

## Word, Outlook, and PowerPoint: Getting Better Results in Less Time

Thomas G. Stephens, Jr., CPA, CITP, CGMA

### Introduction

Nearly every business professional uses Microsoft Office Word, Outlook, and PowerPoint to varying degrees. Yet, most are self-taught in these applications and therefore likely remain unaware of key productivity-enhancing tools in each of these applications. In this article, you will learn about seven terrific features found in these three applications and using them to get better results in less time.

### Universal Drag-and-Drop in Outlook

Outlook supports drag-and-drop

universally throughout the application. Thus, if you receive an email message and need to create an appointment on your calendar containing the details of the message, simply drag the message from the message list, and drop it onto your calendar in Outlook. Similarly, if you need to add an attachment to a message, you can drag it from your desktop into the message; conversely, you can drag attachments from a message to your desktop. Universal drag-and-drop eliminates unnecessary typing and other keystrokes otherwise required to perform many functions in Outlook.

### Assign Outlook Tasks to Others

Are you trying to manage multiple projects and tasks that involve other team members? If so, try assigning these tasks to others in Outlook. To do so, first add a task to Outlook. Then right-click on the task and choose Assign Task from the pop-up menu. Enter any desired details and click Send to assign the task to another team member. Once the team member accepts the task, he will be able to send updates and notes to you by updating the task in his instance of Outlook, helping you to minimize the amount of time you spend managing tasks.

*continued on page 4*

## 2015 MSCPA Convention

June 25-28, 2015

Sandestin Golf & Beach Resort

## 2016 MSCPA Convention

June 23-26, 2016

Sandestin Golf & Beach Resort

## MAJOR EVENTS IN CPE FOR 2014

November 3-4	MSCPA Center	Corporate Income Tax Workshop
November 7	Christ UMC	Not-For-Profit Conference
November 11-12	MSCPA Center	Oil & Gas Seminar
November 17-18	MSCPA Center	Individual Income Tax Workshop
December 4	Hilton-Jackson	Mississippi Tax Institute
*December 12	MSCPA Center	Business Valuation & Litigation

\*Date Change

## IN MEMORIAM

JOSEPH JOHN TUCCIO, JR.

*Brandon*

Died Sept. 9, 2014

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## 41st Annual Mississippi Tax Institute

Hilton Hotel  
Jackson, Mississippi  
Thursday, Dec. 4, 2014  
Registration Fee: \$175





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*Opinions expressed are not necessarily the official policy of the MSCPA. Advertising is accepted in good faith that the product/services are of value stated.*

# Welcome New Members

New members include Christopher Blake Barksdale, Michael Christopher Knox and Amanda Claire Knight.

Now completing the membership process are:

**Colby Daniel Bass** was born in Brookhaven and received an Associate of Arts from Copiah-Lincoln Community College and a Bachelor of Accountancy and Master of Taxation from Mississippi State University. He is a Staff Accountant with Haddox Reid Eubank Betts PLLC in Jackson.

**Brenton Matthew Bright** was born in Corpus Christi, Texas and received BS and MS degrees in Accounting from the University of Wyoming. He is a CPA with Kennedy and Coe, LLC in Oxford.

**Molly Perry Ogle** was born in Birmingham, Alabama and received a BS in Accounting from the University of Alabama at Tuscaloosa. She is an Accountant with St. Dominic Hospital in Jackson.

**Kayla Therese Rainey** was born in Picayune and received BSBA in Finance and Master of Professional Accountancy degrees from the University of Southern Mississippi. She is a Senior Associate with William F. Horne & Co., PLLC in Hattiesburg.

**Robert McGahey Whitaker** was born in Amory and received Bachelor of Business Administration and Bachelor of Accounting degrees from Mississippi State University. He is a Manager with T. E. Lott & Co, PA in Columbus.

## Update on Diversity and Inclusion in the Accounting Profession

The AICPA's Diversity and Inclusion Team along with the National Commission on Diversity and Inclusion continues to lead and develop tools to attract, retain and advance top diverse talent needed to manage the challenging and complex issues CPAs face in the profession today.

### **Why Does Diversity and Inclusion Matter?**

Diversity is any trait used to differentiate people from each other—for example, ethnicity, gender, age, national origin, disability, sexual orientation, educational level and religion. Inclusion puts diversity to work, creating opportunities for everyone to fully participate in creating success. In short, diversity is who we are and inclusion is what we do.

Diversity is important to the profession for two primary reasons: entrepreneurial capital and demographic shifts. Entrepreneurial diversity has been a catalyst in moving the U.S. economy forward; for example, people of color owned 22.1% of all U.S. businesses in 2012, while women owned 28.8% of all businesses, and lesbian, gay, bisexual and transgender individuals owned approximately 5%. The CPA profession provides services to businesses of all kinds, owned by people of all kinds. Our

