



**agn** **ADVANCE**  
NORTH AMERICA Professional Development Program

---

# 1 LEVEL ONE

## New Hire Onboarding

Developed in Conjunction with  **CLARK SCHAEFER HACKETT**  
CPAs & BUSINESS CONSULTANTS

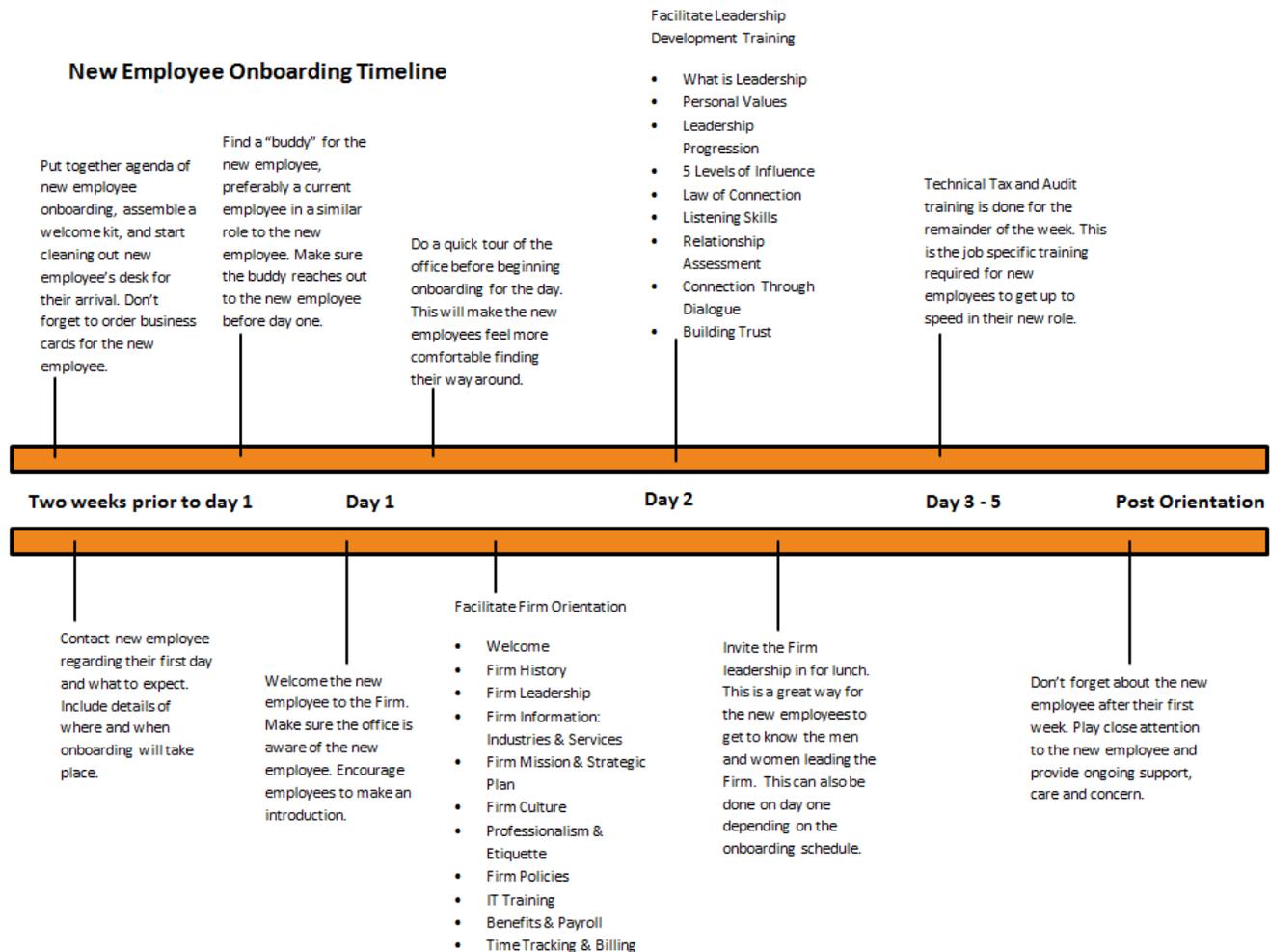
## PROFESSIONAL DEVELOPMENT:

Onboarding is the process of transforming a new employee into a fully functioning, integrated member of the firm. Proper onboarding provides not only the “rules of the road” but also clear expectations in terms of behavior and interaction with management, clients and coworkers.

