

QUICKBOOKS® MADE EASY



Is your office making these CRITICAL mistakes?

- ❓ 3 QuickBooks® errors that hurt cash flow AND your bottom line
- ❓ 7 mistakes to avoid in "costing" and why they matter
- ❓ 5 ways to reduce payroll headaches – the one best fix
- ❓ 3 reports that will stop wasted expenses and reduce overhead
- ❓ 3 critical errors in setting up your Chart of Accounts

WHO SHOULD ATTEND?

- ✔ Business owners who want to avoid mistakes, improve cash flow and gain a better understanding of what their numbers indicate
- ✔ Bookkeepers who need a better understanding of QuickBooks®
- ✔ Spouses who help with the books on a part-time basis

A FAST-PACED EASY 1/2 DAY TRAINING CLASS

ANSWERS TO YOUR MOST PRESSING QUICKBOOKS® QUESTIONS

- 3 common accounting mistakes almost every business makes that cause cash flow problems- how to find and fix errors
- 4 common mistakes in setting up client accounts and how to prevent and correct the mistakes
- 5 vital decisions you must make for your Chart of Accounts to provide meaningful financial statements – what to do to fix errors in your current setup
- 5 ways QuickBooks can help improve collections
- 5 reports you should track to build a profitable business
- How to access your office QB from home or a job site
- How to import client lists from other software
- How to prepare invoices, refunds, credits, and client statements
- How to process checks and credit card payments
- How to efficiently reconcile bank accounts
- 4 things you must know if the bank balances do not match
- How to effectively track your firm's finances 24/7
- How to manage your company using business centers
- Easy steps for handling NSF checks
- 5 things you must do when tracking bad debts or petty cash disbursements
- 4 reasons you need to use on-line banking- How it works and how to get set up.
- Exporting QuickBooks® into Excel and the 4 advanced techniques to make it more useful

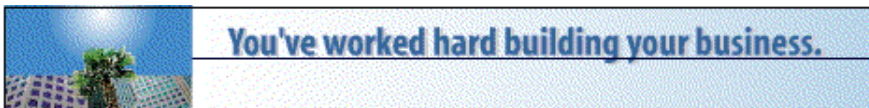
No matter how tough your QuickBooks® problem, we will NOT leave until we have answered all of your questions. Our mission is to help you run a GREAT business. A staff member will call you prior to the class to identify the biggest problems you are facing and find out what you are hoping to learn.

We KNOW **QuickBooks®**
We KNOW **Accounting**
We KNOW **Taxes**

AND WE KNOW WE CAN HELP GROW YOUR BUSINESS



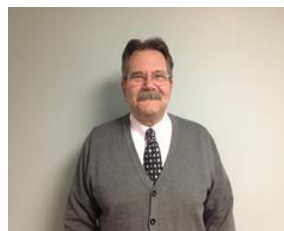
Outsource and save money and time



ABOUT

JAMES NARADZAY, EA

*Certified QuickBooks Pro Advisor®
Enrolled Agent*



"An enrolled agent is a person who has earned the privilege of representing taxpayers before the Internal Revenue Service by either passing a three-part comprehensive IRS test covering individual or business tax returns, or through experience as a former IRS employee. Enrolled agent status is the highest credential the IRS awards..."

TESTIMONIALS

<http://proadvisor.intuit.com/quickbooks-help/james-naradzay-ea#BVRWidgetID>

Date: January 16, 2013

Overall Rating



Responsiveness



Overall Value



Expertise



QuickBooks and Accounting Services

"James came into our business at a volatile time and helped us clean up our accounting and point us in the right direction. Since James has been with us our sales have increased, our expenses have been kept under control, and our profits have been on the rise. Our accounting is now kept up-to-date with James' assistance; we could not have done it without him. James is a great teacher as well, and will happily bestow his knowledge of QuickBooks, Excel, etc. to the learning ear. Partnering with J&L Accounting was one of the best decisions our business has made to date."

Date: October 11, 2012

Overall Rating



Responsiveness



Overall Value

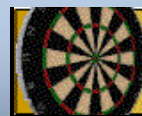


Expertise



Accounting Services

"Mr. Naradzay came to our organization at a crucial time & assisted us in getting our books in order! He's professional, straight forward and just a nice guy to work with. I'd surely recommend him to anyone that wants & needs to know where they are and where they are going financially."



If you can't see your target...

CONTACT US TODAY

Classes are forming now for February/March 2014

- ✓ For a Pre-Seminar Survey
- ✓ Schedules & Locations

571-436-3763

info@actgtax.com

What distinguishes J&L Accounting Services, Inc.?

It's our commitment to providing the highest level of quality service to our clients. We listen to your concerns, ask the right questions and take the time to understand your goals and objectives.

J&L Accounting Services, Inc. has been serving the Northern Virginia area since 1993, and our commitment to you is based on the highest of professional accounting standards.

We will anticipate your needs and work to exceed your expectations. We will always have your best interests in mind and work with you to help you reach your financial goals.

What services we offer with are QuickBooks® Training and Support

- **Bookkeeping**
- **Payroll Services**
- **Small Business Tax Return Preparation**
- **Individual Tax Return Preparation**

We have a broad base of knowledge and solutions that ensure your specific needs are met.

