exist today to move your organization forward and begin increasing the return on your investment in technology. A special focus of this seminar is the impact that Cloud computing has on the accounting profession, regardless of whether you work in public accounting, industry, or for governmental, educational, or not-for-profit institutions. Don’t miss this chance to learn about Cloud computing and the potential for you to improve information services within your organization while improving efficiency and driving down costs!

For more details, please visit  
[www.k2e.com/dlc](http://www.k2e.com/dlc)

## *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Define “Cloud computing” and distinguish between various Cloud computing services
- ◆ Determine if Cloud computing is right for your organization
- ◆ Identify the major Cloud computing vendors and the key solutions provided by each of these vendors
- ◆ Create a road map for selecting a Cloud-based solution and migrating to it
- ◆ Recognize the potential pitfalls associated with Cloud-based solutions – such as security and data availability – and identifying means of avoiding these hazards
- ◆ Establish an appropriate strategy for storing data in the Cloud

## *Course Information*

- ◆ **CPE credit:** Recommended for 8 hours Information Technology
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** Fundamental knowledge of computer operations
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Accountants and other business professionals who want to learn more about the potential benefits and risks associated with Cloud computing

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## K2'S EXCEL BEST PRACTICES

As spreadsheets continue to evolve, so too must your practices for creating, editing, and auditing them. In this program, you will gain an in-depth understanding of the best ways to work with Excel by learning best practices associated with Excel spreadsheets in each of the following areas: creating and editing Excel workbooks, securing Excel workbooks, collaborating with others in Excel, and reporting on data contained in Excel.

Today's best practices for Excel differ significantly from those used in the past and you will learn the best ways to work with Excel spreadsheets in this "must see" CPE program. Course materials include relevant examples to enhance your learning experience. Participate in this program to help ensure that you utilize Excel to its fullest potential.

This course covers features found in Excel versions 2007 and newer.

*"I learned various tips/tricks that I expect to implement to my approach immediately." J.J., CPA DE*

*"Excellent course with lots of practical information that will be useful for work." V.S., CPA MS*

For more details, please visit  
[www.k2e.com/ebp](http://www.k2e.com/ebp)

### *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ List critical spreadsheet design fundamentals
- ◆ Identify techniques used to minimize data input errors
- ◆ Utilize Excel's Table feature as a foundational component of spreadsheets
- ◆ Identify and implement three different techniques for consolidating data
- ◆ Utilize various Excel features, such as Go To Special to solve specific spreadsheet issues
- ◆ List and apply four techniques for sharing an Excel workbook and collaborating with others
- ◆ Implement various techniques for auditing and error-checking Excel workbooks, including Trace Precedents, Trace Dependents, and Formula Auditing
- ◆ Identify the advantages of working with Defined Names in Excel
- ◆ List and apply six techniques for securing Excel data

### *Course Information*

- ◆ **CPE credit:** Recommended for 8 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection – laptop friendly, with access to demonstration files. Program focuses on Excel for Windows, but many of the features can be found in Excel for Mac.
- ◆ **Prerequisites:** Fundamental knowledge of Microsoft Office Excel 2007 or newer
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Excel users who want to learn best practices for working with spreadsheets

# K2'S EXCEL DATA MAGIC, INCLUDING ADVANCED PIVOTTABLES & POWER PIVOT

## *Acquiring, Analyzing & Visualizing Your Data*

### ***New Course for 2018!***

Leave those manual reporting processes behind and move into the new world of automatically linking data into Excel for analyzing, reporting, and preparing visualizations. Using tools such as Power Query and Power Pivot, you can leverage your existing knowledge of PivotTables to do even more when it comes to summarizing, analyzing, and reporting potentially very large volumes of data.

In this program, you will learn how to use automated data queries to link data from external databases into Excel and then transform this data into Data Models. From there, you will learn how to use Power Pivot and CUBE formulas to streamline the process of summarizing and reporting this data. You will also learn how to take advantage of advanced features such as Data Analysis Expressions, Key Performance Indicators, Hierarchies, and Dimensions to streamline your reporting processes. Further, you will learn how to create compelling visualizations of this summarized data to help your readers understand the true meaning behind the numbers. If you currently use PivotTables on a regular basis and want to take advantage of the powerful advanced reporting features available in Excel, then sign up today for this program.

*Note: This program is taught at an advanced level; other, more fundamental coverage of PivotTables is offered in K2's Excel PivotTables for Accountants seminar. Many of the concepts taught in this course depend upon access to Power Pivot, Power Query, and Power View, available only in the Windows-based premium editions of Excel 2013 and Excel 2016.*

For more details, please visit  
[www.k2e.com/edm](http://www.k2e.com/edm)

### ***Learning Objectives***

Upon completing this course, you should be able to:

- ◆ Construct and manage links from external data sources into Excel for the automatic acquisition of data
- ◆ Define, build, and manage Data Models and build PivotTables from these objects
- ◆ Create PivotTables using Power Pivot, including PivotTables that summarize data from multiple data sources
- ◆ Utilize Data Analysis Expressions and other tools to add calculations to PivotTables
- ◆ Add features such as Key Performance Indicators, Dimensions, and Hierarchies to Power Pivot-based PivotTables
- ◆ Create compelling visualizations of the data in your Power Pivot-based PivotTables using PivotCharts and Power View

### ***Course Information***

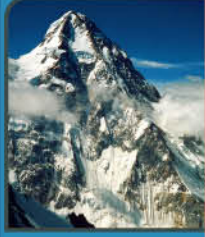
- ◆ **CPE credit:** Recommended for 8 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection, laptop friendly, with access to demonstration files
- ◆ **Prerequisites:** Full understanding of intermediate to advanced PivotTables
- ◆ **Program level:** Advanced
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Business professionals using the Windows-based premium editions of Excel 2013 and Excel 2016 who are seeking to extend their knowledge of Excel as a reporting tool

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# K2'S EXCEL FINANCIAL REPORTING AND ANALYSIS

Microsoft Office Excel is a powerful tool for analyzing financial data and preparing financial reports and if you are ready to harness the power of Excel for financial reporting and analysis, then this program is for you. In this course, you will learn how to put Excel to use to deliver accounting and financial solutions in critical areas such as formatting reports and financial statements using advanced techniques, assembling and printing reports and schedules, and using templates to automate reporting processes. You will also learn options for consolidating financial data from multiple sources, how to create Excel visualizations to improve reader's comprehension of financial information, and advanced data analysis techniques such as PivotTables connected in real-time to your accounting database.

Like most powerful tools, Excel contains features and functions useful for reporting and analysis that are not immediately obvious to many users. In this course, you will uncover many of these hidden features to help you prepare computationally accurate and aesthetically pleasing reports in far less time than you might imagine possible. You do not want to miss this opportunity to learn how to take advantage of Excel to overcome many of the reporting and analysis obstacles currently facing you.

*"This was an outstanding session I would highly recommend." T.K., CPA NJ*

*"The course was right on target. Great examples for functional application immediately upon return to the office." W.L., CPA TX*

For more details, please visit  
[www.k2e.com/efr](http://www.k2e.com/efr)

## *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Implement techniques such as Custom Formats, Conditional Formatting, and the Accounting Format for formatting financial statements and other Excel-based reports more efficiently
- ◆ Identify opportunities to streamline report assembly and printing with tools such as Camera, Custom Views, linked and embedded objects, and working with Excel-based reports saved as PDF documents
- ◆ Differentiate between Excel's default templates and templates for financial reporting and analysis; create templates and apply them to financial reporting and analysis situations
- ◆ Apply Excel features, such as Sorting, Data Tables, Subtotal, Filters, and PivotTables to aid in financial reporting and analysis
- ◆ List and apply four techniques for consolidating data in Excel
- ◆ Create visualizations in Excel to aid in communicating financial data information to consumers, including differentiating between different types of charts and identifying the circumstances under which certain types of charts are preferable

## *Course Information*

- ◆ **CPE credit:** Recommended for 8 hours Accounting
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection – laptop friendly, with access to demonstration files. Program focuses on Excel for Windows, but many of the features can be found in Excel for Mac.
- ◆ **Prerequisites:** Fundamental knowledge of Microsoft Office Excel 2007 or newer
- ◆ **Program level:** Advanced
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Accounting and financial professionals desiring more knowledge in using Excel for financial statement preparation and analysis

# K2'S EXCEL PIVOTTABLES FOR ACCOUNTANTS

PivotTables are widely considered the most powerful feature in Excel, yet most accounting and financial professionals do not use them in their day-to-day activities. If you are ready to learn how to take advantage of PivotTables or how to extend your existing knowledge of PivotTables, then you should make time to participate in this course. In this program, you will learn how to build PivotTables, how to group data inside PivotTables – including grouping options for fiscal periods – and how to create user-defined calculations in your PivotTables. You will also learn advanced PivotTable techniques, including how to build PivotTables that consolidate data from multiple data ranges and PivotTables dynamically connected to external databases and financial accounting systems. Additionally, you will learn how to take advantage of other Excel features associated with PivotTables, including Slicers, Power Query, and Power Pivot. At the end of the day, you will be a master of Excel PivotTables!