New employee onboarding is a chance to make a positive first impression that will have a long-lasting impact on employees. A good new employee onboarding is just one way to make new employees feel welcome, happier and more productive from day one.

New employee onboarding programs are no longer about filling out forms and signing policies. Studies show that 35% of new employees decide whether to stay or depart their new place of employment within the first four weeks. In this outline, you will find ideas to help you set up an onboarding program that will help engage and retain your new employees from day one!

### New Employee Onboarding Timeline



### BEFORE DAY ONE:

- Make sure that the onboarding process doesn't start on Day one, when the new employee steps into the office.
- Put together a welcome kit (branded items, logo wear, office supplies, etc.) and either send it to the new employee or put it on their desk for day one.
- Reach out to the new employee at least two weeks prior to their first day. Be sure to send them details of their first day – date, arrival time, where, parking if applicable, dress code, what to bring, and a brief agenda of what they should expect during their first day.
- Order business cards so they are ready for day one.
- Make sure the new employee's desk is set up and ready (extra monitor is set up, phone is ready, desk is clean and drawers are empty).
- Assign a buddy to the new employee – their buddy should reach out a week before the new employee starts to calm the new hire's first day nerves. The buddy's purpose is to help introduce the new employee to the firm, answer the new employee's day to day questions, and help the new employee become quickly integrated into the firm.

---

## CULTURE & ADMINISTRATION:

### Welcome

- Make sure that onboarding starts with a warm welcome and greet new employees with an enthusiastic reception.
- Let the office know there is a new employee starting so they are prepared as well – suggest that they stop by and make an introduction.
- Introduce new employees to current employees so they are familiar with their department and coworkers.
- Give new employees a quick tour of the office so they feel comfortable finding their way around.

### Firm History

- Highlight the history of the Firm and offer background on how the Firm made it to the point where it is today.
- Provide general information about the firm; number of employees, number of offices, etc.
- Highlight any relevant and current accolades the firm has received- “60<sup>th</sup> largest CPA firms in the US”, “Top 10 Tax firm in Ohio”, etc.

### Firm Leadership

- Ensure that the onboarding process provides employees with the chance to connect with leadership – Introduce all levels (executive leadership, office leadership, leaders of the departments within the firm – HR, IT, Marketing, etc.). Introductions could be in person, through video or through pictures.
- Consider hosting a leadership lunch with the new employee. This could be on the new employees first day or within the new employees first months with a larger group of new employees. Having your leadership team connect with and inspire new employees will help increase engagement with your firm and its leaders.

### Firm Information: Industries and Services

- Highlight the different Industries that the firm serves and give a brief description of each industry, including who leads the group.
- Highlight the services that the firm provides and examples of each.
- Providing this information will be beneficial for the new hire to understand a broader picture of what the firm does, regardless if they are in accounting or a support department.

### Firm Mission and Strategic Plan

- What is the firm’s mission?
- Does the firm have a current strategic plan or a plan for growth?
- Sharing this information with the new employee helps them understand where the firm is going and the goals for the coming years. This transparency helps connect the new employee with the overarching vision for the firm.

### **Firm Culture**

- Help your new employee understand the business culture – no two firms are the same from a cultural perspective.
- Is your firm more formal, more laid back? Discuss any firm traditions like casual Friday or where people go to lunch on Wednesdays, etc.

