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K2's Go To Training Live Webinars

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K2's Create Stunning Dashboards with Power BI Desktop

Date: 2/12/2019

Level: Advanced

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Microsoft has created an alternative environment for creating user-interactive dashboards without Excel. The FREE Power BI Desktop application allows business professionals to create stunning dashboards using quick and easy drag-and-drop processes, similar to Power View, but without the need to invest in Excel 2013/2016. If you have an older version of Office, are using a Mac, or have large data sets that require the additional memory space of a 64-bit application, Power BI Desktop is for you. It has more than twice the data visualizations in Power View and connects to more external data sources. Power BI Desktop opens a new era in data analysis and reporting. Don't miss this opportunity to see this amazing new reporting tool in action.

Prerequisite: Users of Microsoft Office that have a good working knowledge of Excel, charts, tables, and PivotTables

K2's Excel PivotTables for Accountants - Part II

Date: 2/12/2019

Level: Advanced

Price: \$ 129

Start Time: 1:00:00 PM EST

End Time: 5:00:00 PM EST

CPD Hours: 4

This webinar is a continuation of Excel PivotTables for Accountants – Part I. It extends and builds upon the foundation of PivotTable topics covered in that course and includes in-depth coverage of using advanced data summary functions and creating calculated items and fields.

Prerequisite: Excel PivotTables for Accountants – Part I or equivalent level of knowledge

K2's Array Formulas - Exceptional Power at Your Finger Tips

Date: 2/13/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Array formulas, which work on arrays of data rather than individual cells or ranges, allow users to make calculations that would otherwise be impossible with ordinary formulas. They can perform multiple discrete calculations in a single cell or return results to multiple cells. For example, an array formula can be used to round off totals or subtotals, a feat that is impossible to accomplish with an ordinary formula. Don't miss this opportunity to harness the power of array formulas to improve your analytical abilities in Excel.

Prerequisite: Good working knowledge of Excel with a fundamental understanding of Excel formula building

K2's Excel Techniques for Detecting and Preventing Fraud

Date: 2/13/2019

Level: Intermediate

Price: \$ 79

Start Time: 1:00:00 PM EST

End Time: 3:00:00 PM EST

CPD Hours: 2

Fraud is alive and well! From large, multi-national companies to small, family-held businesses, fraud continues to plague American businesses. The latest surveys suggest that fraud consumes approximately 5% of all revenues generated in the US economy. This webinar provides a practical approach for uncovering fraud using easy to implement procedures in Excel.

Prerequisite: Good working knowledge of Excel

K2's Accessing and Cleaning Data with Excel, Power Query, and Power BI

Date: 2/14/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

While there are a wide range of ways to analyze data, one must first retrieve, scrub, and organize data effectively before any of those techniques can be used. This session will help users understand and utilize end user data retrieval tools like Microsoft Power Query as well as content packs for Microsoft Power BI to connect, retrieve, reorganize, and create scripts to automatically reformat data of all kinds from a wide variety of sources. Attend this session and learn to use these powerful tools to solve and automate your data extraction and transformation processes.

Prerequisite: Basic knowledge of Excel

K2's The Right Stuff: Best Practices for Purchasing Technology

Date: 2/14/2019

Level: Basic

Price: \$ 79

Start Time: 1:00:00 PM EST

End Time: 3:00:00 PM EST

CPD Hours: 2

With technology becoming more strategic to every organization, it is more important than ever to buy the right business grade hardware, software, and services for your team. This session will cover some of the basics of buying the right technology for your business, including evaluating hardware quality, tips for getting the best deals on hardware, hints for evaluating contracts and end user license agreements (EULAs), and a review of software and cloud application licensing options. Attend this session and learn more about how to save time and money in the long run by doing technology right the first time.

Prerequisite: None

K2's Tales of True Tech Crimes - Ripped From the Headlines

Date: 2/19/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Security is a top concern for CPAs every year, yet many hacks result from organizations failing to implement effective information technology controls. In this session, you will learn about critical controls by using case studies from recent security incidents. This strategy helps you understand risks and appropriate responses. Participate in this session to learn how to reduce your risk associated with unauthorized access, theft of information, identity theft, data exfiltration, tax refund fraud, and more.