If you have been leery of working with PivotTables or have struggled to realize their many benefits, this course is for you. With a little information, guidance, and coaching from your K2 instructor, you will be ready to use PivotTables to analyze and report on very large data sets in a fraction of the time you are spending presently to complete such tasks.

***"I learned a lot that will assist me in my job." T.D., CPA WA***

***"Excellent class and very valuable information!" S.B., CPA MN***

For more details, please visit  
[www.k2e.com/ept](http://www.k2e.com/ept)

## *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Identify the six main elements of a PivotTable report and their use when creating PivotTables
- ◆ Create PivotTables and manipulate data in PivotTables using grouping techniques, modified Field Settings, user-defined calculations, and sorting and filtering options
- ◆ Import and link data from external data sources into PivotTables; additionally, use Tables and Data Models as data sources for PivotTables
- ◆ Create Consolidation PivotTables to consolidate data from multiple data sources in Excel
- ◆ Construct PivotTables in enterprise-class organizations using Power Pivot and Slicers
- ◆ Analyze data in PivotTables using tools and techniques, such as sorting, filtering, Excel's GETPIVOTDATA function, and PivotCharts
- ◆ Apply specific PivotTable techniques to solve problems in areas of PivotTable formatting, creating multiple PivotTables from a single data source, grouping PivotTable data into fiscal reporting periods, and keeping PivotTable row order intact

## *Course Information*

- ◆ **CPE credit:** Recommended for 4 hours Accounting and 4 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection – laptop friendly, with access to demonstration files. Program focuses on Excel for Windows, but many of the features can be found in Excel for Mac.
- ◆ **Prerequisites:** Fundamental understanding of Microsoft Office Excel 2007 or newer
- ◆ **Program level:** Advanced
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Accounting and financial professionals who want to use the power of Excel PivotTables to analyze and summarize data

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# K2'S EXCEL TABLES AND DATA MODELS

## *Efficiently Managing, Analyzing & Reporting Your Data*

To efficiently manage, analyze, and report in Excel, you need more than traditional ranges of data – you need tables and data models! Two of Excel's best features about which most users know very little, tables and data models allow you to process large volumes of data into dynamic reports and analytical elements with unsurpassed ease, accuracy, and speed.

Far more than just a formatting tool, tables should revolutionize how you work with data in Excel, including serving as dynamically re-sizing ranges of data, providing a simplified means of writing formulas, and facilitating quick and easy sorting of large volumes of data. Couple tables with data models – a means of joining, or relating, two or more tables together – and you have the recipe for unparalleled efficiency when managing, analyzing, and reporting with Excel, even if your source data lies in other data sources! You do not want to miss this chance to learn how to harness the power of these tools by participating in this program!

*"Great Course! I learned a lot of valuable information! Very beneficial User of my time." J.B., CPA AL*

*"Most relevant CPE I've taken in a while." M.C., CPA MN*

For more details, please visit  
[www.k2e.com/etd](http://www.k2e.com/etd)

### *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ List the key features and advantages of working with tables and data models
- ◆ Create tables and data models in Excel, including using Power Query to reference data from external data sources into tables and data models
- ◆ Construct formulas in tables using Structured References, including formulas that refer to tables in other worksheets and workbooks
- ◆ Build Data Analysis Expressions in Data Models to extend their usefulness
- ◆ Use tables as automatic re-sizing data sources for other objects, including PivotTables and PivotCharts
- ◆ Use Excel's Power Pivot tools to summarize large data models with extreme ease
- ◆ Sort and filter data in tables, including applying Slicer filters
- ◆ Generate financial reports and data analyses – including PivotTables – which reference information from tables and data models and update dynamically

### *Course Information*

- ◆ **CPE credit:** Recommended for 2 hours Accounting and 6 hours Information Technology
- ◆ **Instructional delivery method:** Group-live demo and discussion – laptop friendly, with access to demonstration files. Program focuses on Excel for Windows, but many of the features can be found in Excel for Mac.
- ◆ **Prerequisites:** Fundamental knowledge of Microsoft Office Excel
- ◆ **Program level:** Advanced
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Accounting and business professionals who use Excel 2013 and Excel 2016 and are seeking to manage, analyze, and report data more efficiently using Excel

# K2'S EXCEL TIPS, TRICKS, AND TECHNIQUES FOR ACCOUNTANTS

Excel is the accountant's tool of choice for analyzing and reporting financial data, yet many use time-consuming and error-prone processes to complete everyday tasks. Regardless of your level of experience, if you use Excel, you need this course to learn more efficient and effective ways to work with Excel. In this course, you will learn countless tips, tricks, and techniques to improve your general level of productivity, reduce the amount of time you spend on mundane tasks, such as formatting, and customize Excel for greater accuracy and efficiency. You will also learn valuable formula-building skills, best practices for linking Excel data from other worksheets and workbooks, and how to streamline report generation and printing processes.

Throughout the program, your K2 instructor will reinforce key learning points with practical, real-world examples that will improve your understanding and comprehension of the topics presented. This highly acclaimed course draws on over twenty-five years of experience in delivering spreadsheet training to accounting and financial professionals, which assures you of the relevance and usefulness of the information and guidance provided during the program.

*"I have taken other Excel classes, but they were not geared toward Accountants. This seminar provided practical & relevant information for use in my daily work." A.S., CPA MI*

*"This is the most effective CPE course I have ever attended. It will truly help me be more efficient & effective at work." E.K., CPA PA*

For more details, please visit  
[www.k2e.com/exl](http://www.k2e.com/exl)

## Learning Objectives

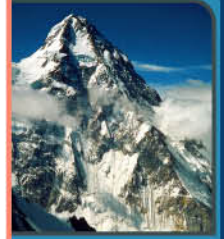
Upon completing this course, you should be able to:

- ◆ Identify situations in which various Excel features can increase productivity and apply each of these techniques in context, such as Freeze Panes, Split Windows, selecting cells with special characteristics, AutoCorrect, the Office Clipboard, and Paste Special
- ◆ Implement tools and techniques for formatting data in Excel, including multiline column headings, the Accounting Format, custom date and number formats, and Conditional Formatting
- ◆ Customize Excel's user environment, including the Ribbon and the Quick Access Toolbar, adjust Excel's Options to improve efficiency, and create and use Templates to increase efficiency and productivity
- ◆ Utilize various formula building tools to create formulas more efficiently and create various types of formulas, including formulas, to manipulate text and dates, formulas containing VLOOKUP and HLOOKUP functions, formulas that contain conditional calculations, and formulas that contain circular references
- ◆ Link data across multiple Excel worksheets and workbooks, update and manage links, and create sum-through formulas and rolling reports
- ◆ Implement procedures for producing Excel-based reports, including adjusting print settings, using the Camera feature to create report forms, and working with Custom Views to automate print settings

## Course Information

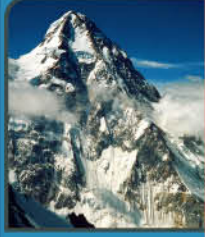
- ◆ **CPE credit:** Recommended for 4 hours Accounting and 4 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection – laptop friendly, with access to demonstration files. Program focuses on Excel for Windows, but many of the features can be found in Excel for Mac.
- ◆ **Prerequisites:** Fundamental knowledge of Microsoft Office Excel 2007 or newer
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Accounting and financial professionals who want to learn how to use Excel more efficiently and effectively

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# K2'S PAPERLESS OFFICE

## *New Course for 2018!*

Would you like to find important documents in 10 seconds or less? Would you like to ensure that all your digital information is safe and secure? Would you like to improve efficiency in workflow? Of course you would, and with a little planning and guidance, you will be on your way to realizing these and other benefits associated with a paperless office. No one expects a completely “paperless” office, but reducing the amount of paper we shuffle can lead to tremendous rewards and in this course, you will learn best practices and proven processes for effective document management.

By participating in this program, you will learn how you can implement simple, inexpensive document management systems at an individual, work group, or small business level. You will also learn how you can implement more sophisticated and comprehensive document management systems – complete with automated workflow processing – that would be appropriate for larger offices and organizations. Your instructor will guide you through issues such as digitizing hard copy files, exporting and importing data from specialized applications into a document management system, key hardware and software considerations, and the policies necessary to facilitate a successful office. Upon completing this course, you will have a comprehensive understanding of your options and a clear direction of how to implement your own version of the Paperless Office.