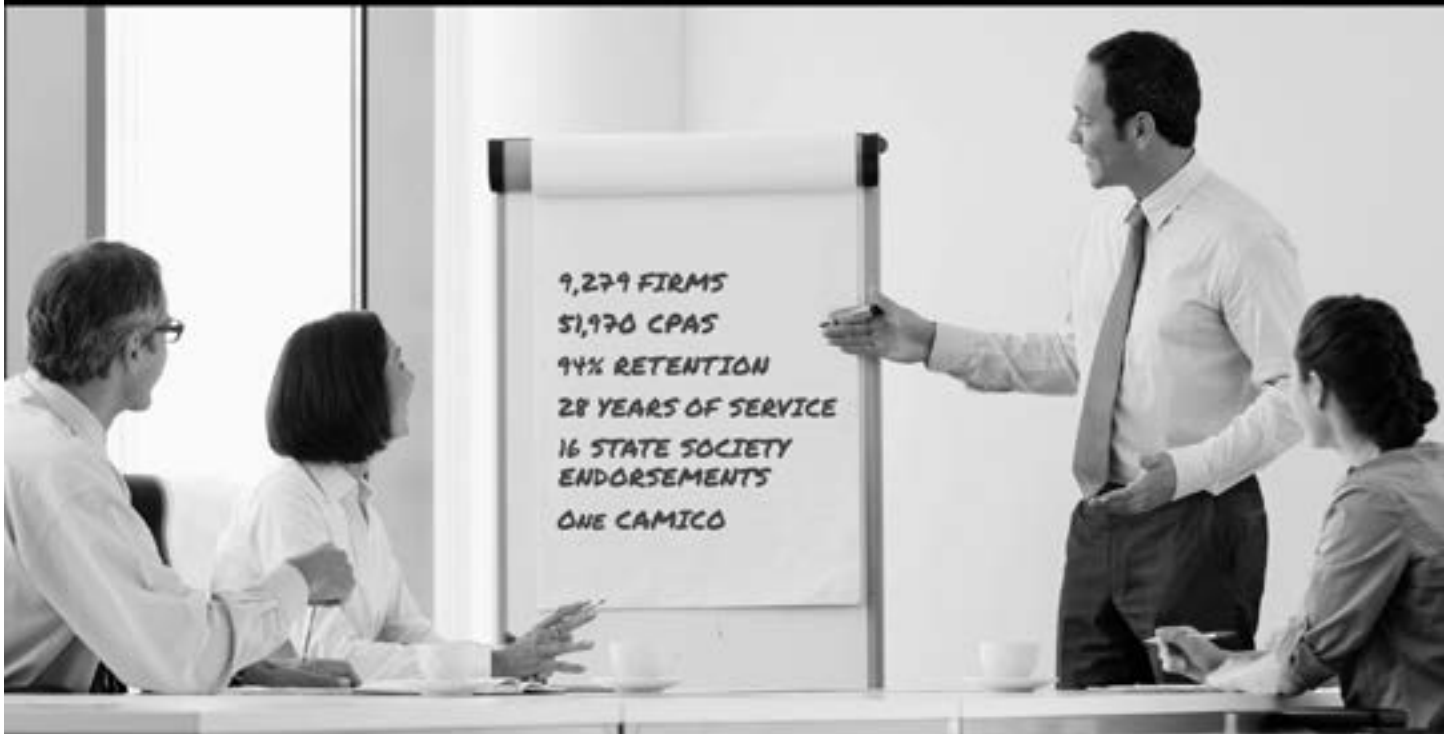
clients are becoming more diverse and we need to better understand the communities they come from in order to reach out in a relevant and genuine way.

Labor market trends are also compelling. According to Census Bureau projections, the U.S. population will grow older and more racially and ethnically diverse. By 2050 there will be no ethnic majority in the U.S. Further, between 2000–2050, new immigrants and their children will account for 83% of the working age population's growth. It is imperative that the profession understands that diversity and inclusion are no longer about doing what is "right," but also doing what is necessary to remain relevant and serve the public interest.

### **What are we doing?**

The Institute's work on D&I with the guidance of the National Commission on Diversity and Inclusion encompasses the recruitment, retention and advancement of diverse talent entering the profession. Major projects under development include the implementation of a profession-wide pipeline project, the development of a recruitment and retention toolkit and webcast series, and a maturity model assessment to assist organizations in understanding where they are in their

*continued on page 15*



## Numbers Speak for Themselves.

When choosing professional liability insurance for your firm, trust the one company that was founded by CPAs and has serviced the accounting profession for over 28 years. With a full suite of coverage options and industry-leading risk management resources, it's no wonder that over 50,000 CPAs trust CAMICO each year.

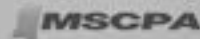
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## WORD, OUTLOOK...

continued from page 1

### **Save Time with Outlook's Quick Steps Feature**

Do you often perform multiple actions – such as adding a category to a message and moving that message to another folder – on items in Outlook? If so, create a Quick Step to automate these tasks for you. From the Home tab of the Ribbon in Outlook, you can customize the “canned” Quick Steps provided in Outlook and create new ones to meet your specific needs. Once you do so, select an item and then click the Quick Step you wish to apply and Outlook will perform all of the actions designated in the Quick Step on the selected item.

### **Use Styles to Format your Word Documents**

Word's Styles feature is perhaps the application's most powerful tool. Styles are predefined formats that you can apply to your documents, reducing the amount of time you spend formatting a document and ensuring consistency in formatting. When you use Styles, you receive the added benefits of creating automatic tables of contents, generating document maps, and, as discussed below, creating PowerPoint presentations from your Word document.