Prerequisite: Fundamental knowledge of basic technology and security concepts

K2's Tech Update

Date: 2/19/2019

Level: Intermediate

Price: \$ 79

Start Time: 1:00:00 PM EST

End Time: 3:00:00 PM EST

CPD Hours: 2

What to do? What to buy? What to watch for? What to avoid? Get your answers in Tech Update where you will learn about who offers reliable solutions and what is changing the market. Specific topics included in this session are: technology trends, recommended hardware specifications, applications and licensing, and security. This session provides concentrated exposure to technology that may reveal ideas, trends, and options that you had not discovered through your normal channels.

Prerequisite: Fundamental understanding of basic technology concepts

K2's Introduction to Power Query

Date: 2/26/2019

Level: Intermediate

Price: \$ 79

Start Time: 1:00:00 PM EST

End Time: 3:00:00 PM EST

CPD Hours: 2

Power Query is an Excel data extraction and transformation tool integrated in all versions of Excel 2016, but is available as a free add-in for those using Excel 2013. Power Query allows users to combine data from multiple, disparate data sources, such as relational databases, OData feeds, web pages, Azure, SharePoint lists, Hadoop HDFS, and Excel, text, and XML files, etc. The Query Editor allows users to transform and cleanup data with the "M" query language using an intuitive query-by-example interface. The code created by the Editor can be fine tuned or modified to meet any need. Queries and data transformations can be saved, shared, and reused across an enterprise. Don't miss this opportunity to explore the power and time-saving functionality of Power Query.

K2's Mastering the Excel Macro Recorder

Date: 2/26/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Excel macros are a compilation of keystrokes and mouse clicks that are memorized and stored for later use, but you don't have to be a VBA programmer to make use of this outstanding functionality. Simply use the Macro Recorder to create and store macros that will save time and reduce errors in repetitive processes. This session provides the necessary knowledge to use the Macro Recorder effectively.

Prerequisite: Good working knowledge of Excel

K2's Excel Budgeting Techniques

Date: 2/27/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Excel provides an outstanding variety of tools for accumulating, analyzing, and reporting budgetary data. This session focuses on the analytical features available in Excel for preparing budgets.

Prerequisite: Good working knowledge of Excel

K2's QuickBooks Statement Writer

Date: 2/27/2019

Level: Intermediate

Price: \$ 79

Start Time: 1:00:00 PM EST

End Time: 3:00:00 PM EST

CPD Hours: 2

The QuickBooks Statement Writer (QSW) is a full-featured report writer for QuickBooks. It will revolutionize the way you prepare financial statements and management reports in QuickBooks. For example, QSW allows users to rename and rearrange accounts for reporting without changing the underlying chart of accounts; create standardized report templates that can be reused with other clients; and prepare reports with title pages, cover letters, and other supporting documents while preserving the ability to refresh or update the data from QuickBooks. If you haven't looked at the QuickBooks Statement Writer lately, don't miss this opportunity to learn how to improve financial reporting in QuickBooks.

Prerequisite: Good working knowledge of QuickBooks and QuickBooks reporting

K2's Reporting Tools for Productivity

Date: 2/28/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:30:00 AM EST

End Time: 12:30:00 PM EST

CPD Hours: 2

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.

Prerequisite: Basic understanding of Excel and computer operations

K2's Working Effectively from Anywhere

Date: 2/28/2019

Level: Basic

Price: \$ 79

Start Time: 1:30:00 PM EST

End Time: 3:30:00 PM EST

CPD Hours: 2

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.

Prerequisite: Basic understanding of computer operations

K2's Improving Productivity with Office 365

Date: 3/12/2019

Level: Intermediate

Price: \$ 129

Start Time: 1:00:00 PM EST

End Time: 5:00:00 PM EST

CPD Hours: 4

Microsoft Office 365 comes in three configurations - the familiar Microsoft Office desktop applications only, wrap-around cloud services only, or a combination of the desktop applications and cloud services. The foundational cloud services - SharePoint, OneDrive for Business, Office Online, and Skype for Business - provide a wealth of functionality for improving organization productivity and effectiveness. Microsoft continues to release new collaboration features for Office 365 at a blistering pace. These features, such as Groups, Teams, Planner, Yammer, Delve, Flow, Forms, Stream, and others, provide additional opportunities for improving organizational productivity through enhanced staff collaboration. This webinar provides all the knowledge and guidance necessary to take full advantage of your investment in Microsoft Office 365.