For more details, please visit  
[www.k2e.com/ppo](http://www.k2e.com/ppo)

## *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Define key paperless terms such as Document Management, Records Management, and Business Process Management
- ◆ Estimate the Return on Investment of moving to a paperless environment
- ◆ Create a Records Retention Policy appropriate for your organization
- ◆ Identify the three components of a successful document management initiative
- ◆ List key characteristics of Electronic File Cabinet solutions and Document Management solutions and typical costs associated with these systems
- ◆ Identify key hardware and software requirements for successful document management, including scanners, storage, memory, operating systems, and network considerations
- ◆ Describe key data backup, disaster recovery, and business continuity issues and identify key vendors in this area and the solutions they offer

## *Course Information*

- ◆ **CPE credit:** Recommended for 8 hours Information Technology
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** Fundamental knowledge of computer operations
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Accountants and other business professionals who are seeking to improve document management processes in their organizations

# K2'S PLANNING AND MANAGING YOUR TEAM'S TECHNOLOGY

Isn't it time you took control of information technology (IT) within your organization? With IT being both a significant cost and a strategic expenditure, what can you do to manage ROI? What steps are available to maximize the impact of technology, controlling costs where possible, while still benefiting from leveraging that technology to improve profits? How can you set reasonable budgets and manage your team and vendors to ensure that your technology is functioning as intended and on budget? What can we do to stay current enough on the options and conversant enough to speak with computer people?

Join us in this seminar to learn the best ways to plan and manage your team's technology. The program is specifically designed for the manager who does not have a technology background, but who is now charged with leading and managing the technology investment in a small to mid-sized organization, including a CPA firm. If you are in that role, can you really afford to miss this program?

For more details, please visit  
[www.k2e.com/pmt](http://www.k2e.com/pmt)

## *Learning Objectives*

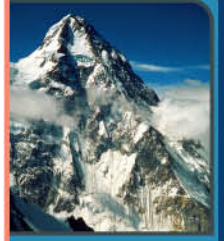
Upon completing this course, you should be able to:

- ◆ Identify the major cost components associated with technology
- ◆ Plan budgets to acquire the necessary resources needed for success
- ◆ Differentiate between various opportunities for leveraging Cloud-based tools
- ◆ Identify optimal software licensing strategies in an organization
- ◆ Prepare and implement appropriate technology policies in a business

## *Course Information*

- ◆ **CPE credit:** Recommended for 8 hours Information Technology
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** Basic understanding of computer operations and terminology
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Business professionals who manage technology investments and applications in small to mid-sized organizations, including CPA firms

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## K2'S QUICKBOOKS FOR ACCOUNTANTS

QuickBooks is an extremely powerful product with features and capabilities of which many users are either not aware or do not know how to utilize effectively. This course helps you get more out of QuickBooks and QuickBooks Online and to resolve the issues with which even experienced QuickBooks users often struggle, such as locking down prior periods. This program starts out fast with a chapter covering the top issues accountants face with QuickBooks. The day continues with practical guidance and solutions designed to help accountants get the most out of QuickBooks for themselves and/or their clients. You will learn about issues, such as setting up a new company, configuring and customizing QuickBooks preferences, and enabling system security and password protection features. In addition, you will learn how to lock down transactions in prior periods, the audit trail, customizing reports, exporting reports to Excel, and extending QuickBooks' usefulness with tools such as the Fixed Asset Manager and Loan Manager.

Despite the product's user-friendly design, the most common QuickBooks problems involve recording transactions incorrectly. To prevent these and other problems, adequate training is necessary. Help your company or client put the power of QuickBooks to work, the right way. Register for this professional educational seminar today!

*"Instructors always include tips, etc., to streamline the use of the product." S.M., CPA MN*

*"Wow, I felt like I got my moneys-worth after the first hour." B.S., CPA WA*

For more details, please visit  
[www.k2e.com/qbp](http://www.k2e.com/qbp)

### *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Identify appropriate responses to common QuickBooks user issues, such as closing accounting periods, eliminating payables and receivables from cash-basis financial statements, purging old transactions from QuickBooks, voiding checks in prior periods, viewing underlying debit and credit entries, and recommended end-of-period procedures
- ◆ List new features added to recent versions of QuickBooks and QuickBooks Online and apply these features; additionally, differentiate between the different products in the QuickBooks family
- ◆ Define appropriate procedures for setting up client data files in QuickBooks including converting data from other accounting applications, creating data files, using templates, entering beginning balances, establishing user access and security rights and privileges, and establishing preferences
- ◆ Work with various QuickBooks Lists, including entering and editing list data, techniques for managing lists, and importing and exporting list data
- ◆ Identify techniques for creating reports and analyzing data in QuickBooks, including creating and customizing Reports, and exporting reports to Excel
- ◆ Utilize QuickBooks tools to enhance management control, including budgeting and forecasting, depreciating fixed assets, and tracking loans and notes payable
- ◆ Identify situations where QuickBooks Online may be an appropriate solution for a business currently using or considering using QuickBooks

### *Course Information*

- ◆ **CPE credit:** Recommended for 4 hours Accounting and 4 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** Fundamental understanding of basic QuickBooks operations
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Accounting and financial professionals who use or support clients who use QuickBooks

# K2'S QUICKBOOKS ONLINE AND OTHER TOP ACCOUNTING SOFTWARE FOR SMALL BUSINESSES

For businesses with up to \$15 million in annual revenue, the number of accounting applications available today can be staggering! Cloud-based solutions such as QuickBooks Online, Xero, Accounting Power, and Wave are growing in breadth and depth while traditional desktop and client-server applications continue to add more features, including hosted options. On top of all of this, financial reporting and other add-on solutions can further complicate your decision as to which tools you/your clients should use.

Join us in this seminar to learn which small business accounting application might be the best fit for your/your client's specific needs and you can maximize the return on investment for the solution you choose. You will learn about each solution's key features, target markets, approximate pricing, integration options, and other relevant factors to assist in make the right decision. This is the one "must-attend" seminar for anyone working in a small business or providing services to small businesses.

***"Extremely useful, learned a lot and appreciate the ability to ask questions throughout." A.P., CPA MS***

For more details, please visit  
[www.k2e.com/qoa](http://www.k2e.com/qoa)

## *Learning Objectives*

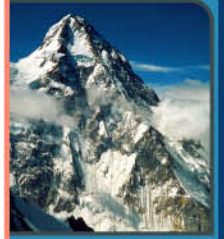
Upon completing this course, you should be able to:

- ◆ Identify relative strengths of competing small business accounting applications and optimal target markets
- ◆ Estimate the cost of acquiring and implementing various small business accounting solutions
- ◆ Identify and utilize various features to improve the accounting function in small businesses
- ◆ Differentiate among various add-on solutions for functions such as financial and operational reporting, sales tax, and workflow

## *Course Information*

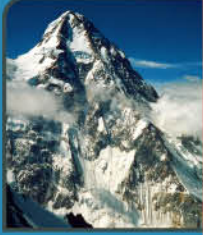
- ◆ **CPE credit:** Recommended for 8 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** Basic understanding of computer operations and accounting software
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Business professionals working in a small business or providing services to a small business

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# K2'S SMALL BUSINESS INTERNAL CONTROLS, SECURITY, AND FRAUD PREVENTION AND DETECTION

Internal controls are more important than ever, and their importance increases seemingly on a daily basis. However, internal controls present a challenge for many smaller organizations. In this program, you will learn how to evaluate, develop, and implement an effective internal control structure in a small business environment. You will identify how to assess risk in smaller organizations and how to implement preventive, detective, deterrent, and compensating controls to mitigate these risks, even in the absence of proper segregation of duties. Additionally, by participating in this program, you will learn technology-focused techniques for preventing and detecting fraud as well as securing information systems and sensitive data. As a participant, you will benefit from the case studies used in class in which theoretical concepts are implemented and demonstrated in leading small business accounting software programs, such as QuickBooks and QuickBooks Online, Sage 50/Peachtree, Microsoft Dynamics GP, and Sage 100.

For small organizations, maintaining an effective system of internal controls presents a significant challenge. Implementing many of the theoretical concepts surrounding internal controls – such as segregation of duties – may not be practical or even possible in some cases. Consequently, the current internal control structure of many small businesses fosters an environment in which too much risk is present. This, coupled with the presence of uncontrolled information systems and computerized accounting software, can often lead to disastrous results. Participate in this program to learn the necessary insights and tools to design, implement, and monitor effective internal controls, security, and anti-fraud measures in small organizations.

*“Great real life examples! Great easy & simple techniques that can easily be applied in business practice that will certainly add value to any organization.” K.E., CPA MN*

*“Good information & practical examples.” T.H., CPA CA*

For more details, please visit [www.k2e.com/itc](http://www.k2e.com/itc)

## *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Cite internal control fundamentals, including definitions and concepts, types of internal control activities, and the need for internal controls
- ◆ Identify common small business control deficiencies and issues, including concentration of ownership and inadequate segregation of duties, and list five key risk areas for small businesses
- ◆ Recognize the common types of fraud schemes occurring in small business and implement internal control measures to reduce the threat of becoming a victim
- ◆ List the objectives and common deficiencies of small business accounting systems
- ◆ Define the purpose of general controls and list examples of common general controls in small businesses
- ◆ Identify relevant internal control procedures over revenues, cash, purchasing, payables, payroll, inventory, and fixed assets in small businesses
- ◆ Implement technology tools to prevent and detect occupational fraud
- ◆ List opportunities to enhance security over information systems and sensitive data
- ◆ Define alternative control procedures and describe their significance in small businesses

## *Course Information*

- ◆ **CPE credit:** Recommended 8 hours Auditing
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** Basic understanding of internal controls and accounting and administrative processes in smaller organizations
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Business professionals responsible for internal control and fraud prevention and detection

# K2'S TECHNOLOGY FOR CPAS – DON'T GET LEFT BEHIND

How good are you with the technology you use daily? What new technology tools are available that could save you time and make you more effective? Technology continues to accelerate rapidly, and the need to keep pace is important. If you are not an information technology (IT) expert, but need a technology update to maintain and improve your skills so that you can serve your companies and/or clients more efficiently and effectively, then this course is for you!

