



QuickBooks 2009 Part 2: Reconcile, Report & Integrate with Microsoft Office

Independent professionals and small business owners use QuickBooks for a wide range of financial business processes, from billing customers to the preparation of letters and documents. Take this course to master advanced QuickBooks 2009 concepts and tools.

Learning Objectives

Upon successful completion of this course, participants will be able to:

- Reconcile checking account and credit card accounts with provider statements.
- Create and customize QuickBooks reports and graphs.
- Integrate QuickBooks data into customer correspondence (MS Word) and spreadsheets (MS Excel)
- Track time, mileage and other expense. Allocate billable time and cost to customers and job while invoicing.
- Customize QuickBooks sales forms by applying and rearranging fields, headings, fonts and images, like your organization's logo.
- Create estimates and do progress invoicing.
- Explain the key data backup options and procedures. Cite the major steps involved in yearend procedures.

Comments from prior attendees.

"Glen is a wealth of knowledge. This is the second class (by Glen) I walked out of much more knowledgeable than when I started. I am excited about sharing what I learned with my team."

CPA, Raleigh, NC

Register today at <http://www.christopher-inc.net/SSCE>

DESIGNED FOR:	Independent Professionals and Small Business Owners
TEACHING METHOD:	Lecture Demo
RECOMMENDED CE:	3 credit hours
PREREQUISITE:	Basic knowledge of QuickBooks, completed course SQB1 or equivalent knowledge
COURSE MATERIAL:	Practice files and the program workbook, a 50 to 70 page .pdf file available for download 10 days prior to workshop date at http://www.christopher-inc.net/SSCE
EVENT ACRONYM:	SQB2
LEVEL:	Beginner - Intermediate
MEETING LOCATION:	Solid Source Realty Buckhead Office 20 Lenox Pointe Atlanta, GA 30324
PRICE:	\$39.00 Early registration price is \$34.00 (expires on Feb. XX, 2010)
DATE:	TBA
START TIME:	9:00 AM
END TIME:	1:30 PM

Meet your instructor:



Glen Christopher is a popular and entertaining speaker. Since 1997, Glen has delivered over 1,000 technology presentations and seminars, including programs for:

- Awana International
- NC Association of CPAs
- Middleton Cross Plains Schools
- Hatachi
- WesternCPE
- Guaranty Bond Bank
- Ciena
- American Bible Society

Glen's practice specializes in VBA consulting & design services for financial reporting and data management solutions.