

# Akmaq Accounting & Consulting LLC

*Exclusively for Alaska Village ANCs, Tribes and Cities*

## ***Mastering QuickBooks Accounting***

***A Special Two-Day QuickBooks Training Course  
For Village Corporations, Tribes, and Cities***

**DECEMBER 5-6, 2016**

**8:30 AM – 4:30 PM**

**The Sheraton Anchorage Hotel & Spa**

QuickBooks is one of the most popular Village Corporation, Tribal, and City Accounting, Finance, and Bookkeeping software programs. In this two-day course you will learn the most accurate and efficient way to master using QuickBooks. In addition to learning how to master using QuickBooks' many features, tools, tricks, and menus, you'll learn how to utilize its more advance functions. And, if you've upgraded, you'll learn the secrets of using the QuickBooks new features. **We also will be giving special attention to Payroll Setup, Processing, and Paying Employees.**

The course is presented by Ross Waddell co-founder of Akmaq Accounting and Consulting. He is a Certified Public Accountant and Certified QuickBooks Expert. For the past several years Ross has been providing on-site QuickBooks Accounting and Financial Consulting Services exclusively for numerous Village Corporations, Tribes, and Cities throughout Alaska. In many instances, his services have resulted in obtaining unclaimed tax refunds of thousands of dollars and avoidance of substantial tax penalties in other cases. He also has assisted a number of tribes in successfully securing reinstatement of unutilized grant funds.

**Here is what you will learn in the Course . . .**

### **Understanding the Basics of QB**

- Setting up a new company & password protection
- Chart of accounts setup/change/fix & Understanding Lists
- Payroll setup, processing, & paying employees
- Setting up company and individual "Preferences"
- Cash vs. accrual accounting
- Tracking inventory
- Using "Classes" for tracking Grants/Business Lines

### **Buying and Paying**

- Accounts Payable – bills vs. checks
- Vendor List
- Entering & paying bills efficiently
- Utilizing credit cards
- Entering/voiding checks
- Memorized transactions
- Accounts payable aging

### **Selling & Collecting**

- Making Deposits
- Creating Invoices for Customers
- Creating Receipts for Cash Sales
- Collecting from Customers
- Accounts Receivable Aging
- Creating Monthly Statements
- Charging Past due fees

### **Reporting & Reconciling**

- Utilizing the reports efficiently
- Customizing Reports
- Finding Transactions quickly
- Working with your Accountant
- Using QB to manage cash flow
- Monthly reconciliation of cash & credit cards

**End of Course Special Q & A Session**

**OVER**

## Our Guarantee

By attending our course, we are confident your knowledge and confidence will be increased so as to take full advantage of QuickBooks powerful features . . . we guarantee it! If after attending the first day of the course, you are unsatisfied for any reason, just return your materials to the instructor and you'll receive a full refund.

Here is a sampling of prior attendee comments.

“QuickBooks does not seem like the big scary boogey man now”

“I now know what I'm doing and will be able to fix my errors easily”

“Payroll accounting and processing now will be much easier for me”

“I will be able to track grants better and make sure we receive all of our funds”

“Now I understand how to avoid tax penalties”

“We should now be able to receive all of our tax refunds”

“I will now be able to perform my bookkeeping work more accurately”

“My confidence in using QuickBooks correctly has increased greatly”

“I feel my knowledge in using QuickBooks has increased a lot. I'll be able to use it with little or no trouble at all now.”

## Our Course is Unique

Based on our training experience we have found hands-on training does not optimize the learning experience. When everyone has a computer, it takes five times longer to cover the same material and there never is enough time to answer everyone's questions. To cover as much material as we do, the course has to move along at a good pace. Therefore, we do the typing... and you do the learning. Our format ensures that you'll learn the maximum amount of material with the smallest investment of time. The instructor's computer image is shown on a large screen. Upon check-in for the course, participants receive a detailed workbook. This enables them to follow along and take notes in their workbook. Using our format, there's plenty of time to answer all participant questions and cover all the material in just 2 days! **During the course the instructor stays until every participant's questions are answered to be sure they are doing things right. We encourage you to bring your laptop to the Course.**

## Lodging

The Sheraton Anchorage Hotel & Spa Accommodations: Please ask for Aklaq Accounting and Consulting Special Group Rate of \$ 95.00 /night plus tax. Parking is available in the Hotel's garage at the special rate of \$8.00/per vehicle per day.

## Course Time and Registration Information

**Course Time is 8:30 AM – 4:30 PM Both Days.** The **EARLY** registration fee for the two-day QuickBooks Training Course is \$597.00 if received by **FRIDAY NOVEMBER 18, 2016**. After this date the fee is \$647 per participant. **The registration fee includes the Course Workbook, lunch, and break refreshments each day.**

To register for the Course, please complete and submit the **attached registration form** by **FRIDAY, NOVEMBER 18, 2016** to obtain the early registration fee and to assure seating at the Course.

If you are unable to attend, please see [www.aklaq.com](http://www.aklaq.com) for a complete list of our QuickBooks subscription accounting programs and financial consulting services. They can be tailored to meet all your specific accounting needs and requirements. If these are of interest, please call, email, send a fax, or click on [www.aklaq.com](http://www.aklaq.com) .

Presented and Sponsored by

Aklaq Accounting & Consulting LLC  
Voice/Cell: 907.868.3731 Fax: 907.868.3710

Please Email or Fax Registration to: [Harvey@Aklaq.com](mailto:Harvey@Aklaq.com)

# Mastering QuickBooks Accounting Training Course for Village Corporations, Tribes, and Cities

## REGISTRATION FORM

**December 5-6, 2016**  
**Sheraton Anchorage Hotel & Spa**  
401 East 6<sup>th</sup> Avenue  
Anchorage, AK 99501  
866-716-8134 or 907-276-8700

**8:30 AM – 4:30 PM**  
**Both Days**

For questions, contact  
Harvey A. Meier, Training Director  
907.868.3731 Fax 907-868-3710  
[harvey@akmaq.com](mailto:harvey@akmaq.com)  
[www.akmaq.com](http://www.akmaq.com)

*If more than one attendee from your organization,  
Please list all registrants on the back of this form.*

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_ Website \_\_\_\_\_

**Seating is limited. Please register by FRIDAY, NOVEMBER 18, 2016 to obtain  
the early registration fee discount**

Please make CHECK payable to:  
Akmaq Accounting & Consulting LLC

Mail your check, registration form, and  
attendee list to:

**Registration Fee:** Covers 2 full days of course activities,  
Course Workbook, Lunch, and Break Refreshments.

Harvey A. Meier, Training Director  
AKMAQ ACCOUNTING & CONSULTING LLC  
410 W. Nevada Street  
Ashland, Oregon 97520-1043

**\$597 per attendee for EARLY registrations received by  
Friday, November 18, 2016. Registrations after  
November 18<sup>th</sup> are \$647 per attendee.**

Phone: 907-868-3731  
Fax: 541-868-3710  
[harvey@akmaq.com](mailto:harvey@akmaq.com)

A CHECK in the amount of \$ \_\_\_\_\_ is enclosed.

**If paying by credit card:**

Name on credit card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ 3-Digit Security Code: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_\_

**Refunds will be issued for written cancellations received by Monday, November 28, 2016.**  
**No refunds after this date.**