To apply a Style to text, select the text and then choose the Style you want to apply to the selected text from the Home tab of the Ribbon. You can also choose to build your document based on Styles by using Word's Outline View to create an outline of the document using Heading 1, Heading 2, Heading 3, etc. Styles. Once you create the outline, return to the traditional Print Layout View to complete the document.

### **Edit a PDF Document in Word 2013**

If you need to edit a PDF document, Word 2013 offers a great new feature to assist you in this endeavor. You can choose to open and edit the PDF document in Word, eliminating the need to perform this action in another application. In Word, simply open the PDF document and perform your edits. When you complete your edits, you can choose to save the document back to PDF format or you can save it in Word format.

### **Create a PowerPoint Presentation from a Word Document**

If you create a Word document using

Heading 1, Heading 2, Heading 3, etc. Styles to apply formats to your major section headings and subheadings as discussed previously, you can create a PowerPoint presentation quickly that mirrors the structure of the Word document. From the Home tab of the Ribbon in PowerPoint, choose New Slide followed by Slides from Outline. Then, select the Word document you want to use as the basis for your PowerPoint presentation and PowerPoint builds the presentation for you automatically. You can then finalize the presentation by adding and editing text, selecting a different Theme, and applying animations and transitions, etc.

### **Create Multiple Presentations from a Single PowerPoint Presentation**

You may find it necessary to have multiple versions of the same PowerPoint presentation. If that is so, instead of using multiple data files, consider using PowerPoint's Custom Shows feature. With this feature, you can create multiple versions of the same presentation, all contained within a singular data file. To create a Custom Show, click Custom Slide Show from the Slide Show tab of the Ribbon and click New in the Custom Shows dialog box. Then choose the slides you want to include in the newly created Custom Show. To present the Custom Show, select the Custom Show in the Custom Shows dialog box and choose Show.

### **Summary**

The Microsoft Office suite of applications – including Word, Outlook, and PowerPoint – offer a seemingly endless array of features to assist busy professionals with their daily responsibilities. However, many professionals are self-taught in these applications and, as a result, do not become aware of many of the tools they can use to work more efficiently and effectively. Far from an exhaustive list of these tools, the seven features discussed in this article represent some of the easiest and most powerful options available to improve productivity. If you are looking to get better results in less time, consider how each of these tools can help you reach that goal.

*Mr. Stephens is a shareholder in K2 Enterprises, where he develops and presents continuing professional education programs to accounting, financial, and other business professionals across North America. You may contact him at [tommy@k2e.com](mailto:tommy@k2e.com).*

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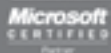
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## NOTIFICATION

### REPORTING DEADLINE: November 1, 2014

It is time to review your records to determine if you have any property for which you have been unable to locate the owner and/or heirs for the past five (5) years.

By law, all businesses, government entities, financial institutions and organizations with abandoned funds and/or securities belonging to Mississippi residents must file a report with the Mississippi State Treasurer's Unclaimed Property Division every three (3) years. File your report by November 1st.



**Learn more:**  
**treasurerlynnfitch.com**

*Mississippi Uniform Disposition of Unclaimed Property Act  
 2010 Mississippi Code Title 89- § 89-12-5*



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# CONTINUING PROFESSIONAL EDUCATION

## NOV.-DEC. 2014

### November 3-4, 2014

Monday-Tuesday  
Ridgeland  
MSCPA Center

#### Corporate Income Tax Workshop

**Discussion Leader:** Gordon Meicher, CPA

**Cost:** Members: \$380 Non-Members: \$530 AICPA Member Discount: \$60

**Course Hours:** 8:30-4:30

**LEVEL:** Update **CPE Credit:** 16 Tax **VENDOR:** AICPA **ACRONYM:** CITW

**COURSE OBJECTIVES AND DESCRIPTION:** Originally written by Sid Kess and now led by AICPA's top tax instructors, this course will give you the AICPA advantage with our unique perspective on the latest tax changes. Look at the most recent tax laws and other developments affecting C Corporations, S Corporations and other business entities, including limited liability companies. Learn how to advise clients and employees on the latest tax-planning ideas. Share marketing ideas from top practitioners based on the latest tax strategies. Plus, a comprehensive practice problem lets you apply what you have learned.

### November 7, 2014

Friday  
Jackson  
Christ UMC

#### Not-For-Profit Conference

**Discussion Leader:** Panel

**Cost:** Members: \$100 Non-Members: \$100 AICPA Member Discount: \$0

**Course Hours:** 8:30-4:30

**LEVEL:** UPDATE **CPE Credit:** 8 GEN/TAX **VENDOR:** Self-developed **ACRONYM:** NPC

**COURSE OBJECTIVES AND DESCRIPTION:** As the date for this event approaches, please access the MSCPA web site for details and registration information on this conference. [www.ms-cpa.org](http://www.ms-cpa.org)

