

# National Training Meeting

September 29-30

**PASBA**  
many strengths • one goal

Denver, CO

This meeting is directed toward bookkeepers, supervisors, payroll & sales staff, and owners of PASBA member accounting firms who want to learn not only the basics of bookkeeping, supervisor, sales & payroll training, but also best practices of successful offices. All participants are encouraged to openly share information about the daily management and marketing in their practices during all sessions. The office visits are a key component to this meeting. Allowing your staff to see how other offices successfully operate creates opportunities for them to improve their daily work routines. This year, we are excited to have organized visits to the offices of PASBA members Sean Manning, Eric Swick, and Dan Thompson.

## REGISTRATION

### Meeting Registration Fee

**\$125/person\*** (through 9/1)

### Late Meeting Registration Fee

**\$150/person\*** (beginning 9/2)

**CPE Credit: \$25/person**

[CLICK HERE TO REGISTER](#)

*Cancellations after September 1 will not be refunded.*

*Thursday night event & Transportation for Office Visit & event are not included in registration fee. Please see registration site for additional costs.*

## BOOKEEPER TRAINING

Preparing for Year-End Processing, QuickBooks Issues in Processing, Traditional & Non-Traditional Client Reporting, Tips & Tricks on Sales Tax, Bank Reconciliations, & Journal Entries and Roundtable Discussion

## PAYROLL TRAINING

Payroll Onboarding and Setup Process, Going Electronic/Paperless, Payroll Taxes & Compliance, Common Anxieties, Roundtable Discussion

## SUPERVISOR TRAINING

Professional Communication Skills, Using Financial Statements to Help Clients Succeed, Year-End Tax Planning, Workflow in the Office – Tips & Tricks, Roundtable Discussion

## SALES TRAINING

Introduction & Defining Market, Service Offerings, Differentiation, & Pricing, Lead Generation, The Sales Presentation Process (Pt. 1), The Sales Presentation Process (Pt. 2), Measuring & Monitoring Results, Keeping Statistics, Setting Goals

## OWNERS MEETING

PASBA members are invited to participate in discussions about PASBA best practices, marketing, and current technologies with other owners of PASBA practices. This meeting is viewed as an Open Roundtable Discussion.

## NEW TO PASBA *formerly Beginning Bookkeeper*

Participants are expected to have a working knowledge of bookkeeping procedures to participate in this PASBA basics session. This session includes tips on production, client reporting, and overall PASBA processes. There are no prerequisites for attendance.

## Thursday, September 29

8:00am - 12:30pm	Registration
8:30am - 12:30pm	Thomson Reuters ACS Conversion Training
1:45pm - 5:35pm	Office Visits
2:05pm - 3:05pm	Insperience Business Services
3:20pm - 4:20pm	Swick & Associates
4:35pm - 5:35pm	Century Accounting & Tax
6:00pm - 8:00pm	Dinner & Entertainment at Topgolf

## Friday, September 30

8:00am	Registration & Breakfast
9:00am - 11:45am	Sessions 1 & 2
11:45am - 12:45pm	Lunch
12:45pm - 5:00pm	Sessions 3, 4, 5

## HOTEL

**Denver Marriott Tech Center**  
**4900 S. Syracuse St., Denver, CO 80237**  
**303-779-1100**

Room Rate is \$125/night

[CLICK HERE TO RESERVE YOUR ROOM](#)

The hotel is 26 miles and 35 minutes via car from Denver International Airport.

*The group rate is guaranteed until September 1, 2016, unless the room block fills prior to that date. Rooms and/or modifications requested after the deadline of September 1, 2016 (or after the block has filled) will be subject to the hotel's space and rate availability.*



PASBA 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.learningmarket.org](http://www.learningmarket.org). Delivery method for these sessions is Group Live. Conference participants can earn up to 6 credits in the areas of Accounting, Business Management & Organization, Computer Science, Marketing.