

QuickBooks & Sage 50 (Peachtree) 2019 Class Schedule

FREE TRAINING!

If your company is a Louisiana-based company with 50 or fewer employees, has been in business for 3 years, you may be eligible for a 100% reimbursement through the Louisiana Small Business Employee Training Program.

Visit www.LAWorks.net

Important: Must be Pre-Approved to Qualify for Reimbursement!

LIVE TRAINING COME TO NEW ORLEANS FOR LIVE IN-PERSON CLASS!
Combine your training with some fun-time in New Orleans. Business travel expenses are tax deductible!

CUSTOMIZED PERSONAL TRAINING AND SUPPORT AVAILABLE!

Call for details!

Sage 50 / Peachtree (Metairie, LA Only) 8:30 AM to 4:00 PM CST

Getting Started & Processing - Basic Level	TBA	TBA	TBA
Beyond the Basics - Intermediate Level	TBA	TBA	TBA
Payroll and Job Costing for Contractors	TBA	TBA	TBA

QuickBooks® Desktop Windows Desktop Edition 8:30 AM to 4:00 PM CST

Getting Started & Processing - Basic Level	2/27	6/19	11/20
Beyond the Basics - Intermediate Level	2/28	6/20	11/22
Payroll and Job Costing for Contractors	TBA	6/21	12/3

Name of Attendee(s)	Phone Number	Email Address (for confirmation purposes)	Date(s) of Attendance	Attendance C = In Class R = Remote	Tuition

Tuition: 1-Day Only \$325 | 2-Days \$595 | All 3-Days \$750

- Register Early! Class sizes are limited. Advanced registration and payment is required. A cancellation fee of \$50 is charged if cancellation is received within 7 days of the scheduled class. There is no charge for rescheduling to a future class date.
- Our classes are taught by "CERTIFIED TRAINERS" by demonstrating the most recent version of the software on a wide screen projector. This method of training allows students to focus on the subject being taught, encourages students to ask questions, and allows them to take notes. We are able to cover more material so you receive more education for your investment. Computers will be provided for Live Class students. If you bring your own computer, please have the software preloaded. We cannot provide software for your computer.

Note - If you plan to bring your own computer, you must have your own software pre-loaded and arrive at 8:00 a.m. to allow for setup time. Classes start promptly at 8:30 a.m.

Registration Information:

Company Name _____ Telephone (____) _____ - _____ Fax (____) _____ - _____
Address _____ City _____ State _____ Zip _____

Check Enclosed - Make check payable to "Allday Consulting Group"

Visa MC Name on Card _____
Credit Card Number _____ Exp Date _____ CVV _____
Billing Address on Card (if different) _____
Signature of Card Holder _____

Fax registration to 504-834-8218 or mail it to us at 2901 N. Causeway Blvd., Suite 301, Metairie, LA 70002
For more information about all of our services and in-depth course descriptions, visit our websites

Allday Consulting Group, CPAs (QuickBooks & Peachtree-Certified Trainers)

www.AlldayCPA.com www.Peachtree-Support.com www.QuickBooks-Help.com
504-835-4213 — 225-928-5183 — 337-269-1964 — 985-871-4963



Certified Consultant

PLATINUM

Combine your education with some *FUN* in New Orleans!

Dates	Event	Website
Feb 9 - March 5, 2019	Mardi Gras Carnival Season	www.MardiGrasNewOrleans.com
March 30, 2019	Advanced Auto Parts Monster Jam	www.MonsterJam.com
March 27 - 31, 2019	Tennessee Williams Festival	www.tennesseewilliams.net
April 11-14, 2019	French Quarter Festival	www.fqfi.org
April 3 -7, 2019	The New Orleans Wine & Food Experience	www.nowfe.com
April 25 - May 5, 2019	New Orleans Jazz & Heritage Festival	www.nojazzfest.com
May 24 - May 26, 2019	Greek Festival	www.greekfestnola.com
TBA	French Market Creole Tomato Festival	www.frenchmarket.org
July 12 - 14, 2019	The New Orleans Running of the Bulls with the Big Easy Roller Girls	www.nolabulls.com
August 2 - 4, 2019	New Orleans Satchmo Summer Festival	fqfi.org/satchmo
August 2019	COOLinary New Orleans	www.coolinaryneworleans.com
Sept 27 - 29, 2019	Gretna Heritage Festival	www.gretnafest.com
Nov 23 - Jan 1, 2019	Celebration in the Oaks	www.celebrationintheoaks.com
December 2019	Christmas New Orleans Style	www.frenchquarter.com
OTHER LINKS:	New Orleans Online (view current, full list of festivals and events in New Orleans)	www.neworleansonline.com/ neworleans/festivals/
	Magazine Street Association	www.magazinestreet.com
	Historic New Orleans Walking Tours	www.tourneworleans.com
	The National WWII Museum	www.nationalww2museum.org
	Dr. Wagner's Honey Island Swamp Tour	www.honeyislandswamp.com

Incumbent Worker Training Program (IWTP) Small Business Employee Training Program

Overview:

The IWTP Small Business Employee Training Program (SBET) is designed to benefit business and industry by assisting in the skill development of existing employees through individual, standardized (off-the shelf) training. Employers are reimbursed for tuition and required textbooks and manuals once the training has been completed and proper documentation has been submitted to the Louisiana Workforce Commission (LWC). Training costs cannot exceed \$3,000 per trainee per state fiscal year (July 1 – June 30). Funding is provided through the Incumbent Worker Training Account.

