



Lakeland Builders Association

“Tips and features on QuickBooks for Small Business”

*Presented by Woody Adams and Intuit
Hosted by Becky Hessenauer of Baker Tilly Virchow Krause LLP*

**Thursday, Wednesday, February 24
1:00—3:00 pm
At the LBA Office –
1560 N. Country Club Pkwy, Elkhorn**

**Cost per person:
Members \$35
Non-Members: \$50**

- Cardinal rules (deleting/voiding transactions, payroll taxes, sales tax, reconciling, backup)
- Customization and organization (Icon bar, color coding, preferences, reminders)
- Banking including online and credit cards
- A/R and A/P, general journal entries, memorized transactions
- 1099 tracking
- Inventory
- Job Costing
- Reports
- Closing “the books” and passwords
- 2010 enhancements
- Discussion and questions



Please check: **Member** **Non-Member**

**Fax your RSVP with Credit Card info to Rosemary - (262) 723-5938
OR Email: rosemary@lakelandba.com OR mail with your check payable to :
Lakeland Builders Association, 1560 N. Country Club Pkwy, Elkhorn, WI 53121**

Company: _____ **Phone:** _____ **Total Amount:** _____

List Names of those Attending from your Company

_____	_____
_____	_____
_____	_____

Payment Options: (circle one) Check Credit Card

For Credit Card: Visa or MasterCard

Credit Card # _____ **CRV#** _____
(3 or 4 security code)

Name on Card: _____ **Exp. Date:** ____/____(MM/YYYY)

Billing Address for Card: _____
(address, city, state, & zip code)

Signature: _____

All NO SHOWS WILL BE INVOICED—Cancellations will be accepted until Tuesday, February 23.