### **Professionalism and Office Etiquette**

- Use proper written and spoken language (in the office and around clients).
  - Pay attention to grammar and spelling on all documents, memos and emails.
  - Speak professionally and avoid slang terms (Yeah, you guys, gonna, hey).
- Phone Etiquette
  - Use appropriate greetings; use first and last name, and give business and area (Hello, this is Joe Smith. I am calling from Clark Schaefer Hackett in Cincinnati.).
  - Remember, every time you pick up the phone you represent the firm and yourself.
  - Your voicemail greeting should be professional. Always leave a brief message including your full name, phone number and the nature of your call and remember to repeat your phone number.
  - During conference calls consider your words carefully and mute when you are not speaking.
  - Limit personal calls and be cubical conscious, avoid using your speaker phone and keep your volume low.
- Computer Etiquette
  - Refrain from using your work computer for personal use, don't surf the web, and refrain from using personal email.
- Dress Guidelines
  - Discuss the general dress code in your firm or work location.
  - Do not let what you are wearing distract from the professional workplace environment.
  - In general, men should wear slacks and a button down shirt. Suits and ties may not be necessary
  - In general, women should wear dress pants, skirts, blouses, and dresses. Suits may not be necessary.
- Work Expectations (Hours)
  - Discuss the expectations of work hours at your firm and seasonal changes.
  - Discuss when new employees should arrive to the office, when is the general time they should be taking lunch, what the average amount of hours they should be working each week, what are the expectations during busy season.

### **Firm Policies**

- Highlight policies relevant and important to your firm. These policies should align with your Employee Handbook. Avoid information overload, but be sure to include information that new employees will need to know. Topics may include:
  - Holiday Schedule
  - PTO
  - No Harassment Prevention Policy and Harassment Prevention Training
  - No Weapons Policy
  - Substance Abuse Policy
  - Information Technology Policy
  - Mobile Device Policy
  - Employment at Will
  - ADA Americans with Disability Act
  - Professional Ethics
  - Independence Policies and Procedures
  - Confidentiality of Client and Associate Matters
  - Attendance and Punctuality
  - Pay Periods and Time Reporting
  - Use of Personal Automobiles
  - Business Mileage Reimbursement
  - Work Outside the firm
  - CPA Exam Incentives
  - New Business Bonus Policy

### **IT Training**

- Arrange one on one technology training for new employee
- Discuss basic laptop care and laptop security
- Discuss your firm's network guidelines
- Help new employees log in and demonstrate how to use network credentials as well as how to change passwords
- Printer overview and setup
- Software Overview – test various log-ins
- Outlook Overview
- Discuss working remotely
- Discuss other general IT guidelines as they relate to your firm and how to contact the IT department for help and support

### **Benefits and Payroll Review**

- Explain how and when employees are to be paid
- Help new employees log into payroll service provider online portal (if applicable)
  - Update personal information and add account to direct deposit
  - Complete filing status and exemptions

- Complete additional HR and Payroll forms as necessary
  - Form I-9, EEO Form, Direct Deposit of Expense Reimbursements, Independence, Integrity and Objectivity
- Review firm's benefits with new employee and how/when to make benefit selections

**Time Tracking and Billing Training**

- How to access and log into time and billing system
- Discuss how to add time to timesheets and when timesheets are due
- Show new employees how to look up clients and how to charge time to clients
- Discuss how expense reports should be completed and when they are due

## AUDIT ORIENTATION:

### 1 – Background of Auditing Powerpoint and Overview of Accounting and Auditing Services

- Discuss the differences between compilation, review and audit
  - Why would each be needed / not needed?
  - Discussion of time spent on each type of engagement
    - Structure of teams
    - Typical day for a new hire/intern in the field (share experiences)

