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Client Accounting and Advisory Services (CAAS)



For more information or if you have any questions, contact Beckie Reilly at 855.988.2020 or email her at



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[1-2 YEARS STAFF TRAINING](#)[3+ YEARS SENIOR TRAINING](#)

1-2 YEARS



Client Accounting and Advisory Services (CAAS) Staff Training

20-20 Services CAAS Staff Training is a series of four courses designed to help those with one-to-three years of accounting experience advance their knowledge of processes and analysis, basic compilation procedures, business writing, professional communications and tax basics.

COURSE INFORMATION

Duration	Variable *
Prerequisite	None
Level of Instruction	Basic
Delivery Method	Group Internet **
CPE Credits	24 Credits
Accounting (ACCT): 12	
Communication (COM): 2	
Professional Development (PD): 2	
Taxes (TAX): 8	
Advanced Preparation	None

* The 24-credit course is typically offered in four six-hour segments. This schedule can be modified, as appropriate.

** Blended learning method is also available upon request.

COURSE OUTLINE

Accounting Processes and Financial Analysis 8 Credits (ACCT)

- Introduction to advisory services
- Common financial reports and statements
- Basic balance sheet and income statement analysis techniques
- Common issues in accounting transactions, including bank reconciliations, accounts receivable, payroll and benefits, accrual-based accounting issues, equity transactions and PandL issues

SSARS: Scope of Services and Performing Basic Compilations and Reviews 4 Credits (ACCT)

- Perform a basic compilation procedure
- Perform a basic review procedure
- Discuss common review issues found by supervisors
- Describe independence rules in performing various attest and non-attest services

Professional Development 2 Credit (COM)

- Effective business communications
- ##### 2 Credit (PD)
- Time-management and organization

Introduction to Tax 8 Credits (TAX)

- Compensation — W-2s, 1099s, etc.
- Self-employment
- Residential rental properties
- Introduction to business taxes
- Depreciation
- Schedule K and M-1

LEARNING OBJECTIVES

- Perform basic analysis of accounting systems and reports and identify common errors.
- Perform basic preparation, compilation and review projects, and describe differences between scope of services.
- Describe common tax issues, and apply strategies for individual and small business clients.



20-20 Services LLC 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



CAAS

[1-2 YEARS STAFF TRAINING](#)[3+ YEARS SENIOR TRAINING](#)

3+ YEARS



Client Accounting and Advisory Services (CAAS) Senior Training

20-20 Services CAAS Senior Training (for those with **three or more years experience**) is a combination of four classes that cover key topics such as identifying accounting errors, cash-flow forecasting, how to apply SSARS 25, project management and supervisor skills, and tax training.

COURSE INFORMATION

Duration	Variable *
Prerequisite	3+ Years of Professional Experience
Level of Instruction	Intermediate
Delivery Method	Group Internet **
CPE Credits	24 Credits
Accounting (ACCT): 12	
Professional Development (PD): 4	
Taxes (TAX): 8	
Advanced Preparation	None

* The 24-credit course is typically offered in four six-hour segments. This schedule can be modified, as appropriate.

** Blended learning method is also available upon request.

COURSE OUTLINE

Accounting Processes and Financial Analysis 8 Credits (ACCT)

- Identifying accounting errors and advanced financial statement analysis
- Industry ratio analysis and budgeting techniques
- Financial and operational accounting, cash-flow forecasting and contribution margin analysis
- Working with lenders, interpreting and calculating loan covenants
- Creating and analyzing key performance indicators

SSARS: Supervising Preparation, Compilation and Review Services 4 Credits (ACCT)

- Preparation services, compilations of proforma and prospective F/S
- How to apply SSARS 25 — effective for periods ending on or after December 15, 2021
- Discuss independence issues that arise in performing various attest and non-attest services

Supervision Skills and Project Management 4 Credits (PD)

- Supervision styles and providing feedback
- Project management

Tax Training 8 Credits (TAX)

- Advising on business creation
- Basis
- Passive activities and at risk
- Retirement contributions and distributions
- Section 461 — all events test

LEARNING OBJECTIVES

- Perform analysis of accounting systems and reports and identify common errors.
- Identify complexities in preparation, compilation and review engagements, and apply best practices.
- Discuss tax issues and identify service opportunities for individual and business clients.



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[BUILD YOUR OWN MENU | CAAS](#)[BUILD YOUR OWN MENU | AUDIT](#)[BUILD YOUR OWN MENU | TAX](#)

CUSTOMIZED PROGRAMS

BUILD YOUR OWN

Client Accounting and Advisory Services (CAAS) Program Menu

	CPE Credits	Field of Study
✓ Accounting Processes and Financial Analysis		
Introduction to CAAS ¹	1	ACCT
Accounting Systems, Financial Reports and Analysis ¹	3	ACCT
Common Mistakes in Accounting Transactions ¹	4	ACCT
Common Accounting Adjustments ²	2	ACCT
Cash Flow Planning and Projections ²	2	ACCT
Budgeting Preparation ²	2	ACCT
Establishing Accounting Policies and Procedures *	2	ACCT
Creating and Analyzing Key Performance Indicators *	2	ACCT
Variance Analysis *	2	ACCT
Cost Analysis *	2	ACCT
✓ SSARS: Scope of Services and Performing Basis Compilations and Reviews		
Staff SSARS ¹	4	ACCT
Senior SSARS ²	4	ACCT
✓ Communication		
Effective Listening Skills ¹	2	COM
Effective Business Communications *	2	COM
Business Writing Fundamentals *	2	COM
✓ Personal Development		
Time Management and Organization ¹	2	PD
Conflict Management *	2	PD

	CPE Credits	Field of Study
✓ Tax		
Compensation — W-2s, 1099s, etc. ¹	1	TAX
Self Employment ¹	1	TAX
Residential Rental Properties ¹	1.5	TAX
Intro to Business Taxes ¹	1	TAX
Depreciation ¹	2	TAX
Schedule K and M-1 ¹	1.5	TAX
Advising on Business Creation ²	2	TAX
Basis ²	2	TAX
Passive Activities and At Risk ²	1	TAX
Retirement Contributions and Distributions ²	2	TAX
Section 461 ²	1	TAX
✓ Engagement Management		
Project Management ²	2	PD
✓ Supervision		
Supervision Styles and Providing Feedback ²	2	PD
Teaching and Delegating ²	2	PD

KEY¹ = CAAS Staff² = CAAS Senior

* = Sessions Are Not Included in Off-the-Shelf Options