

Client Accounting and Advisory Services (CAAS)

20-20 SERVICES CAAS STAFF TRAINING

A circular graphic with three stylized human heads in profile, one in the foreground and two behind it. The heads are colored in shades of orange and green. The text "20-20 SERVICES CAAS STAFF TRAINING" is arched over the top. A hand cursor icon is in the bottom right corner.

20-20 SERVICES CAAS SENIOR TRAINING

A circular graphic with three stylized human heads in profile, one in the foreground and two behind it. The heads are colored in shades of green and orange. The text "20-20 SERVICES CAAS SENIOR TRAINING" is arched over the top. A hand cursor icon is in the bottom right corner.

> WANT TO *create a custom CAAS training program?*

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



beckie.reilly@20-20services.com.

1-3 YRS STAFF TRAINING
3+ YRS 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 Methods	Group Internet
Blended Learning	
CPE Credits	24 Credits
Accounting (ACCT): 12	
Communications and Marketing (COM): 2	
Personal Development (PD): 2	
Taxes (TAX): 8	
Advance Preparation	None

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

COURSE OUTLINE

**Accounting Processes and Financial Analysis
8 Credits**

- 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**

- 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**

- Effective business communications
- 2 Credit**
- Time-management and organization

**Introduction to Tax
8 Credits**

- 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.

1-3 YRS STAFF TRAINING
3+ YRS 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 Methods	Group Internet
Blended Learning	
CPE Credits	24 Credits
Accounting (ACCT): 12	
Personal Development (PD): 4	
Taxes (TAX): 8	
Advance Preparation	None

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

COURSE OUTLINE

**Accounting Processes and Financial Analysis
8 Credits**

- 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**

- 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**

- Supervision styles and providing feedback
- Project management

**Tax Training
8 Credits**

- Advising on business creation
- Basis, at-risk and passive activities
- Schedule K and M-1
- Retirement contributions and distributions

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.

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
Establishing Effective Accounting Policies and Procedures *	2	ACCT
Did I Just Uncover a Fraud? *	2	ACCT
Payroll Accounting *	2	ACCT
In-Depth Financial Statement 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
✓ Professional Development		
Time Management and Organization ¹	2	PD
Conflict Management *	2	PD

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

	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
✓ Must-Have Professional Development for CAAS Supervisors and Managers		
Supervision Styles and Providing Feedback ²	2	PD
Teaching and Delegating ²	2	PD
Building Teams That Want to Work for You *	2	PD
Building Trust in a Diverse Workforce *	2	PD
The Balanced Leader/Manager *	2	PD
Maximizing the Four Layers of Communication to Your Advantage *	2	COM
Business Presentation Essential Skills *	6	COM

KEY
¹ = CAAS Staff
² = CAAS Senior
* = Sessions Are Not Included in Off-the-Shelf Options