

We're Back!

QuickBooks®
Made Easy
for
Non-Profits™



Children and Family
Services Association-NC
Presents:

CFSA-NC



Forget Me Not

Caring for North Carolina's
Children through leadership,
accountability and quality

A Two-Part QuickBooks® Training Seminar for Non-Profits

Got QuickBooks®?...Learn to Use it for Your Non-Profit!
See Admission Details Below¹

Who: Join Gregg S Bossen, CPA the **QuickBooks Guy**
For a Live **QuickBooks® Seminar**

What: This Seminar Will Teach You **Just What a Non-Profit Needs to Know**. No More No Less.

Raleigh, NC

When: Wednesday, **October 6, 2010**

Part 1 Essentials: from 9 a.m. - 1 p.m.

Part 2 Advanced: from 1:30 p.m. - 4:30 p.m.

Where: Umstead Park United Church.
8208 Brownleigh Dr, Raleigh, NC 27617



"Great Speaker – very informative, funny. Kept my attention, very detailed on explanations."

*-Jennifer Barrow,
CT of NC*

Part 1: Essentials (Updated)

Entering Your **Programs**.
Adding Your **Annual Budget**.
Entering Your **Outside Payroll**.
Creating **Reports for the Board**.
Creating **Reports for Your Accountant**.
Tracking Your **Members and Donors**.
Tracking **Grants, Pledges, and Dues**.
Year-End Acknowledgments.

Plus: Whats New for 2010

Attaching **Scan Documents**
Cutting & Pasting from **Excel into QB**
Auto-Signing Checks
Using the New **Report Center**
Easy Searching in Donor/Vendor List

Part 2: Advanced (New)

Tracking **Special Fundraising Events**.
Tracking **Funds**.
Two Ways to get **year-end donor-Acknowledgements**.
Finding Bank **Reconciliation Outages**.
Recoding **In-Kind Contributions**.
Customizing Forms.
Memorizing Repeating Transactions.
Auto-Recoding Membership Dues.
Tracking **Volunteers**.
Advanced **Budgeting by Grant/Program**.
Advanced method of **Auto-Allocating Expenses to Programs/Grants**.
And More!

"I just left a board meeting that went extremely well because of you! Your seminar was brilliant!"

-Joann, Woods Charter Foundation

"It was much more than I expected to learn in 4 hours. I really enjoyed it – looking forward to next year."

*- Traci Butler,
Miss Ruby's Kids*

1Register today, Space is limited!

Part 1 (Only): Admission is **ONLY \$65** per person and just **\$25** for each additional person from your organization.

Part 2 (Only): Admission is **ONLY \$45** per person.

Full Day (Both Parts): Admission is **ONLY \$99** per person and just **\$69** for each additional person from your organization (**Lunch** Provided for Full Day Attendees).

Sign Up Today at: www.QuickBooksMadeEasy.com/classes.htm

Or call us at **(404) 892-9513** You'll be glad you did!

QuickBooks® Made Easy is brought to you by :
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