### November 11-12, 2014 OIL & GAS

Tuesday-Wednesday  
Ridgeland  
MSCPA Center

**Discussion Leader:** Panel

**Cost:** Members: \$500 Non-Members: \$500 AICPA Member Discount: \$0

**Course Hours:** 8:30-4:30

**LEVEL:** Advanced **CPE Credit:** 16 TBA **VENDOR:** Self-developed **ACRONYM:** OILGAS

**COURSE OBJECTIVES AND DESCRIPTION:** As the date for this event approaches, please access the MSCPA web site for details and registration information on this conference. [www.ms-cpa.org](http://www.ms-cpa.org)

### November 17, 2014

Monday  
Southaven  
Landers Center

#### Estate Planning Essentials: Tax Relief for Your Clients

**Discussion Leader:** Harris H. (Trip) Barnes, III, JD

**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$30

**Course Hours:** 8:30-4:30

**LEVEL:** Basic **CPE Credit:** 8 Tax **VENDOR:** AICPA **ACRONYM:** EPE-2

**COURSE OBJECTIVES AND DESCRIPTION:** Designed to eliminate estate problems and "death taxes," this course emphasizes practical solutions that are cost effective. Shielding your clients' assets in a changing political environment requires vigilance and an understanding of the shifting rules, exemptions, and allowances. Get a clear picture of present law and learn what you can do to minimize exposure. Those who planned for the possible sunset of the 2012 tax exemptions taught us a very valuable lesson: the need for expert advice by professionals who are carefully monitoring the situation. Make sure you can be that trusted advisor to your clients!

**November 17, 2014***Monday**Southaven**Landers Center***Compilations and Reviews: Engagement Performance and Annual Update****Discussion Leader:** James R. (Jim) Crockett, CPA, DBA**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$0**Course Hours:** 8:30-4:30**LEVEL:** Update **CPE Credit:** 8 A&A **VENDOR:** Surgent McCoy **ACRONYM:** CRAU-3

**COURSE OBJECTIVES AND DESCRIPTION:** Specifically designed for accounting practitioners and their staff, this course will provide you with a comprehensive review and hands-on application for performing compilation and review engagements. You'll learn the ins and outs of SSARS No. 19, Compilation and Review Engagements, the most significant change to the compilation and review standards since their inception over thirty years ago. Not only will this course bring you up to date on SSARS requirements and guidance, but more importantly, it will provide you with practical examples and illustrations to help you effectively and efficiently perform compilation and review engagements. This course is intended to be your go-to reference for training your staff and managing your compilation and review practice services.

**November 17-18, 2014 Individual Income Tax Workshop***Monday-Tuesday**Ridgeland**MSCPA Center***Discussion Leader:** Gordon Meicher, CPA**Cost:** Members: \$380 Non-Members: \$530 AICPA Member Discount: \$60**Course Hours:** 8:30-4:30**LEVEL:** Update **CPE Credit:** 16 Tax **VENDOR:** AICPA **ACRONYM:** IITW

**COURSE OBJECTIVES AND DESCRIPTION:** Get your tax return training from the industry's best! Originally written by Sid Kess and now led by AICPA's top tax instructors, AICPA's individual tax workshop provides the latest practical insights from nationally recognized tax experts. Reinforce your understanding of frequently used principles, and receive a wealth of tax-planning tips and strategies. Learn how to apply the latest changes when preparing federal income tax returns, and advise clients on new developments and tax-saving ideas for individuals. All key tax return issues are covered during this fast-paced, real-world session.

**November 18, 2014***Tuesday**Southaven**Landers Center***Ethics, Rules and Regulations****Discussion Leader:** William F. (Bill) Taylor, CPA**Cost:** Members: \$140 Non-Members: \$180 AICPA Member Discount: \$0**Course Hours:** 8:30-12:00**LEVEL:** Update **CPE Credit:** 4 General **VENDOR:** Self-developed **ACRONYM:** ERR-4

**COURSE OBJECTIVES AND DESCRIPTION:** This seminar satisfies the State Board's requirement for three hours of general ethics and one hour of Mississippi Rules and Regulations.

**November 18, 2014***Tuesday**Southaven**Landers Center***Healthcare Reform Act: Critical Tax and Insurance Ramifications****Discussion Leader:** William F. (Bill) Taylor, CPA**Cost:** Members: \$140 Non-Members: \$180 AICPA Member Discount: \$0**Course Hours:** 1:00-4:30**LEVEL:** Update **CPE Credit:** 4 Tax **VENDOR:** AICPA **ACRONYM:** CL4HCRA-3

**COURSE OBJECTIVES AND DESCRIPTION:** Identify the tax provisions from the Health Care Reform Act that will be implemented this year and in future years. This seminar will help you better understand the impact of the Act so you can describe to your clients how health care and paying for coverage will change in the future. In addition, you'll discover how to use this information for tax planning opportunities. This topic is constantly changing so make sure you're up-to-date on the latest information, your clients are counting on you!

