QuickBooks® Accounts Payable:
Managing Your Cash Flow

Another great offering by:

ABC
Associated Builders and Contractors, Inc.

Keystone Chapter

Wednesday, October 24, 2012

8:30 am – 11:30 am / ABC Keystone

Paying bills is the least favorite part of managing a business. We don't like to see money go out the door.

Entering and paying bills, recording checks and deposits, creating accounts payable aging reports, paying sales tax, setting up 1099 vendors, bank reconciliations and recording credit card charges and paying credit card bills…

Learn how to record and manage your payables for optimum cash flow.

"I had at least 6 questions written down before coming – all had been answered and some with numerous answers!"

- Tarah Myers, Hanover Door

-- One of four QB training opportunities in 2012 --

DONNA PATTERSON, began working as a QuickBooks® Certified ProAdvisor for Trout, Ebersole & Groff, LLP in February 2008. Prior to working for TEG, she worked as a controller for 12 years. Donna has also worked as a Financial Analyst for several years, training companies to utilize QuickBooks to provide accurate, efficient financial reporting.

Regular Pricing: $86 first registrant; $72 each add'l registrant / After Oct. 14: $107 per person

*Member Pricing: $60 first registrant; $50 each add'l registrant / After Oct. 14: $75 per person

*ABC members receive 30% Off!

Price includes light breakfast and course materials.
Reservations/Cancellations due by October 14, 2012.

Firm Name: _____   **Phone**: _____

Authorized By/Job Title: _____   **Email:** _____

Participant Name: _____email:_____

Title: _____

Participant Name: _____email:_____

Title: _____

TOTAL PARTICIPANTS: _____   **TOTAL COST**: _____   ☐ Check enclosed   ☐ Invoice

☐ C.O.R.E. - *Invoice remaining amount*   ☐ VISA / AMEX / MC   3 Digit Security Code: _____

Card #: _____   Exp. Date:_____   Billing Address Zip Code: _____   EIN: 23-1618254

Authorized Signature _____   Print Name _____

Call Jo Ann at 717.653.8106 / **FX**: 717.653.6431 / joann@abckeystone.org / **Register at** www.abckeystone.org

Education expenses may be deductible by members as an ordinary and necessary business expense. Consult your accountant for more information.