In this fast-paced, update-style course, you will survey today's IT environment, learning about computer hardware, software (including Office 2016), operating systems (including Windows 10) and what they mean for you, and peripheral devices. You will also learn about significant trends in information technology and how to take advantage of the opportunities presented by these trends. Examples include the latest Excel features, working with PDF files, and security and privacy issues. Additionally, you will learn how to improve the overall performance of your IT investment, thereby increasing your return on investment.

Throughout this program, you will learn from real-time demonstrations of practical applications of the latest tools which can provide you with knowledge you need to harness the power of technology, both now and in the future. Register now for this "don't miss" opportunity to get the skills needed to enhance the value of your IT investment.

***"One of the best IT courses offered." R.O., CPA MS***

***"Extraordinary amount of information and resources provided – very good seminar." A.M., CPA NJ***

For more details, please visit  
[www.k2e.com/tec](http://www.k2e.com/tec)

## *Learning Objectives*

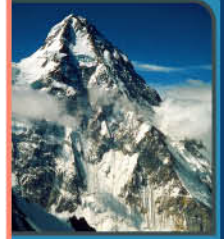
Upon completing this course, you should be able to:

- ◆ Identify key hardware and software enhancements and updates that are relevant to accountants, including operating systems, desktop productivity suites, accounting software, and document management systems
- ◆ Implement key features in Microsoft Office applications, including accountant-centric features in Excel, Word, and Outlook
- ◆ List and apply key features found in Adobe Acrobat for working with PDFs, including commenting, reorganizing PDFs, securing PDFs, and creating and working with PDF forms
- ◆ Identify key security and privacy issues facing accountants, including practical tools and techniques for mitigating risk, such as data encryption, password management, biometrics, and portals

## *Course Information*

- ◆ **CPE credit:** Recommended for 8 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** None
- ◆ **Program level:** Basic
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Accounting and financial professionals seeking to improve their knowledge of technology and the return on their investment in technology

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# K2'S ADVANCED EXCEL REPORTING

## *Best Practices, Tools, and Techniques*

(1/2 Day – 4 CPE Hour Course)

If you need to build advanced Excel reports, including reports where the source data resides in your accounting software or another database, then this program should be at the top of your CPE list! In this seminar, you will learn how to use Open Database Connectivity (ODBC) and Online Analytic Processing (OLAP) to connect Excel to external data sources, such as your accounting software database, to extract data for reporting and analysis. You will also learn how to incorporate PivotTables into your reporting routines, including how to add calculations to your PivotTables, how to group PivotTable data into fiscal reporting periods, and how to filter your PivotTables using Slicers.

You will also learn best practices for presenting compelling and captivating Excel-based reports and charts, and how to use two Excel add-ins – BizNet's Excel Business Information Suite and Microsoft's Power Pivot – to streamline and automate many of the manual processes associated with building Excel-based reports. In sum, if you generate financial or operational reports in Excel, you cannot afford to miss this program!

Many accounting and financial professionals spend far too much time in Excel accessing and converting financial data into useful reports. If there is the chance you may not be taking full advantage of all that Excel has to offer as a reporting tool, then you should make plans to participate in this program.

***"Identified several new tools to use in future reporting – looking forward to "play" with the new tools." K.B., CPA IA***

***"Excellent presentation! This class is just right for my level and answered many of my questions." X.W., CPA WY***

For more details, please visit  
[www.k2e.com/exr-4](http://www.k2e.com/exr-4)

### *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Link and import data from external databases – including multi-table databases – into Excel
- ◆ Use Tables and PivotTables to create accurate financial reports and analyses
- ◆ List and apply Excel shortcuts for formatting financial reports
- ◆ Implement Excel templates to improve reporting productivity
- ◆ Identify opportunities to work with third-party tools to streamline reporting in Excel

### *Course Information*

- ◆ **CPE credit:** Recommended for 4 hours Accounting
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection – laptop friendly, with access to demonstration files. Program focuses on Excel for Windows, but many of the features can be found in Excel for Mac.
- ◆ **Prerequisites:** Strong working knowledge of Excel 2007 or newer
- ◆ **Program level:** Advanced
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Accounting and financial professionals who use Excel for reporting and want to reduce the risk of errors, simplify reporting processes, and improve the quality of reports

# K2'S ADVANCED QUICKBOOKS TIPS AND TECHNIQUES

(1/2 Day – 4 CPE Hour Course)

QuickBooks remains one of the leading accounting solutions for small and growing businesses and Intuit has added numerous advanced features to the application over the past few releases. In this seminar, you will learn how to take advantage of many of QuickBooks' new and advanced features to solve important issues. For example, you will learn advanced inventory management techniques, including the ability to change the default costing methodology in QuickBooks, and implementing lot and serial number tracking. You will also learn how to build complete sets of financial statements in Excel that link in real-time to underlying QuickBooks data files and how to create multi-company financial statements. Additionally, you will learn how to put the Client Data Review feature to work to streamline the process of identifying and correcting errors and closing accounting periods in QuickBooks.

Knowing how to take advantage of the advanced tools and features available can determine your level of success when working with QuickBooks. Take advantage of this opportunity to learn about QuickBooks' "deep" features so that you maximize your effectiveness with the application.

*"I learned a lot that I can't wait to get back to the office to try!" S.C., CPA NE*

For more details, please visit  
[www.k2e.com/aqb-4](http://www.k2e.com/aqb-4)

## *Learning Objectives*

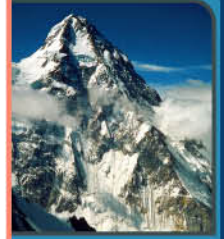
Upon completing this course, you should be able to:

- ◆ Identify techniques for handling advanced reporting issues, including the QuickBooks Statement Writer, linking QuickBooks data into other applications via Open Database Connectivity, and multi-company reporting
- ◆ Manage inventory more effectively in QuickBooks, including using Items, changing inventory costing methodologies, creating Assembly items, adjusting inventory quantities and valuations, and list the advantages associated with QuickBooks' Advanced Inventory add-in
- ◆ Differentiate between key techniques for exchanging QuickBooks data with others, including QuickBooks Accountants' Copy feature, Portable Company Files, and backup files
- ◆ Utilize QuickBooks Client Data Review feature to streamline the process of cleaning up QuickBooks data files and closing accounting periods

## *Course Information*

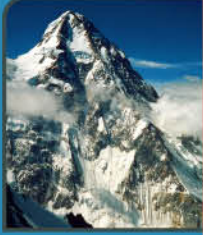
- ◆ **CPE Credit:** Recommended for 4 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** Fundamental knowledge of QuickBooks
- ◆ **Program level:** Advanced
- ◆ **Advanced preparation:** None
- ◆ **Who should attend:** Accounting and financial professionals who want to learn about advanced features and techniques associated with QuickBooks

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# K2'S IMPLEMENTING INTERNAL CONTROLS IN QUICKBOOKS ENVIRONMENTS

(1/2 Day – 4 CPE Hour Course)

## ***New Course for 2018!***

The QuickBooks ecosystem of accounting tools remains the most widely-used set of accounting applications in use by small businesses, yet many of these organizations struggle because of inadequate internal controls. In this seminar, you will learn options for how you can improve internal controls in small businesses running QuickBooks Pro, Premier, Enterprise, or Online.

Through participating in this program, you will learn the importance of maintaining a strong system of internal controls in a small business environment, including businesses using QuickBooks accounting solutions. You will also learn about the four common types of internal controls and how to assess the relative condition of the internal control structure of a small business. With this background in place, the focus then shifts to discovering the opportunities to enhance internal controls in QuickBooks-based environments by using features found in the application. In addition, you will learn about supplemental internal control procedures for situations where effective controls cannot be established through QuickBooks. In sum, while many believe that QuickBooks-based organizations are destined for weak internal control structures, by participating in this program you will learn how QuickBooks-based businesses can benefit from a strong system of internal controls.

For more details, please visit  
[www.k2e.com/icq-4](http://www.k2e.com/icq-4)

## *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Identify the importance of internal controls in QuickBooks environments
- ◆ List four common types of internal controls and provide examples of each
- ◆ Assess the relative strength or weakness of a QuickBooks-based organization's internal control structure
- ◆ Create and implement effective internal controls using tools and features found in various editions of QuickBooks

## *Course Information*

- ◆ **CPE Credit:** Recommended for 4 hours Auditing
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** Fundamental knowledge of internal controls and QuickBooks solutions
- ◆ **Program level:** Intermediate
- ◆ **Advanced preparation:** None
- ◆ **Who should attend:** Accountants and other business professionals who want to improve internal controls in QuickBooks and QuickBooks Online environments

# K2'S INTRODUCTION TO EXCEL MACROS

(1/2 Day – 4 CPE Hour Course)

You have used Excel for years and Lotus prior to that. During this time, you have said repeatedly, “One day, I’ll learn how to write macros.” Well, that time has arrived because this four-hour program will introduce you to the wide world of macros and Visual Basic for Applications (VBA) in Excel.