**November 18, 2014***Tuesday**Southaven**Landers Center***Understanding COSO Internal Control Guidance****Discussion Leader:** Doug Logan, CPA**Cost:** Members: \$140 Non-Members: \$180 AICPA Member Discount: \$0**Course Hours:** 8:30-12:00**LEVEL:** Update **CPE Credit:** 4 A&A **VENDOR:** AICPA **ACRONYM:** CL4ICDAD-2

**COURSE OBJECTIVES AND DESCRIPTION:** Many managers, supervisors and accountants in business, government or nonprofits are not able to identify their departmental policies and procedures that function as the primary controls against errors and fraud. Alternately, auditors performing field work may be confused about how to interpret and evaluate management's documentation of accounting processes and controls. Neither party may truly understand how their duties differ. This course gives participants a solid understanding of systems and control documentation. After an overview of the latest COSO guidance on the components and principles of effective internal control, this course introduces participants to basic tools used to document an accounting process. Participants then identify the risks of errors and fraud in the accounting system and the presence (or absence) of compensating controls. Finally, participants will practice identifying key controls and control weaknesses.



**November 18, 2014 Write-Up Payroll, and Other Accounting Services: Managing the Risks**

*Tuesday*

*Southaven*

*Landers Center*

**Discussion Leader:** Doug Logan, CPA

**Cost:** Members: \$140 Non-Members: \$180 AICPA Member Discount: \$0

**Course Hours:** 1:00-4:30

**LEVEL:** Update **CPE Credit:** 4 A&A **VENDOR:** AICPA **ACRONYM:** CL4BPOA-2

**COURSE OBJECTIVES AND DESCRIPTION:** Most sole practitioners and local CPA firms routinely provide write-up, payroll and other accounting services to their clients. Although these engagements involve no technical standards or issued opinions, they are not risk-free. They have generated a surprising number of malpractice claims. This course identifies the risks and mitigating practices throughout the life-cycle of an accounting services engagement, from client acceptance to engagement performance to withdrawal.

**November 19, 2014 Federal Tax Update**

*Wednesday*

*Tupelo*

*BancorpSouth Conf. Ctr.*

**Discussion Leader:** Jan Lewis, CPA

**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$30

**Course Hours:** 8:30-4:30

**LEVEL:** Update **CPE Credit:** 8 Tax **VENDOR:** AICPA **ACRONYM:** PTU-2

**COURSE OBJECTIVES AND DESCRIPTION:** Save time and keep current on the latest tax developments! This comprehensive course covers all legislative, judicial and IRS developments of the past year with a focus on implementation and compliance. Discover how to effectively and confidently complete tax-planning and compliance engagements. Cover current developments affecting individuals (including those regarding income, deductions and losses, tax calculations, individual credits, filing matters), business entities (including those regarding S Corporations and their shareholders, C Corporations, partnerships), estates and trusts, retirement plans and more.

**November 19, 2014 Annual Update for Accounting and Auditing**

*Wednesday*

*Tupelo*

*BancorpSouth Conf. Ctr.*

**Discussion Leader:** Bruce Shepherd

**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$30

**Course Hours:** 8:30-4:30

**LEVEL:** Update **CPE Credit:** 8 A&A **VENDOR:** AICPA **ACRONYM:** AUAA

**COURSE OBJECTIVES AND DESCRIPTION:** Keep abreast of the fast-paced changes in accounting and auditing. This comprehensive course covers all the relevant pronouncements, exposure drafts and consensus reports recently issued in the accounting, auditing, compilation and review arenas. Learn to identify and apply recently issued FASB statements, interpretations and technical bulletins. Learn how to assess the effect of current auditing standards and standards on accounting and review services from coverage of the latest issues at the AICPA, EITF and FASB.

**November 20, 2014 Risk, Cost and Cash Management for controllers and Financial Managers**

*Thursday*

*Tupelo*

*BancorpSouth Conf. Ctr.*

**New**

**Discussion Leader:** Bruce Shepherd

**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$30 **New**

**Course Hours:** 8:30-4:30

**LEVEL:** Intermediate **CPE Credit:** 8 General **VENDOR:** AICPA **ACRONYM:** TKBP

**COURSE OBJECTIVES AND DESCRIPTION:** This course demonstrates the use of practices, techniques, and analytical tools specifically designed to assist CPAs and other financial professionals in adding value to their company. These areas include decision-making, cost and capacity management, selected accounting practices, understanding business cycles, managing continuous improvements, cash management, valuation techniques, and risk management. Examples of actions by both successful and failed organizations are used throughout the session.

**November 20, 2014 An Overview of the Financial Reporting Framework for Small and Medium-Sized Entities**

*Thursday*

*Tupelo*

*BancorpSouth Conf. Ctr.*

**Discussion Leader:** Doug Logan, CPA

**Cost:** Members: \$140 Non-Members: \$180 AICPA Member Discount: \$0

**Course Hours:** 8:30-12:00

**LEVEL:** Basic **CPE Credit:** 4 A&A **VENDOR:** Surgent McCoy **ACRONYM:** SME4-2

**COURSE OBJECTIVES AND DESCRIPTION:** The AICPA has developed and released its new Financial Reporting Framework for Small and Medium-Sized Entities (FRF for SMEs), noting - "millions of private companies do not need to use or are not required to provide stakeholders financial statements prepared in accordance with U.S. GAAP but want an accounting system that has undergone public comment. The FRF for SMEs is a non-GAAP financial reporting solution that will be an option for millions of America's private companies." For many small and medium-sized businesses, preparing financial statements using the special purpose framework, FRF for SMEs, may provide an alternative to the complexity of U.S. GAAP. This course will provide you with an overview of FRF for SMEs as well as application examples, illustrative financial statements, and a disclosure

checklist for use in preparing and reporting on FRF for SMEs financial statements.

