SUNDAY, NOVEMBER 10 ★

PRICING
The cost is $150 for one half-day session or $250 for two half-day sessions (additional equipment costs are included).

SCHEDULE

**SUNDAY MORNING ★ 9:00 AM – 12:00 NOON**
- PRE-AM1—Practice CS® Setup Essentials
- PRE-AM2—UltraTax CS® Corporations / Partnerships
- PRE-AM3—Accounting CS™ Essentials: Accounting Services
- PRE-AM4—FileCabinet CS® Essentials

**SUNDAY AFTERNOON ★ 1:00 PM – 4:00 PM**
- PRE-PM1—Practice CS Processing Essentials
- PRE-PM2—UltraTax CS Individual
- PRE-PM3—Accounting CS™ Payroll Custom Formatting
- PRE-PM4—Managing Workload In Practice CS
- PRE-PM5—Implementing a Portal Strategy

Note: The ORANGE code (e.g. PRE AM1) represents the workshop session #, which is needed for registration. A half-day session earns 3 CPE credits.

DESCRIPTIONS ★

**PRACTICE CS SETUP ESSENTIALS**
Practice CS is a powerful and flexible tool that allows you to manage all your firm’s key details from one centralized location. This hands-on workshop will help you design and navigate the revolutionary digital dashboards to quickly access real-time info about your firm. You’ll also discover how to setup Practice CS to suit your firm’s needs at the system, firm, office, activities, client, and staff levels.

*Level: Basic
Hands-On*  
**Instructor:** Angela Sillmon, Thomson Reuters  
**Session:** PRE-AM1

**PRACTICE CS PROCESSING ESSENTIALS**
Dig in and concentrate on the core processing areas of Practice CS: time and expense entry, billing, accounts receivable, and reporting. Designed to provide a complete time entry and billing walk-through, this workshop will cover topics like producing work-in-progress reports, creating bills, setting up billing defaults, and using different methods of billing to create invoices. You’ll also see how to enter accounts receivable info and use the reporting system to generate useful client, employee, and firm reports.

*Level: Basic
Hands-On*  
**Instructor:** Mark Wiseman, Thomson Reuters  
**Session:** PRE-PM1

**MANAGING WORKLOAD IN PRACTICE CS**
Gain an in-depth knowledge of the on-screen management tools and reports available in Project Management and Staff Management. We’ll also explore ways to view, assign, schedule, and report on staff workload.

*Level: Intermediate
Hands-On*  
**Instructor:** Will Hill, Thomson Reuters  
**Session:** PRE-PM4

**ACCOUNTING CS ESSENTIALS: ACCOUNTING SERVICES**
We’ll focus on the basics of Accounting CS in this workshop. You’ll have the opportunity to walk through the program, update the Accounting CS database with new client setup items, view and modify the trial balance, advance accounting periods, and execute various types of data entry. We’ll also highlight process and workflow functions that will make your firm more efficient and reduce the time spent on each client. You’ll leave feeling comfortable with new client setup and navigation through the software.

*Level: Basic
Hands-On*  
**Instructor:** John Harden, Thomson Reuters  
**Session:** PRE-AM3
ACCOUNTING CS PAYROLL CUSTOM FORMATTING
This hands-on workshop will focus on payroll reports and the formatting capabilities of the Accounting CS report designer. You’ll become familiar with the design components for modifying and creating payroll reports, which will include inserting text, variables, the use of cell and row properties, and using formulas to total payroll amounts. We’ll display common payroll requests you get from your client’s clients, such as grouping department info, displaying deduction items, and other payroll reporting needs.
Level: Basic
Hands-On
Instructor: Jesse LaJoye, Thomson Reuters
Session: PRE-PM3

ULTRATAX CS INDIVIDUAL
This advanced workshop will show you how to get the most out of the UltraTax/1040 software. Topics include data sharing demographic and financial info from the Source Data Entry utility into UltraTax CS, Form 8615 “kiddie tax,” and Schedule K-1 data; working with SE health insurance deduction from K-1s, supplemental business expenses, and vacation/rental home activities; entering IRA conversion and recharacterization, QTP distribution, and allocating amounts to states; working with education expenses and HSAs; analyzing the filing status, entering FAFSA, calculating estimated tax payments, and filing extensions; and amending a tax return and processing Net Operating Losses (NOLs). Prerequisites include a working knowledge of UltraTax/1040 and/or successful completion of UltraTax/1040 Essentials 1.
Level: Advanced
Hands-On
Instructor: Anna Skowronek, Thomson Reuters
Session: PRE-PM2

ULTRATAX CS CORPORATIONS / PARTNERSHIPS
In this advanced workshop, you’ll see how to get the most out of the UltraTax/1120C, 1120S, and 1065 software. Topics include integrating Accounting CS general ledger info; entering multi-state apportionment, accruing federal and state income tax, and examining book vs. tax depreciation; calculating NOLs and disposing of assets through like-kind exchange; entering shareholder change of ownership, Section 1377 election, and shareholder basis; analyzing Schedule L, M-1, and M-2; and working with change of ownership and partner special allocations, using interim closing of books method, and working with partner basis. Prerequisites include a working knowledge of UltraTax/1120 & 1065 and/or successful completion of UltraTax/1120 & 1065 Essentials 1.
Level: Advanced
Hands-On
Instructor: Denise Godbee, Thomson Reuters
Session: PRE-AM2

FILECABINET CS ESSENTIALS
This workshop will review how to setup and configure the software along with everyday examples of working with FileCabinet CS. We’ll explain different reasons for multiple data locations, folder structure examples, scanning best practices associated with FileCabinet CS, and creating annotations and maintenance. We’ll then review integration with the CS Professional Suite®, Microsoft® Office® and other Windows® applications, scanning and embedding documents, and delivering documents to clients.
Level: Basic
Hands-On
Instructor: Therese Witherow, Thomson Reuters
Session: PRE-AM4

IMPLEMENTING A PORTAL STRATEGY
Whether you’re implementing portals for the first time or you want to increase your online presence, this workshop will show you how NetClient CS® can provide 24/7 solutions to you and your clients. We’ll discuss rolling out portals (including marketing portals) to staff and clients, establishing workflow and procedures, and training staff and clients. Come ready to engage in open discussions with Thomson Reuters staff and your peers. The format of this session is a discussion on strategy and approach for implementing portals.
Level: Intermediate
Lecture
Instructor: Chris Lillis, Thomson Reuters
Session: PRE-PM5