Designed for those with little, if any, experience working with macros, this course will teach the fundamentals of creating and working with macros in Excel. More specifically, you will learn how to use Excel’s Macro Recorder to write simple, yet effective, macros; how to secure and share macros with other Excel users; how to create user-defined functions to solve specific accountant-centric problems in Excel; and how to create macros that run automatically when a user opens a workbook. You will also learn the basics of VBA, including many necessary elements to write macros that can make you and your team more effective and productive with Excel. Don’t miss this unique opportunity to learn how to begin working with macros – one of Excel’s most powerful tools.

***“Very helpful Excel Macro class for beginners.” L.C., CPA PA***

***“I learned a tremendous amount during this course.” A. P., MA***

For more details, please visit  
[www.k2e.com/exm-4](http://www.k2e.com/exm-4)

## *Learning Objectives*

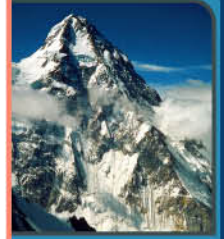
Upon completing this course, you should be able to:

- ◆ Create a macro in Excel using the Macro Recorder tool
- ◆ Manage the fundamental elements of macros in Excel, including accessing macro functionality, naming macros, shortcut keys, storing and deleting macros, absolute vs. relative cell references in macros, and macro security
- ◆ Identify the usefulness of the Macro Recorder and list four key limitations of the Macro Recorder; additionally, modify Excel’s Quick Access Toolbar and the Ribbon to provide shortcuts to macros
- ◆ List the nine key elements of macros written using Visual Basic for Applications and utilize the Visual Basic Editor; manage macros through copy/paste and delete processes
- ◆ Create variables in macros and identify the purpose of branching and conditional logic routines such as IF/THEN/ELSE, DO/WHILE, and CASE

## *Course Information*

- ◆ **CPE Credit:** Recommended for 4 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection – laptop friendly, with access to demonstration files. Program focuses on Excel for Windows, but many of the features can be found in Excel for Mac.
- ◆ **Prerequisites:** None
- ◆ **Program level:** Basic
- ◆ **Advanced preparation:** None
- ◆ **Who should attend:** Business professionals seeking to extend Excel’s functionality with simple, yet highly-effective, macros

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# K2'S SECURING YOUR DATA

## *Practical Tools for Protecting Information*

(1/2 Day – 4 CPE Hour Course)

Security is not optional and yesterday's security techniques are not working to minimize today's security threats. Therefore, now is the time for you to tune up what you know about protecting sensitive data. In this program, you will learn about the latest tools and techniques for securing your data, including encryption, virus protection, secure communications, electronic signatures, secure authentication, and more. You will also learn how to implement a very practical, five-step approach to securing your PC and the types of questions you should be asking of your staff to ensure server-based information remains protected. Extensive demonstrations will be used by your K2 instructor to teach the techniques and concepts presented.

Security failures, such as a breach of client or customer data, are costly – they can even drive your company out of business. What are the security tools you need and how do you use them to secure your sensitive data and systems? Can you afford to take the risk of attempting to manage today's threats by using yesterday's techniques? Participate in this program to learn how you can implement viable and practical solutions to mitigating today's security threats.

*"Great info. I took several ideas from this class." W.H., CPA MS*

For more details, please visit  
[www.k2e.com/sec-4](http://www.k2e.com/sec-4)

### *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Assess the relevant security risks in your organization
- ◆ Identify specific tools and techniques to protect sensitive data
- ◆ List five specific steps to improve PC security
- ◆ Implement security procedures to improve organizational security

### *Course Information*

- ◆ **CPE credit:** Recommended for 4 hours Information Technology
- ◆ **Instructional delivery method:** Group – live demo and discussion using color computer projection
- ◆ **Prerequisites:** Basic understanding of computer operations
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Business professionals seeking to secure sensitive data

# K2'S TECHNOLOGY UPDATE

(1/2 Day – 4 CPE Hour Course)

## Course Description

Are you ready to learn about the latest trends in technology? Do you sometimes feel lost in the technology jungle? Would you like clear guidance regarding Windows, Office, the Cloud, security, and other technology-related issues? If you answered “yes” to any of these questions, then make plans now to invest four hours in this fast-paced and highly informative seminar that is sure to ramp up your return on technology investment.

The technology tools available to businesses have never been better, but many are not taking full advantage of these tools. This course helps professionals, at all levels, understand the major trends in hardware, software, and services and how to utilize these tools to meet organizational objectives both efficiently and effectively. More than just a seminar on the latest computers, you will learn about the full spectrum of practical technology available to you and your team and how to implement these tools for maximum impact.

*“Excellent class, full of pertinent and useful information.” G.P., CPA AL*

For more details, please visit  
[www.k2e.com/tup-4](http://www.k2e.com/tup-4)

## Learning Objectives

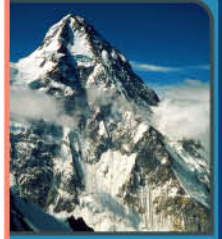
Upon completing this course, you should be able to:

- ◆ List and describe key features of Windows 10 and identify situations where upgrading might be advantageous
- ◆ Analyze developments in mobile technologies and develop an optimal mobile strategy
- ◆ Identify security issues facing business professionals and list options for mitigating risk
- ◆ List and describe key features of Office 2016 and determine an optimal time to upgrade
- ◆ Identify major trends in hardware, including desktops, laptops, servers, tablets, storage, and printing
- ◆ Develop strategies for successful Cloud implementations, including accounting and tax, document management, workflow, and data storage and synchronization applications
- ◆ Define *virtualization* and identify how it potentially changes the technology infrastructure in your office

## Course Information

- ◆ **CPE credit:** Recommended for 4 hours Information Technology
- ◆ **Instructional delivery method:** Group-live demo and discussion using color computer projection
- ◆ **Prerequisites:** Fundamental understanding of basic technology concepts
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Business professionals who are interested in how technology affects them and seek an update of relevant technology trends, tools, and techniques

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# K2'S TOP PDF FEATURES YOU SHOULD KNOW

(1/2 Day – 4 CPE Hour Course)

Stop struggling with PDFs! Using Adobe Acrobat, and other PDF tools, provides access to a number of features, which make working with these common files a breeze. In this course, you will learn how to use tools and features, such as PDF forms, redaction, converting PDFs to Word and Excel files, electronic signatures, creating and applying tick marks, building indices and catalogs, portfolios, and securing PDF documents, to their fullest in order to work more effectively and efficiently with PDF documents.

The popularity and usefulness of PDFs increases daily, but most PDF users have not learned how to manipulate PDF documents effectively. Accordingly, they struggle and strain with these very common files. You do not need to let this be the case. Join us in this very timely program where you will learn the top features necessary to optimize your work with PDF documents.

***“Very helpful, more tools than expected.” C.L., CPA NE***

For more details, please visit  
**[www.k2e.com/tpf-4](http://www.k2e.com/tpf-4)**

## *Learning Objectives*

Upon completing this course, you should be able to:

- ◆ Reorganize and manipulate PDF documents – including applying bookmarks – to meet specific needs
- ◆ Create and distribute PDF forms and automate the process of collecting and summarizing form response data
- ◆ Markup and edit PDF documents and apply tick marks
- ◆ Secure PDF documents and facilitate electronic approvals and signatures
- ◆ Convert PDF documents to Word and Excel files

## *Course Information*

- ◆ **CPE credit:** Recommended for 4 hours Computer Software and Applications
- ◆ **Instructional delivery method:** Group-live demo and discussion – laptop friendly, with access to demonstration files
- ◆ **Prerequisites:** Fundamental knowledge of basic PDF operations
- ◆ **Program level:** Intermediate
- ◆ **Advance preparation:** None
- ◆ **Who should attend:** Business professionals who are seeking to become more efficient and effective when working with PDF documents

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K2 offers the following sessions, which are typically one to two hours in length and enable you to choose a variety of topics for your eight-hour day. Based on our experience as both speakers and implementers of technology, we design our sessions to meet the practical needs of accountants and other business professionals.

Although we have spent considerable time and effort refining both the session titles and descriptions, we are often able to modify both the session titles and/or the session descriptions to meet the unique needs of your audience. For example, you may wish to change “Technology Update” to “Technology Update for Auditors.” Depending on the instructor and the session, we are sometimes able to make modifications to the actual content of the materials presented. If you are interested in substantially changing the content of a session, we will be glad to have the instructor discuss these changes directly with you.

