

# ***Managing Your Business with QuickBooks!!!***

## **One Day Introductory Workshops**

*\* Held on the last Thursday of the month or by appointment \**

QuickBooks is the #1 business software on the market. It is very flexible, easy to use, allows customization for your business needs and modestly priced (roughly \$300-400).

- ✓ **Do you have a desire to computerize your accounting system?**
- ✓ **Do you need a way to invoice your customers and track accounts receivable?**
- ✓ **Would you like to have a “tool” that can help you manage your business?**
- ✓ **Are you interested in timely profit and loss reports that are available within seconds?**
- ✓ **Would you like to have the confidence in knowing that your accounting records are accurate?**

At the conclusion of this workshop, you will be able to:

- \* **Create a chart of accounts and tailor it to your business**
- \* **Record accounts payable and pay bills on pre-printed forms**
- \* **Make deposits, classify revenues and track accounts receivable**
- \* **Reconcile your bank account(s)**
- \* **Print past due customer invoices**
- \* **Charge, collect and remit sales tax**
- \* **Print Profit and Loss statements and Balance Sheets**
- \* **Control expenses using budgets, compare results to prior periods**
- \* **Produce reports to facilitate year-end tax work**

Porter & Sack, CPAs is a registered “QuickBooks Professional Advisor” and also provides business and tax support services. For more information, call (608) 233-8333.

**Class Location:** 6515 Watts Road, Suite 200, Madison, Wisconsin.

**Enrollment terms:** Class size is limited to 4 to provide personal attention. This class cost is \$350/person. Fees must be submitted with reservation to hold your seat. Cancellations made within 1 day of workshop are subject to full fee. A four-hour one-on-one class is available for \$450.

**Additional Support Services:** Personalized follow-up training can take place at your location or in our office based on the specific training you desire. Our telephone support services are always available and are invaluable to continue the successful use of QuickBooks.

-----**Enrollment Form**-----

Name \_\_\_\_\_ Company \_\_\_\_\_  
Business address \_\_\_\_\_ Phone #: \_\_\_\_\_

Please bring your company data, checkbook or a backup of your QuickBooks data file.  
**Enclose payment (class prepayment required) and remit to Porter & Sack, CPAs. S.C.**