

The
'APPY HOUR[®]
with Liz & Heather
www.theappyhonor.com

Firm Spotlight with CLH CPAs & Consultants

CLH
CPAs
& CONSULTANTS



Meet your Hosts

The
'APPY HOUR[®]
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www.theappyhour.com



Heather Satterley

Director of Education and Media, Woodard

Liz Scott

CEO, Liz Scott Training & Consulting

Proposals



Approval Workflow



Practice Management



Accounts Payable



Inventory



Outsourcing



Training



THANK YOU 2024 SPONSORS!



Allison Leffert, CPA Manager

- Graduated with a Bachelor of Science in Accounting from the Indiana University (Bloomington) Kelley School of Business
- Started with CLH as an office intern in 2014, was a tax intern in 2015, and joined the accounting professional staff as a Staff Accountant in 2016
- Advanced from Staff Accountant to Senior Staff Accountant to Manager
- Specializes in tax, financial statement reporting, and bookkeeping services
- Passionate about staff development and education

Agenda

- Firm insights
- Peek inside the internal tech stack
- Special app highlight
- Look at the external tech stack
- Special app highlight

Firm Insights

- Team Size: 45
- Client Size: 500+
- Niche: Closely-held businesses and high net worth individuals
- Growth Goals: Organic









Internal Apps

- Ignition
- Doc it
- 1 Password
- My Task LMS
- Practice CS
- Teams
- Microsoft 365



MY TASK LMS

TRAINING REIMAGINED

ACCOUNTING Accounting 000 - Welcome to your Learn...	ACCOUNTING Accounting 001 - Introduction to Bookke...	ACCOUNTING Accounting 002 Overview
ACCOUNTING Accounting 100 - Payroll Overview	ACCOUNTING Accounting 101 (ACS)	ACCOUNTING Accounting 101 (Intuit QBO)
ACCOUNTING Accounting 101 (Intuit Quickbooks Desk...		ACCOUNTING Accounting 201 (ACS)
ACCOUNTING Accounting 201 (Intuit QBO)	ACCOUNTING Accounting 201 (Intuit Quickbooks Desk...	
ACCOUNTING Accounting 301 (ACS)		ACCOUNTING Accounting 301 Intuit QBO)
ACCOUNTING Accounting 301 Intuit Quickbooks Desk...	ACCOUNTING Accounting 401 (ACS)	ACCOUNTING Accounting 401 (Intuit QBO)
ACCOUNTING		ACCOUNTING

Pre-Employment Testing

Pre-Employment - Staff Accountant/Boo...

Pre-Employment Testing

Pre-Employment - Tax and Accounting M...

Pre-Employment Testing


Pre-Employment Test - Administrative

Home / Accounting 101 (Intuit QBO)



Accounting 101 (Intuit QBO)

Throughout this course you will learn the basics of monthly bookkeeping and creating financial statements. For this test we will assume that you have a fixed asset program outside of Quickbooks to calculate monthly depreciation and you either... [more](#)

Add - ↑ Reorder [Edit course](#) [View as Learner](#) ... 

🔊 Accounting Overview and Timeline for Course1623426019254.webm

SECTION 1 - CREATING A NEW CLIENT IN QUICKBOOKS ONLINE

- 📄 Accounting - Creating Client in Quickbooks Online
- 📄 Accounting 101.1 - Setting up a new client in QBO
- 📄 Business Client Interview Form.pdf
- 🕒 QBO - Creating Client in Quickbooks Online (CC)
- 🕒 QBO - Importing Chart of Accounts (CC)
- 📄 Import Client Chart of Accounts
- 🕒 QBO - Creating an Account Manually in Chart of Accounts (CC)
- 📄 Modify Client Chart of Account
- 📄 Chart of Accounts For Pinnacle Auto.xlsx
- 🕒 Accounting Training Instructions Overview (CC)

SECTION 2 - OVERVIEW OF MONTH END CLIENT PROCESSING

- 📄 Month End Processing Overview
- 📄 01 January 20XX Source Documents.pdf

SECTION 3 - ENTERING BILLS


- 🕒 QBO - Creating a Vendor (CC)
- 🕒 QBO - Entering a Bill (CC)
- 📄 Entering Bills

SECTION 4 - ENTERING BILL PAYMENTS

- 🕒 QBO - Entering Bill Payment (CC)
- 📄 Enter Bill Payments - QBO

SECTION 5 - BANK FEED

- 🕒 QBO - Creating Bank Feeds (CC)
- 🕒 QBO - Adding and Matching Bank Transactions (CC)
- 📄 Bank Feed - QBO

 CONTENT
59 units - 0 inactive

 USERS & PROGRESS
243 instructors - 481 learners

 FILES
75 files

 RULES & PATH
Depends on 2 courses

 REPORTS

SECTION 6 - ADDING AN EMPLOYEE AND PAYCHECK

- 🕒 QBO - Adding Employee and Paycheck ATF (CC)
- 📁 Adding Employee and Entering Paycheck