### 2 – Explanation of Audit Process

- Explain what is contained in each section and where to find key items
  - Planning
  - Risk Assessment (Risk based auditing)
  - Reporting
  - Workpaper
  - Perm File
- Discuss what happens from the beginning of an audit and the process through completion
  - Assess risks of the client and individual engagement
    - History of the client
    - Through discussions with key client personnel (ongoing throughout the year)
    - Performance of walk-throughs in order to assess the control structure
    - Discussion of internal controls (use of SOC-1 reports)
    - Preliminary analytics
  - Documentation of all client information
    - Engagement Acceptance
    - Understanding the Entity and its Environment
    - Engagement Team Discussion
    - Fraud Risk Inquiries
    - Understanding the Design and Implementation of Internal Control
    - Financial Reporting Documentation
    - Risk Assessment Summary
      - ◆ Assertions
        - Explanation of audit assertions (“Assertion Explanations”)
      - ◆ Formula:  $\text{Inherent Risk} \times \text{Control Risk} = \text{Risk of Material Misstatement}$
      - ◆ From our conclusions after performing planning procedures, we assign the level of inherent risk (low, moderate or high) for each audit area by assertion
        - If we do not test controls, control risk = high
      - ◆ Explanation of how all the information flows to Risk Assessment Summary
  - Explanation of Materiality and how to calculate
    - Explain concept of materiality (we do not test every single transaction)

- ◆ Show example audit report and highlight wording in the first paragraph under Auditor’s Responsibility
  - Depends on the client and what the audit is being used for that determines what metric to use for basis of materiality calculation
  - Walk-through calculation – what threshold dollar amount of an error can be tolerated (i.e. “tolerable misstatement”)
  - Explanation of which value to use based on assessed risk – use varying percentages of “tolerable misstatement” for different audit areas based on the risk of material misstatement (ROMM) of that audit area

### 3 –Explanation of what a trial balance is and what we use it for

- Client gives us their chart of accounts with the year-end balances for all general ledger accounts (balance sheet and income statement)
- Balance sheet balances are “point-in-time” balances (i.e. as of year-end; December 31, 20xx)
- Income statement balances are the sum of all transactions during the year (i.e. transactions from January 1 through December 31, 20xx)
- The sum total of the trial balance needs to be zero
- “Grouping” of trial balance accounts – group accounts into financial statement line items
  - Example: “Cash” on the financial statements
    - ◆ May be made up of 7 trial balance account; one trial balance account for each bank account
    - ◆ Each of these 7 trial balance accounts would be in the “Cash” grouping
    - ◆ The total of the “Cash” grouping should agree to the Cash balance on the financial statements

### 4– Preliminary Analytics – How they are performed and why

- Preliminary analytics are performed on both balance sheet and income statement
- Preliminary analytics help us to understand what has happened during the year we are auditing
- We use preliminary analytics to help us set expectations for year-end audit testing
- Demonstration of how not to ask a question and how to ask a question
- **\*\*Activity \*\***
  - Work with a group and have them ask questions to answer preliminary analytics (“Scenario During Planning”)

### 5– Ways to Obtain Audit Evidence

- Go over the handout and give practical examples of each way to obtain evidence and which ones give us better substance to base opinions on (“Ways to Obtain Audit Evidence”)
- Discussion of professional skepticism and why it is important
  - **\*\*Activity – three exercises on ranking options for completing audit tasks. Have new hires complete and then go over as a group and discuss why some audit procedures are better than others to accomplish our steps\*\*** (“Exercises 1-3”)
  - **\*\*Activity – determining scope activity\*\*** (“Scope Activity,” “Risk Assessment Summary Form”, “Materiality Calculation”)

### 6–Overview of the Financial Statements

- Review balance sheets, income statement, statement of equity, statement of cash flows

- Review footnotes

#### 7 – Audit of Cash

- Explain purpose of auditing cash
  - Relevant assertions
  - Review audit program steps
  - Overview of what a workpaper looks like (proper heading )
- Walkthrough process of auditing cash together in prior year work papers
- Have them complete the current year testing
- Fill out audit program in engagement
- Sign off
- Tie into trial balance
- Tie into financial statements

#### 8 – Audit of Fixed Assets

- Explain purpose of auditing fixed assets
  - Relevant assertions
  - Review audit program steps
  - Help set expectations
  - Go over PBC's typically received; overview of work papers and what needs to be tied out to the trial balance
  - Leases – testing rent expense; obtaining lease documents (maintained in permanent file); operating vs capital; future minimum lease payments
  - Cash flow information needed
- Walkthrough process of auditing fixed assets together in prior year work papers including relationship of what is in the permanent file
- Have them complete the current year testing
- Fill out audit program in engagement
- Sign off
- Tie into working trial balance
- Tie into financial statements (including Statement of Cash Flows) and footnotes (leases)