**For further information, please contact Pam Falconello  
at (985) 542-9390 or pam@k2e.com**

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## ON-SITE SESSION DESCRIPTIONS

### **Beyond Small Business Accounting**

Successful businesses frequently outgrow the accounting solutions they put in place. As organizations grow, the capabilities of higher-end accounting products can be beneficial in improving internal control, reporting, and organizational efficiency.

In this session, you will learn key considerations associated with selecting and implementing a new accounting solution and how to ensure that you receive the necessary ROI on such a project. You will also learn about the feature sets available in many leading solutions and the benefits associated with implementing solutions that contain these features. Attend this session to understand the options and implementation approaches of larger accounting solutions.

### **Creating an Incident Response Plan**

It's probably not a matter of "if" you will get hacked; it is only a matter of "when." Given that, do you know what steps to take when you have a breach? Once a breach occurs, you won't have time to create a plan; therefore, you likely won't take the right steps toward recovery. Creating an Incident Response Plan (IRP) before disaster strikes is a critical step toward ensuring that your organization can recover with minimal disruption. Join this session to learn how to build an IRP for your business.

### **Detecting & Preventing Computer Fraud**

Fraud is alive and well! From large enterprises to small, family-held businesses, fraud continues to plague businesses, consuming approximately 5% of revenues, according to the latest surveys.

In this session, you will learn practical approaches for uncovering fraud using easy to implement procedures, including incorporating various techniques in Excel. Among the topics covered include: identifying areas of fraud risk in your organization; creating fraud analysis reports unavailable in your accounting application; using Excel to find duplicate payments, invoices, and bills; performing analytical review using Excel calculations; and using Benford's Law to identify potentially fraudulent transactions.

### **Excel Data Models, Combinations, & Consolidations**

Combining and linking data from multiple tables, sheets, and workbooks is a daily need for most accountants, yet many do not fully appreciate the breadth of Excel options available for accomplishing this task. In this session, you will learn about the full range of Excel data consolidation functionality, including simple sum-through formulas, auto-merging workbooks, consolidation PivotTables, and linking tables to create powerful Data Models. Simplify and streamline your data consolidation processes, improve your personal productivity, and reduce errors with the information contained in this feature-packed session.

### **Excel Guru – Tips to Make Your Head Spin**

How much do you know about Excel and the features available in the application that could make a difference in your day-to-day productivity? While most accountants and other business professionals use less than 20% of the capabilities of this product, are you sure you are taking advantage of the features that are best for you? This session on Excel tips is sure to provide multiple ideas that you can use to get better results in less time.

# ON-SITE SESSION DESCRIPTIONS

## **Excel Tips & Tools for Better Budgets & Forecasts**

Excel is the de facto budgeting and forecasting tool for most professionals, yet many who use Excel for these tasks do not take advantage of the numerous built-in tools available. Among other topics in this session, you will learn how to work with Excel features such as FORECAST, FORECAST.ETS, TREND, Forecast Sheets, XNPV, and XIRR. Additionally, you will learn better ways to manage what-if analysis using Scenario Manager, Solver, and the value of performing Monte Carlo simulations. In short, if you use Excel for budgeting and forecasting, you can't afford to miss this session!

## **Good Fences Make Good Neighbors**

In larger organizations, the Information Technology team provides protection for computing environments. However, who handles this in your home or small business? Is it you, your significant other, your teenage child, a close friend? Or, has it even been addressed?

In this session, you will learn which personal and small business technology choices you can make to enhance security. With all of today's threats and the lack of sophistication of products used in home and small businesses, are you setting yourself up for a failure? Attend this session to learn about the right personal security technologies for your home or small business.

## **Hot Tech Tools, Apps & Services**

Technology is changing at an incredible pace and new apps, services, and tools constantly emerge. These tools can have an incredible impact on our business and personal lives. This session identifies some of the latest tools, apps and services available and why you should consider utilizing them. The main topics of this session include the best useful products for business, major business productivity platforms, tools for automation, plugins for your Internet browser, today's best mobile Apps, how to utilize virtual staff, and more. Attend this session and you will receive a bundle of new technology ideas to consider implementing.

## **Implementing DLP for Better Security & Privacy**

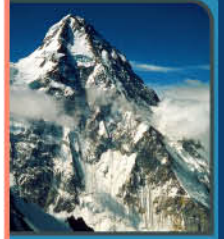
Data Loss Prevention (DLP) is a means of creating and enforcing security policies in an organization. For example, with DLP, you can create rules that programmatically block all outbound email messages containing information such as Social Security or credit card numbers. Unfortunately, most business professionals have yet to discover DLP and how it improves security.

In this session, you will learn the fundamentals of DLP, and through demonstrations, see how you can use DLP to enhance organizational security. Don't miss this chance to learn how to take advantage of one of the most innovative security options available to you!

## **Introduction to Array Formulas**

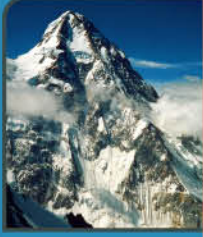
In a nutshell, array formulas allow users to make calculations in Excel that are not possible with ordinary formulas. This session introduces users to this advanced functionality with simple array formulas that perform useful day-to-day accounting calculations. Don't miss this opportunity to understand how array formulas can improve your productivity.

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## ON-SITE SESSION DESCRIPTIONS

### **Microsoft Word Tips & Tricks**

Like most Microsoft Word users, you can get through the basics of creating a document and applying some formatting characteristics. But, do you use Word Styles or Quick Parts? Do you know how to generate a Table of Contents automatically from a document? Can you insert Excel-like formulas into Word Tables? If your answer to any one of these questions is “no,” then don't miss this opportunity to improve your knowledge, skill, and productivity in using Microsoft Word.

### **Password Management Tools – Why They are Necessary**

Everyone knows that passwords are a critical first line of defense when attempting to secure computers and the information stored on them. Yet, most individuals struggle implementing “long-and-strong” passwords. To address this challenge, password management tools have emerged as a leading option for enhancing security.

In this session, you will learn how password management tools can help you to implement, update, and manage your passwords. You will also learn about features of leading password management tools and why these tools are necessary to improve security. If you are seeking to enhance security, this session is an absolute must!

### **Reporting Tools for Productivity**

How many reports do you produce in Excel each month? How much time does this task take you and your team to accomplish? Is there a way to create and update these reports more quickly? Attend this session to learn about the productivity you can gain by using and leveraging tools like BizNet, Power BI, and more.

### **Security Blocking & Tackling**

Anti-virus, encryption, and spam filtering are fundamental protection techniques that all organizations should have deployed. However, with risks multiplying daily, are you using the right security technologies? Should you consider more protection capabilities? In this session, you will learn about today's risks and the best techniques and tools to protect your information technology and the sensitive data in your organization.

### **Small Business Accounting**

Small business accounting choices have been limited in the past, particularly where inventory and job-costing needs were strong. Many products and services have been introduced with these needed features including Zoho, Dynamics 365, AccountingSuite, Accounting Power, in addition to more well-known solutions such as QuickBooks and QuickBooks Online with extensions. Attend this session to learn about the various competitors and the best fit for your organization.

### **Tech Update**

What has changed in technology that would benefit my organization? What does the future of technology hold? How can I take better advantage of tools I already own? What changes in hardware and software should I incorporate into my plans? How do I strengthen security in my organization? Get answers to these questions and gain insights on long-term strategic choices and short term technology tactics to maximize your ROI by participating in this ever-popular, foundation session.

# ON-SITE SESSION DESCRIPTIONS

## **The CPA Firm of NOW!**

Forget the “CPA Firm of the Future,” it’s the “CPA Firm of NOW” that is of immediate concern! And given that, what technologies should the CPA Firm of NOW embrace to address issues such as improving client satisfaction, attracting and retaining staff, and increasing profitability?

In this session, you will learn about technologies that can solve many of the problems facing today’s CPA firm. Technologies discussed in this session are workflow, practice management, document management, scan-and-populate, engagement planning and management, and tax notice responses. If you work in public accounting, you can’t afford to miss this eye-opening session!

## **What’s New with Microsoft Office 365, Zoho Docs, & G Suite by Google Cloud**

Business productivity software is a cornerstone of an organization's software investment. This session looks at three major business productivity platforms, Office 365, Zoho Docs, and G Suite. We examine these platforms and their popular applications, services, mobile apps, and backend functionalities. This review will help you determine when to use each platform, the most effective use cases, as well as the strengths and weaknesses therein. As a participant, you will leave with a strong understanding of the product offerings and be able to conclude which platform is right for your organization.

## **Working Effectively from Anywhere**

The Internet and mobile technologies have revolutionized the way businesses operate. We're no longer constrained by having to operate in a specific location or during specific business hours. Organizations can, now, effectively communicate and do business with customers and staff based anywhere in the world. One of the most important aspects of this changing workplace is the virtual office, which allows a user to work anywhere in the world.

This session is an in-depth look at how an organization can improve collaboration, communication, and operations by implementing virtual office technology. We'll look at solutions to simplify and streamline communications, business process management, going paperless, and more. We'll also cover the benefits and risks of implementing a virtual workplace and discuss innovative technologies to revolutionize your organization.