SECTION 7 - ENTERING CHECKS IN TRANSIT

- 🕒 QBO - Adding Checks in Transit (CC)
- 📁 Entering Checks

SECTION 8 - ENTERING DEPOSITS IN TRANSIT

- 🕒 QBO - Adding Deposits in Transit (CC)
- 📁 Entering Deposits

SECTION 9 - RECONCILE BANK

- 🕒 QBO - Reconciling Bank (CC)
- 📁 Reconcile Bank

SECTION 10 - SETTING UP CLIENT IN FIXED ASSET CS

- 📁 Accounting - Fixed Asset CS
- 🕒 Fixed Assets - Creating Client (CC)
- 🕒 Fixed Assets - Adding Assets (CC)
- 🕒 Fixed Asset CS - Electing out of Bonus Depreciation (CC)
- 📁 Adding Fixed Assets for your Client

SECTION 11 - ENTERING JOURNAL ENTRIES

- 🕒 QBO - Entering Journal Entries (CC)
- 📁 Entering Journal Entries

SECTION 12 - SALES TAX PREPARATION

- 📁 Accounting - Sales Tax Preparation
- 🕒 Florida Sales Tax - Preparing Form DR-15 (CC)
- 🕒 Florida Sales Tax - E-filing Form Dr-15 (CC)

SECTION 13 - EFTPS

- 📁 Accounting - EFTPS
- 🕒 EFTPS Federal Tax Deposit Control Log (CC)
- 🕒 EFTPS Payment (CC)

SECTION 14 - HOW TO CREATE AND REVIEW MONTHLY FINANCIAL STATEMENT

- 📄 Creating Management Reports
- ▶ QBO - Creating Management Reports (CC)
- ▶ QBO - Printing Bank Reconciliation Reports (CC)
- 📄 Create Management Reports
- 📄 Accounting - Financial Statement Review Before Submitting to Managers
- ▶ QBO - Reviewing Financial Statements (CC)
- ▶ TR File Cabinet - Saving Non Thomson Reuters Documents (CC)
- 📄 Review Financial and Print

SECTION 15 - JANUARY PROCESSING

- 📄 Accounting 101.2 Processing Live Data in QBO
- 📄 Test Accounting 101.2 Jan 20XX Financial Data
- 📄 IMPORTANT: If you Got Questions Incorrect on the Test Do Not Proceed

SECTION 16 - FEBRUARY PROCESSING

- 📄 Accounting 101.3 Processing Live Data in QBO
- 📄 02 February 20XX Source Documents.pdf
- 📄 Test Accounting 101.3 Feb 20XX Financial Data

SECTION 17 - MARCH PROCESSING

- 📄 Accounting 101.4 Processing Live Data in QBO
- 📄 03 March 20XX Source Documents.pdf
- 📄 Test Accounting 101.4 Mar 20XX Financial Data



External Apps

- QuickBooks Online
- Xero
- Accounting CS
- UltraTax CS
- ADP
- Workforce tHRive
- bill.com

Checking Account CHASE

8300

[Reconcile 2 Items](#)

Balance in Xero 2,421.97
Statement balance (Dec 5) 1,461.11

Nov 10 Nov 17 Nov 24 Dec 1 Dec 8

Savings Account

5820

No transactions imported

Statement balance 106.00

[Import a bank statement](#)

Total cash in and out

July August September October November December

CLH LLC Clients Insights Reports Ask Staff Practice

Practice clients **Clients 31** Archived clients 7 Groups 0

[Export](#) [Add client](#)

You have access to Xero organisations which aren't linked as clients to this practice. [Read about adding existing organisations](#)

[Review organisations](#) [Dismiss](#)

Search clients Filters Groups Columns Expand

0 selected Merge clients Add to group

<input type="checkbox"/>	Client name	Email address	Phone number		
<input type="checkbox"/>	[REDACTED]			Go to Xero	:
<input type="checkbox"/>	[REDACTED]			Go to Xero	:
<input type="checkbox"/>	[REDACTED]			Go to Xero	:
<input type="checkbox"/>	[REDACTED]			Go to Xero	:
<input type="checkbox"/>	[REDACTED]			Go to Xero	:
<input type="checkbox"/>	[REDACTED]			Go to Xero	:



Client insights For the month Dec 2024 | Comparing with Nov 2024 | Last updated 55 minutes ago [Update data](#) [Help](#)

Accrual Compare Filters Column

Client name ↑	Bank reconciliation status	Overall cash balance	Accounts receivable	Accounts payable	Current ratio	Revenue	Expenses	Net profit
[REDACTED]	Very out of date	141,234	36,750	0	36.2	12,250	0	12,250
[REDACTED]		0	2,765	0	N/A	0	0	0
[REDACTED]	Up to date	0	0	0	N/A	0	0	0

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The 'Appy Hour Lounge Facebook Group

Upcoming Episodes

12/31/24 New Years Party

01/14/25 Deep Dive: Getting Started with Xero

01/21/25 Deep Dive: Finsmart Outsourcing

01/28/25 Firm Spotlight



The 'APPY HOUR

NEW YEAR
Party

DECEMBER 31ST, 2024
4:00 PM EST



The 'APPY HOUR
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www.theappyhour.com

The graphic features a black background with two large, stylized gold fireworks on the left and right. In the center, the text 'The 'APPY HOUR' is at the top in green and blue. Below it, 'NEW YEAR' is in large gold letters, followed by 'Party' in a white cursive font. The date and time 'DECEMBER 31ST, 2024 4:00 PM EST' are in white. A framed photo of two women sitting on a couch is in the middle. At the bottom right, the logo 'The 'APPY HOUR with Liz & Heather' and the website 'www.theappyhour.com' are displayed.