#### 9 – Audit of Accounts Receivable

- Explain purpose of auditing accounts receivable
  - Relevant assertions
  - Review audit program steps
  - Help set expectations
  - Overview of what a workpaper looks like (i.e. proper heading, expectations)
  - Demonstrate uses of data analytic software
- Walkthrough process of auditing accounts receivable together in prior year work papers
  - Sampling forms – understanding of why
  - Confirmations – how do we determine when we need to send confirms? Different types.
  - Memo if not sending confirms (example)
- Have them complete the current year testing
- Fill out audit program in engagement
- Sign off

- Tie into working trial balance
- Tie into financial statements

#### 10 - Audit of Accounts Payable

- Explain purpose of auditing A/P
  - Relevant assertions
  - Review audit program steps
- Explain reasoning behind why we perform a search for unrecorded liabilities and how we test
  - Go over setup of workpaper
    - If invoice for services pre year-end = should be in A/P
    - If invoice for services post year-end = should not be in A/P
  - Scope testing
    - Have them come ask presenters for appropriate invoices
  - Demonstration on how to test remaining population or entire population if no items exceed scope
- Walkthrough process of auditing accounts payable together in prior year work papers
- Have them complete the current year testing
- Fill out audit program in engagement
- Sign off
- Tie into working trial balance
- Tie into financial statements

#### 11 – Debt

- Explain purpose of auditing debt
  - Relevant assertions
  - Review audit program steps
  - Help set expectations
  - Go over PBC's typically received; overview of w/p and what needs to be tied out to trial balance
  - Cash flow information needed
- Walkthrough process of auditing debt together in prior year binder including relationship of what is in the permanent file
- Have them complete the current year testing
- Fill out audit program in engagement
- Sign off
- Tie into working trial balance
- Tie into financial statements (including SOCF) and footnotes

#### 12 – Overview of Financial Statements and Proofing

- Overview of Completed Set of Financial Statements
  - Order of Statements
- Review Summary sheet of things to look for while proofing ("Financial Statement Proofing Guide")
  - Not all-inclusive but will give a start
- Give them set of financial statements to proof (give them about 1 hour)
  - Go over PBC's and give brief instructions then let them work on their own

#### 13 – What to expect during their first few months

- Expectations of them as new staff
- Be proactive
- Learn!
- Professionalism handout

## TAX ORIENTATION:

1 – Overview of tax software used to prepare tax returns and store documentation

2 – Workpaper documentation techniques

3 – Individual Income Tax Returns

- Overview of the tax preparation process, the flow from receipt of documentation to finished tax return
- Reporting and filing requirements, filing status and exemptions
- Qualifying dependents
- Income
  - Interest and dividend income, taxable vs exempt
  - Capital gains/losses
  - Trade or business expenses
  - Rental properties
  - Pass through entities
  - Passive activities
  - Retirement income
- Deductions
  - Above the line deductions
  - Itemized deductions – medical, taxes, charitable contributions, other items
- Taxes – self-employment tax, alternative minimum tax, kiddie tax
- Tax credits
- Walk through the hands-on preparation of an individual income tax return
  - How to handle open items and questions
  - Communicating with the client and the person in charge of the tax client
- Self-review process

4 – Business Tax Returns

- Business entity overview and comparison – liability, taxation, formation
- Overview of the tax preparation process, the flow from receipt of documentation to finished tax return- audited financial statements vs client prepared trial balance vs client provided raw data
- Bookkeeping Basics
  - Accounting methods
  - Compiling client records in to a trial balance
  - Working with client trial balance, adjusting journal entries – book vs tax
  - Depreciation calculations
  - Book/tax income differences – permanent vs temporary
  - Prepare a book to tax reconciliation workpaper
- Property transactions
  - Property types – real, tangible, intangible
  - Capitalization vs expense
  - Depreciation methods, conventions, asset lives and calculation
  - Gain/loss on disposal calculation

