



Learn How to Make QuickBooks Work for You

Whether or not you do your own bookkeeping, harness the power of QuickBooks. **You can do it!** QuickBooks can simplify this aspect of your business for you or your accountant. During this one-day seminar business people like you learn how to:

Create Basic Reports (Profit & Loss Statement and Balance Sheet)

Set-up: Chart of Accounts

Customers & Jobs
Vendors
Items

Create: Invoices

Sales Receipts
Customer Statements
Credit Memos

Enter: Vendor Invoices

Cheques
Receive Payments
Make Bank Deposits

About Us

After more than 25 years as a book-keeper I recently earned the highest professional designation for a book-keeper - - certification from the Institute of Professional Bookkeepers of Canada. Years working as a book-keeper at a law firm, a major fuel company, pharmacy franchise and the actuarial division of an insurance company have equipped me to offer complete, full-charge bookkeeping services.

When it comes to your business bookkeeping let me do what I do best so you can focus on your strengths to grow your business.

Maria Chovaz

CPB - Certified Professional Bookkeeper

Seminar includes 1 hr. consultation on a future date



Join Us June 8, 2010

9 a.m. to 4 p.m.

Italian Canadian Club, 135 Ferguson Street, Guelph

\$100 + GST for a day of instruction, breakfast, lunch

+ a 1 hour consultation on a future date

Early Bird Discount

Register before May 15 and save 10%

Call 519 766 1965 or send an email to maria@completebookkeeping.ca to register