



QuickBooks MADE EASY

Thursday, April 18

CAFS 200 Robin Road, 2nd Floor, Paramus, NJ

\$40pp (FL & ICC Members) : \$50pp (Non-Members)

Walk-Ins accommodated if space permits \$60

Transform your business

with a fast-paced,

easy ½ day

training

class

Do you ever wonder
if you're using **QUICKBOOKS**
to its **FULLEST** potential?

IN THIS TRAINING CLASS YOU WILL LEARN...

- ▶ 4 Common mistakes in setting up client accounts and how to prevent and correct the mistakes
- ▶ 5 Vital decisions you must make for your Chart of Accounts to provide meaningful financial statements
- What to do to fix errors in your current setup
- ▶ 5 Ways QuickBooks can help improve collections
- ▶ 5 Reports you should track to build a profitable business How to access your office QB from home or a job site
How to import client lists from other software
- ▶ How to prepare invoices, refunds, credits, and client statements
- ▶ How to process checks and credit card payments How to efficiently reconcile bank accounts
- ▶ 4 Things you must know if the bank balances do not match How to effectively track your firm's finances 24/7
- ▶ How to manage your company using business centers Easy steps for handling NSF checks
- ▶ 5 Things you must do when tracking bad debts or petty cash disbursements
- ▶ 4 Reasons you need to use on-line banking- How it works and how to get set up.
- ▶ Exporting QuickBooks® into Excel and the 4 advanced techniques to make it more useful

Meet your Pro Advisor: Kirk Johnson, Intelligenz Business Solutions



Kirk Johnson is focused on bringing the financial management skills of large corporations to small and medium sized New Jersey businesses.

No problem is too big or too small for this exceptional accountant and he knows EXACTLY how to help you achieve your financial goals in today's ever-changing regulatory and financial environment.

REGISTRATION IS REQUIRED. LIMITED SPACE

RSVP Online @ FairLawnChamber.org or By calling 201-796-7050