Prerequisite: Working knowledge of Microsoft Office 365

K2's Integrating Excel with Word and PowerPoint

Date: 3/12/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Excel is the accountants' tool of choice for analyzing data, but their analyses often find their way into formal reports and presentations. Most accountants and business professionals use simple cut-and-paste processes or re-key their analyses to integrate them into Word and PowerPoint, but these Microsoft Office products offer a full range of options for integrating data among and between them. Tables and text in Word documents and PowerPoint presentations can be linked and updated as analyses in Excel is updated or changed. This session contains all of the tips, tricks, and techniques necessary to ease the process of integrating Excel with Word and PowerPoint.

Prerequisite: Good working knowledge of Excel, Word, and PowerPoint.

K2's Blockchain and Other Emerging Technologies

Date: 3/13/2019

Level: Basic

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

The next big wave of disruptive technology is already pulling into the station. Each emerging technology - Blockchain, Artificial Intelligence, and Machine Learning - why it's important and how it works will be explained in this session. To learn more about these disruptive technologies - their capabilities, their risks, their potential impacts on business operations and processes, and their potential effects on the accounting profession - make plans to participate in this fast-paced and informative session.

Prerequisite: None

K2's Mastering PowerPoint for Effective Presentations

Date: 3/13/2019

Level: Intermediate

Price: \$ 129

Start Time: 1:00:00 PM EST

End Time: 5:00:00 PM EST

CPD Hours: 4

More and more accountants and business professionals are using PowerPoint to deliver financial data to clients, customers, or co-workers. What seems at first to be an easy-to-use application consumes an extraordinary amount of time unless you know the tips and tricks to make the process less cumbersome. Did you know that you can generate a slide show from a properly formatted Word document with a few clicks? Or that you can create multiple custom slide shows within a single slide deck? Or that you can animate charts to better communicate financial information to your audience? Or that you can add your company logo to all slides in a slide show quickly and easily? All of these PowerPoint tips will be covered in this fast-paced session that will improve your productivity immediately.

Prerequisite: Basic knowledge of PowerPoint

K2's Security - A Practical Guide

Date: 3/14/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:30:00 AM EST

End Time: 12:30:00 PM EST

CPD Hours: 2

For many, security incidents are not a matter of "if" but a matter of "when." Therefore, you should use an end-to-end approach for protecting your data and in this session, you will learn how to do just that. Specific topics covered include multi-factor authentication, password managers, encryption, mobile device management, anti-virus, firewalls, policies, and other tools that you can implement immediately. Remember, spending more does not make you more secure, but doing the right things can.

Prerequisite: Fundamental knowledge of basic technology and security concepts

K2's The Best Kept Secrets of Windows 10

Date: 3/14/2019

Level: Intermediate

Price: \$ 79

Start Time: 1:30:00 PM EST

End Time: 3:30:00 PM EST

CPD Hours: 2

Most Windows 10 users continue to use the Windows operating system as they did in prior versions of Windows, ignoring many new productivity and security features. In this session, you will learn the best kept secrets of Windows 10, including how you can use it to minimize the threat of ransomware, integrate with your mobile device, and track your activities. Join us in this session so that you can take full advantage of Windows 10.

Prerequisite: Fundamental knowledge of Windows operating systems

K2's Do It Yourself Business Intelligence

Date: 3/19/2019

Level: Advanced

Price: \$ 129

Start Time: 1:00:00 PM EST

End Time: 5:00:00 PM EST

CPD Hours: 4

Microsoft has created two parallel environments for delivering business intelligence reports and dashboards. One uses Excel and the four premium data-analysis add-ins (PowerPivot, Power View, 3D Maps, and Power Query) available in Office Professional Plus and the standalone version of Excel. The other environment uses the cloud-based tools of Power BI and the free Power BI Desktop application to create dashboards without Excel. Both environments allow business professionals to create user-interactive tabular reports and dashboards using quick and easy drag-and-drop processes. Don't miss this opportunity to see and evaluate these outstanding business intelligence solutions in action.