### November 20, 2014

Thursday

Tupelo

BancorpSouth Conf. Ctr.

### **Preparing OCBOA Financial Statements: Cash, Modified Cash, and Tax Basis**

**Discussion Leader:** Doug Logan, CPA

**Cost:** Members: \$140 Non-Members: \$180 AICPA Member Discount: \$0

**Course Hours:** 1:00-4:30

**LEVEL:** Basic **CPE Credit:** 4 A&A **VENDOR:** Surgent McCoy **ACRONYM:** CMT4-2

**COURSE OBJECTIVES AND DESCRIPTION:** For many businesses preparing financial statements, using an "Other Comprehensive Basis of Accounting" (OCBOA, or soon to be "Special Purpose Framework") may provide an alternative to the complexity of U.S. GAAP. This course will provide you with an overview and hands-on application for preparing and reporting on OCBOA financial statements. You will learn the unique measurement and disclosure requirements of various OCBOA options using example financial statements and illustrative disclosures. The course will also guide you through OCBOA engagements highlighting common practice issues.

### December 4, 2014

Thursday

Jackson

Hilton-Jackson

### **Mississippi Tax Institute**

**Discussion Leader:** Panel

**Cost:** Members: \$175 Non-Members: \$175 AICPA Member Discount: \$0

**Course Hours:** 8:30-4:30

**LEVEL:** Update **CPE Credit:** 8 Tax **VENDOR:** Self-developed **ACRONYM:** MTI

**COURSE OBJECTIVES AND DESCRIPTION:** As the date for this event approaches, please access the MSCPA web site for details and registration information on this conference. [www.ms-cpa.org](http://www.ms-cpa.org)

### December 12, 2014

Friday

Ridgeland

MSCPA Center

### **Business Valuation and Litigation Services Conference**

**Discussion Leader:** Panel

**Cost:** Members: \$160 Non-Members: \$210 AICPA Member Discount: \$0

**Course Hours:** 8:30-4:30

**LEVEL:** Update **CPE Credit:** 8 **VENDOR:** Self-developed **ACRONYM:** BVLS

**COURSE OBJECTIVES AND DESCRIPTION:** As the date for this event approaches, please access the MSCPA web site for details and registration information on this conference. [www.ms-cpa.org](http://www.ms-cpa.org)

### December 15, 2014

Monday

Ridgeland

MSCPA Center

### **Federal Tax Update**

**Discussion Leader:** Jan Lewis, CPA

**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$30

**Course Hours:** 8:30-4:30

**LEVEL:** Update **CPE Credit:** 8 Tax **VENDOR:** AICPA **ACRONYM:** PTU-3

**COURSE OBJECTIVES AND DESCRIPTION:** Save time and keep current on the latest tax developments! This comprehensive course covers all legislative, judicial and IRS developments of the past year with a focus on implementation and compliance. Discover how to effectively and confidently complete tax-planning and compliance engagements. Cover current developments affecting individuals (including those regarding income, deductions and losses, tax calculations, individual credits, filing matters), business entities (including those regarding S Corporations and their shareholders, C Corporations, partnerships), estates and trusts, retirement plans and more.

### December 16, 2014

Tuesday

Ridgeland

MSCPA Center

### **Revenue Recognition**

**Discussion Leader:** James R. (Jim) Crockett, CPA, DBA

**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$30

**Course Hours:** 8:30-4:30

**LEVEL:** Intermediate **CPE Credit:** 8 A&A **VENDOR:** AICPA **ACRONYM:** RRNS-2

**COURSE OBJECTIVES AND DESCRIPTION:** Changes to revenue recognition are coming, make sure you're ready for the new standard! For years, revenue recognition has been the cause of audit failures and the focus of corporate abuse and fraud allegations. This course will provide you with the tools to work with the current guidance and new principles of revenue recognition and, through practical examples, will assist you in avoiding revenue recognition traps. Make sure you're up-to-date with the latest FASB guidance!

**December 17, 2014***Wednesday**Ridgeland**MSCPA Center***A&A Year in Review: Exploring the Latest Issues and Challenges Facing CPAs****Discussion Leader:** Thomas M. Sheets, CPA**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$0**Course Hours:** 8:30-4:30**LEVEL:** Update **CPE Credit:** 8 A&A **VENDOR:** Surgent McCoy **ACRONYM:** AAYR-2

**COURSE OBJECTIVES AND DESCRIPTION:** With so much going on in the accounting and auditing arena lately, it's easy to have missed some of the more important issues and challenges facing the profession today and into the near future. This course, designed for accounting and auditing practitioners at all levels in both public accounting and business and industry, will provide you with a year in review look at some of the more important issues and challenges facing CPAs. We will identify and discuss specific areas within the profession that are likely to affect you and your clients thereby keeping you "in the know" on these critical topics. Examples and illustrations will be used along with hands-on exercises that allow you to "interact" with the issues to further enhance your understanding and application of the matters presented.

