



Free QuickBooks Tips & Tricks & Introduction to The Paperless Office

Seating is limited, advance registration is required

Topics Include:

- How (and why) to customize your chart of accounts
- How (and why) to use sub-accounts
- How (and why) to memorize transactions and reports
- Best practices for paying bills
- What to do when your bank statement won't balance
- How (and why) to reconcile credit card statements
- How (and why) to set up and use budgets
- First steps to creating a paperless office
- Open Q & A

Wednesday, June 30th 1-3 PM
Old National Bank, Community Room
6135 N. College Ave. in Broad Ripple

Free Parking (on the street and in the lot on the east side of the building)

For more information and to reserve your place,
Email sheryl-schuff@NoMoreBookkeepingHeadaches.com
or call 317.721.4447



Sheryl Schuff, CPA