Prerequisite: Good working knowledge of Excel and PivotTables

K2's Top Excel Tips and Tricks

Date: 3/19/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Even in the newest versions of Excel, many time-tested, tried-and-true tips and tricks continue to provide great value to Excel users. This session will cover some of the top Excel tips and tricks based on twenty-five years of delivering continuing education to accountants and business professionals. Some of the tips covered include enabling global rounding to avoid the "one-cent" rounding error in Excel, using the Camera to create dynamic reports from multiple ranges, and using Data Validation to automate data entry and reduce error rates. Whether you are a new or experienced Excel user, don't miss this opportunity to improve your spreadsheet skills.

Prerequisite: Good working knowledge of Excel

K2's Microsoft Outlook - Contacts, Calendars, and Meetings

Date: 3/20/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Microsoft Outlook is the most utilized business application in the world today, but for many users, dealing with Outlook is the most frustrating part of their day. This session is designed to help Outlook users better organize, manage, and use contacts, calendars, and meetings. It contains coverage on how to organize and share contacts, better utilize the address book, understand the People Pane, share calendars with others, display multiple calendars in overlay mode, schedule meetings, employ the out-of-office assistant, conduct simple email polls, and use template messages for routine communications. The information provided in this session will ease your frustration and improve your productivity in using Microsoft Outlook.

Prerequisite: Working knowledge of Microsoft Outlook

K2's Powerful Reporting with Cube Formulas

Date: 3/20/2019

Level: Advanced

Price: \$ 79

Start Time: 1:00:00 PM EST

End Time: 3:00:00 PM EST

CPD Hours: 2

The Excel Data Model (an OLAP cube) can be viewed as a multi-dimensional PivotTable. The intersections of the rows, columns, and other dimensions are summarized in the cube and can be extracted into a report using cube functions that specify the desired intersections. Hence, a PivotTable is not required to summarize and report data stored in the Excel Data Model. Excel has seven built-in cube functions for creating reports without using a PivotTable, while maintaining the ability to refresh a report as the underlying data changes. Don't miss this opportunity to learn how to use cube formulas to produce dynamic formal reports from the Excel Data Model.

Prerequisite: Good working knowledge of PivotTables and the Excel Data Model

K2's Emerging and Evolving Technology Standards for Accountants: Don't Get Left Behind

Date: 3/21/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Innovations like 5G cellular communications, TCP/IP v6, software defined networks, virtual machines, application containers, and new standards like Bluetooth 5, 802.11ah, 802.11ac, Thunderbolt 2, SIP and PCIe will have a significant impact on your technology decisions in 2018 and beyond. This session will help decisionmakers understand the impact of these changes and help them learn how they can adapt their personal and corporate technology strategies to take advantage of the new opportunities provided.

Prerequisite: Have some limited/basic knowledge of technology strategy and standards

K2's Understanding Key Internal Controls Over Technology

Date: 3/21/2019

Level: Intermediate

Price: \$ 79

Start Time: 1:00:00 PM EST

End Time: 3:00:00 PM EST

CPD Hours: 2

Internal controls over technology are essential to the effective operation of any business, and yet many financial professionals do not adequately consider the impact of IT controls on the effectiveness of the organization's control environment. This session reviews IT terminology and key IT controls, provides an overview of the types of policies and procedures needed in any organization, and discusses the scope and nature of major key third party control evaluations (SOC 1, SOC 2, SOC 3, SOC for Cybersecurity, and ISO 27001). Attend this session and become more effective at understanding, documenting, identifying, and mitigating risks in your IT environment.