**December 17, 2014***Wednesday**Natchez**Natchez Grand Hotel***Ethics, Rules and Regulations****Discussion Leader:** Donna Ingram, CPA, CFE, CRFA**Cost:** Members: \$140 Non-Members: \$180 AICPA Member Discount: \$0**Course Hours:** 8:30-12:00**LEVEL:** Update **CPE Credit:** 4 General **VENDOR:** Self-developed **ACRONYM:** ERR-5

**COURSE OBJECTIVES AND DESCRIPTION:** This seminar satisfies the State Board's requirement for three hours of general ethics and one hour of Mississippi Rules and Regulations.

**December 17, 2014***Wednesday**Natchez**Natchez Grand Hotel***A Closer Look at Some Real Life Fraud Cases****Discussion Leader:** Donna Ingram, CPA, CFE, CRFA**Cost:** Members: \$140 Non-Members: \$180 AICPA Member Discount: \$0**Course Hours:** 1:00-4:30**LEVEL:** Intermediate **CPE Credit:** 4 A&A **VENDOR:** Self-developed **ACRONYM:** RLFC-3

**COURSE OBJECTIVES AND DESCRIPTION:** This course will take a look at a selection of some high profile and not so high profile fraud cases with a discussion on what happened, how it happened and what may have prevented or detected these frauds.

**December 17, 2014***Wednesday**Natchez**Natchez Grand Hotel***Revenue Recognition****Discussion Leader:** James R. (Jim) Crockett, CPA, DBA**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$30**Course Hours:** 8:30-4:30**LEVEL:** Intermediate **CPE Credit:** 8 A&A **VENDOR:** AICPA **ACRONYM:** RRNS-3

**COURSE OBJECTIVES AND DESCRIPTION:** Changes to revenue recognition are coming, make sure you're ready for the new standard! For years, revenue recognition has been the cause of audit failures and the focus of corporate abuse and fraud allegations. This course will provide you with the tools to work with the current guidance and new principles of revenue recognition and, through practical examples, will assist you in avoiding revenue recognition traps. Make sure you're up-to-date with the latest FASB guidance!

**December 18, 2014***Thursday**Natchez**Natchez Grand Hotel***Federal Tax Update****Discussion Leader:** Jan Lewis, CPA**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$30**Course Hours:** 8:30-4:30**LEVEL:** Update **CPE Credit:** 8 Tax **VENDOR:** AICPA **ACRONYM:** PTU-4

**COURSE OBJECTIVES AND DESCRIPTION:** Save time and keep current on the latest tax developments! This comprehensive course covers all legislative, judicial and IRS developments of the past year with a focus on implementation and compliance. Discover how to effectively and confidently complete tax-planning and compliance engagements. Cover current developments affecting individuals (including those regarding income, deductions and losses, tax calculations, individual credits, filing matters), business entities (including those regarding S Corporations and their shareholders, C Corporations, partnerships), estates and trusts, retirement plans and more.

**December 18, 2014***Thursday**Natchez**Natchez Grand Hotel***Compilations and Reviews: Engagement Performance and Annual Update****Discussion Leader:** Thomas M. Sheets, CPA**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$0**Course Hours:** 8:30-4:30**LEVEL:** Update **CPE Credit** 8 **A&A** **VENDOR:** Surgent McCoy **ACRONYM:** CRAU-4

**COURSE OBJECTIVES AND DESCRIPTION:** Specifically designed for accounting practitioners and their staff, this course will provide you with a comprehensive review and hands-on application for performing compilation and review engagements. You'll learn the ins and outs of SSARS No. 19, Compilation and Review Engagements, the most significant change to the compilation and review standards since their inception over thirty years ago. Not only will this course bring you up to date on SSARS requirements and guidance, but more importantly, it will provide you with practical examples and illustrations to help you effectively and efficiently perform compilation and review engagements. This course is intended to be your go-to reference for training your staff and managing your compilation and review practice services.

**December 19, 2014***Friday**Natchez**Natchez Grand Hotel***Estate Planning Essentials: Tax Relief for Your Clients****Discussion Leader:** Harris H. (Trip) Barnes, III, JD**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$30**Course Hours:** 8:30-4:30**LEVEL:** Basic **CPE Credit:** 8 **Tax** **VENDOR:** AICPA **ACRONYM:** EPE-3

**COURSE OBJECTIVES AND DESCRIPTION:** Designed to eliminate estate problems and "death taxes," this course emphasizes practical solutions that are cost effective. Shielding your clients' assets in a changing political environment requires vigilance and an understanding of the shifting rules, exemptions, and allowances. Get a clear picture of present law and learn what you can do to minimize exposure. Those who planned for the possible sunset of the 2012 tax exemptions taught us a very valuable lesson: the need for expert advice by professionals who are carefully monitoring the situation. Make sure you can be that trusted advisor to your clients!