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# INSTRUCTORS AND STAFF

## Experience of K2 Enterprises Instructors

Every instructor for K2 Enterprises has had a long history of teaching seminars. We have been providing quality technology seminars for over 30 years. As you can see from our instructor biographies, our teaching team is made up of highly experienced, nationally recognized speakers. We are anxious to do whatever it takes to meet your needs. We encourage you to call our home office at **(888) 542-9390** for all seminar orders, questions, problems, or to contact an instructor.

### Instructors

		Biography on Page #
Randolph P. Johnston, MCS	Hutchinson, KS	37
Val D. Steed, CPA.CITP, MA	Centerville, UT	38
Thomas G. Stephens, CPA.CITP	Woodstock, GA	39
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Brian F. Tankersley, CPA.CITP	Farragut, TN	43
Stephen M. Yoss, Jr., CPA	Claremont, CA	44

### Support Staff

Caron Choate – Accounting	Hammond, LA
Pam Falconello – Scheduling and Brochures	Hammond, LA
Casey Sims – Materials	Hammond, LA
Regina Bankston – Course Monitoring	Hammond, LA

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Hutchinson, Kansas  
randy@k2e.com

Randy Johnston is a nationally recognized educator, consultant, and writer with over 40 years experience in Strategic Technology Planning, Accounting Software Selection, Paperless, Systems and Network Integration, Business Continuity and Disaster Recovery Planning, Business Development and Management, Process Engineering and outsourced managed services.

K2 Enterprises  
(K2E.com)  
1990 – Present  
Hammond, LA

Network Management Group, Inc.  
(NMGI.com)  
1983 – Present  
Hutchinson, KS

Hutchinson Community College  
1977 - 1997  
Professional Data Services  
1978 - 1981

Farmland Industries  
1977 - 1978

Hutchinson Community College, 1975  
Kansas State University, 1977  
Wichita State University, 1981

Accounting Today  
CPA Practice Advisor  
Accounting Technology  
AICPA Technology Conference  
Who's Who in Business & Industry –  
1990-2014; in Computing 1987-2014

Microsoft Corporation  
Novell Corporation  
AutoDesk, 3Com, Entre'

Various publications 1978 - Present

Mitchell Publishing - 1981  
Random House - 1982  
McGraw Hill - 1984  
John Wiley & Sons Publishing - 2002  
K2 Enterprises – 2003-2012

### EXPERIENCE

Executive Vice President, Shareholder – Nation's leading technology CPE provider to CPA professionals. Consults to high profile technology vendors. Delivers national seminars to CPAs, business groups and IT leaders on technologies in accounting, healthcare and banking. Creates and presents seminars and articles on 30+ technology topics including CPA Firm Technology, Cloud, Paperless, Business Continuity, Accounting Software and Business Strategies leveraging technology.

Chairman & CEO, Stockholder – Consults and specializes in Strategic Technology including planning, selection and implementation. Expertise: CPA Firm Technology and strategy; Paperless; Accounting Software, Business Intelligence and CRM; Infrastructure including: Cloud, Business Continuity, Virtualization, Backup, and remote management.

Department Chair, Professor, Adjunct - Mathematics & MIS Depts. Designed and taught courses in all areas of mathematics & computing.

Programmer and system designer - Developed a medical system including the first paperless claims in Kansas, appointments and collection systems. Owned ComputerLand, Entre' and Connecting Point stores, received first IBM PC and first Compaq portable in Kansas

Programmer and system designer - Developed and maintained P&L, Credit Union and Feedlot accounting

### EDUCATION

A.A. in Computer Science, Math

B.S., summa cum laude, in C.S., Math, Science

Masters of Computer Science, 60+ post graduate hours

### ACKNOWLEDGEMENTS

Listed as one of the 2004-2016 Top 100 Most Influential People  
Accounting Hall of Fame 2011, Top 25 Thought Leader 2011-2017

Listed as one of the top nine technology stars in the industry  
Past Chair and featured Speaker for the past 29 years.

Acknowledged as leading business professional and as a leading computing professional

### CERTIFICATIONS

Microsoft Certified Professional – MCP

Certified Network Administrator – CAN

Certified CAD specialist, Network Professional, Data Communications

### PUBLICATIONS

CPA Practice Advisor monthly columnist, Journal of Accountancy, CRN, Accounting Technology, PCWeek, InfoWorld, Interface, State Society newsletters, frequent quotes in accounting and computer press.

*Basic Using Micros*

*Business Computing Systems*

*Computers: An Introduction*

*Technology Best Practices*

*Accounting Software Solutions*

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www.k2e.com



# VAL D. STEED, CPA.CITP, MA

## Shareholder, K2 Enterprises

Centerville, Utah  
val@k2e.com

### Awards and Recognition:

- *Accounting Today's* Top 100 Influential Accounting Professionals
- AICPA Certificate of Appreciation - Strategic Planning Committee
- Alumni Professional Achievement Award – Utah State University
- Outstanding Discussion Leader Award – Indiana Society of CPAs
- Outstanding Discussion Leader Award – Utah Association of CPAs
- Three year recipient of AICPA Outstanding Discussion Leader Award

### Professional Service:

- Three-year Member - *AICPA's Strategic Planning Committee*
- Four-year Member - *AICPA's Information Technology Executive Committee*
- Five-year Member - *AICPA's Microcomputer Conference Committee*
- **Chair** of the *AICPA's Technology Conference*
- Two-term **Chairperson** of the *Consulting Services Committee*
- Two-term **Chairperson** - *CPE Committee for the Utah Association of CPAs*
- Life-Loyal Sigma Chi

Val Steed graduated from Utah State University where he received both his Bachelors of Science (BS) in Accounting and his Masters of Accounting (MA).

After college, Val worked for **Deloitte Haskins and Sells** of Salt Lake City, Utah, and then with **Hansen, Steed, Bradshaw & Malmrose P.C.** of Salt Lake City. Val was with **Hansen, Steed, Bradshaw & Malmrose P.C.** for eleven years and was a shareholder for six years before leaving to start **K2 Enterprises**. Currently, Val is the CEO of K2 Enterprises which is a national technology training and consulting organization. He has twelve years experience in public practice and has been involved with the accounting technology industry for more than 30 years.

# THOMAS G. (TOMMY) STEPHENS, CPA.CITP, CGMA

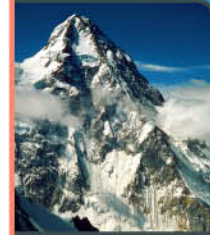
**Shareholder, K2 Enterprises**  
Woodstock, Georgia  
tommy@k2e.com

Thomas G. Stephens, Jr., received a Bachelor of Science in Business Administration degree (Major in Accounting) from Auburn University in 1985. Upon graduation, Mr. Stephens began working for an Atlanta-based public accounting firm. After earning his designation as a Certified Public Accountant, Mr. Stephens worked for BellSouth Corporation in Atlanta as an Internal Auditor. After two years as an auditor, he was promoted to Staff Manager and then Operations Manager of the Internal Audit Group. In 1991, he transferred to the Comptrollers' department of BellSouth and served as Manager of the Cost Accounting organization. While working full-time at BellSouth Corporation, Mr. Stephens also attended graduate school, earning a Masters of Science (Major in Finance) from Georgia State University in 1992.

Mr. Stephens left BellSouth in 1994 and opened his public accounting practice in the metropolitan Atlanta area. In his practice, Mr. Stephens provides accounting, tax, and consulting services to individuals and a wide variety of small and emerging businesses. Additionally, in 1995 he began authoring and presenting continuing professional education courses to accounting and finance professionals. In 2003, Mr. Stephens affiliated with K2 Enterprises and in 2007 he joined the firm as a partner. To date, he has lectured nationally on subjects such as internal controls for small businesses, technology strategies, computer hardware and software applications, tax strategies and compliance, and financial accounting standards and applications. Over the past twenty-two years, Mr. Stephens has presented over 2,100 educational sessions to over 61,000 participants nationwide.

Presently, Mr. Stephens resides in Woodstock, Georgia where, in addition to his association with K2 Enterprises, he provides consulting services to small businesses and CPA firms. In addition to an active professional career, Mr. Stephens enjoys an active personal life as well. He and Michelle – his wife of thirty-one years – have two children. His hobbies include snow skiing, fishing, and running. Additionally, Mr. Stephens maintains professional memberships with the American Institute of Certified Public Accountants and the Georgia Society of Certified Public Accountants and is a past member of the Institute of Internal Auditors.

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## JOHN K. KEEGAN, CPA.CITP

**Associate, K2 Enterprises**

Oakhurst, New Jersey

[john@k2e.com](mailto:john@k2e.com)

John Keegan has been in the accounting and computer fields for 30 years. He has worked in organizations ranging in size from a small, family-owned business to one of the largest departments of the U.S. government. In each position, John designed and implemented changes to improve processes. He received a commendation for outstanding performance for his work while at the Department of the Army. During his tenure at a nation-wide food distributor, John received *Employee of the Year* awards due in part to his use of spreadsheets in tracking and communicating information. Currently, John is the Chief Financial Officer of a large medical practice. In addition to the usual accounting and management requirements, he is responsible for improving all manner of information management and reporting. He is also an associate of K2 Enterprises where he lectures on technological solutions for business problems. Both roles give him the great opportunity to develop and apply solutions to real world challenges, and help others in similar situations.