Prerequisite: Basic knowledge of internal controls

K2's PDF Forms - Retire the Typewriter

Date: 3/26/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Many businesses and CPA firms keep a typewriter in the office just to fill out paper forms. With Adobe Acrobat DC, organizations can abandon paper and use PDF forms instead. Users can fill scanned forms with the Add Text tool (formerly called the Typewriter tool) or create professional click-and-fill forms in minutes. During this session, your session leader will show you how easy it is to convert paper forms to PDFs. Topics covered include using the Add Text tool to fill scanned paper forms, using the Prepare Form tools to create click-and-fill forms, adding and placing fields and using calculations in forms, and automatically collecting data from filled PDFs. This session provides all the knowledge necessary to create and use PDF forms Adobe Acrobat DC, which will allow you to retire the typewriter.

Prerequisite: Good working knowledge of Adobe Acrobat and PDF documents

K2's Powerful Data Analysis with PowerPivot

Date: 3/26/2019

Level: Advanced

Price: \$ 79

Start Time: 1:00:00 PM EST

End Time: 3:00:00 PM EST

CPD Hours: 2

PowerPivot provides unparalleled options for analyzing data and preparing summary reports in Excel. With PowerPivot, available in Microsoft Office Professional Plus or the standalone version of Excel, your PivotTable reports become even more powerful. PowerPivot can connect directly to a large number of common external data sources or can be used in conjunction with Power Query for superior data import and transformation capability. DAX functions allow users to create sophisticated calculations, both columns and measures, and the relational functionality of PowerPivot provides all the tools necessary for creating an intermediary database from multiple data sources. Put PowerPivot to use immediately by participating in this very practical session, which is sure to help you improve your analytical and reporting processes.

Prerequisite: Users of Excel 2013/2016 or Office 365 that have a good working knowledge of Excel and PivotTables

K2's Accessing and Cleaning Data with Excel, Power Query, and Power BI

Date: 3/27/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

While there are a wide range of ways to analyze data, one must first retrieve, scrub, and organize data effectively before any of those techniques can be used. This session will help users understand and utilize end user data retrieval tools like Microsoft Power Query as well as content packs for Microsoft Power BI to connect, retrieve, reorganize, and create scripts to automatically reformat data of all kinds from a wide variety of sources. Attend this session and learn to use these powerful tools to solve and automate your data extraction and transformation processes.

Prerequisite: Basic knowledge of Excel

K2's The Right Stuff: Best Practices for Purchasing Technology

Date: 3/27/2019

Level: Basic

Price: \$ 79

Start Time: 1:00:00 PM EST

End Time: 3:00:00 PM EST

CPD Hours: 2

With technology becoming more strategic to every organization, it is more important than ever to buy the right business grade hardware, software, and services for your team. This session will cover some of the basics of buying the right technology for your business, including evaluating hardware quality, tips for getting the best deals on hardware, hints for evaluating contracts and end user license agreements (EULAs), and a review of software and cloud application licensing options. Attend this session and learn more about how to save time and money in the long run by doing technology right the first time.

Prerequisite: None

K2's Adobe Acrobat DC - Big Changes for PDF

Date: 3/28/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:30:00 AM EST

End Time: 12:30:00 PM EST

CPD Hours: 2

With the introduction of Adobe Acrobat DC, Adobe changed the game on how we work with PDF documents. More than just "another new software version," Acrobat DC offers a number of new outstanding productivity features that you will want to take advantage of. These features, coupled with significant changes in licensing, means that Acrobat DC is a substantially different product than its predecessors. Join us in this session to learn how to take advantage of all that Acrobat DC has to offer.

Prerequisite: Good working knowledge of Adobe Acrobat and PDF documents

K2's Tech Tools and Gadgets for a More Efficient You!

Date: 3/28/2019

Level: Intermediate

Price: \$ 129

Start Time: 1:30:00 PM EST

End Time: 5:30:00 PM EST

CPD Hours: 4

Technology – specifically the ever-evolving world of tools, gadgets, and apps – continues to awe and amaze while "The Internet of Things" is rapidly turning this evolution into a revolution. By learning how to utilize these tools and gadgets, you can enhance both personal and team productivity and, in this program, you will learn how to take advantage of many features in tools that you likely already own – such as Microsoft Windows and Microsoft Office – to become more productive

Prerequisite: Fundamental knowledge of computer operations

K2's Client Accounting and the Outsourced CFO

Date: 4/25/2019

Level: Intermediate

Price: \$ 79

Start Time: 1:00:00 PM EST

End Time: 3:00:00 PM EST

CPD Hours: 2

Technology is transforming small business accounting as companies and their CPA firms are turning to Cloud-based solutions not just to “keep the books,” but rather to revolutionize business operations. The technology behind solutions from companies such as AccountantsWorld, Intuit, Sage, Xero, Zoho, and others places the focus on value-added services, instead of time-consuming data entry tasks. Participate in this session to learn how all parties can benefit from this new paradigm of small business accounting.