**December 19, 2014***Friday**Natchez**Natchez Grand Hotel***A&A Year in Review: Exploring the Latest Issues and Challenges Facing CPAs****Discussion Leader:** Thomas M. Sheets, CPA**Cost:** Members: \$255 Non-Members: \$330 AICPA Member Discount: \$0**Course Hours:** 8:30-4:30**LEVEL:** Update **CPE Credit:** 8 **A&A** **VENDOR:** Surgent McCoy **ACRONYM:** AAYR-3

**COURSE OBJECTIVES AND DESCRIPTION:** With so much going on in the accounting and auditing arena lately, it's easy to have missed some of the more important issues and challenges facing the profession today and into the near future. This course, designed for accounting and auditing practitioners at all levels in both public accounting and business and industry, will provide you with a year in review look at some of the more important issues and challenges facing CPAs. We will identify and discuss specific areas within the profession that are likely to affect you and your clients thereby keeping you "in the know" on these critical topics. Examples and illustrations will be used along with hands-on exercises that allow you to "interact" with the issues to further enhance your understanding and application of the matters presented.





## Continuing Professional Education Registration

Mail this form and payment to: The Mississippi Society of Certified Public Accountants

306 Southampton Row, Ridgeland, MS 39157

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If you have special needs under the Americans with Disability Act, attach a written description, call us, or email [mary@ms-cpa.org](mailto:mary@ms-cpa.org)

Please print or type – one form per person. Form may be reproduced for multiple registrations.

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\*\*\* ELECTRONIC MATERIALS \_\_\_\_\_ (SOME CONFERENCES WILL BE ELECTRONIC ONLY, please check the website) \*\*\*  
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### DESIRED CPE EVENTS

Course Date	City	Course Title	Course Acronym	Course Fee		Adjustment * AICPA Discount	Subtotal
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## CLASSIFIEDS

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## DIVERSITY & INCLUSION

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diversity journey.

Recent accomplishments include the Institute taking on the leadership role in the implementation of a profession-wide pipeline project. The project consists of three key areas of focus: Increasing communication and awareness, strengthening school-based programs for high school and college, and increasing the number of minorities getting their CPA. This initiative was created in response to a report authored by Frank Ross and other scholars from Howard University entitled *Attracting Underrepresented Minorities to the Accounting Profession: Insights Into Diversifying the Talent Pipeline*.

The second accomplishment was the recent launch of Inclusion Solutions, a free monthly e-newsletter that highlights the latest developments in diversity and inclusion within the business community and accounting profession. The purpose of the newsletter is to raise awareness and knowledge of best practices, increase worldviews and highlight successes of diversity in the profession. Knowledge empowers each of us to effectively recruit and retain talent, develop others and ourselves, and be role models both in our local communities and in the profession at large. Be sure to read the report by Howard University and subscribe to Inclusions Solutions as a resource for your diversity and inclusion growth and education.

For more information about the AICPA's efforts on diversity and inclusion, please visit our website at [www.aicpa.org/careers/diversity](http://www.aicpa.org/careers/diversity) or contact Kim Drumgo at [kdrumgo@aicpa.org](mailto:kdrumgo@aicpa.org) 919-402-4912.

## ACCOUNTING & AUDITING UPDATE

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**KIMBERLY G. BURKE, PhD  
OF MILLSAPS COLLEGE**

Eight Hours of  
Continuing Professional Education  
Breakfast and lunch are included

Wednesday  
November 5, 2014  
8:00 am – 4:30 pm  
Stateloom  
112 Cherokee Street  
Brookhaven, Mississippi  
**\$100** by October 22, 2014  
**\$125** after October 22, 2014

**-OR-**

Friday  
November 7, 2014  
8:00 am - 4:30 pm  
Leflore County Civic Center  
200 Highway 7 South  
Greenwood, Mississippi  
**\$100** by October 22, 2014  
**\$125** after October 22, 2014

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**CATHOLIC CHARITIES, INC.** of the Diocese of Jackson is seeking qualified applicants for the position of Finance Director. The Finance Director is responsible for providing overall administration of internal accounting and financial matters under the direct supervision of the Executive Director. Requirements include a bachelor's degree in accounting or business administration with previous non-profit experience; three years' supervisory experience; federal, state, and local grants management experience; excellent oral and written communication skills. CPA preferred. Salary range is \$60,000 - \$65,000/year commensurate with education and experience. To apply, submit a letter of interest and resume to Mrs. Linda Raff, Interim Executive Director, 200 North Congress Street, Suite 100, Jackson, MS 39201 or [linda.raff@ccjackson.org](mailto:linda.raff@ccjackson.org). For available openings, visit [www.catholiccharitiesjackson.org/employment](http://www.catholiccharitiesjackson.org/employment). Catholic Charities is an Equal Opportunity Employer.

**LYLE WALKER & CO**, a Ridgeland based CPA firm is seeking an accountant with five years experience and CPA license to fill a job opening. Candidate with strong tax background preferred. We offer an opportunity to immediately interact with clients and be part of a team committed to client service. Candidate will have opportunity for advancement with partnership potential. Send resume in strict confidence to P. O. Box 2596, Ridgeland, MS 39158

**TAX ACCOUNTANT** needed for Flowood CPA firm. At least 3 years tax prep experience. Full time, some flexibility. Send resumes to [Michele@huffmanandcompanycpa.com](mailto:Michele@huffmanandcompanycpa.com)

**COME JOIN THE** team at Matthews, Cutrer & Lindsay, PA, recent recipient of the Mississippi Business Journal's 100 Best Private Companies in Mississippi award. Currently the firm is seeking experienced auditors for full time positions. The

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