- S corporations
    - Eligibility requirements
    - Allocation of profits and losses, distributions
    - Basis calculations
  - Partnerships
    - Types of partnerships
    - Formation process and things to watch for
    - Capital accounts
    - Basis calculations
  - C corporation
    - C corp formation
    - Net operating losses
    - Tax calculations and credits
  - Walk through the hands-on preparation of a business tax return
  - Self-review process
- 5 – Finding answers to tax questions
- Authoritative tax hierarchy
  - Proper citation of sources

## New Tax Onboarding Program:

### Wednesday afternoon of Week 1:

1. Introduction to training program
2. Welcome message, preferably from tax shareholder
3. Show how the audit and tax teams work together, using real life examples
4. Overview of both tax and audit software (high-level overview only)
5. Introduce concepts that are relevant to both tax and audit staff. Cooperative training is to be provided by both a tax and audit trainer

### Key concepts of Wednesday Afternoon:

- How does the tax and audit staff work together?
- How work moves through the process from audit department to tax department
- How does the tax staff use the financial statements and TB prepared by the audit staff?
- Overview of assurance engagement types: compilation, review, audit
- Overview of business entity types
- Engagement, GFR, Global overview: what the different programs are used for
- Tax due dates: estimates, extensions, and returns
- GET PEOPLE ENGAGED IN AND EXCITED ABOUT THE TRAINING PROGRAM

### Thursday and Friday of Week 1:

1. Business tax overview and concepts, including Lean for Business tax.
2. First exposures to GFR and Global.
3. Accounting for tax: "shoe box client". Create financials from client documents.
4. Use created financials to create a C Corporation return in Global.

### Key concepts of Thursday/Friday:

- How to turn client documents into a working TB and set of financials.
- How to roll retained earnings.
- Lean, Gold Standards
- Introduction to book to tax differences
- GFR concepts, routing, etc.
- Intro to PDFlyer
- Intro to Global, including setting preferences, etc.
- Introduction to business entity types
- C Corporation concepts
- Self-review

### The details:

- Lean overview of all 5 phases, with a focus on the prep phase
- Business entity overview
  - What is meant by sole proprietorship, C corporation, flow-through entities (Partnerships and S corporations), LLCs?

- 
- Not meant to be a detailed account, just general guidelines. Example, why are flow through entities called this?
  - Bookkeeping basics
    - What is an accounting method and how do they differ (accrual, cash, other)?
    - What is a balance sheet and an income statement?
    - What are assets, liabilities, and owners' equity/capital?
    - Bookkeeping exercise
    - Introduction to fixed assets and depreciation, including bonus and 179 (assuming extended).
    - Discuss common book to tax differences, temporary and permanent
  - Introduction to GFR
    - Layout, tabs, routing, copying, indexing, notes
    - Trainees will pull workflows to themselves using assigned client numbers and manipulate those workflows throughout the remainder of the training.
  - Prepare a TB and financials from client documents
    - Look at prior year return and workpapers, and any permanent notes in GFR.
    - Use journal entry to close prior year income statement into retained earnings.
    - Use journal entry to enter current year client information.
    - Prepare common adjusting journal entries (depreciation and recording loan interest expense).
    - Introduction to Adobe and PDFlyer, using preparer tick marks on workpapers
  - Introduction to Global
    - General flow of software
    - Logging in, tool bars, views, how to switch between offices
    - Use prepared client financials to produce a C Corporation return
      - This will be extremely hands on, with multiple trainers circulating throughout the room to help.
    - Diagnostics and self-review

**Deliverables include copy of power point with technical concepts.**

**Monday of Week 2:**

1. Introduction to S Corporations
2. Second touch in GFR
3. Second touch in Global
4. Intro to Engagement
5. Use client TB and other workpapers to prepare an S Corporation return

