

Upcoming Live QuickBooks Training Seminars:

- Location:** BKC, CPAs, PC, 114 Broad Street, Flemington, NJ 08822
- Basic Session:** May 11, 2017
- Advanced Session:** May 12, 2017
- Time:** 8:30 am Continental Breakfast, Seminar 9:00 am to 4:00 pm (Lunch not provided; 1 hour break)
- RSVP:** By Wednesday, May 3, 2017
 Complete online registration and payment at bkc-cpa.com/gb-registration
 \$100 per attendee, per session date. Continuing Professional Education credit will be provided

Many organizations use QuickBooks software, but don't fully understand or utilize all of the features available. At these informative seminars, we will teach you ways that your software can be customized to generate reports specific to your business, make the preparation of your tax returns and financials easier, and provide reports that are meaningful for your investors and bankers.

You won't want to miss these revealing programs! The speaker, Edward P. Portice, CPA of Bedard, Kurowicki & Co., CPA's, PC, is a Certified QuickBooks Pro Advisor, with over 35 years of tax experience. Ed will provide insights and planning opportunities to utilize many of the great features that are available in QuickBooks. Ed will review the Top 10 errors made by QuickBooks users and how to avoid them.



The **Basic Level** program will discuss:

- Selecting the QuickBooks version that is right for your Organization,
- Setting-up your Chart of Accounts,
- Navigating QuickBooks,
- Printing reports to measure your profitability,
- Getting help while using QuickBooks,
- Using Lists and Registers, and
- Using 3rd Party Software Applications that collaborate with QuickBooks.

The **Advanced Level** program will discuss:

- Analyzing Financial Data,
- Customizing Reports,
- Creating Memorized report Groups,
- Setting Up Inventory and Creating Assemblies,
- Tracking and Paying Sales Tax,
- Doing Payroll with QuickBooks,
- Customizing Forms,
- Preparing Letters with QuickBooks, and
- Working with Multiple Currencies.

The QB Seminar proved to be helpful & informative. I've been using QB for many years, but now – armed with some new info – I expect our numbers to be generated, analyzed and compiled at an even quicker & more efficient rate, saving valuable time & money.

- Santina J. Reichenbach

NJ Center for Tourette Syndrome & Associated Disorders, Inc.

Ed is a wonderful teacher & I enjoyed every minute!

- Patricia Caravello
 Somerset Marine

We really appreciate your candid input and concern for our learning and to help us benefit down the road from an investment in how we establish the account & data setup.

- Lisa Macyda