Prerequisite: Fundamental knowledge of technology strategy and standards

K2's CPA Firm Technologies

Date: 4/25/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

What strategies can help your firm today and tomorrow? What technologies can support those strategies? The latest audit and tax technologies – in addition to niche areas such as collaborative accounting, payroll, and SALT – are covered in this session. You will also learn about supporting technologies such as practice management, document management, workflow, portals, eSignature, and email encryption. Come with your questions and expect to get insights on technologies that make public practice accounting better!

Prerequisite: Fundamental knowledge of technology strategy and standards

K2's Mastering Excel Charts

Date: 4/30/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Most accounting professionals quit using charts to communicate financial and operational information years ago because charting was too time consuming and too cumbersome, but the new charting engine in Excel overcomes both of those issues. Now users can quickly and easily build advanced charts that allow users to filter data interactively, and create charts that change dynamically as the volume of data changes. Plus, users can easily produce combination charts on two axes, generate advanced Pivot Charts, and build charts commonly used in dashboards, such as gauge or thermometer charts. In this two-hour session, you will learn how to build amazing charts to communicate your information and analyses more effectively.

Prerequisite: Working knowledge of Excel and Microsoft Office

K2's QuickBooks Power Reporting with Excel

Date: 4/30/2019

Level: Intermediate

Price: \$ 79

Start Time: 1:00:00 PM EST

End Time: 3:00:00 PM EST

CPD Hours: 2

If you want to improve QuickBooks financial or operational reporting, this session is for you. Learn innovative ways to export data to existing Excel report templates; connect Excel Tables, PivotTables, and Pivot Charts directly to QuickBooks; update previously exported reports from within Excel; enhance reports using Excel's auto-filter and auto-outline features; take advantage of Flash Fill to split account numbers and descriptions into separate columns quickly and easily; and use QuickBooks ES to produce multi-company financial statements even when the charts of accounts are different.

Prerequisite: Good working knowledge of QuickBooks and Excel

K2's Excel PivotTables for Accountants - Part I

Date: 5/1/2019

Level: Intermediate

Price: \$ 129

Start Time: 1:00:00 PM EST

End Time: 5:00:00 PM EST

CPD Hours: 4

PivotTables are the most powerful feature of Excel, yet few accountants use them in their day-to-day activities. For some, PivotTables are too intimidating; for others, PivotTables are a foreign concept. With a little information, guidance, and demonstration from the instructor, you will be ready to begin using PivotTables to accomplish routine analysis and reporting. This webinar will begin with basic PivotTables and progress to advanced PivotTable topics.

Prerequisite: Fundamental knowledge of Microsoft Excel

K2's Mastering Advanced Excel Functions and Formulas

Date: 5/1/2019

Level: Intermediate

Price: \$ 79

Start Time: 10:00:00 AM EST

End Time: 12:00:00 PM EST

CPD Hours: 2

Excel has more than 300 functions, many of which are unused by most accounting and finance professionals. Some of these little used functions can be used to calculate depreciation, mortgage interest and principal reduction, cash flow analysis over unequal periods, and trap errors. It's time for you to break out of your Excel cocoon. This two-hour session will put you on the path to improved Excel productivity by introducing you to powerful and time saving but little used Excel functions. Among other topics, you will learn about logical and conditional formulas, including using Boolean operators; advanced financial formulas such as XNPV and XIRR; innovative uses for Excel's date functions, and SUMPRODUCT, GETPIVOTDATA, and INDIRECT.

Prerequisite: Good working knowledge of Excel