**Key concepts of Monday:**

- Learn how to use Engagement for tax purposes
- Learn how an S Corporation differs from a C Corporation for tax purposes
- See another common type of client (client provided TB)
- Meant to be slightly more difficult than the C Corporation return, building on the concepts they have learned

**The details:**

- Key S Corporation concepts
  - Eligibility requirements-eligible shareholders, number of shareholders, one class of stock, etc.
  - What can terminate S election
  - Introduction to the concept of separately stated items
  - Officer's compensation
  - Schedule M-3
  - Introduction to AAA account concepts
  - Shareholder distributions (pro-rata)
- Another touch in GFR
  - Review documents for workpapers that may have been stored there throughout the year
  - Review PY return
- Introduction to Engagement
  - Full Engagement tutorial
  - How to roll forward a binder
  - How to sync a binder-difference between express and full synchronization
  - Tax groupings update wizard
  - How to upload documents (use documents pulled from GFR)
  - Import TB into Engagement from excel
  - Add new accounts and group them
  - Make journal entries
  - Complete workpapers in engagement: workpaper index, book to tax reconciliation
  - Sign off workpapers
  - Verify income on TB
- Additional touch in Global
  - Run through the "feel" of an S Corporation return in Global
  - Learn how to add and dispose of assets within Global, building on depreciation concepts learned during C Corporation training.
  - Use TB to input return. Less help will be provided this time.
  - Spend time looking at the government forms to see how things flow
  - Spend time looking at the K-1's to see how things flow out to the shareholders
  - Do a print preview and look at entire return, including letters
  - Two year comparison
  - Diagnostics and self-review

**Deliverables include a copy of Engagement for Tax guide, and copy of power point with technical concepts**

---

## Tuesday of Week 2:

1. Partnership tax return, using a client TB already in Engagement-assurance client (third type of business client, other two being GFR only and client provided TB)

### Key concepts of Tuesday:

- What makes a partnership return different?
- Build on business concepts of prior days
- Use Dynalink to input return into Global from Engagement
- Introduction to Fixed Asset software
- Third touch in Global...after Dynalink help, most of the work will be done without assistance unless asked for, emphasizing self-review.
- Second Engagement touch.
- Increase the complexity of concepts.

### The details:

- Key partnership concepts
  - Difference between partnership and s corporation
  - No W-2-guaranteed payments
  - GP versus LP?
  - What about LLC members?
  - Who is subject to SE tax?
  - Another touch on separately stated items
  - Capital account discussion (build on discussion during s corporations)
- A third touch in Engagement
  - Prepared as if there is an assurance Engagement
  - Convert audit TB to tax TB
  - Manipulate TB with tax aje's
  - Trainees work on their own in Engagement this time through this point
  - Learn to Dynalink, see Dynalink example and finally Dynalink pship return
- Learn basics of Fixed Asset software
  - Build on depreciation concepts learned through other days of training
  - Import F/A into Global
- Another touch in Global
  - Review Dynalinked return
  - See how a partnership flows in Global
  - Spend time looking at the government forms to see how they look
  - Another discussion of Gold Standards and self-review
- Discussion of flow through Ohio and city returns
  - How is a flow through taxed in Ohio
  - Addbacks for 179 and/or bonus
  - SBD
  - City dicussion-in general

**Deliverables include Dynalink guide, Fixed Asset guide and power point with technical concepts**

### **Wednesday/Thursday of Week 2:**

1. Lean process for 1040's.
2. 1040's. Initial return will be a manual entry return, and then there will be two returns that are autoflowed.

### **Key concepts for Wednesday/Thursday of Week 2:**

- General concepts built around 1040's, both technically and how they flow into the software.
- Use the manual entry return to emphasize what the 1040 should look like and how the software is organized.
- Learn how to autoflow returns and how to self-review a 1040.
- Work again with PDFlyer, reorganizing workpapers and ticking the way reviewers will want to see them.

