

Seminar Invitation



Quickbooks Best Practices for School Boards

- Date:** Wednesday, September 21, 2016
- Time:** 10:15 am – 12:30 pm
Directly following the Hunterdon Warren Association of Business Officials (HWASBO) meeting
- Location:** Mountain View Chalet
[154 State Route 173, Asbury, NJ 08802](#)
- RSVP:** By September 14th by emailing info@bkc-cpa.com

Many Districts utilize QuickBooks software, but don't fully understand all of the features available. At this informative session, we would teach you ways that QuickBooks can be customized to generate reports that are specific to your district, and provide reports that are meaningful for Board Members and Student Activity Directors. For Districts that utilize Quicken, they will be able to easily convert their data file to QuickBooks and have access to greater reporting capabilities.

You won't want to miss this revealing program! The seminar will be led by [Edward P. Portice, CPA](#), Principal at Bedard, Kurowicki & Co., CPA's, who is a Certified QuickBooks Pro Advisor, with over 35 years of experience. Ed will provide insights and planning tips to utilize many of the great features available in QuickBooks.

The program will discuss:

- The Top 10 errors made by QuickBooks users and how to avoid them.
- Selecting the QuickBooks version that is right for your Organization,
- Setting-up your Chart of Accounts,
- Navigating QuickBooks,
- Analyzing and Reporting on the Balance in Student Activity Accounts,
- Using jobs to separately track and report on each student activity account
- How to Reconcile Payroll,
- Creating memorized report groups for various users, such as the Business Administrator and Board of Education members,
- Using 3rd Party Software Applications that collaborate with QuickBooks,
- Converting Quicken files to QuickBooks, and
- How to get Help when using QuickBooks.



Edward P. Portice