John has earned several financial and technology certifications during his career. He is a Certified Public Accountant (CPA), Certified Treasury Professional (CTP), Financial Planning and Analysis (FP&A) Professional, and Chartered Global Management Accountant (CGMA). John is also a Certified Information Technology Professional (CITP), and Microsoft Certified Trainer and Office Master.

# LAWRENCE A. (MAC) MCCLELLAND, MBA, JD

## Associate, K2 Enterprises

Carriere, Mississippi  
mac@k2e.com

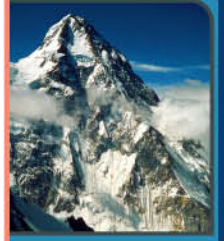
Mac McClelland, an attorney and accounting professional, is an associate of K2 Enterprises of Hammond, Louisiana, and Network Management Group of Hutchinson, Kansas.

Mac was formerly the director of the Centre for Financial Studies at the University of Otago in Dunedin, New Zealand, where he lived and worked for seven years from 1990 to 1997. He was also a member of the faculty of the Advanced Business Programme, ranked in the top 100 MBA programs in the world by *The Economist*, specializing in business strategy and strategic management accounting.

He gained his practical experience in information systems with the National Aeronautics and Space Administration, and has an established practice in business and technology consulting. Mac has taught hundreds of continuing professional education seminars to accountants and business managers in the United States, New Zealand, Australia, Japan, and Southeast Asia. His presentations are highly rated, and he has won several awards for teaching excellence.

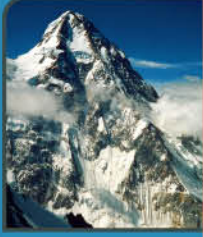
Mac has been published in leading business and practitioner journals, including *Tax Ideas*, *Computers in Accounting*, *Journal of Accounting Education*, *Chartered Accountants Journal of New Zealand*, and the top-rated *Journal of Accounting Research*.

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## STEVEN M. PHELAN, CPA.CITP

**Associate, K2 Enterprises**  
Oklahoma City, Oklahoma  
steven@k2e.com

Steven M. Phelan, CPA.CITP manages an accounting practice based in Oklahoma City, Oklahoma. Areas of practice include taxation, accounting, business advisory and technology consulting services. He is both a Certified Public Accountant and Certified Information Technology Professional and received his Bachelor of Accountancy degree from the University of Oklahoma. He also holds several vendor specific software certifications.

Steven is a member of the Oklahoma Society of CPAs (OSCPA) and the American Institute of CPAs. Through the OSCPAs, he has served on the board of directors, was instrumental in creating the New CPA Committee, served as chair of the Technology Committee and has served on numerous other committees. In 2012, Steven was selected as a Trailblazer, an OSCPAs member under 40, recognizing innovation, professional dedication and community commitment. He also received the OSCPAs President's Award for his work with the New CPA Committee. Steven is active in the Mustang, Oklahoma community and is currently serving as Treasurer for the Mustang Public School Foundation. Previously, Steven served as Treasurer for Friends of the Mustang Public Library, Inc.

Steven was added as a discussion leader for K2 Enterprises in 2013. Through K2 Enterprises, Steven speaks to CPAs throughout the nation covering a variety of computer software and technology related topics. Mr. Phelan is also a frequent speaker at seminars and conferences sponsored by a variety of state and local organizations.

Steven has written a number of technology related articles for state and national publications. He is a frequent contributor to CPA Practice Advisor where he reviews tax and accounting related software solutions.

# BRIAN F. TANKERSLEY, CPA.CITP, CGMA

**Director of Strategic Relationships, K2 Enterprises**

Farragut, Tennessee  
brian@k2e.com

Brian Tankersley is a consultant who *advises US firms and companies on accounting technology issues*. Mr. Tankersley is a frequent speaker at continuing education courses for K2 Enterprises, and publishes a nationally recognized blog on accounting and technology ([www.cpatechblog.com](http://www.cpatechblog.com)). He has also served as the technology editor for a major accounting industry publication. Mr. Tankersley has over 20 years of professional experience, including accounting, auditing, technology, and education, and has been with K2 Enterprises since 2005.

Tankersley has been recognized seven times as one of the “Top 25 Thought Leaders in Public Accounting Technology” by Cygnus Business Media. Tankersley is also one of the authors of the *Accounting Firm Operations and Technology Survey*, which has been published annually for the last three years. Brian has made presentations in 46 of the 50 US states and has *served as a guest speaker for many professional accounting organizations across Canada*. He received the Outstanding Discussion Leader Award from the Tennessee Society of CPAs in 2009 and 2013, and was recognized for writing the Article of the Year for the *Tennessee CPA Journal* in 2011. Brian has presented sessions at many national conferences, including AICPA TECH+/Practitioners Conference, The Sleeter Group’s Solutions Conference, Sage Insights, CCH Connections, and Thomson Reuters Synergy User Conference.

Brian is a certified public accountant (Tennessee), a certified information technology professional (CITP), and a Chartered Global Management Accountant (CGMA). He holds bachelor’s degrees in both Accounting and Finance, cum laude, from the [University of Tennessee](http://www.utk.edu). Tankersley also maintains numerous vendor software certifications, and is a member of the [Tennessee Society of CPAs](http://www.tnscpa.org) and the [American Institute of CPAs](http://www.aicpa.org).

Brian and his family make their home in Farragut, Tennessee.

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## STEPHEN M. (STEVE) YOSS, JR., CPA

**Associate, K2 Enterprises**  
Claremont, California  
steve.yoss@k2e.com

Stephen M. Yoss, Jr., CPA, is a certified public accountant, the senior technology strategist and principal of MantisPRO, a continuing education instructor for financial professionals, a professional speaker at live events, and a licensed pyrotechnician. While his interests and skills are varied, they all share a common thread—his love for and skill in finding technology-based solutions.

At age 10, Steve began working with technology; he started his first IT company at just 13, which focused on designing web applications for local businesses. At 15, he began writing original computer code and has been designing and implementing technological solutions continuously since then.

Steve is a graduate of Loyola Marymount University, with degrees in Accountancy and International Business. He is currently pursuing a graduate degree in Information Systems and Technology at Claremont Graduate University, with a focus on Big Data, Business Intelligence, and Geographic Information Systems.

In 2009, Steve formed MantisPRO, a company focused on helping organizations develop technology strategies to streamline their business operations. He specializes in taking on high-difficulty, mission-critical organizational issues that require technological expertise and an ability to find solutions to problems that no one else can answer. With all of his clients, he emphasizes the need to embrace technology at every opportunity and utilize the latest technological trends and breakthroughs in order to gain a competitive advantage while increasing efficiency and productivity.

Prior to starting MantisPRO, Steve worked as an accountant in his family's practice, Yoss & Allen. At Yoss & Allen, he completely redesigned the firm's technology practices and instituted a technological infrastructure to streamline the firm's practices and allow them strategic flexibility. Many of the technologies, strategies, and concepts that Steve uses himself (and consults companies on how to use) were designed, perfected, and implemented to help his family's business and their clients. In addition to his time with Yoss & Allen, Steve worked in New Zealand as a management accountant.

Since 2009, Steve has also been teaching continuing professional education, providing written, webcast, in-house, and live instruction. He has presented to thousands of practitioners worldwide on topics such as cloud computing, mobile technology, Excel tips and best practices, data modeling and analysis, big data, information security, identity theft prevention, and more.

Steve is also a professionally licensed pyrotechnician and works on major fireworks displays throughout the nation for Pyro Spectaculars, North America's largest full-service fireworks display production company. He's proud to have helped produce incredible displays, including Macy's July 4th Spectacular in NYC, the 75th Anniversary of the Golden Gate Bridge in SF, AmericaFest in Pasadena, CA, KGB Skyshow in San Diego, CA, and Burning Man in Black Rock City, NV.

Whether it's teaching in the classroom, consulting clients in a boardroom, or shooting a fireworks display, Steve brings passion, hard work, value—and above all else—technological expertise to each of his clients. With an open, honest approach, he creates a unique strategy for each client specifically designed to benefit their needs and streamline their operations in order to create efficiency and maximize their financial potential.

Steve calls Claremont, CA, home; when he's not at the desk, in a boardroom, at the podium, or producing a fireworks display, he spends as much time as he can pursuing his other passions. He is an avid music lover and attends multiple festivals each year. At the Burning Man festival, Steve helps setup and produce pyrotechnic displays for other festival goers each year. In Claremont, he regularly volunteers his time to perform various community services. He's also an avid outdoorsman and regularly carves out time to scuba dive, camp, hike, and photograph both close to home with family and friends and on his many travels.