### **The details:**

- Discuss the Lean process as it relates to 1040's (TBD)
- The flow of a 1040:
  - Personal information about the taxpayer is listed at the top of page 1. Includes, name, address, social security number, filing status, and information on dependents.
  - All items of income are summarized to arrive at total income. Many of these items are carried from various scheduled contained within the 1040.
  - Certain specific deductions are allowed to reduce taxable income and arrive at adjusted gross income. This takes you to the bottom of page 1.
  - Itemized deductions and exemptions (including extra amounts for age or blindness) are entered to arrive at taxable income.
  - Tax is calculated (both regular and, if applicable, alternative minimum tax).
  - Any credits are calculated (foreign tax, education credits, child tax credit, etc.) and subtracted from the calculated tax amount.
  - Other taxes are calculated (self-employment, net investment income tax, etc.) and added to earlier taxes to find total tax.
  - Amounts already paid in are entered, such as withholdings from wages and estimated payments.
  - Other specific items treated as payments are calculated, such as additional child tax credit, American Opportunity education credit, or excess social security taxes are calculated.
  - Total payments are subtracted from total tax to arrive at the amount due or overpaid.
- Brief discussion of filing status and dependency
- Commons items of income:
  - Wages
  - Interest and dividends
  - Business income not requiring a separate return (sole proprietorship, SMLLC)
  - Capital gains
  - Rental real estate
  - "Flow through entities" (S Corp, Pship, trust)

- 
- Farm income
  - Retirement income, including pensions, IRA's, social security
  - ALL other sources of income unless specifically excludable by the Internal Revenue Code
  - Common deductions:
    - "Above the line" deductions (adjustments to arrive at AGI)
      - HSA deduction
      - 1/2 SE tax
      - SE health and retirement plans
      - Student loan interest and tuition and fees deduction
    - Itemized deductions
      - See Schedule A discussion
  - Common schedules and their uses:
    - Schedule A (itemized deductions)
      - Medical expenses above 10% (7.5% if over age 65) of AGI
      - Taxes paid
        - State and local income tax or sales tax
        - Real estate taxes
      - Interest paid
        - Mortgage interest, points, insurance premiums
        - Investment interest
      - Charitable contributions
      - Casualty loss
      - Unreimbursed employee expenses above 2% of AGI
      - Miscellaneous itemized deductions above 2% of AGI
    - Schedule B (interest and dividend income)
    - Schedule C (profit or loss from unincorporated businesses)
    - Schedule D and the 8949 (capital gains and losses)
    - Schedule E Page 1 (rent and royalty income)
    - Schedule E Page 2 (flow through income)
    - Schedule SE (self-employment tax due on active business income)
  - Introduction to an organizer-what is it, where is it located, what do I do with it?
    - Organizer is for shareholder of our S Corporation return. Use K-1 and W-2 from that return to emphasize how pass through's flow into 1040's.
  - Introduction to 1040's in Global.
    - Use organizer to manually enter first tax return.
    - Progress slowly, emphasizing technical concepts as each section of organizer is entered into FX.
    - Use PD Flyer to manipulate and tick mark organizer.
    - Have at least one piece of missing information to again demonstrate an open items list.
    - Continually look at the government forms view to see where things flow.
  - Introduction to Autoflow.
    - Use a second organizer to teach autoflow
    - Move slowly through validation process, with lots of help from trainers walking around the room.

- Once validated, again move through Global and GFR, allowing trainees to self-review and organize workpapers themselves with help.
- Use a third Autoflow return. This one should be completed start to finish by trainees, with help available as needed.

**Deliverables include Autoflow guide, Global 1040 guide, and technical manual.**

**Friday, Week 2:**

1. “Catch-up” day, complete any returns not completed earlier
2. Q & A
3. Discuss any topics perhaps only relevant to one year. For example, ask someone to give a brief overview of the 3115 process this year, and teach how to prepare a zero adjustment 3115.
4. Pool concepts (business and individual), including new “return grouping” process in GFR.
5. Teambuilding exercise

**Deliverables will vary from year to year. This year deliverables are to include team building exercise, pool instructions and a “template” 3115, with instructions on how to complete.**