Training Can Consist of:

1. Classes either non-credit or credit at an educational institution under the policy or direct management authority of the Board of Regents;
2. Training from a manufacturer or their representative within one year of the purchase of equipment valued at more than \$3,000 where the training is not otherwise incorporated into the purchase price of the equipment;
3. Training from a manufacturer or their representative to upgrade computer skills; or
4. Training from a national, regional, or state trade association (organizations recognized as tax-exempt under IRC 501 (c) (6)) that offers an independently certified training curricula and testing, which can demonstrate a successful training history of at least five years.

Eligibility Criteria

Employers must have been in business in the state for at least three years, contributing to the Incumbent Worker Training account, be in full compliance with Louisiana's Unemployment Insurance laws, have 50 or fewer employees and cannot receive customized training and SBET concurrently.

Trainees must be incumbent workers for whom the employer incurs a UI tax liability for the state of Louisiana.

Training providers under the policy or direct management authority of the Board of Regents must be domiciled in Louisiana and show a demonstrated history of successful training in the particular instruction that will be given. National, regional, or state trade associations that offer independently certified training curricula and testing must demonstrate a successful training history of at least five years.

Training requests must be in a labor demand occupation(s) as defined for Workforce Investment Act (WIA) purposes. Regional demand occupations are listed on the LWC website at [Demand Occupations List – Louisiana Workforce Commission](#).

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[IWTP Regional Contacts List](#)

Address: **Incumbent Worker Training Program** • 1001 North 23rd Street • Baton Rouge, LA 70802
e-mail: iwtp@lwc.la.gov • phone: (225) 342-8980 • fax: (225) 342-8991

The Process

1. Employer decides what training is needed and selects a suitable training provider(s).
2. Employer completes and submits [SBET Application](#) online and sends signature page and appropriate support documentation to LWC.
3. Applications are reviewed by LWC staff to assure that all SBET requirements are met.
4. Applications are submitted to the IWTP Director for review and approval.
5. After approval of the IWTP Director, employer is notified and training begins.
6. Employer submits proof of payment and completion of training in order to receive reimbursement from LWC.

Frequently Asked Questions:

General

1. When is an employee considered an "incumbent worker?"
Once he/she is on the payroll of an employer.
2. Who receives the funds?
LWC reimburses the employer.
3. When can training start and when can funds be reimbursed?
The employer must submit the SBET application and receive LWC approval, in writing, prior to the start of any training. Funds can be reimbursed upon completion of the training. In order to be reimbursed, the employer must submit invoices for approved training expenditures along with: 1) proof of payment; 2) proof of completion from the training provider; and 3) either proof of a pay increase or proof that wages were paid for the training hours attended, all within 30 days of the completion of the training.
4. What training costs are eligible for reimbursement?
Tuition and required textbooks and manuals are eligible for reimbursement.
5. Can travel be included in the tuition costs?
No.
6. Are college credit courses eligible for reimbursement?
Yes.
7. Are there any limits on the cost of training?
Yes. Training costs cannot exceed \$3000 per trainee per state fiscal year.
8. Can an employer be reimbursed for a trainee's wages during actual training time?
No.
9. Can an employer train employees in different occupations?
Yes.

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10. How does an employer apply for SBET?

The employer must apply online by completing the [SBET Application](#) for LWC approval.

11. What if the cost for the course requested exceeds \$3,000?

LWC will only reimburse \$3,000 per trainee, per fiscal year.

12. Can an employer receive reimbursement for part-time employees?

Yes, the employer may be reimbursed for part-time employees as long as the employer incurs a state unemployment tax liability for the employee.

13. Can workers be sent out of state to be trained?

No.

Employer Eligibility

1. Can an employer apply for more than one SBET application in the same year?

Yes, as long as the training is completed before the end of the state fiscal year (June 30) in which it was begun.

2. Can an employer receive IWTP Customized Training and SBET concurrently?

No.

3. Why can't an employer who does not contribute quarterly to UI taxes participate in the SBET?

SBET is funded by a social charge assessed on employers as part of their quarterly UI tax payments, therefore, only those employers that contribute to the system on a quarterly basis are eligible to participate.

4. If an employer that has not been in business for three years purchased a company that has operated in Louisiana for at least three years, is the employer eligible to participate?

There is a good possibility that an employer can qualify based on current records combined with their predecessor's. The Chief of Tax for LWC will review UI tax records to determine whether an employer meets the eligibility requirements.

5. Who reviews and approves the application?

The initial review and recommendation for approval is made by the SBET Administrative Office Specialist and IWTP Manager. The IWTP Director grants final approval. A letter of approval is forwarded to the employer upon approval of the application.

Selecting a Training Provider

1. Who selects the training provider(s)?

The employer determines his or her training needs.

2. Does an employer have to select a public training provider(s)?

No.

3. Is it possible to use multiple training providers?

Yes.

4. Does training have to be held at a training institution?

No. Training can be held at an employer's work site as well.

5. Are there any time restrictions on the training period?

Yes. Training must be completed by the end of the state fiscal year (June 30) in which it was begun.